

# BUDGET

2008-2009



Associated Students of Foothill College



**FOOTHILL COLLEGE**

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**ASFC Budget  
Message  
For Fiscal Year  
2008-2009**





# ASSOCIATED STUDENTS OF Foothill COLLEGE

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On March 13, 2008 the Associated Students of Foothill College Campus Council unanimously approved the budget for the fiscal year 2008-2009.

This year's budget development process was positive and productive. We continue to have a healthy budget and additional resources available, thus we were able to fund some new exciting programs that meet the ASFC Mission, Visions, and Goals.

We strove to continue our commitment to funding all existing programs as well as reallocate funds as needed to more effectively utilize our resources. We are proud to maintain a campus life program that fully meets students' needs. In the end we had a total of 30 budget proposals and were able to fully fund or partially fund almost all of them.

Due to state increases to the minimum wage, a large portion has been allocated to funding student employees in the ASFC student businesses. ASFC has also created a new textbook program to make textbooks more affordable for our students.

Overall, the budget development process went smoothly this year thanks to the collaborative work done by the budget team. The budget development team did their best to allocate the funds necessary to the programs that met the ASFC Mission, Vision & Goals.

We would like to take the opportunity to thank Donald Dorsey, Dean of Student Affairs and Activities and Daphne Small, Director of Student Activities for their commitment, advice, and experience with the budget process. We would also like to express great appreciation to Sirisha Pingali, Student Accounts Manager, for her up-to-date financial information and dedication in preparing the final budget booklet. Furthermore, we would like to acknowledge the work done by the members of the budget development team: Edna Chan, Anthony Gooran, Dennis Mok, Gerard Yap and the students-at-large for their invaluable input and tireless work in developing all aspects of this year's budget.

We are now proud to present to you the Associated Students of Foothill College Budget for the fiscal year 2008-2009.

Sincerely,

Antinea Chair  
VP of Finance  
(ASFC)



# **Mission Based Guidelines**

## **ASFC Mission Based Budgeting Guidelines For Fiscal Year 2008-2009**

### **Mission:**

The Purpose of our organization is to represent and serve the students and community of Foothill College, as stated in our constitution: The purpose of the Associated Students of Foothill College shall be to provide for the material, social and governmental welfare of the students of Foothill College.

### **Vision:**

The Associated Students of Foothill College will strive to;

1. Become more visible, accessible, expressive, proactive and professional as an organization.
2. Seek meaningful involvement in all aspects of shared governance and actively advocate the student perspective through grass-roots student involvement with ASFC through an empowered student voice in political arenas.
3. Strengthen relationships with other campus constituencies and state, national and international organizations.
4. Support and maintain funding of programs that provide educational resources for economically disadvantaged students, underrepresented students, students with special needs and multicultural awareness.
5. Actively participate in Foothill College's efforts toward recruitment, retention and success of its students.
6. Continue our effectiveness as trustees of student business enterprises.
7. Continue active leadership in the development of the Campus Center, the Foothill College campus and teaching facilities as resources for students and the community.
8. Advocate through campus governance for improved technological support for student instruction and services.
9. Provide opportunities, resources and services to students who do not have access to Foothill College main campus, specifically online students and students at off-campus sites.
10. Actively participate in the district's mission to reach out to our surrounding community and take measures to implement the ASFC Mission to serve the community.

## **Goals:**

The Associated Students of Foothill College will take the following steps during the 2008-2009 fiscal year and beyond to maintain our purpose and realize our vision:

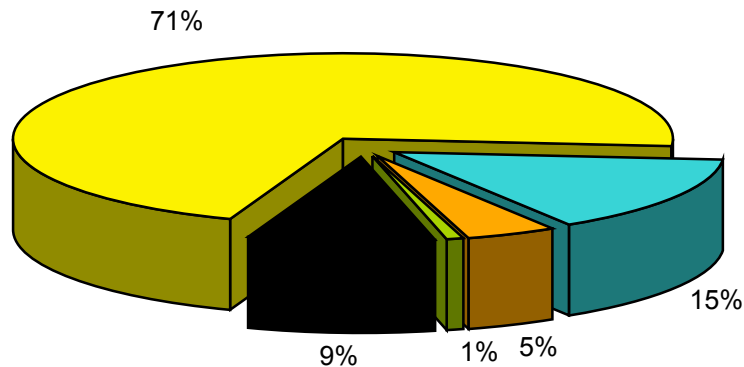
1. Make ASFC more accessible and increase communication with all students of Foothill College
2. Promote student involvement in all areas of campus life.
3. Promote activities that foster political awareness, exposure to new ideas and perspectives that create opportunities for leadership, service and personal development.
4. Build campus-wide support to market and improve the benefits of the student body card (OwlCard).
5. Maximize returns on all ASFC investments.
6. Increase ASFC organizational efficiency.
7. Encourage funding by the campus and district of those programs and services that are fundamental to the education of all Foothill College students.
8. Work collaboratively with constituencies' district wide to achieve goals of mutual interests.
9. Actively participate in maintaining student enrollment and satisfaction during the Measure E and Measure C Construction projects.
10. Improve ASFC visibility to online students and provide services to meet growing needs of distance learners and Middlefield campus students.
11. Support lobbying efforts to increase and maintain state funding for community colleges.
12. Maintain ASFC visibility and continue to provide quality campus life programs by fully utilizing all the resources available for students in the Campus Center.
13. Increase visibility and resources in cultural heritage month series to encompass all diverse backgrounds and student interests.
14. Actively reach out to the international student community through additional programs and activities.
15. To progressively improve on the new campus center and support the transition to the lower campus.

Revised November 15, 2007

**ASFC Budget  
Income  
For Fiscal Year  
2008-2009**

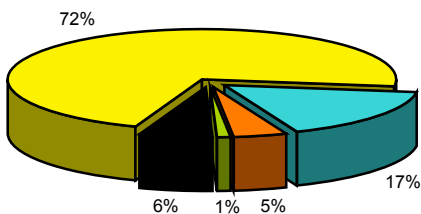


# ASFC Projected Income for Fiscal Year 2008-2009



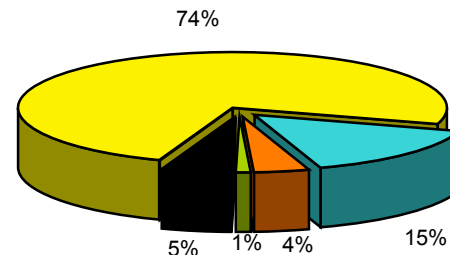
- Owl Card Sales [\$352,053.00] 71%
- ASFC Business Operations [\$73,250.00] 15%
- Fine Arts and Drama [\$22,500.00] 5%
- Physical Education [\$4,700.00] 1%
- Investment Incomes [\$45,000.00] 9%

ASFC Projected Income for Fiscal Year 2007-2008



- Owl Card Sales [\$351,092.00] 72%
- ASFC Business Operations [\$81,750.00] 17%
- Fine Arts and Drama [\$22,500.00] 5%
- Physical Education [\$5,250.00] 1%
- Investment Incomes [\$30,000.00] 6%

ASFC Projected Income for Fiscal Year 2006-2007



- Owl Card Sales [\$346,566.00] 74%
- ASFC Business Operations [\$70,750.00] 15%
- Fine Arts and Drama [\$20,000.00] 4%
- Physical Education [\$4,900.00] 1%
- Investment Incomes [\$25,000.00] 5%

**ASFC Budget Income for Fiscal Year 2008-2009**

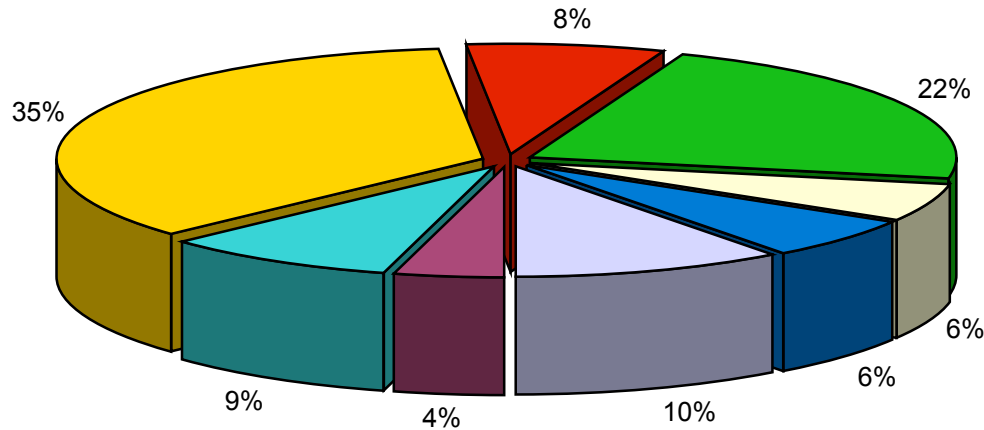
STP. *	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUALS	2007-2008 BUDGET	2007-2008 ACTUALS As of 04/24/08	2008-2009 BUDGET
33	<b>OWLCARD SALES</b>					
	OwlCard Sales	\$346,566.00	\$354,620.00	\$351,092.00	\$351,760.00	\$352,053.00
	SUBTOTAL	<b>\$346,566.00</b>	<b>\$354,620.00</b>	<b>\$351,092.00</b>	<b>\$351,760.00</b>	<b>\$352,053.00</b>
	<b>ASFC BUSINESS OPERATIONS</b>					
	Intramural Video/Recreation Income	\$5,000.00	\$823.25	\$7,000.00	\$2,303.50	\$5,000.00
	Design Center Income	\$13,000.00	\$15,171.94	\$15,000.00	\$14,816.31	\$17,000.00
	Returned Check Service Charge	\$250.00	\$325.00	\$250.00	\$200.00	\$250.00
2, 24	Sentinel Advertising Income	\$2,500.00	\$500.00	\$2,500.00	\$0.00	\$0.00
	Smart Shop Income	\$30,000.00	\$29,123.84	\$33,000.00	\$17,375.13	\$33,000.00
	Vendor Commission	\$8,000.00	\$2,470.00	\$8,000.00	\$1,150.00	\$2,000.00
	Movie Tickets	\$12,000.00	\$14,984.00	\$16,000.00	\$9,258.00	\$16,000.00
	SUBTOTAL	<b>\$70,750.00</b>	<b>\$63,398.03</b>	<b>\$81,750.00</b>	<b>\$45,102.94</b>	<b>\$73,250.00</b>
24	<b>FINE ARTS AND DRAMA</b>					
	Dance	\$6,000.00	\$6,000.00	\$6,500.00	\$0.00	\$6,500.00
	Drama Production	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00
	Gospel Concert	\$4,000.00	\$2,681.00	\$4,000.00	\$928.00	\$4,000.00
	SUBTOTAL	<b>\$20,000.00</b>	<b>\$18,681.00</b>	<b>\$22,500.00</b>	<b>\$12,928.00</b>	<b>\$22,500.00</b>
1, 24	<b>PHYSICAL EDUCATION</b>					
	Home Basketball Games	\$1,350.00	\$1,220.00	\$1,500.00	\$1,427.00	\$1,500.00
	Home Football Games	\$3,000.00	\$2,400.00	\$3,200.00	\$2,920.00	\$3,200.00
	Home Women's Volleyball Games	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00
	SUBTOTAL	<b>\$4,900.00</b>	<b>\$3,620.00</b>	<b>\$5,250.00</b>	<b>\$4,347.00</b>	<b>\$4,700.00</b>
34	<b>INVESTMENT INCOMES</b>					
	Bank Interest	\$25,000.00	\$54,443.42	\$30,000.00	\$32,280.90	\$45,000.00
	SUBTOTAL	<b>\$25,000.00</b>	<b>\$54,443.42</b>	<b>\$30,000.00</b>	<b>\$32,280.90</b>	<b>\$45,000.00</b>
	<b>OTHERS</b>					
	Prior Year Adjustments		-\$440.00		-\$1,050.00	
	Other Miscellaneous Adjustments		-\$18.40			
	SUBTOTAL	<b>\$0.00</b>	<b>(\$458.40)</b>	<b>\$0.00</b>	<b>(\$1,050.00)</b>	<b>\$0.00</b>
	<b>INCOME TOTAL</b>	<b>\$467,216.00</b>	<b>\$494,304.05</b>	<b>\$490,592.00</b>	<b>\$445,368.84</b>	<b>\$497,503.00</b>

\* See pages 17-20 for ASFC Budget Stipulations.

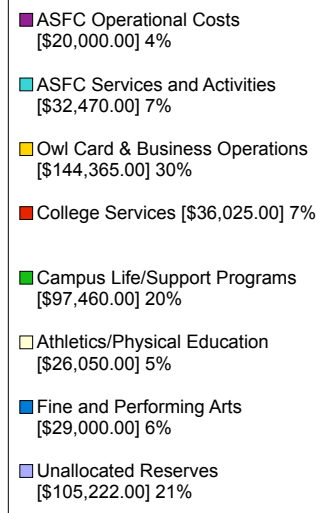
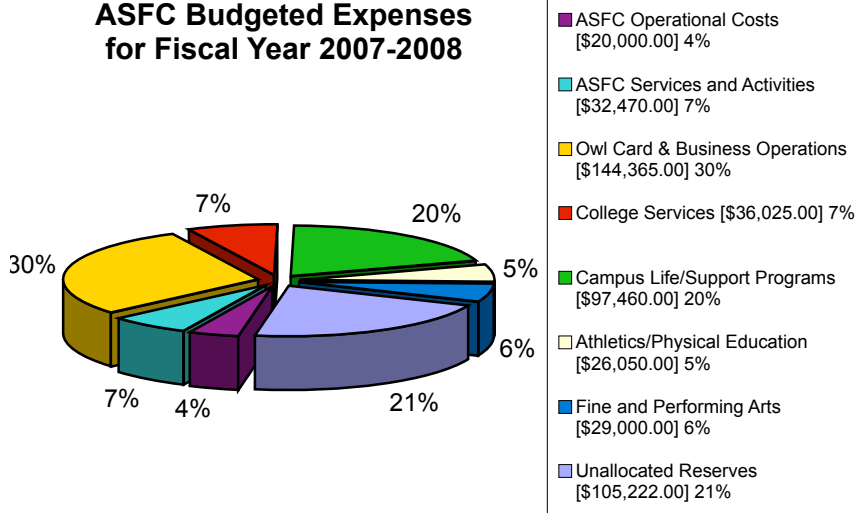


**ASFC Budget  
Expenses  
For Fiscal Year  
2008-2009**

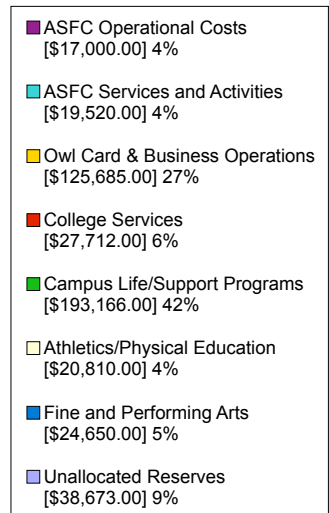
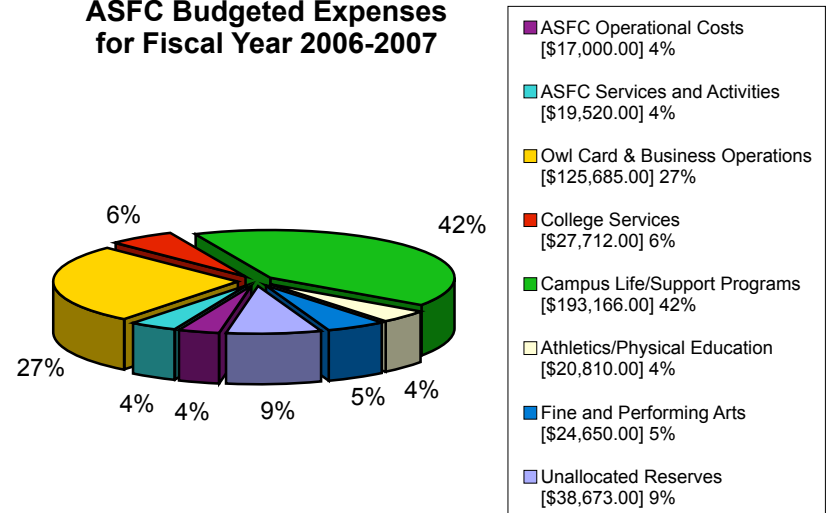
# ASFC Budgeted Expenses for Fiscal Year 2008-2009



## ASFC Budgeted Expenses for Fiscal Year 2007-2008



## ASFC Budgeted Expenses for Fiscal Year 2006-2007





### ASFC Budget Expenses for Fiscal Year 2008-2009

STP. *	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUAL	2007-2008 BUDGET	2007-2008 ACTUAL <i>As of 04/24/08</i>	2008-2009 BUDGET
	<b><i>ASFC OPERATIONAL COSTS</i></b>					
5	Summer Presidential Discretionary	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
5	Fall Presidential Discretionary	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
5	Winter Presidential Discretionary	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
5	Spring Presidential Discretionary	\$100.00	\$24.00	\$100.00	\$0.00	\$100.00
	Summer Operations Account	\$130.00	\$125.60	\$130.00	\$167.41	\$130.00
	Fall Operations Account	\$1,000.00	\$1,000.00	\$1,000.00	\$1,068.44	\$1,000.00
	Winter Operations Account	\$595.00	\$589.41	\$595.00	\$560.79	\$595.00
	Spring Operations Account	\$425.00	\$435.96	\$425.00	\$89.40	\$425.00
	OBD Club Operational	\$600.00	\$420.76	\$600.00	\$268.76	\$1,200.00
	ASFC Senate Board Projects	\$425.00	\$425.00	\$425.00	\$34.45	\$425.00
4	ASFC Shared Governance Support Fund	\$3,000.00	\$3,000.00	\$3,000.00	\$3,926.00	\$3,000.00
	ASFC Awards Dinner	\$1,275.00	\$1,199.98	\$1,275.00	\$299.84	\$1,275.00
8	ASFC Budget Production	\$850.00	\$819.20	\$850.00	\$143.41	\$850.00
	ASFC Elections	\$850.00	-\$369.67	\$850.00	\$263.80	\$850.00
	ASFC Gasoline/Maintenance	\$400.00	\$29.96	\$400.00	\$0.00	\$400.00
	ASFC Office Supplies	\$425.00	\$210.92	\$425.00	\$418.71	\$425.00
41	ASFC Marketing			\$3,000.00	\$2,261.00	\$2,000.00
3	ASFC Secretary/Receptionist (Wages & Benefits)	\$6,800.00	\$4,959.55	\$6,800.00	\$5,097.15	\$8,000.00
	<b>SUBTOTAL</b>	<b>\$17,000.00</b>	<b>\$12,870.67</b>	<b>\$20,000.00</b>	<b>\$14,599.16</b>	<b>\$20,800.00</b>
	<b><i>ASFC SERVICES AND ACTIVITIES</i></b>					
	Summer Welcome Week	\$200.00	\$200.00	\$200.00	\$0.00	\$200.00
	Fall Welcome Week	\$1,000.00	\$987.06	\$1,500.00	\$1,500.00	\$1,500.00
	Winter Welcome Week	\$375.00	\$293.49	\$500.00	\$432.98	\$500.00
	Spring Welcome Week	\$375.00	\$375.00	\$500.00	\$181.24	\$500.00
	Summer Activities	\$1,000.00	\$916.29	\$1,000.00	\$4.30	\$1,000.00
	Fall Activities	\$2,500.00	\$2,401.44	\$4,000.00	\$3,999.59	\$4,000.00
	Winter Activities	\$850.00	\$1,118.11	\$2,500.00	\$2,297.87	\$2,500.00
	Spring Activities	\$1,275.00	\$1,257.04	\$2,500.00	\$518.12	\$2,500.00
	Summer Student Activities Assistance	\$250.00	\$250.00	\$250.00	\$103.84	\$250.00
	Fall Student Activities Assistance	\$340.00	\$258.83	\$340.00	\$340.34	\$340.00
	Winter Student Activities Assistance	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00
	Spring Student Activities Assistance	\$340.00	\$340.00	\$340.00	\$274.60	\$340.00
	OBD Club Grant/Loan Fund	\$2,500.00	\$2,350.00	\$2,500.00	\$1,750.00	\$3,500.00
	Club Day (Promotional)	\$620.00	\$390.30	\$1,000.00	\$1,807.32	\$1,000.00
8	OBD-Club Handbooks	\$1,280.00	\$1,276.47	\$2,500.00	\$234.92	\$2,500.00
	OBD Special Activities Fund	\$5,500.00	\$5,500.00	\$7,000.00	\$2,500.00	\$7,000.00
30	Honoraria/Speaker/Inauguration	\$350.00	\$361.70	\$500.00	\$500.00	\$500.00
21,29	Student Development Conference	\$425.00	\$0.00	\$5,000.00	\$4,185.69	\$5,000.00
29,45	ASFC Textbook Special Reserve Program					\$10,000.00
	<b>SUBTOTAL</b>	<b>\$19,520.00</b>	<b>\$18,615.73</b>	<b>\$32,470.00</b>	<b>\$20,970.81</b>	<b>\$43,470.00</b>

\* See pages 17-20 for ASFC Budget Stipulations.

### ASFC Budget Expenses for Fiscal Year 2008-2009

STP. *	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUAL	2007-2008 BUDGET	2007-2008 ACTUAL As of 04/24/08	2008-2009 BUDGET
	<b><i>OWLCARD AND BUSINESS OPERATIONS</i></b>					
7	OwlCard Production	\$50,000.00	\$47,250.00	\$50,000.00	\$0.00	\$53,000.00
	Movie Tickets	\$12,000.00	\$11,911.00	\$16,000.00	\$15,030.00	\$16,000.00
	OwlCard Marketing	\$1,500.00	\$903.75	\$10,000.00	\$215.85	\$5,000.00
43	OwlCard Equipment & Supplies					\$15,000.00
	Design Center Operations	\$2,100.00	\$1,857.75	\$5,000.00	\$6,204.45	\$8,000.00
	Design Center Manager (Wages & Benefits)	\$11,000.00	\$11,000.00	\$11,000.00	\$5,661.79	\$13,000.00
	Design Center Support Staff (Wages & Benefits)	\$6,800.00	\$6,800.00	\$7,500.00	\$11,254.45	\$12,000.00
	Smart Shop Operations	\$4,420.00	\$4,320.70	\$7,000.00	\$4,473.21	\$7,000.00
	Smart Shop Photocopier Lease	\$13,040.00	\$11,741.78	\$13,040.00	\$7,147.96	\$15,000.00
	Smart Shop Photocopier Maintenance	\$625.00	\$468.00	\$625.00	\$0.00	\$0.00
10	Smart Shop Clerks (Wages & Benefits)	\$12,000.00	\$12,000.00	\$12,000.00	\$13,190.16	\$15,000.00
	Smart Shop Manager (Wages & Benefits)	\$7,200.00	\$7,200.00	\$7,200.00	\$7,848.69	\$10,000.00
	Smart Shop Assistant Manager					\$7,200.00
2,20	Sentinel Newspaper Production Costs	\$5,000.00	\$3,504.63	\$5,000.00	\$0.00	\$0.00
	<b>SUBTOTAL</b>	<b>\$125,685.00</b>	<b>\$118,957.61</b>	<b>\$144,365.00</b>	<b>\$71,026.56</b>	<b>\$176,200.00</b>
	<b><i>COLLEGE SERVICES</i></b>					
27	Beyond the Classroom Handbooks	\$14,500.00	\$14,500.00	\$14,500.00	\$14,333.88	\$14,500.00
27	Campus Ambassador	\$600.00	\$600.00	\$1,000.00	\$993.85	\$1,500.00
11, 27	Legal Counseling	\$7,500.00	\$5,711.40	\$10,000.00	\$0.00	\$10,000.00
15, 27	Middlefield Student Center Subscription	\$400.00	\$231.56	\$200.00	\$166.25	\$250.00
25	OTI Computer Donation Program	\$1,000.00	\$1,012.41	\$1,000.00	\$0.00	\$1,000.00
9, 27	Fall Special Events (Evening & Off-Campus)	\$700.00	\$618.91	\$1,000.00	\$602.24	\$1,000.00
9, 27	Winter Special Events (Evening & Off-Campus)	\$400.00	\$215.72	\$400.00	\$0.00	\$400.00
9, 27	Spring Special Events (Evening & Off-Campus)	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
37	Media Center	\$1,112.00	\$1,110.10	\$1,200.00	\$0.00	\$1,500.00
31	KCI-Dish Network	\$600.00	\$600.00	\$625.00	\$554.80	\$700.00
8	Honors Institute	\$500.00	\$183.20			
	Library Textbook Reserve	\$0.00	\$0.00	\$2,700.00	\$2,029.90	\$2,700.00
	FHDA Internship Program	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
44	FH Ecuador Community Service Project					\$1,000.00
	<b>SUBTOTAL</b>	<b>\$27,712.00</b>	<b>\$24,783.30</b>	<b>\$36,025.00</b>	<b>\$18,680.92</b>	<b>\$37,950.00</b>

\* See pages 17-20 for ASFC Budget Stipulations.



**ASFC Budget Expenses for Fiscal Year 2008-2009**

STP. *	DESCRIPTION	2006-2007	2006-2007	2007-2008	2007-2008	2008-2009
		BUDGET	ACTUAL As of 06/30/07	BUDGET	ACTUAL As of 04/24/08	BUDGET
	<b>CAMPUS LIFE/SUPPORT PROGRAMS</b>					
14, 27	Cheer Leaders Operation	\$1,000.00	\$966.34	\$500.00	\$570.64	\$6,000.00
	Cheer Squad Choereographer	\$1,000.00	\$1,000.00	\$1,500.00	\$100.00	\$800.00
26, 27	Intramural Programming Operations	\$2,000.00	\$2,055.42	\$4,500.00	\$4,054.76	\$4,500.00
22	Intramural Program Coordinator (Wages&Benefits)	\$53,113.00	-\$0.02			
	Intramural Student Assistants (Wages & Benefits)	\$8,000.00	\$8,000.01	\$10,000.00	\$4,500.40	\$12,000.00
	Student Accounts Assistants (Wages & Benefits)	\$10,000.00	\$5,278.59	\$13,000.00	\$3,572.57	\$15,000.00
	Student Accounts Operations	\$3,000.00	\$3,000.00	\$3,500.00	\$2,810.64	\$4,000.00
	Student Activities Secretary (Wages & Benefits)	\$75,918.00	\$39,989.17			
	Student Activities Assistant (Wages & Benefits)	\$3,200.00	\$996.84	\$5,000.00	\$3,524.02	\$7,000.00
13, 27	Service Learning/Volunteer Center	\$1,100.00	\$1,100.00	\$2,500.00	\$648.42	\$2,500.00
	ACUI Membership (College Union)	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
	Career Fair	\$1,000.00	\$999.56	\$1,000.00	\$0.00	\$2,000.00
	Commencement Reception	\$1,000.00	\$1,000.00	\$2,000.00	\$0.00	\$4,000.00
12, 27	Cultural Awareness	\$21,000.00	\$20,000.00	\$30,000.00	\$28,920.00	\$30,000.00
28	Dental Hygiene Program	\$4,700.00	\$4,680.00	\$7,500.00	\$4,375.00	\$7,500.00
	New Student Orientation	\$1,500.00	\$1,500.00	\$3,000.00	\$2,898.39	\$3,000.00
23, 27	Transfer Day	\$700.00	\$559.40	\$1,000.00	\$0.00	\$1,000.00
23, 27	Workshops for First-Generation/Underrepresented Students	\$600.00	\$420.57	\$800.00	\$0.00	\$800.00
23, 27	Evening College Outreach	\$150.00	\$0.00	\$150.00	\$30.00	\$500.00
28	Dr. Martin Luther King Jr. March/Event	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$1,200.00
	Thanksgiving Event	\$1,000.00	\$1,000.00	\$2,000.00	\$1,785.93	\$2,000.00
	Athletic Events Promotion	\$250.00	\$0.00	\$250.00	\$0.00	\$500.00
8	Physics Olympics	\$600.00	\$599.44	\$600.00	\$0.00	\$600.00
8	AMATYC	\$635.00	\$635.00	\$800.00	\$0.00	\$800.00
27	Respiratory Therapy	\$0.00	\$0.00	\$1,360.00	\$1,300.00	\$1,360.00
20	Virtual Campus Center	\$0.00	\$0.00	\$850.00	\$0.00	\$0.00
23, 27	Scholarship Ceremony	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00
	Writer's Conference	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
	Puente Zine	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00
	<b>SUBTOTAL</b>	<b>\$193,166.00</b>	<b>\$94,780.32</b>	<b>\$97,460.00</b>	<b>\$60,290.77</b>	<b>\$109,760.00</b>
	<b>ATHLETICS/PHYSICAL EDUCATION</b>					
16	Aquatics	\$2,125.00	\$1,764.00	\$2,450.00	\$2,439.00	\$3,000.00
18	Athletic Promotion	\$425.00	\$425.00	\$2,500.00	\$2,498.47	\$2,500.00
19, 23	Men's Basketball	\$3,570.00	\$3,270.00	\$4,100.00	\$3,838.00	\$4,100.00
19, 23	Women's Basketball	\$3,570.00	\$3,570.00	\$4,100.00	\$3,570.00	\$4,100.00
19, 23	Football Operation	\$3,000.00	\$3,000.00	\$3,450.00	\$3,450.00	\$3,500.00
19, 23	Men's Golf	\$340.00	\$340.00	\$400.00	\$115.00	\$500.00
19, 23	Men's Soccer	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00	\$2,500.00
19, 23	Women's Soccer	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00	\$2,500.00
19, 23	Men's Tennis	\$550.00	\$550.00	\$650.00	\$630.00	\$750.00
19, 23	Women's Volleyball	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00	\$2,500.00
19, 23	Women's Softball	\$850.00	\$850.00	\$1,000.00	\$1,000.00	\$1,500.00
19, 23	Women's Tennis	\$680.00	\$680.00	\$800.00	\$780.00	\$800.00
	<b>SUBTOTAL</b>	<b>\$20,810.00</b>	<b>\$20,149.00</b>	<b>\$26,050.00</b>	<b>\$24,920.47</b>	<b>\$28,250.00</b>

\* See pages 17-20 for ASFC Budget Stipulations.

### ASFC Budget Expenses for Fiscal Year 2008-2009

STP. *	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUAL	2007-2008 BUDGET	2007-2008 ACTUALS <small>As of 04/24/08</small>	2008-2009 BUDGET
8,16,17 23,27	<b><i>FINE AND PERFORMING ARTS</i></b>					
	Dance	\$6,800.00	\$5,542.63	\$8,000.00	\$7,685.30	\$8,500.00
	Drama	\$13,600.00	\$13,600.00	\$16,000.00	\$16,000.00	\$16,500.00
	Gospel Choir	\$4,250.00	\$4,175.00	\$5,000.00	\$4,811.00	\$5,500.00
	<b>SUBTOTAL</b>	<b>\$24,650.00</b>	<b>\$23,317.63</b>	<b>\$29,000.00</b>	<b>\$28,496.30</b>	<b>\$30,500.00</b>
	<b><i>UNALLOCATED RESERVES</i></b>					
36	Reserves (Unallocated)	\$38,673.00	\$26,180.48	\$105,222.00	\$12,216.50	\$50,573.00
	<b>EXPENSES GRAND TOTAL</b>	<b>\$467,216.00</b>	<b>\$339,654.74</b>	<b>\$490,592.00</b>	<b>\$251,201.49</b>	<b>\$497,503.00</b>

### ASFC Budget Fund Balance for Fiscal Year 2008-2009

STP. *	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUAL	2007-2008 BUDGET	2007-2008 ACTUAL <small>As of 04/24/08</small>	2008-2009 BUDGET
34, 35	NET SURPLUS/(DEFICIT)		\$60,704.61		\$194,167.35	
34	FUND BALANCE - BEGINNING	\$336,646.06	\$336,646.06	\$336,646.06	\$397,350.67	\$397,350.67
34	FUND BALANCE - ENDING		\$397,350.67		\$591,518.02	

\* See pages 17-20 for ASFC Budget Stipulations.

**ASFC Budget  
Stipulations  
For Fiscal Year  
2008-2009**

# ASFC Budget Stipulations For Fiscal Year 2008-2009

1. This income target is to be met through ticket sales for men's and women's basketball and men's football. Failure to meet income target will result in reconsideration of funding for the 2009-2010 fiscal year.
2. *The Sentinel* is an independently run student newspaper whose production cost are funded by ASFC. Student Accounts will provide necessary financial management of funds and revenues from advertising. The advertising department of *The Sentinel* will be established as an ASFC business, and, as a consequence, the Advertising Manager, or designated representative of *The Sentinel*, whose attendance and bi-monthly reports are required, shall become a member of the Business Operations Committee of ASFC. An Editorial Board and campus support system with a district funded faculty advisor is required for continued funding. The views expressed through *The Sentinel* are not necessarily those expressed by ASFC. Failure to meet income target will result in reconsideration of funding for the 2009-2010 fiscal year.
3. These funds are allocated to provide for the possible employment of the ASFC Secretary. He/She shall be permitted to work a maximum of 25 hours per week at \$7.50/hour minimum salary. The duration of employment of the ASFC Secretary will be no more than 44 weeks.
4. These funds are allocated to provide merit-based scholarships for students who serve on campus or district shared governance committees and to ASFC executives in accordance with the ASFC Scholarship Code (See page 26 for ASFC Scholarship Code).
5. The funds are to be used to promote and enhance governance and conduct of student business.
6. Membership dues for state and national organizations that will allow regional and national student representation will come from the Student Representation Fee - a voluntary fee collected quarterly from the student body-at-large.
7. These funds are to be used for technical staff support connected with the production of Owl Cards.
8. Whenever possible, ASFC businesses shall be used for production.
9. These funds are to be used for programs that meet the needs of evening and/or off-campus students. Expenditures exceeding \$200.00 per purchase requires prior approval by ASFC Campus Council.



10. These positions require word processing skills.
11. These funds provide legal counseling to ASFC OwlCard holders at Foothill and Middlefield Campuses.
12. This allocation is intended to promote the curriculum-based appreciation of already established Heritage Months in celebration of cultural diversity and awareness by partially funding the campus community programming for the heritage celebrations of African-Americans, Women, Asian/Pacific Islanders, Latino/Hispanics, the Indigenous Peoples of America, Jewish culture and Gay, Lesbian, Bisexual, Transgender community and campus programs. Funding shall be directly proportional to the needs and nature of the programs. Once a Heritage program has established itself (typically 3 years) it will be considered for funding from this fund.
13. These funds are to be used for Volunteer Orientation, Bi-annual Volunteer Fair, and Special Service Projects & Events coordinated by the Service Learning/Volunteer Center.
14. This program is funded for the academic year, thus the support of all men's and women's athletic programs during the academic year is required. Participants are required to sign a memorandum of understanding to participate in the program for a full year. Failure to complete the year will result in a requirement to reimburse the cost of training for a particular participant.
15. These funds are to be used to pay the *San Francisco Examiner*, *San Jose Mercury News*, and *San Francisco Chronicle* subscriptions.
16. All current Owl Card holders must receive 50% discount for attending Fine Arts and Athletic events.
17. These funds are to be used only for entry fees and/or production.
18. This account will be jointly administered by the Intramural program and the Human Performance & Physical Education department to support the income target for athletic teams.
19. These funds are to be used for officials and/or entry fees only.
20. No fund requested.
21. These funds will provide leadership development opportunities for students that cannot be supported by the Student Representation Fee. These students will present a written report to Campus Council two weeks following the experience.
22. In 2007 the district re-assumed funding for the Student Activities Secretary and Intramural Coordinator positions.

23. As a general requirement for the funding of any program by ASFC, the program in question must promote the Owl Card and provide discounts to all students who possess a current Owl Card.
24. A general stipulation pertaining to all income generating programs: If the income target for a particular fiscal year is met, the surplus of income, upon request and approval of ASFC Campus Council, can be utilized as the program sees fit.
25. These funds are to be used for the CalWORKs Computer Donation Program.
26. No revenue will be used to offset the cost of an event, program or service.
27. Funding is provided with the understanding that ASFC funding is acknowledged as a sponsor of the event and in all promotional materials. ASFC businesses will be used whenever possible.
28. The funding of this program is contingent upon Owl Card holders receiving a 100% reduction in the basic fee and services provided. These services shall be limited to current Owl Card holders. A list of students who are served must be submitted to Student Accounts for reimbursement.
29. The funds shall be made available contingent upon all participants purchasing the student body card.
30. Requests funded from this line item shall be limited to \$500 for each club per year in support of broadening campus activities. Each event must take place on campus and be open to all students of Foothill College. The activity must be in accordance with ASFC Visions and Goals statement as well as follow all OBD Bylaws and procedures.
31. These funds are to be used for the satellite network connection for the Krause Center for Innovation.
32. These funds are to be made available for coordination of a Career Fair for students.
33. The Owl Card income projection derived using district projected enrollment figures and previous years card sales based on the \$10 per quarter student body fee. For fiscal year 2008-2009 we project 2% increase in total enrollment for the 2008-2009 academic year of 59,670 students over four quarters. Of total students enrolled in academic year 2008-2009 we project that 59% of those who can, will pay the student body fee.
34. ASFC receives interest on the fund balance that is placed in a trust account, which is invested in the Santa Clara County Treasury Trust, in accordance with the Government Code sections 16305-16305.7. The California Education Code (section

76063) titled Deposit of Investment of Student Funds allows for student organizations to participate in such investments. Further information regarding the management and portfolio of the Santa Clara County Treasury Trust can be obtained from the Controller-Treasurer Department of the Finance Agency in the County of Santa Clara.

35. At the end of the ASFC fiscal year (June 30th) all unused funds in budget line items and unallocated reserves are considered a net surplus and are placed into the ASFC fund balance.
36. ASFC has budgeted 10% of the projected income to an unallocated reserve line item. This account is primarily used for sports championships and unforeseen fund request that are not provided for in existing line items. Once a student organized event or program has established itself (typically 3 years) a new line item will be considered during the next budget development process.
37. These funds are to support student desk assistants in the Media Center.
38. This benefit is intended for students who have actively participated in the entire event.
39. This publication will be jointly developed by members of ASFC and Student Activities Staff.
40. This fund will support the promotion of the Owl Card and related ASFC Student run businesses.
41. This fund shall be used under the direction of the ASFC Marketing Committee.
42. This fund shall be used to hire a Foothill Student to market the program.
43. These funds are to be used for equipment and supplies connected with the production of OwlCards.
44. These funds are for a student community service project connected with the Study in Ecuador program.
45. This service would provide students with textbooks that cost more than \$99.00 to be checked out overnight through the Semans library.

**Student  
Representation  
Code and Fees  
2008-2009**



# **Student Representation Fee Code**

## **Section I - Collection**

- A. The Student Representation Fee is collected by Foothill College at the time of registration and deposited in a separate fund established per the California Community College's Budget and Accounting Manual. Students may opt to waive this fee. The Student Accounts Manager of Foothill College shall have custody of the money collected. See Education Code Section 76060.5

## **Section II - Purpose**

- A. The Student Representation Fee shall be used to provide for the training and support of student representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the state government. See Education Code Section 76060.5

## **Section III - Student Representation Fee Committee**

- A. The Committee shall include the ASFC President and one representative selected from each of the following boards: Finance, Administration, Activities, Organization Board of Directors, Senate, ASFC Advisor, and Student Accounts Manager.
- B. The term of office shall be for one school year.
- C. Chair and Secretary to be selected at the first committee meeting annually.

## **Section IV - Assigning Representatives**

- A. All assignments/appointments of individuals to use student representation fees will be made by the Student Representation Fee Committee.

## **Section V - Representation Responsibilities**

- A. In coordination with the Director of Student Activities, students using representative fees will:
  - 1. Make appointments to visit with officials prior to going on a trip. Normally, the appointment will be confirmed in writing.
  - 2. Submit a written report on the results of their meeting to ASFC Campus Council (copy to the Director of Student Activities) within one week after their return. An oral report may also be required if requested by the ASFC President.

## **Section VI - Accountability**

- A. Records on trips, visits, etc., by individuals using Student Representation monies will be kept on file by the Director of Student Activities. These will include, at a minimum, letters to officials, expenditures of funds, and a copy of the report on the results of the meeting/conferences.

Adopted: October 8, 1992

## Student Representation Fees for Fiscal Year 2008-2009

STP.*	DESCRIPTION	2006-2007 BUDGET	2006-2007 ACTUAL	2007-2008 BUDGET	2007-2008 Actual As of 4/24/08	2008-2009 BUDGET
6	<b>REVENUE</b>					
	Student Representation Fee	\$34,500.00	\$35,124.50	\$34,500.00	\$34,881.50	\$35,000.00
	<b>TOTAL REVENUE</b>	<b>\$34,500.00</b>	<b>\$35,124.50</b>	<b>\$34,500.00</b>	<b>\$34,881.50</b>	<b>\$35,000.00</b>
	<b>EXPENDITURES</b>					
	<b>DUES</b>	<b>\$1,200.00</b>	<b>\$100.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
	Region IV Dues					
	Dues		\$100.00			
	Caucuses					
	<b>CONFERENCE AND TRAVEL</b>	<b>\$23,100.00</b>	<b>\$20,310.84</b>	<b>\$23,100.00</b>	<b>\$19,243.54</b>	<b>\$24,500.00</b>
	Black Caucus		\$1,186.42		\$4,963.79	
	Presidential Summit					
	Region IV					
	S CCC Spring Legislative					
	CCCSAA Fall Leadership			\$7,082.98	\$5,888.51	
	S CCC Fall Assembly			\$2,979.79	\$3,474.14	
	S CCC Spring Conference					
	LeaderShape			\$9,061.65		
	Latina Leadership Network					
	SAAB					
	ASFC General Conference				\$4,917.10	
<b>CAMPUS POLITICAL AWARENESS</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	
Voter Registration/Political Awareness Day						
Advocacy Training						
<b>ADVOCACY AND LEADERSHIP DEVELOPMENT</b>	<b>\$9,000.00</b>	<b>\$3,325.41</b>	<b>\$9,000.00</b>	<b>\$1,598.71</b>	<b>\$9,000.00</b>	
Fall Advocacy Retreat			\$3,325.41	\$1,577.95		
Foothill Leadership Summit						
Lobby Day				\$20.76		
Latina Action Day						
<b>STUDENT REPRESENTATION OPERATIONS</b>	<b>\$700.00</b>	<b>\$422.27</b>	<b>\$700.00</b>	<b>\$3.60</b>	<b>\$500.00</b>	
Copies, Banners, etc.			\$422.27	\$3.60		
<b>TOTAL EXPENDITURES</b>	<b>\$34,500.00</b>	<b>\$24,158.52</b>	<b>\$34,500.00</b>	<b>\$20,845.85</b>	<b>\$35,000.00</b>	
<b>NET SURPLUS/(DECIFIT)</b>	<b>\$0.00</b>	<b>\$10,965.98</b>		<b>\$14,035.65</b>		
<b>FUND BALANCE- BEGINNING</b>	<b>\$47,897.11</b>	<b>\$78,206.35</b>	<b>\$88,928.94</b>	<b>\$89,172.33</b>	<b>\$89,172.33</b>	
<b>FUND BALANCE- ENDING</b>		<b>\$89,172.33</b>		<b>\$103,207.98</b>		

\* See pages 17-20 for ASFC Budget Stipulations

**Leadership/ Service**

**Scholarship Code**



## Associated Students of Foothill College (ASFC)

### **Leadership/Service Scholarship Code**

Leadership/Service Scholarship will be available to student executive officers of the Associated Students of Foothill College -- ASFC President, Vice-President of Finance, Vice-President of Administration, Vice-President of Activities, Vice-President of Organization, Vice-President of Senate, Vice-President of Intramurals, and Budget Commissioner on a quarterly basis on the following criteria:

- Scholarship recipients are required to develop and submit a set of goals and objectives each quarter to the ASFC Advisor/Director of Student Activities after election or appointment. Agreement must be reached between the advisor and recipient on those goals and objectives. Prior to the end of the quarter, the recipient must meet with the ASFC Advisor to conduct a performance appraisal on completion of the goals and objectives.
- Scholarship eligibility in the succeeding quarter will require a positive quarterly Leadership/Service performance appraisal in the previous quarter.
- The scholarship will provide for tuition and books in the amount of \$250.00 each quarter.
- The awards will be administered through the Student Accounts Office at Foothill.

Adopted: May 5, 1997