



Annual Report/Budget Increase Request Cover Sheet

To be completed annually by each department. Please attach Budget Request Forms for each proposed increase.

Department: Becky Gates Children's Center

Account #: 02-218380

Department Budget History:

	FY 2010	FY 2011	FY 2012	FY 2013
Total Budget	\$1,452,595	\$1,424,506	\$1,355,150	\$1,355,150
Total Current SSF Allocation	\$132,068	\$132,068	\$136,868	
SSF Increases Requested	\$19,200	\$20,800	\$4,800	\$0
SSF Increases Funded	\$19,200	\$20,800	\$4,800	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$455,998	\$443,547	\$518,600	\$356,019

Please provide a reserve spending plan if ending FY12 reserves exceed University requirements.

Complete Acoustic Retrofitting-expected completion will be Fall 2011	\$7,000
Playground maintenance and improvements; purchase of additional equipment	\$30,000
Purchase a second "Bye Bye Buggy" to accommodate increased infant enrollment	\$1,050
Furniture for 2 administrative offices to enhance productivity and increase space	\$5,000
Anticipated replacement of aged and poor functioning kitchen/laundry equipment	\$9,517
Training Payment Requirements	\$79,680
Total	\$132,247
Expected FY12 Reserve Balance	\$518,600
Reserve Balance minus above projects (\$518,600 -\$132,247=\$386,353)	\$386,353
3 month reserve requirement for FY12 (\$1,355,150/12*3)	\$338,787
Amount that will exceed University 3 month reserve requirement	\$47,566

SSF Increase Request History & FY 2013

Summary:

<i>Program, Service, or Operation Requested</i>	<i>Amount Requested</i>	<i>SSFAB Recommended? (y/n)</i>	<i>VPSA Approved? (y/n)</i>
FY 2011			
Building Generator (40% of cost)	\$20,800	Y-20,800	Y
FY 2012			
Student Rate for Childcare Tuition	\$4,800	Y-4,800	Y
FY 2013 Proposal Summary (Prioritized)			
No requests	\$0		

Annual Report (cont.)

Additional Questions: *(to assist the Board when informing the student body about stewardship of the Student Service Fee)*

Briefly, what recent programs/services have been successful? Which need work? Explain.

The Children’s Center was a participant in the Texas School Ready! Project for the fall 2010 and spring 2011 semesters. This was a great benefit to four of our preschool teachers who were mentored weekly, attended bimonthly trainings, as well as a 2 day conference, under the auspices of the CSISD Children’s Learning Institute. In addition the classrooms received many teaching and curriculum resources. Unfortunately, legislature funding cuts made the future of this program bleak for the present school year.

We are planning for the Multipurpose Building to be retrofitted with acoustical improvements this fall, and this will enable us to make it available for after hour student programming, meetings and early childhood staff development opportunities. It is currently an excellent place for the children to practice gross motor activities as well as participate in offered extracurricular activities such as Opus One Music

We continue to employ university student workers as classroom teaching assistants which adds value to our program and also benefits the student worker. They are given opportunities to work with individuals from diverse backgrounds, gain first- hand knowledge of the many responsibilities of educating and caring for young children, and grow in independent judgment. We work to recognize their efforts by employee rewards and salary increases, as retaining experienced university support staff is a mutual benefit.

The Student Discount continues to be an asset for student parents. Because the spots are designated, the parent knows when they enroll their child that they will benefit from this program, which helps parents attending school tremendously.

The Becky Gates Children’s Center is experiencing leadership changes this fall and it is anticipated that a new director will be in place by mid-October. We look forward to new adventures as we move ahead building on past growth and experiences.

Due to financial challenges that faced many of our families, we did not increase our tuition rates for fiscal year 2011-2012. This was the third year in a row that tuition did not increase, which has not happened in the past.

Please list actions taken in FY12 that were necessary due to the budget cuts, and tell us how that impacted Student Service Fees that may not be being used for their original purpose.

The Center reduced our salary costs by reducing our hours of operation. We began closing at 5:30 pm instead of 6:00 pm each day, because it was determined that this would impact fewer families than raising tuition costs for all families. Student Service Fees were not impacted by the budget cuts as they were used for the designated purposes.

We regularly assess our need for support staff and adjust scheduling to reduce salary expense.

What do you see as your department’s financial priorities in the next 3 – 5 years (FY13-FY17)?

Reduce expenses/cut budget and maintain quality of program by doing the following:

- Increase salary base of lead teachers
- Maintain funding for the student rate
- Maintain at least 97% occupancy year round
- Increase opportunities for quality staff development and training
- Implement long term facility/playground maintenance plan
- Continue to examine purchasing for the best use of our funds

How many reclassifications did you have approved in FY11? 2 Total financial impact: \$12,000

How many equity adjustments did you have approved in FY11? 0 Total financial impact: 0

How many one-time merit increases did you have approved in FY11? 12 Total financial impact: \$11,476

How many hiring adjustments did you have approved in FY11? 0 Total financial impact: 0

How much money in salary savings did you acquire in FY11? \$123,000

Additional comments, special considerations, etc.

It is anticipated that the BGCC will have a new director by the end of October 2011. While serving as interim director from July 2011 until the new director takes on these responsibilities, I have projected some of my thoughts for reserve spending. I am sure that once the new director is familiar with the Center and priorities at that time, revisions may be necessary.

SSFAB Comments/Notes:

STUDENT | SERVICE | FEE | ADVISORY | BOARD