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Office of the Broome County Executive

"The People's Office"

Debra A. Preston, County Executive

2013-2014 OFFICIALS

COLLEGE OFFICIALS

Dr. Kevin E. Drumm, President

Debbie Morello, Acting Vice President
For Student and Community Engagement

Regina Losinger, Vice President for
Administrative & Financial Affairs

Francis Battisti, Vice President for Academic
Affairs

Richard David, Public Affairs Officer

COUNTY LEGISLATORS

Steven J. Flagg, 1st District,

Scott D. Baker, 2nd District

Kelly F. Wildoner, 3rd District

Daniel D. Reynolds, 4th District

Daniel J. Reynolds, 5th District

David M. Jensen, 6th District

Matthew J. Pasquale, 7th District

John A. Black, 8th District

Ronald J. Keibel, 9th District

Jerry F. Marinich, 10th District

Colleen E. McCabe, 11th District

Michael P. Sopchak, 12th District

Anthony F. Fiala Jr., 13th District

Jason T. Garnar, 14th District

John F. Hutchings, 15th District

BOARD OF TRUSTEES

Timothy Grippen,
Chairperson

James Orband,
Vice Chairperson

George F. Akel, Jr.

Margaret T. Coffey

Anthony Paniccia

Angelo Mastrangelo

Marc Newman

Nicholas G. Serafini, Jr.

Nancy LaBare

Aishia Mortenson, Student
Trustee

BCC Organizational Chart

BCC Board of Trustees

College President

Shared Governance Councils

Academic

Science, Technologies, Engineering, and Mathematics (STEM) and Outreach

Biology
Chemistry
Computer Sciences
Engineering Technologies
Fast Forward
Engineering Science and Physics
Mathematics
Physical Sciences
Outreach Sites

Liberal Arts

Art and Design
Communication and Media Arts
English
Foreign Language, Speech and ESL
History, Philosophy and Social Sciences
Performing Arts
Physical Education
Psychology and Human Services
Teacher/Early Childhood Education

Health Sciences and Distance Education

Clinical Laboratory Technologies
Dental Hygiene
Distance Education
Health Information Technology
Medical Assisting/Individual Studies
Nursing
Physical Therapist Assistant
Radiologic Technology
Professional Development
Teaching Resource Center

Business and Public Services

Accounting
Business Information Management
Business Administration
Criminal Justice
EMT/Paramedic
Entrepreneurship
Financial Services
Fire Protection Technology
Hospitality Programs
International Business
Management
Marketing, Management and Sales
Office Management
Paralegal
Website Development and Management

Other

Advising
Deans Offices
Exec VP / CAO Office
Learning Center
Learning Resource Center

Governance, Finance, Facilities, and Other

Facilities

Capital Project Management
Custodial Services
Facilities Planning and Improvement
General Institutional Expenses
Ice Center
Plant operation and maintenance
Utilities

Public Affairs

Special events planning
Marketing and Communications
Publications and design
Web Development

Support and departments

Accounts Payable
Alumni Affairs
Budget
Copy Center
Finance
Financial Aid
Fixed Asset Management
Human Resources
Institutional Effectiveness
Inventory Management
Mail Room
Payroll
Purchasing
Student Accounts
VPAFA Office

Governance

Board of Trustees
President's Office
Shared Governance
Strategic Planning

Information Technologies

Academic Computing
Computer Support
Institutional Reporting
Media Services
Network/Telecommunications

Student and Community Engagement

Admissions
Athletics
Child Care Services
Counseling
Educational Opportunity Program
Enrollment Management
Health and Wellness Center
Job Placement Center
Public Safety
Records Management
Registrar
Sponsored Programs
Student Activities
VPSCE Office

Continuing and International Education

Bachelors Degree Programming
Entrepreneurship/Small Business
International Education and Study Abroad
Open Enrollment Programs
Workforce Development

Intro No. 47
Date 6/20/13
Reviewed by aws
Co. Attorney
Date 5/31/13

RESOLUTION
BROOME COUNTY LEGISLATURE
BINGHAMTON, NEW YORK

Permanent No 2013-271
Date Adopted 6/20/13
Effective Date 6/24/13

Sponsored by: Finance and Economic Development, Education & Culture Committees

Seconded by: Hon. John A. Black

RESOLUTION ADOPTING THE BUDGET FOR BROOME COMMUNITY COLLEGE FOR 2013-2014

WHEREAS, the Broome County Legislature is required to approve the College's annual unrestricted operating budget, and

WHEREAS, such approval must state the total unrestricted appropriations, sponsor contribution and fiscal year for which the operating budget is approved, and

WHEREAS, the Finance Committee of the County Legislature recommends approval of the total budget and sponsor contribution as presented, now, therefore, be it

RESOLVED, that the unrestricted operating budget for Broome Community College for the college fiscal year September 1, 2013 through August 31, 2014, in the sum of \$50,583,852 be approved, and be it

FURTHER RESOLVED, that the Sponsor Contribution for Broome Community College for the College fiscal year September 1, 2013 through August 31, 2014, in the sum of \$6,978,776 be approved, and be it

FURTHER RESOLVED, that the Broome Community College's operating budget be submitted to the State University Board of Trustees for approval.

COUNTY OF BROOME) ss:
STATE OF NEW YORK)

I, the undersigned, Clerk of the Legislature of the County of Broome, DO HEREBY CERTIFY that the above is an original resolution of such Legislature duly adopted on the 20th day of June, 2013, by a majority of the members elected to the Legislature of said County at a regular meeting of said Legislature.

I FURTHER CERTIFY that at the time said resolution was adopted said Legislature was comprised of fifteen members.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Legislature this 21st day of

June, 2013.
Date sent to County Executive June 21, 2013

Approved [Signature]
County Executive

Date June 24, 2013

[Signature]
Clerk, County Legislature
County of Broome

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Office of the Broome County Executive

"The People's Office"

Debra A. Preston, County Executive

Broome Community College Budget Message

May 24, 2013

Honorable Members
Broome County Legislature
Governmental Plaza
Binghamton, New York 13902

Ladies and Gentlemen:

I respectfully submit the following recommended Broome Community College (BCC) 2013-2014 budget for your review.

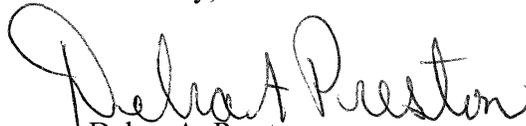
I have recommended County support of \$6,978,776. This is an increase of \$136,839. The contribution had been unchanged for three years and then increased by \$50,000 last year. This equates to an increase of .75% last year and 2% this year following two years of no increase.

The 2013-2014 budget anticipates enrollment to decline by 2% next year.

28 full-time positions of which 17 teaching and 11 non - teaching are being held vacant next year in the continued effort to contain costs.

The moderate recommended increase is necessary to maintain the quality of education, retain and facilitate student success, fund benefit costs and allow facility maintenance at the College.

Sincerely,



Debra A. Preston
County Executive

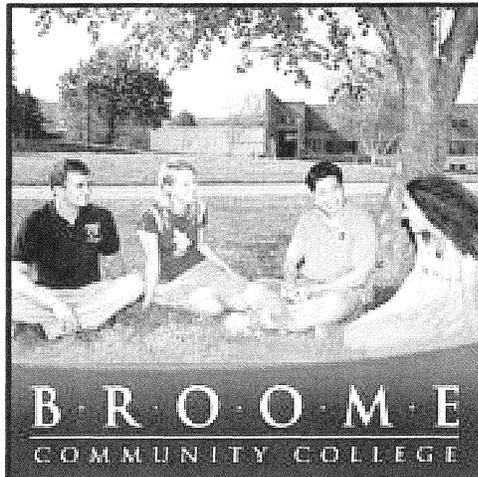
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2013-14 Broome Community College Adopted Operating Budget

	2012-13 Adopted Budget	2013-14 Proposed Change	2013-14 Proposed Budget	2013-14 Adopted Change	2013-14 Adopted Budget	% Change	% Budget
ASSUMPTIONS:							
Student enrollment FTE (5,136 forecast 11-12)	4,992	(100)	\$ 4,892	(100)	\$ 4,892	-2.0%	
State aid per FTE	\$ 2,272	150	\$ 2,422	150	\$ 2,422	6.6%	
Tuition	\$ 3,820	134	\$ 3,954	134	\$ 3,954	3.5%	
Broome County support	\$ 6,841,937	136,839	\$ 6,978,776	-	\$ 6,841,937	0.0%	
EXPENSES:							
Personnel	\$ 27,173,552	\$ 582,300	\$ 27,755,852	\$ 582,300	\$ 27,755,852	2.1%	54.9%
Fringe benefits	\$ 13,215,629	\$ 1,285,070	\$ 14,500,699	\$ 1,285,070	\$ 14,500,699	9.7%	28.7%
Contractual expenses	\$ 7,388,801	\$ 373,500	\$ 7,762,301	\$ 373,500	\$ 7,762,301	5.1%	15.3%
Equipment	\$ 565,000		\$ 565,000	\$ -	\$ 565,000	0.0%	1.1%
Total expenses	\$48,342,982	\$2,240,870	\$50,583,852	\$2,240,870	\$50,583,852	4.6%	100.0%
REVENUES:							
State aid	\$ 12,182,598	\$ 388,757	\$ 12,571,355	\$ 388,757	\$ 12,571,355	3.2%	24.9%
Broome County (sponsor)	\$ 6,841,937	\$ 136,839	\$ 6,978,776	\$ 136,839	\$ 6,978,776	2.0%	13.8%
Tuition	\$ 19,773,441	\$ 344,333	\$ 20,117,774	\$ 344,333	\$ 20,117,774	1.7%	39.8%
Chargebacks to other counties	\$ 2,547,478	\$ 1,043,973	\$ 3,591,451	\$ 1,043,973	\$ 3,591,451	41.0%	7.1%
Out of state tuition	\$ 1,442,433	\$ 288,244	\$ 1,730,677	\$ 288,244	\$ 1,730,677	20.0%	3.4%
Miscellaneous revenues	\$ 4,227,949	\$ 732,000	\$ 4,959,949	\$ 732,000	\$ 4,959,949	17.3%	9.8%
Fund balance appropriation	\$ 1,377,146	\$ (693,276)	\$ 633,870	\$ (693,276)	\$ 633,870	-50.3%	1.3%
Total revenues	\$48,392,982	2,240,870	\$ 50,583,852	2,240,870	\$50,583,852	4.6%	100.0%

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Student enrollment highlights



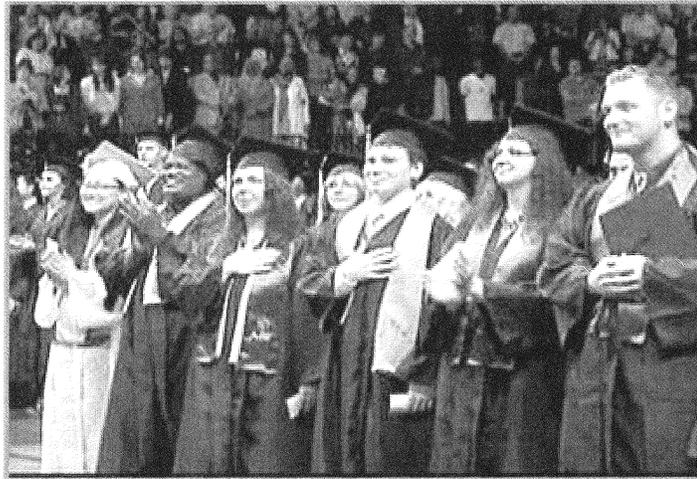
Student enrollment is budgeted to decline by 2% next year despite significant growth in some areas. Enrollments are declining in nearly every SUNY community college, some at a greater rate than BCC – and part of a national trend.

With 75% of BCC operating revenues – state aid, tuition, out-of-state tuition, chargeback revenues and student fees – being directly driven by student enrollment, and each percentage bringing in \$330,000 in revenues, sustaining and growing enrollment is a major key to BCC's financial viability.

In the past few years our distance learning enrollments have grown significantly, and we have attracted a greater percentage of a declining number of local high school graduates. Our Fast Forward high school enrollments doubled this year, out-of-county NYS enrollments and out-of-state enrollments grew, and our Binghamton Advantage joint admissions program with Binghamton University continues to grow, all positively impacting enrollment. Our enhanced website and portal, ramped up marketing efforts, and improved communication with students and amongst departments are also helping.

However, our enrollment gains have been offset by increased competition from nearby community colleges with student housing, fewer non-traditional age students taking classes, and a declining, aging local population. Our student housing, expected to be under construction very soon and planned to open Fall 2014, will attract students from other areas and keep some in the area who might have gone elsewhere.

All about BCC students and graduates



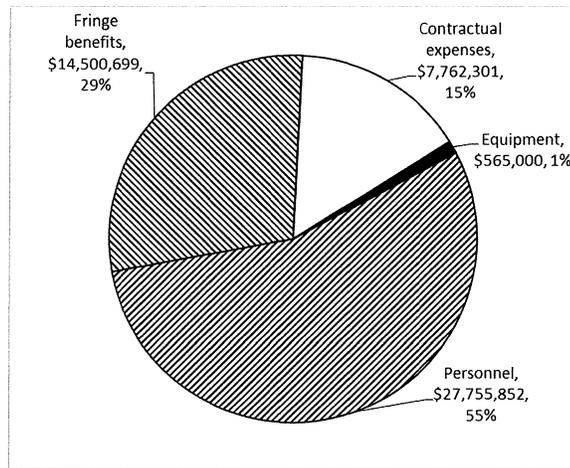
- 45,000+ Alumni, 1,125 graduates in 2011-12, 819 (73%) from Broome County
- 259 Business & Public Services, 270 Health Sciences, 455 Liberal Arts, and 141 STEM graduates in 2011-12
- 72% graduates transferred or found employment related directly to their major (as reported in 2012 Job Placement and Transfer Survey)
- 53 associate degree and 17 certificate programs offered
- 10,000+ registrations in non-credit continuing education and workforce development courses
- 36% of the local 2012 high school graduates attend BCC
- 67% students are Broome County residents, 24% are from other New York counties, and 9% are from out-of-state including international students from 36 countries
- 3% students are younger than 18, 65% are 18-24, and 32% are at least 25 years old
- 55% students female, 45% male
- 6,864 students were enrolled in credit courses in Fall 2012 including Fast Forward and Early College programs – a 3% increase from prior Fall
- Student graduation rate and retention is above the median in the SUNY Community College system
- Over 924 high school students are enrolled in Fast Forward college courses offered at their schools, a one year increase of 95%
- 8,343 student registrations in 574 fully online sections last academic year
- 947 registrants in 69 “blended” online / classroom sections last year
- 2,700 student service learning hours and 1,800 student community service hours annually

BCC Proposed Budget Highlights Expense Highlights

Broome Community College's budget is proposed to increase for the first time in three years. For the past two years it has declined as costs were strategically reduced by several million dollars in the face of significant state aid cuts and enrollment decline.

It is necessary to increase the budget next year to fund increases in fringe benefit costs, to sustain quality instruction and improve student retention and success, and to better maintain our facilities, which had fallen into a state of disrepair over the years.

28 full-time positions (7% of campus positions) – 17 teaching and 11 non-teaching, are being held vacant next year due to enrollment decline and associated revenue challenges. Personnel costs are \$276,000 less than they otherwise would've been as the result of a BCC Board of Trustee Voluntary Separation Incentive Program that broke even in 11 months.



BCC continues to be faced with an unprecedented and daunting challenge – striving to identify ample, sustainable resources that will enable us to continue to provide open and affordable access and quality education and support services to our current and future students in the face of enrollment decline.

Funds are budgeted next year for the following fringe benefit rate increases and critical priorities...

- ✓ \$ 479k TRS and ERS retirement rate increases that increased costs by 20%
- ✓ \$ 461k Health insurance 8.5% tentative rate increase and additional retirees
- ✓ \$ 450k Fill 9 of 26 vacant teaching positions in areas of critical need, leaving 17 (10%) vacant
- ✓ \$ 324k 1% salary increase
- ✓ \$ 164k (New) Natural Science Center custodial staff (3)
- ✓ \$ 151k Student housing – manager, peace officers, billing software
- ✓ \$ 100k Natural Science Center utilities
- ✓ \$ 115k Fast Forward enrollment growth
- ✓ \$ 100k Fill 2 recently vacated facilities positions (current staff is well below recommended levels)
- ✓ \$ 88k Improve student access by moving IT systems to the Cloud and adding 24/7 services
- ✓ \$ 65k Expand advising to increase student retention

How Does BCC Spending Compare With Other SUNY community colleges?

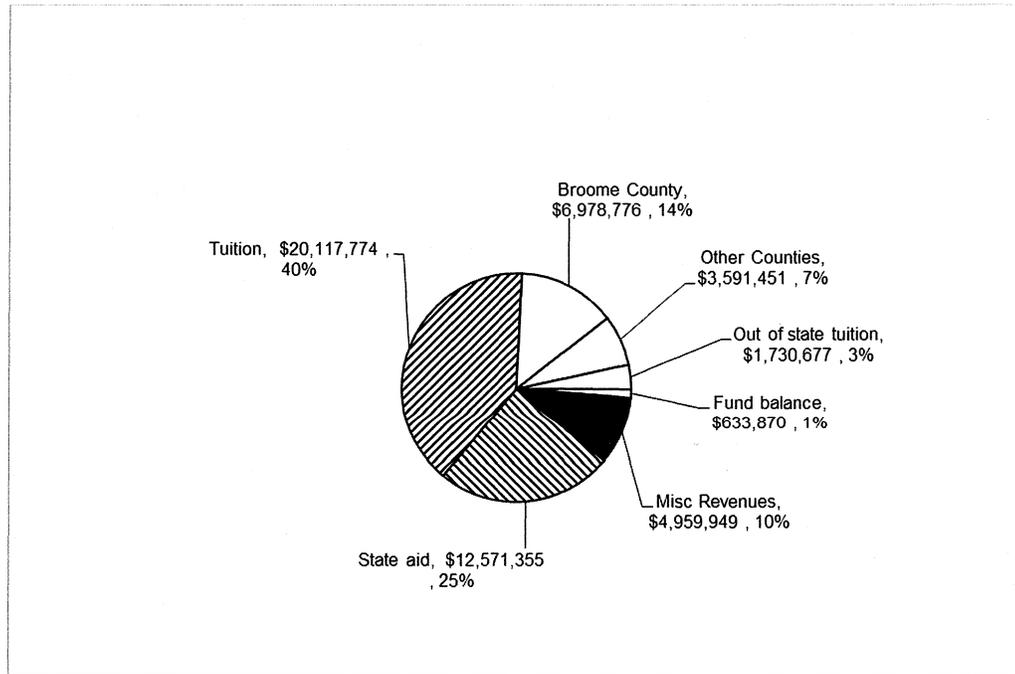
Favorably!

BCC spending is “right-side up” – we spend more on instruction and less on administration as a percentage of our budget than most of SUNY’s 30 community colleges, and we have made significant progress in the past two years in the percentage of our operating budget spent on facilities, moving up 7 places from ‘dead last’ two years ago.

% Budget Spent	Instruction <i>Fall/Spring</i>	Administration	Facility maintenance
<i>High</i>	52%	17%	21%
<i>Average</i>	44%	8%	14%
<i>Low</i>	34%	5%	8%
BCC	49%	6%	11%
	<i>(4th highest of 30)</i>	<i>(6th lowest of 30)</i>	<i>(7th lowest of 30, up from lowest in 2 years)</i>



Revenue highlights

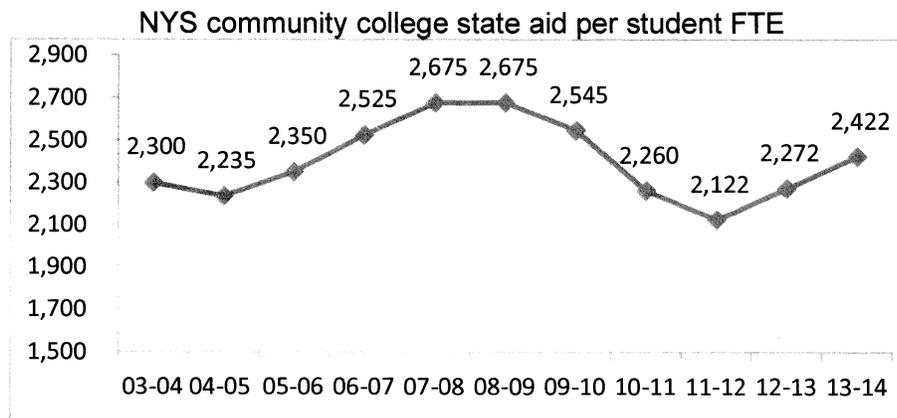


Slices in white referred to as "sponsor share"

State aid increases \$389k, restoring part of \$2.7 million prior year cut

State aid per student FTE is budgeted to increase by \$150 (6.6%) per student full-time equivalent, increasing revenues by \$388,757 next year and restoring part of the \$2.7 million cut several years ago.

From 2008-09 to 2011-12 – over 3 years - state aid per student full-time equivalent was cut 21% - \$553 per FTE from \$2,675 to \$2,122, reducing college aid per student to the level received a dozen years earlier. Next year's funding restores aid to the level received seven years earlier.



1 FTE = 30 student credit hours

State aid funds 25% of next year's proposed budget, \$2.6 million less than the full one-third originally envisioned when community colleges were formed and far less than the 40% cap set by SUNY regulations.

Broome County funding proposed to increase by 2%

Next year's budget proposes to increase county support by 2% to help sustain instructional quality in the face of rising health and retirement costs, and to help meet critical needs. We hope you will consider this as an investment in Broome County's top economic development engine. Your support is very much appreciated.

Broome County funding

Year	Broome County support	Increase	% change	% budget funded by Broome County
09-10	6,791,937			13.9%
10-11	6,791,937	-	0.0%	13.9%
11-12	6,791,937	-	0.0%	14.0%
12-13	6,841,937	50,000	0.7%	14.2%
13-14	6,978,776	136,839	2.0%	13.8%

Tuition planned to increase by 3.5% - \$67 a semester

A 3.5% tuition rate increase is planned for next year - \$67 a semester. This increase is necessary to sustain quality instruction in the face of climbing health and retirement costs, and to provide funding for critical needs.

Tuition and fees are set by the BCC Board of Trustees and approved by the SUNY Board of Trustees. BCC's full-time annual tuition rate is in the bottom half of New York State community colleges, and is currently lower than all surrounding community colleges.

As a result of continuing state financial constraints, most NYS Community Colleges budget to fund more than one-third of their net operating budgets with student tuition. Under New York State regulations, tuition may fund more than one-third of the net operating budget only if the sponsor (Broome County Government) "*maintains effort*" – contributes at least as much in total to the operating budget when enrollments are level or increasing and per resident FTE when they are not. Broome County's contributions to BCC capital projects are very much appreciated and are helping return our campus to good condition, but they are *not* a part of the operating budget maintenance of effort calculation.

\$5.1 million in BCC tuition revenue is related to Broome County Government maintaining effort.

Charges to other NY Counties budgeted to increase by \$1 million per SUNY formula

Charges to other NYS County Governments for their residents attending BCC are budgeted to increase next year by over a million dollars. The budgeted increase is due to three things: 3.8% growth in out-of-county NYS enrollments, increased college spending – which drives the rate per student up, and a \$647,000 favorable swing in the adjustment based upon two years prior actual expenses being less than budgeted.

The charges are based upon a SUNY formula that takes into consideration budgeted revenues, expenses, and enrollments, adjusted for prior year actuals. These charges are not negotiable - all county governments are required under SUNY regulations to pay the billed charges for their residents attending other county-sponsored community colleges. 24% of BCC's students reside in other New York State counties.

Out-of-state tuition increase due to enrollment growth and rising tuition

Out-of-state tuition is budgeted to increase following our planned rise in the annual tuition rate and due to enrollment growth. The out-of-state tuition rate is set by the BCC Board of Trustees and approved by the SUNY Board of Trustees. It is currently set at double the in-state tuition rate. 9% of BCC students are from out-of-state - a growing number, including students from 36 other countries.

Miscellaneous revenues reflect student fee changes

Miscellaneous revenues are a significant source of funding for BCC – they fund \$4.9 million (10%) of next year's budget. The largest revenues included in this area are student fees, non-credit continuing education and ice center revenues, indirect grant revenues, and interest earnings.

Miscellaneous revenues are budgeted to rise by \$732k (17%) next year. In our current environment of reduced state aid and declining enrollment, it is unfortunately necessary to increase our student laboratory, matriculation, technology, and distance learning fees to adequately fund these costs.

In addition, the student vehicle registration fee is being increased and changed to a transportation fee, our students will be provided with BC Transit bus passes, and on campus vehicle related costs will be more fully funded. And lastly, a course add/drop fee is being added to encourage students to seek advisement and register carefully for courses, and a reregistration fee is being added to encourage our students to pay their bills on time so they won't be dropped from courses they registered for.

Fund balance use reduced to \$634k as BCC returns to a sustainable level

\$634k, an amount equal to 1.3% of the proposed budget and half of what is budgeted this year, is planned for use in next year's budget, returning the College to a sustainable level of planned use.

It is currently forecast that this level of use will leave the college with an amount equal to 5% of budgeted net operating costs (total budget less miscellaneous revenues) in its fund balance at the end of next year. This is the minimum that SUNY advises – they recommend a range of 5% to 15%.

Unreserved fund balance trend

Year	Unreserved Fund Balance	Unreserved Fund balance as % Net Operating Costs (SUNY advises 5% - 15%)
01/02	\$ 1,354,169	5%
02/03	2,286,532	7%
03/04	3,410,008	10%
04/05	1,651,388	5%
05/06	2,050,201	6%
06/07	3,508,287	10%
07/08	4,873,493	12%
08/09	6,619,205	17%
09/10	7,116,333	17%
10/11	5,884,028	14%
11/12	4,123,759	9%
12/13 budget	2,747,000	6%
13/14 budget	2,113,000	5%

The use of fund balance for operations is balanced with a competing need to retain sufficient it for responsible management of the College's operations. New York State Education Code 602.1d requires that fund balance be "maintained at a level consistent with sound cash management procedures." Most New York State community colleges budget to use fund balance.

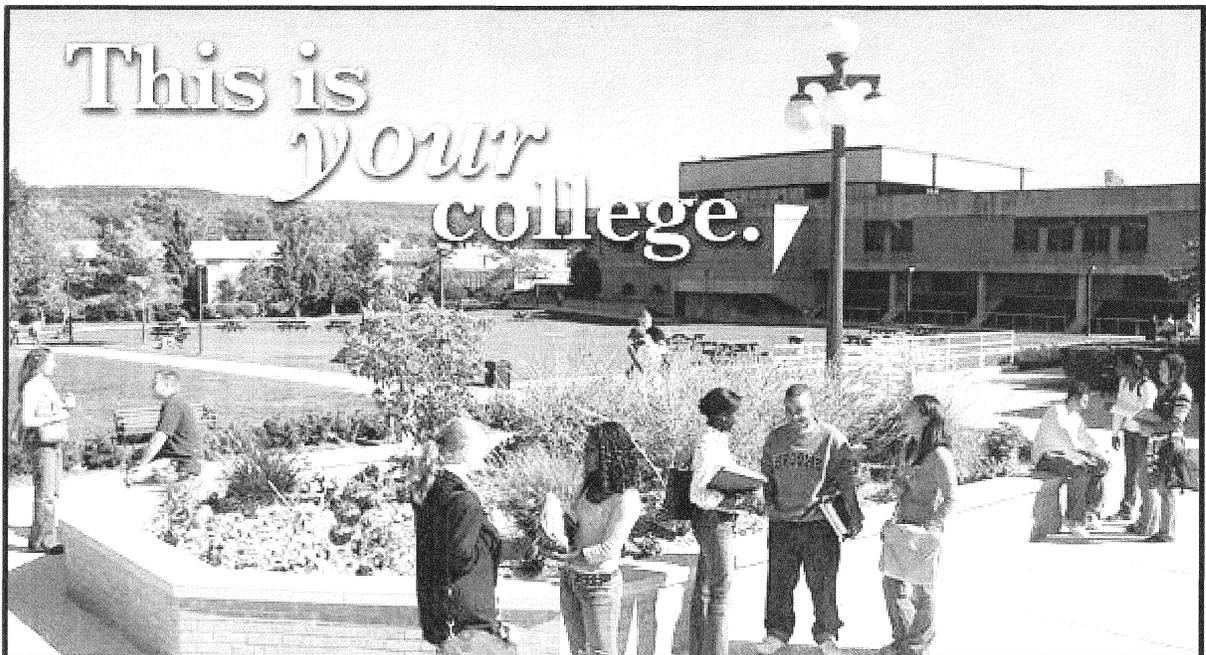
A decision was made several years ago to take revenues associated with enrollment growth and all cost savings to the fund balance rather than spending them for other purposes to prepare for anticipated state aid cuts. A 21% \$2.7 million was made, and the reserves have been used as planned while the College reduced operating costs to fall into line with available revenues.

BCC Operating Budget Approvals

Who Approves What

In accordance with New York State and SUNY regulations, four governing bodies approve the following components of the BCC operating budget:

Broome County Government	Approves bottom line of the budget and their contribution
New York State Government	Approves state aid
BCC Board of Trustees	Approves the budget, student tuition and fees, Broome County Government services, student enrollment FTE, and full-time position count
SUNY Board of Trustees	Approves budget, tuition and fees, and state aid



BCC full-time regular positions

403 full-time positions are approved 2013-14. 28 (7%) - 17 teaching, 11 non-teaching - are not funded.

Positions are approved by the College Board of Trustees

Title	Unit	Grade	2011-12	2012-13	2013-14
Counselor - 10 month	Faculty	8	1	1	1
Librarian - 10 month	Faculty	8	1	1	1
Professor	Faculty	8	63	54	58
Programmer Analyst II	Faculty	7A	3	4	4
Senior Instructional Designer	Faculty	7	1	1	1
Systems Analyst	Faculty	7A	2	2	2
Associate Counselor - 10 month	Faculty	6	1	1	1
Associate Counselor	Faculty	6A	1	1	2
Associate Librarian - 10 month	Faculty	6	1	1	1
Associate Professor	Faculty	6	45	38	40
Clinical nursing skills center instructional specialist	Faculty	5	2	2	2
Learning Specialist - 10 month	Faculty	5	3	3	3
Clinical Radiologic tech instructional specialist	Faculty	5A	2	2	2
Instructional Designer	Faculty	5A	2	2	2
Learning Specialist	Faculty	5A	1	1	1
Network Telecommunications Specialist	Faculty	5A	2	2	2
Programmer Analyst I	Faculty	5A	2	1	1
Staff Associate	Faculty	5A	6	7	8
Learning disabilities specialist - 10 month	Faculty	5	1	1	1
Assistant Counselor	Faculty	4A	3	2	2
Assistant Librarian - 10 month	Faculty	4	1	1	1
Assistant Librarian	Faculty	4A	2	2	2
Assistant Professor	Faculty	4	49	67	62
Academic advisor	Faculty	3A	5	5	5
Publications assistant	Faculty	3A	1	-	-
Instructor	Faculty	3	3	2	1
Technical Assistant II - 10 month	Faculty	2	5	5	4
Technical Assistant IIA	Faculty	2A	9	8	11
Technical Assistant IA	Faculty	1A	1	1	-
Director of Campus Operations	Guild	13	1	1	1
Dir. Cont.Ed & Worforce Development	Guild	11	-	-	1
Director of Financial Aid	Guild	11	1	1	1
Director of Information Technology	Guild	11	1	1	1
Director of LRC and LAC	Guild	10	1	1	1
Director of Admissions	Guild	9	1	1	1
Director of Athletics	Guild	9	1	2	2
Director of Campus Safety and Security	Guild	9	1	1	1

BCC full-time regular positions

403 full-time positions are approved 2013-14. 28 (7%) - 17 teaching, 11 non-teaching - are not funded.

Positions are approved by the College Board of Trustees

Title	Unit	Grade	2011-12	2012-13	2013-14
Director of Health and Wellness Center	Guild	9	1	1	1
Director of Ice Center	Guild	9	1	1	1
Director of Networking / Telecommunications	Guild	9	1	1	1
Director of Student Activities	Guild	9	1	1	1
Registrar	Guild	9	1	1	1
Assistant Director Administrative Information Systems	Guild	8	-	1	1
Banner project manager	Guild	8	1	-	-
Director of International Education	Guild	8	1	1	1
Director of Placement	Guild	8	1	1	1
Director of Educational Opportunity Program	Guild	7	1	1	1
Director of Institutional Research and Planning	Guild	7	1	-	-
Director of Sponsored Programs	Guild	7	1	1	1
Director of Web and Media Resources	Guild	7	1	1	1
Director of Workforce Development	Guild	7	1	1	-
Asst. Dir. For Technology Services	Guild	7	-	-	1
Assistant Controller	Guild	6	1	1	1
Assistant Director Campus Safety and Security	Guild	6	1	1	1
Assistant Director of Network/Telecommunications	Guild	6	1	1	1
Assistant Registrar	Guild	6	2	1	1
Assistant to Director of Campus Operations for Custodial Services	Guild	6	1	1	1
Assistant to Director of Campus Operations for Physical Plant	Guild	6	1	1	1
Assistant to Director of Campus Operations for Technical Services	Guild	6	1	1	1
Assistant to President for Institutional Initiatives	Guild	6	-	1	1
Assistant Director of Financial Aid	Guild	6	2	-	-
Assistant Director of Financial Aid - Operations	Guild	6	-	1	1
Assistant Director of Financial Aid - Veteran's Affairs	Guild	6	-	1	1
Bursar	Guild	6	1	1	1
Director of Publications	Guild	6	1	1	-
Assistant Director of the Ice Center	Guild	5	1	1	1
Assistant Bursar	Guild	4	1	1	1
Assistant Director of Admissions	Guild	4	1	1	1
Assistant Director of Admissions / International Student Services	Guild	4	-	1	1
Assistant Director of Athletics	Guild	4	1	1	1

BCC full-time regular positions

403 full-time positions are approved 2013-14. 28 (7%) - 17 teaching, 11 non-teaching - are not funded.

Positions are approved by the College Board of Trustees

Title	Unit	Grade	2011-12	2012-13	2013-14
Staff Assistant	Guild	2	7	6	6
President	Mgmt Conf	15	1	1	1
Executive Vice President and Chief Academic Officer	Mgmt Conf	14	-	1	1
Vice President for Academic Affairs	Mgmt Conf	14	1	-	-
VP for Administrative and Financial Affairs	Mgmt Conf	14	1	1	1
Vice President for Student and Community Engagement	Mgmt Conf	14	1	1	1
Assoc. VP & Controller	Mgmt Conf	12	-	-	1
Dean	Mgmt Conf	11	2	2	2
Dean of Business and Public Services	Mgmt Conf	11	1	-	-
Dean of Continuing Education	Mgmt Conf	11	1	1	1
Dean of Liberal Arts	Mgmt Conf	11	1	-	-
Associate VP and Dean	Mgmt Conf	10	-	2	2
Institutional Effectiveness Officer	Mgmt Conf	10	-	1	1
Controller	Mgmt Conf	9	1	1	-
Budget Officer	Mgmt Conf	7	1	-	-
Human Resources Officer	Mgmt Conf	6	1	1	1
Human Resources Assistant	Mgmt Conf	5	1	1	1
Public Affairs Officer	Mgmt Conf	5	1	1	1
Personnel Specialist	Mgmt Conf	4	-	1	1
Secretary to the President	Conf Clerical	17	1	1	1
Benefits Assistant	Conf Clerical	16	1	1	1
Secretary	Conf Clerical	15	3	3	3
Senior Clerk	Conf Clerical	14	1	1	1
Stenographic Secretary	Conf Clerical	14	1	1	1
Personnel Clerk	Conf Clerical	9	1	-	-
Purchasing Agent	ESPA	20	1	1	1
Senior Accountant	ESPA	18	1	1	1
Payroll Supervisor	ESPA	17	1	1	1
Accountant	ESPA	16	1	1	1
Campus Peace Officer	ESPA	16	2	3	3
Office Manager	ESPA	16	3	3	3
Senior Computer Operator	ESPA	16	1	1	1
Senior Data Entry Operator	ESPA	14	1	1	-
Audio Visual Services Manager	ESPA	13	1	1	-
Campus Safety Officer	ESPA	13	2	2	2
Principal Account Clerk	ESPA	13	1	1	1
Secretary	ESPA	13	19	20	19

BCC full-time regular positions

403 full-time positions are approved 2013-14. 28 (7%) - 17 teaching, 11 non-teaching - are not funded.

Positions are approved by the College Board of Trustees

Title	Unit	Grade	2011-12	2012-13	2013-14
Senior Duplicating Center Worker	ESPA	13	-	-	1
Senior Duplicating Machine Operator	ESPA	13	1	1	-
Stenographic Secretary	ESPA	13	8	7	7
Student Accounts Specialist	ESPA	13	4	4	4
Custodial Supervisor	ESPA	11	1	1	1
Senior Recorder	ESPA	11	1	2	2
Maintenance Mechanic	ESPA	10	4	4	4
Painter	ESPA	10	1	1	1
Courier	ESPA	9	3	3	3
Recorder	ESPA	9	3	2	2
Senior Account Clerk	ESPA	9	6	6	6
Student Records Specialist	ESPA	9	5	5	6
Data Entry Machine Operator	ESPA	8	1	1	-
Keyboard Specialist	ESPA	8	4	4	4
Senior Clerk	ESPA	8	-	-	1
Senior Library Clerk	ESPA	8	1	1	1
Account Clerk	ESPA	7	3	3	3
Account Clerk Typist	ESPA	7	1	1	1
Duplicating Center Worker	ESPA	7	1	2	1
Junior Offset Duplicating Machine Operator	ESPA	7	1	-	-
Maintenance Worker	ESPA	7	5	5	5
Telephone Operator	ESPA	7	1	1	1
Custodial Worker	ESPA	6	27	27	27
Library Clerk	ESPA	6	3	3	3
Total full-time positions			403	403	403