

RIVERSIDE COMMUNITY COLLEGE DISTRICT
District Budget Advisory Council Meeting

Friday, April 21, 2023

[Zoom Conference Link](#)

Phone: 1 (669) 444-9171 Meeting ID: 874 4097 6006
9:00 a.m. – 11:00 a.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Meeting Minutes
 - March 17, 2023
- III. State and District Budget Update
 - FY 2023-24 Budget Planning Presentation
- IV. Other
 - Workgroup on Grant Post-Award Policies, Processes, and Procedures Update
- V. Future Meetings (Zoom)
Friday, May 19, 2023
Thursday, June 15, 2023

RIVERSIDE COMMUNITY COLLEGE DISTRICT
District Budget Advisory Council Meeting

Friday, January 20, 2023
9:00 a.m. – 11:00 a.m.

Zoom Conference Call Meeting Recording:
MEETING MINUTES

Members Present

Aaron S. Brown	(District)
Misty Griffin	(District)
Felipe Galicia	(Moreno Valley College)
Mark Sellick	(Riverside City College)
Jennifer Bielman	(Riverside City College)
Danny Villanueva	(Riverside City College)
Liz Tatum	(Riverside City College)
Kristine DiMemmo	(Riverside City College)
Majd Askar	(Moreno Valley College)
Nader Ghopreal	(Moreno Valley College)
Edd Williams	(Moreno Valley College)
Michael Collins	(Norco College)
Courtney Buchanan	(Norco College)
Evelyn Gonzalez (Proxy for Paula Barrera)	(Moreno Valley College)
Esmeralda Abejar	(Norco College)
Gloria Aguilar	(Recorder)

Members Not Present

Kimberly Bell	(Norco College)
Asatar Bair	(Riverside City College)
Paula Barrera	(Norco College)

Guests Present

Rebecca Goldware	(District)
Laurie McQuay-Peninger	(Riverside City College)
Maria Romero-Tang	(Norco College)

I. CALLED TO ORDER

A. By Aaron Brown

II. APPROVAL OF MINUTES

A. Once a quorum was achieved, Sellick moved, and Buchanan seconded approval of the minutes for January 20, 2023. Zero Abstained.

1. Corrections to IV. A. Add the letter 'T' to the end of the word Grant in the title.

III. STATE AND DISTRICT BUDGET UPDATE

- A. Brown shared that the FY 2023-24 Governor's Budget Proposal is still in motion, and further changes and recommendations will come. The May revise will have more information.
- B. This past week, at a budget hearing, a sub-committee agenda item was the Student Housing Priorities. Representatives for the UC, CSU, Chancellor, Department of Finance, and Legislative Analyst Office were present to share their perspectives on student housing.
- C. The UC system prioritized the UCR/RCCD as their highest priority, and the CC system prioritized the UCR/RCCD as their #4. Currently, everything looks good for receiving the funding for this project.
- D. An opportunity to submit a proposal for Moreno Valley, Norco, and Riverside is available until June 2023. Each college proposal is complete and ready for submission as of January 2023. We need to prioritize internally which project to push forward.
- E. Askar inquired if an answer will be ready by the May revise. Brown responded with yes we should know by then.
- F. Brown discussed the enrollment outlook for the district. He shared that he is running projections with various scenarios. There was an 8% increase in actual FTES over the prior year's actuals across the district. If we continue this growth path, we can recover our losses from the pandemic.
- G. The Emergency Conditions Allowance (ECA) coverage will end this school year. We have had protection during our declining enrollment and will be on our own for enrollment calculation apportionment related to the FTES component.
- H. We will be behind and still be protected under the two of the three years averaging with SCFF provision. We will take a small hit, even with the 8% annual increase. We have not had protection from the supplemental and success metrics. As we increase our enrollment, it is anticipated we will have a proportional increase in those to help with the loss.
- I. Askar asked if there is a discussion to increase rates like they did last year to offset the decline across the state of CA? Brown shared that there is not.
- J. Brown further shared that the Department of Finance states that if you are not recovering from enrollment, be prepared for a decline in proportionate. This is a result of a few schools that expressed that they are okay with their declined enrollment numbers. Brown said a few schools had pushed back, as this is not the case with most schools.
- K. Askar inquired if the PPIS budget reduction from the January budget is still occurring. Brown shared that there is no word, and they are pushing back on this as well.
- L. Collins asked if Brown knows the revenue shortfall if we do not meet our enrollment numbers. Brown indicated that the results depend on the scenario, the factors, and how much we grow next year.
- M. Collins asked what the enrollment monitoring from the Chancellor's office is. Brown said the Chancellor's Office wants to ensure the funds they provided for outreach and retention for restoring enrollment were used for this. They may request an expense report on outreach funds year-to-date and look over the enrollment and growth numbers.
- N. Collins asked how the delayed tax deadline will impact us, if at all. Brown said there would be no issues or impact. They can use estimates even with a delayed date.
- O. Collins asked if a conservative estimation will impact us. Brown said they might move the funds to one-time funds.

- P. Askar shared that plans for one-time funding will need to be reported if they are not spent in the two-year cycle. Brown asked if this was an official statement and which programs.
- Q. The retention and outreach funds are impacted, and the state is asking for previous years' plans of this area.
- R. Askar inquired if the HERF funds deadline has a no-cost extension. Brown responded with do not count on an extension, and for the colleges to provide Griffin with their spending plans.

IV. OTHER

A. WORKGROUP ON GRANT POST-AWARD POLICIES, PROCESSES, & PROCEDURES UPDATE

1. Goldware shared her appreciation for the team members from the Business and Grants offices across the district and colleges for their efforts.
2. McQuay-Peringer shared that the workgroup held their introductory meeting on February 23rd, reviewed the FCMAT recommendations, and outlined how they will move forward.
3. McQuay-Peringer shared an overview of the FCMAT recommendations with the council.
4. The workgroup discussed workflow. Though pre-award is not included, it is realized that a good pre-award process workflow can reduce challenges during the post-award process. So each college and district briefly shared an overview of its pre-award workflow.
5. Discussed and established an understanding and definition of post-award and what items are included in post-award.
6. The focus at the next workgroup meeting is for each Business office to identify all the tasks involved in the workflow, from award announcement to close out at their college/district. The workgroup will discuss and create an ideal workflow.
7. Griffin shared that it was realized the workgroup had a difference in terminology. To maintain a base of understanding, the group will develop a Glossary of Terms.
8. Brown shared that the workgroup is off to a good start. He asked if the group will develop and provide a timeline and deliverable dates for their workload.
9. Griffin responded that the workgroup is working on the workflow and are identifying the pieces for the groups within the workgroup. After this step, they can determine the timeline for the tasks.
10. Goldware added that after reviewing the work closely, it was realized more questions arose, and after this step, the to-dos can be assigned and deadlines established.
11. Brown shared that the results will have great benefits for the district, and this task is important.

B. UNIQUE PROGRAM ALLOCATION RECOMMENDATIONS

1. Griffin shared a brief overview of the previous attempts to develop a methodology, but previous versions did not meet the needs. All were missing efficiency.
2. The recommended methodology rewards efficiencies and adjusts for shortcomings.
3. The Vice Presidents, Vice Chancellor, and Deans of Educational Services all utilize the data from Enrollment Management Dashboard (EMD) as their source of factual information.

4. This same data will be applied to both our cost for FTS workbook and our unique program evaluations.
5. Actual FTS per program and the potential FTS per program. Based on the calculation, various variables are used in the EMD data.
6. The methodology will compare the program's actual FTS generated to the program's potential FTS.
7. If the actual FTS came in lower than the potential, then the related expenses would be calculated at a lower cost.
8. If the actual FTS generated more than the potential, then the related expenses would be calculated at a higher cost.
9. Griffin shared an overview of the methodology that will isolate the instructional payable related cost of faculty salary and classified salary who support the program on the instructional side. In addition, this would not include materials, services, equipment, or the academic services associated with the program.
10. Reasoning is because the materials, services, equipment, and academic costs are removed because these items are needed for the program regardless if the program meets its goal, potential or target FTS.
11. Also, specialized equipment and supplies are still needed to meet Accreditation standards. So those costs are extracted, and the actual over-potential ratio has been applied to the instructional part. Then everything is folded back in to come up with the cost per FTS calculation. Which then folded back into the BAM workbook.
12. Collins inquired how the potential calculation will be made. Discussion of how the EMD has the variables for classes built-in per class/semester per the meeting with the Dean of Educational Services. Also, Sellick shared that course caps are an Academic topic and will be discussed in the correct forum for efficiencies, course caps, and course size. Brown further shared that if/when any changes are made, they will be built into the EMD, which is where the data will be pulled from and used.
13. Buchanan inquired if the course caps being used is before COVID and not COVID course caps. Brown said yes and asked Griffin to double-check this.
14. Collins asked what will occur when a program experiences a reduction in revenue and what occurs with the revenue. Brown responded that it would follow the current BAM in place and will be treated no differently than any other expenditure. A clarifying point, the actual costs for unique were set as temporary until a standard was developed.
15. Williams asked if the high-cost programs with expensive costs are built into the FTES. Brown indicated yes, the high cost associated with the programs is taken into consideration.
16. Williams asked if this was permanent and not temporary. Griffin shared that the faculty-student ratio is built into the potential within the EMD data. The supplies, equipment, and materials are extracted because these items are needed for students, accreditation, program requirement, etc.
17. Askar offered to meet with William to discuss the BAM and FTES cost.
18. Griffin shared the template example spreadsheet of the unique programs with the group.

19. Askar thanked Griffin for her efforts on this work and for leading the task force. Griffin said it was a group effort, and she thanks the task force for their tireless work. Brown shared his appreciation for everyone's hard work.
20. Askar asked if a model can be sent out for review. Griffin shared FY 2022-23 can be sent out.
21. Sellick asked the Vice Presidents of Business Services or Vice Chancellor to bring the model to the local Academic Senate and District Senate to go through the participatory process for approval.
22. Brown said the project task is the comprehensive evaluation of the services of the district and college.
23. Brown shared that two of the three colleges are developing a college BAM. He encourages all three colleges to develop one so all locations are on the same system.
24. Brown said this model will be shared at all three local Academic Senates for
25. Academic Senate, then to DSPC, and then to Board.
26. Abejar asked if Norco can view the other college unique program outcomes. Griffin stated the information will be shared among the group by close of day.

V. NEXT MEETING

- A. Next meeting is scheduled for Friday, April 21, 2023.

VI. MEETING ADJOURNED

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT



FY 2023-2024 BUDGET PLANNING

April 18, 2023



**GOVERNOR'S FY 2023-24
BUDGET PROPOSAL
COMMUNITY COLLEGE SYSTEM
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT**



FY 2023-2024 Governor’s Budget Proposal

Base Changes
(In Millions)

Unrestricted Ongoing Revenues

Apportionment*

Growth (.50%)*

COLA (8.13%)*

Total Apportionment/Unrestricted Ongoing Revenues

	<u>State</u>	<u>RCCD</u>
	\$ 28.8	\$ -
	<u>652.6</u>	<u>19.77</u>
	<u>\$ 681.4</u>	<u>\$ 19.77</u>

Unrestricted One-Time Revenues

Total Unrestricted Revenues

	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ 681.4</u>	<u>\$ 19.77</u>

* Growth and COLA funding are reflected in Student Centered Funding Formula rates. RCCD’s estimated apportionment is calculated using the increased rates, along with estimated FTES, supplemental, and success metrics.



FY 2023-2024 Governor’s Budget Proposal

Base Changes (In Millions)

Restricted Ongoing Revenues

COLA for Categorical Programs*

	<u>State</u>	<u>RCCD</u>
	\$ 89.9	\$ 0.94

Total Restricted Ongoing Revenues

	<u>\$ 89.9</u>	<u>\$ 0.94</u>
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Restricted One-Time Revenues

Enrollment and Retention

	<u>\$ 200.0</u>	<u>\$ 5.46</u>
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Total Restricted One-Time Revenues

	<u>\$ 200.0</u>	<u>\$ 5.46</u>
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Total Restricted Revenues

	<u><u>\$ 289.9</u></u>	<u><u>\$ 6.40</u></u>
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*Categorical Programs that the Governor’s Budget Proposal included to receive COLA are: DSP&S, EPO&S, CARE, CalWorks, Adult Education, and Apprenticeship. Large programs such as Student Equity & Achievement (\$11.7 million) and Student Success Completion Grant (\$13.2 million) were not included to receive COLA.



FY 2023-2024 Governor’s Budget Proposal

Base Changes *(In Millions)*

Other

Deferred Maintenance and Instructional Equipment
Proposition 51 - State GO (10 Continuing Projects)*

	<u>State</u>	<u>RCCD</u>
	\$ (213.0)	\$ (5.81)
	<u>143.8</u>	<u>28.60</u>
 Total "Other" Restricted Revenues	 <u>\$ (69.2)</u>	 <u>\$ 22.79</u>

*Provide construction phase for Norco College Center for Human Performance and Kinesiology in the amount of \$28.56 million IF the total contribution of \$22.93 million can be made by the District which is dependent on a future local bond.



BUDGET PLANNING
FY 2023-2024
ENDING BALANCE ESTIMATE



Base Changes
(In Millions)

FY 2022-23 Revenues

Adopted Budget	<u>\$ 265.12</u>
Estimated Revenue Adjustments	
FY 2022-23 Apportionment Adjustment	\$ 0.36
Non-Resident Tuition	(0.15)
Facility Rental	(1.03)
Apprenticeship	(0.50)
Other	<u>(0.07)</u>
Total Estimated Revenue Adjustments	<u>\$ (1.39)</u>
Net Revenues	<u><u>\$ 263.73</u></u>



Base Changes *(In Millions)*

FY 2022-23 Expenditures

Adopted Budget	<u>\$ 315.02</u>
Estimated Budget Savings:	
Salaries and Benefits	\$ 9.50
Supplies and Services*	46.58
Capital Outlay	<u>(0.08)</u>
Total Expenditure Budget Savings	<u>\$ 56.00</u>
Net Expenditures	<u>\$ 259.02</u>
Net Current Year Estimated Surplus	\$ 4.71
Beginning Balance at July 1, 2023	<u>65.85</u>
Estimated Ending Balance at June 30, 2024	<u><u>\$ 70.56</u></u>

*Included in these balances is \$47.54 million of one-time State Mandate Block Grant funds that were set-aside and \$6.74 million of Budget Savings Allocation provided to the District entities.

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT



BUDGET PLANNING FY 2023-2024



(In Millions)

FY 2023-24 Ongoing Revenue Budget

Beginning Revenue Budget	<u>\$ 261.60</u>
FY 2023-24 Apportionment	\$ 19.77
Other	<u>0.50</u>
Total Ongoing Revenue Budget Adjustments	<u>\$ 20.27</u>
Total Ongoing Revenue Budget	<u>\$ 281.87</u>



(In Millions)

FY 2023-24 Ongoing Expenditure Budget

Beginning Expenditure Budget	<u>\$ 269.21</u>
Compensation Adjustments:	
COLA (8.13%) + Contract for Full-Time Salaries (1.00%) and for Part-Time Faculty Salaries (1.44%)	
Step/Column/Growth/Placement/Classification/Health Insurance/ PERS (27.00%)/STRS (19.10%) New Full-Time Faculty Positions (16)*	\$ 27.24
Election Costs	(0.50)
Supplies	0.12
Services	1.52
Capital Outlay	<u>0.21</u>
Total Ongoing Expenditure Budget Adjustments	<u>\$ 28.59</u>
Total Ongoing Expenditure Budget	<u>\$ 297.80</u>
Net Ongoing Budget Shortfall	<u>\$ (15.98)</u>

*Line item includes 16 new Full-Time Faculty at an estimated cost of \$3.14 million, offset by a reduction of Part-Time Faculty of an equal adjustment.



(In Millions)

FY 2023-24 One-Time Revenue Budget

Beginning Revenue Budget	\$ 3.52
Net Indirect Cost Adjustment	<u>(3.52)</u>
Total One-Time Revenue Budget	<u>\$ -</u>

FY 2023-24 One-Time Expenditure Budget

Beginning Expenditure Budget	\$ 45.81
Indirect Cost Reductions	(2.73)
2018 FTES Shift to FY 2017-18	(0.19)
Set Asides for Prior Year Budget Savings	(0.16)
RCC TSS Renovation	0.74
RCC Maker Space	(2.00)
RCC Throwing Sports Renovation	(0.21)
RCC Football Field/Track Renovation	4.99
RCC STEM	1.16
Set Asides for Prior Year Mandate Block Grant	(17.54)
Set-Aside for Current Year Mandate Block Grant	<u>(3.61)</u>
Total One-Time Expenditure Budget	<u>\$ 31.92</u>
Net One-Time Budget	<u><u>\$ (31.92)</u></u>



(In Millions)

Summary

Net Ongoing Budget Shortfall	\$ (15.98)
Net One-Time Budget	<u>(31.92)</u>
Total Difference	\$ (47.85)
Estimated Beginning Balance at July 1, 2023	<u>70.56</u>
Total Available Funds	\$ 22.71
Less, Estimated Ending Balance Target	<u>(22.71)</u>
Budget (Shortfall) Surplus	<u><u>\$ -</u></u>

**District Budget Advisory Council
Post Award Work Group
Monthly Update
4/21/2023**

Post Award Work Group Charge: To review the FCMAT report and make recommendations for the development and implementation of effective post award policies, processes and procedures.

Significant Tasks this Period

- Identify Deliverables and Timeline: The group met to discuss key deliverables and tentative timelines for achieving these deliverables. These deliverables and timelines include:

Deliverable	Timeline
1) Identify standard workflow across and within District/colleges	May 2023
a. Develop processes to facilitate workflow through the three stages of a grant, including:	
i. New Award Set Up	July 2023
ii. Grant Implementation	October 2023
iii. Grant Closeout	December 2023
2) Develop and implement Subaward Process & Procedures	July 2023
3) Develop process for regular monitoring of grant expenditures	October 2023
4) Establish process for grant compliance	October 2023
5) Develop and deliver New Grant Manager Training	October 2023
6) Utilize technology to support grant coordination, development and management	Ongoing
7) Write Post-Award Operating Manual	June 30, 2024

- Identify standard workflow – During this period, the group drafted an initial work flow that identifies what needs to occur from the time a grant is awarded to the time a grant is closed, identifying three basic stages, including 1) New Award Set-Up; 2) Grant Implementation; and 3) Grant Closeout. Future work group meetings will identify who is responsible and how we will complete those tasks. We may need to reassign tasks, expand duties, and/or hire new people, if possible, as well as develop new forms, processes, and procedures.
- Next Meeting: April 20, 2023, 9 a.m.