



Peralta Community College District

333 East Eighth Street • Oakland, California 94606 • (510) 466-7200

Office of Finance and Administration

Memorandum

To: Dr. José M. Ortiz, Chancellor

From: Ronald Gerhard, Vice Chancellor

Date: September 11, 2012

Subject: **Budget Update**

Budget Update

On September 11, 2012, the District's proposed Final Budget will be presented to the Board of Trustees for review and approval. This budget reflects the outcome of more than 8 months of work put in by the various shared governance groups, college & district constituent groups, and the budget office. The budget is balanced and reflects principles and assumptions previously shared with the Board. More details on the budget will be presented to the Board including provisions for new positions, Measure B – parcel tax, and potential impacts upon the unrestricted general fund should the November tax initiatives pass or fail.

Regarding the State's budget, State General Fund revenues for the month of July 2012 fell short of budgeted projections by 6.9% according to the Department of Finance. In the Department of Finance report, they attributed this shortfall largely to continued weakness in personal income tax receipts. Related, the California Employment Development Department recently released the projected July 2012 preliminary unemployment rate at 10.9%. This is up from the June 2012 final unemployment rate of 10.7%.

Information Technology Status Report

Please find attached a status report providing the status of implementation of various IT projects that are underway. All projects listed were incorporated in the IT Strategy plan that was approved by the Board of Trustees on February 28, 2012 and funded out of Measure E.

Peralta CCD IT Strategy Progress Report, September, 2012

Project	Department	Stage	Est Deployment Date	Projected Bond Expense	Amount Contracted	Status
Standards Based Procurement	Purchasing	Completed	09/01/12	\$0	\$0	IT Staff from colleges and District developed specifications for a limited number of configurations of Windows-based desktops and laptops. These specifications formed the basis of an RFQ to which several vendors responded. Lenovo, the winning vendor, will provide a dedicated web site to place orders.
Financials Data Warehouse	Budget/Finance	Completed	08/01/12	\$80,000	\$72,000	Phase I completed. Scope of the project was a minimal out-of-the-box implementation. It also included an upgrade of the current student data warehouse. Peralta staff had extensive training and took an active part in the implementation and are ready to support the system. A smaller Phase II is being scoped at this time to transfer the majority of the current financial reports to this system. While Peralta staff will write most of the reports, some technical support from consultant will be required.
Electronic PA Form	Human Resources	Completed	08/01/12	\$225,000	\$220,000	Phase I completed. System has automated approximately 90% of the transaction types. Currently, PA's are processed by the system and terminate in HR, where they are entered by hand into PeopleSoft. HR will use the system for several months and gather requirements for enhancements in Phase II.
IT Asset and End Device Management	Information Technology	Rollout	12/31/12	\$100,000	\$76,000	Software has been purchased and is currently being rolled out at the District office. Installation at colleges will be done in October through December. Must be completed by December to obtain energy rebates from PG&E.
Institutionalize IT Staff Training and Professional Development	Information Technology	Rollout	07/01/13	\$0	\$0	A significant amount of live, online training was taken by IT, Finance, and Student Administration staff during the spring. Additional training will be scheduled over the next several months in support of Payroll, Student Administration, the PeopleSoft Upgrade and Financial Aid.
Document Management	General Services	RFQ	06/01/13	\$350,000	\$45,000	An RFP was issued and six proposals have been received. A Selection Committee has been convened. Evaluation and demos will occur in September and October. Target is for a recommendation to go to the Board in November. The amount contracted was for the development of the detailed specifications for the RFP.
Upgrade to PeopleSoft ver. 9.1	Educational Services	Design	04/01/13	\$1,190,000	\$430,000	Project initiation was delayed until the District was able to hire an experienced PeopleSoft DBA, who started September 4. Project was kicked off September 5. Project is being conducted in two phases to manage risk; the first phase HR and Student Administration from 8.9 to 9.0. The second phase upgrades HR from 9.0 to 9.1 and requires a technically difficult splitting of the current database into two databases.

Peralta CCD IT Strategy Progress Report, September, 2012

Project	Department	Stage	Est Deployment Date	Projected Bond Expense	Amount Contracted	Status
Web Based Email	Information Technology	Requirements Gathering	03/01/13	\$55,000	\$0	On September 7, the District Technology Committee recommended the Peralta implement Google Apps for Education, Google's free web-based email and collaboration suite. Upon approval by the PBC on September 28, IT will start a project to implement web-mail at Peralta.
Student Financial Aid	Financial Aid	Requirements Gathering	12/31/13	\$1,525,000	\$88,000	Fit-gap analysis will be conducted to insure that new version of PeopleSoft Financial Aid can meet Peralta's requirements. Deliverable from this phase will constitute the requirement for any RFP issued for implementation
Implement ITIL-Lite at the Colleges and at the District	Information Technology	Not Yet Started		\$40,000	\$0	
Improved Wireless on Campuses	General Services	Not Yet Started		\$200,000	\$0	
Rationalize IT Spend with a Consolidated IT Budget	Budget/Finance	Not Yet Started		\$0	\$0	
Reduce TCO with Lease/Service Agreements	Purchasing	Not Yet Started		\$0	\$0	
Managed Print	Purchasing	Not Yet Started		\$0	\$0	
Time, Labor and Absence Management	Budget/Finance	Not Yet Started		\$700,000	\$0	
TOTAL				\$4,465,000	\$931,000	

This report covers only those projects which received Priority A in the IT Strategy. None of the Priority B or Priority C projects have been started. Project Bond Expense is the amount of Measure E funds estimated to be needed for a project, and the Amount Contracted is the amount for which contracts have been established (but not necessarily spent yet).