

RIVERSIDE COMMUNITY COLLEGE DISTRICT
District Budget Advisory Council Meeting

Friday, May 19, 2023

[Zoom Conference Link](#)

Phone: 1 (669) 444-9171 Meeting ID: 880 4756 3764
9:00 a.m. – 11:00 a.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Meeting Minutes
- III. State and District Budget Update
 - FY 2023-24 Tentative Budget Presentation
- IV. Other
 - Workgroup on Grant Post-Award Policies, Processes, and Procedures Update
 - eTime and Attendance Project Summary
 - 2023-2024 Meeting Dates and Times
- V. Future Meetings (Zoom)

Thursday, June 15, 2023



RCCD

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

FY 2023-2024 TENTATIVE BUDGET

Board of Trustees Committee Meeting

June 13, 2023



**GOVERNOR'S FY 2023-2024
BUDGET PROPOSAL
COMMUNITY COLLEGE SYSTEM
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AS OF "MAY REVISE"**



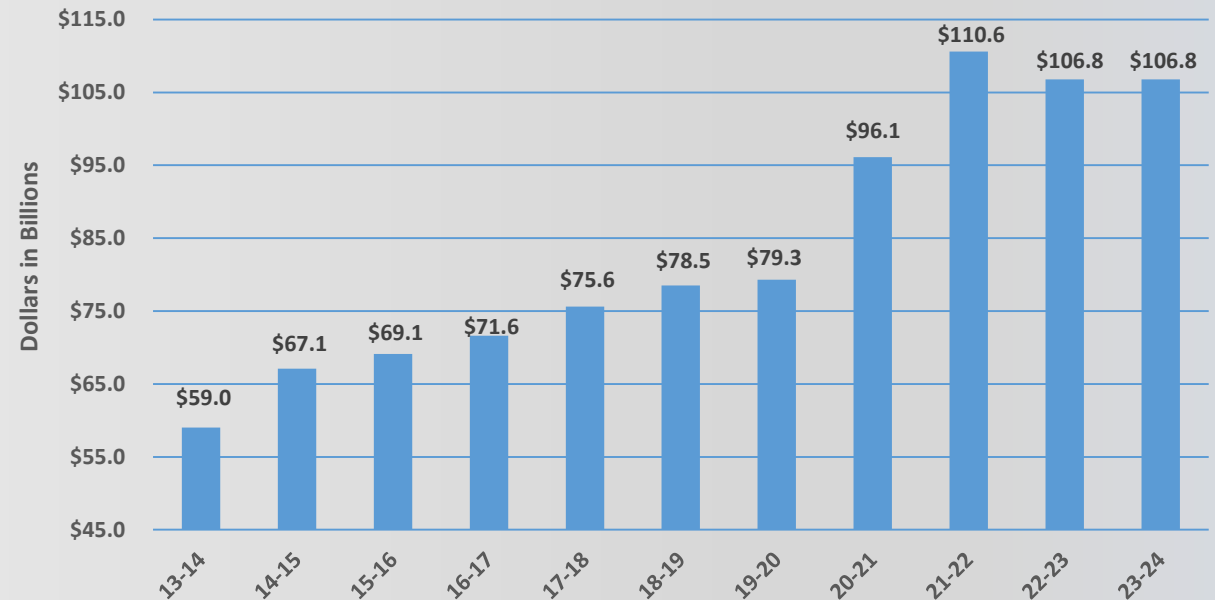
Riverside Community College District 2023-2024 Tentative Budget

Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2024 reflects a continuation of the adopted FY 2022-23 Budget, adjusted for items such as estimated COLA, step and column increases, estimated health insurance increases, increases to CalSTRS and CalPERS rates, and apportionment changes based on “May Revise” proposals.

Proposition 98 Minimum Guarantee

- FY 2022-23 approved budget set the K-14 minimum guarantee at \$110.3 billion...now revised to \$106.8 billion.
- FY 2023-24 - Governor estimates the guarantee at \$106.8 billion.
 - A decrease over the 2022 Budget Act of \$3.5 billion, 3.2%
 - Community College share of Proposition 98 – 10.93%

Proposition 98 Funding 2022 Budget Act to 2023-24 Governor's Budget Proposal





FY 2023-2024 Governor’s Budget Proposal

Base Changes
(In Millions)

<u>Unrestricted Ongoing Revenues</u>	<u>January Proposal</u>	<u>May Revise</u>
<u>Apportionment*</u>		
Growth (.50%/.50%)	\$ 28.8	\$ 26.4
COLA (8.13%/8.22%)	<u>652.6</u>	<u>678.0</u>
Total Apportionment/Unrestricted Ongoing Revenues	<u>\$ 681.4</u>	<u>\$ 704.4</u>
<u>Unrestricted One-Time Revenues</u>	<u>\$ -</u>	<u>\$ -</u>
Total Unrestricted Revenues	<u>\$ 681.4</u>	<u>\$ 704.4</u>

*These funding increases will be reflected in the rates for the Base, Supplemental, and Student Success allocations under the Student Centered Funding Formula.

FY 2023-2024 Governor's Budget Proposal

Base Changes

(In Millions)

	January Proposal	May Revise
<u>Restricted Ongoing Revenues</u>		
COLA for Categorical Programs*	\$ 82.2	\$ 83.1
LGBTQ+ Pilot Program	-	10.0
Apprenticeship	4.7	(4.9)
Mandate Block Grant	3.0	2.2
Financial Aid Administration	(4.2)	(3.1)
EEO Program	-	4.2
Student Success Completion Grant	-	(50.0)
	<u>\$ 85.7</u>	<u>\$ 41.5</u>
<u>Restricted One-Time Revenues</u>		
Enrollment and Retention	\$ 200.0	\$ 100.0
COVID-19 Recovery Block Grant	-	(344.7)
	<u>\$ 200.0</u>	<u>\$ (244.7)</u>
Total Restricted Revenues	<u>\$ 285.7</u>	<u>\$ (203.2)</u>

*Categorical Programs the Governor's Budget Proposal included for COLA are: DSP&S, EPO&S, CARE, CalWorks, and Adult Education. 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)*

<u>Other</u>	<u>January Proposal</u>	<u>May Revise</u>
Deferred Maintenance and Instructional Equipment	\$ (213.0)	\$ (452.2)
Prop 51 - State GO Bond (2 New & 12 Continuing Projects)*	<u>143.8</u>	<u>232.3</u>
 Total "Other" Restricted Revenues	 <u>\$ (69.2)</u>	 <u>\$ (219.9)</u>

Riverside Community College District

Capital Facilities Projects

- Norco College - Center for Human Performance and Kinesiology*

*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.



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FY 2022-2023 ENDING BALANCE ESTIMATE



Base Changes *(In Millions)*

FY 2022-23 Revenues

Adopted Budget	\$ 265.12
Estimated Revenue Adjustments	
FY 2022-23 Apportionment Adjustment	\$ 0.36
Interest Income	2.01
Non-Resident Tuition	0.21
Facility Rental	(1.00)
Apprenticeship	(0.50)
Other	(0.05)
Total Estimated Revenue Adjustments	\$ 1.03
Net Revenues	\$ 266.15



Base Changes
(In Millions)

FY 2022-23 Expenditures

Adopted Budget	<u>\$ 315.02</u>
Estimated Budget Savings:	
Salaries and Benefits	\$ 9.25
Supplies and Services	45.54
Capital Outlay	<u>0.11</u>
Total Expenditure Budget Savings	<u>\$ 54.90</u>
Net Expenditures	<u>\$ 260.12</u>
Net Current Year Estimated Surplus	\$ 6.03
Beginning Balance at July 1, 2022	<u>65.85</u>
Estimated Ending Balance at June 30, 2023	<u><u>\$ 71.88</u></u>



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TENTATIVE BUDGET FY 2023 -2024

Assumptions

- FY 2023-24 Credit, Resident FTES Target is 30,282
- COLA at 8.13% has been included*
- Step/Column/Professional Growth has been included
- PERS, STRS and General Liability and Property increases have been included
- Adjustments to health insurance have been included pending final rates

*Governor's May Revise Budget included COLA at 8.22% resulting in an additional \$25.4 million for the system and approximately \$.60 for RCCD.



Base Changes
(In Millions)

FY 2023-24 Ongoing Revenue Budget

Beginning Revenue Budget	<u>\$ 261.60</u>
FY 2023-24 Apportionment	\$ 19.65
Other	<u>0.83</u>
Total Ongoing Revenue Budget Adjustments	<u>\$ 20.48</u>
Total Ongoing Revenue Budget	<u><u>\$ 282.08</u></u>

Base Changes

(In Millions)

FY 2023-24 Ongoing Expenditure Budget

Beginning Expenditure Budget	\$ 269.21
Compensation Adjustments:	
Full-Time Salaries (COLA + 1.00%)	\$ 15.16
Part-Time Faculty Salaries (COLA + 1.44%)	4.51
Step/Column/Growth/Placement/Classification	1.94
Fixed Charges*	(0.82)
Health Insurance**	0.19
PERS (26.68%)	0.76
New Faculty Positions (16)	3.15
Election Costs	(0.50)
Utilities	1.48
Other	(0.06)
Total Ongoing Expenditure Budget Adjustments	<u>\$ 25.81</u>
Total Ongoing Expenditure Budget	<u>\$ 295.02</u>
Net Ongoing Budget Shortfall	<u>\$ (12.94)</u>

*Primarily due to a significant rate reduction for State Unemployment Insurance.

**Changes due to employee plan changes and early retiree's moving from full District coverage (waiting on rate change from Health Insurance carriers).

Base Changes
(In Millions)

FY 2023-24 One-Time Revenue Budget

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

FY 2023-24 One-Time Expenditure Budget

Beginning Budget	\$ 45.81
Indirect Cost Reductions	(0.51)
Parking Services Augmentation	1.50
2018 FTES Shift to FY 2017-18	(0.19)
College 1% Contingency	1.05
Set Asides for Prior Year Budget Savings	1.15
RCC TSS Renovation	0.74
RCC Maker Space	(0.22)
RCC Throwing Sports Renovation	(2.00)
RCC Football Field/Track Renovation	2.50
RCC STEM	1.16
RCC Life Sciences (Physical Sciences)	(0.64)
Set Asides for Prior Year Mandate Block Grant	(17.55)
Set-Aside for Current Year Mandate Block Grant	<u>7.36</u>
Total One-Time Expenditure Budget	<u>\$ 40.16</u>
Net One-Time Budget	<u>\$ (36.64)</u>



Base Changes
(In Millions)

Summary

Net Ongoing Budget Shortfall	\$ (12.94)
Net One-Time Budget Shortfall	<u>(36.64)</u>
Total Difference	\$ (49.58)
Estimated Beginning Balance at July 1, 2023	<u>71.88</u>
Total Available Funds	\$ 22.30
Less, Estimated Ending Balance Target	<u>(22.30)</u>
Budget (Shortfall) Surplus	<u><u>\$ -</u></u>

Next Steps

- RCCD Tentative Budget Adoption – June 20, 2023
- State Budget Adoption – June 2023
- RCCD Final Budget Adoption – September 19, 2023

District Budget Advisory Council
Post Award Work Group
Monthly Update
5/19/2023

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 Activity this Period

- Develop processes to facilitate workflow through the three stages of a grant: During this past month, the group broke out into two subgroups and began discussing:
 - 1) The processes and tasks necessary for setting up new grant awards, including subawards; and
 - 2) How to carry out the various tasks associated with grant implementation, including but not limited to:
 - a. grant manager training;
 - b. budget changes/transfers/modifications;
 - c. invoicing and drawdowns;
 - d. application of indirect costs; and
 - e. annual budget development.

At this time, the group is not ready to make any recommendations to DBAC. However, some items that have been discussed and/or reviewed include:

- Requiring new grant managers to participate in training prior to receiving their account string;
- Formalizing the pre-award approval process in an effort to facilitate new award review and acceptance;
- Creating a separate form for revenue generating contracts; and
- Utilizing the new Grant Navigator system to store key grant-related documents, including Request for Applications, Application, Award and Conditions, Modifications, and Reports.

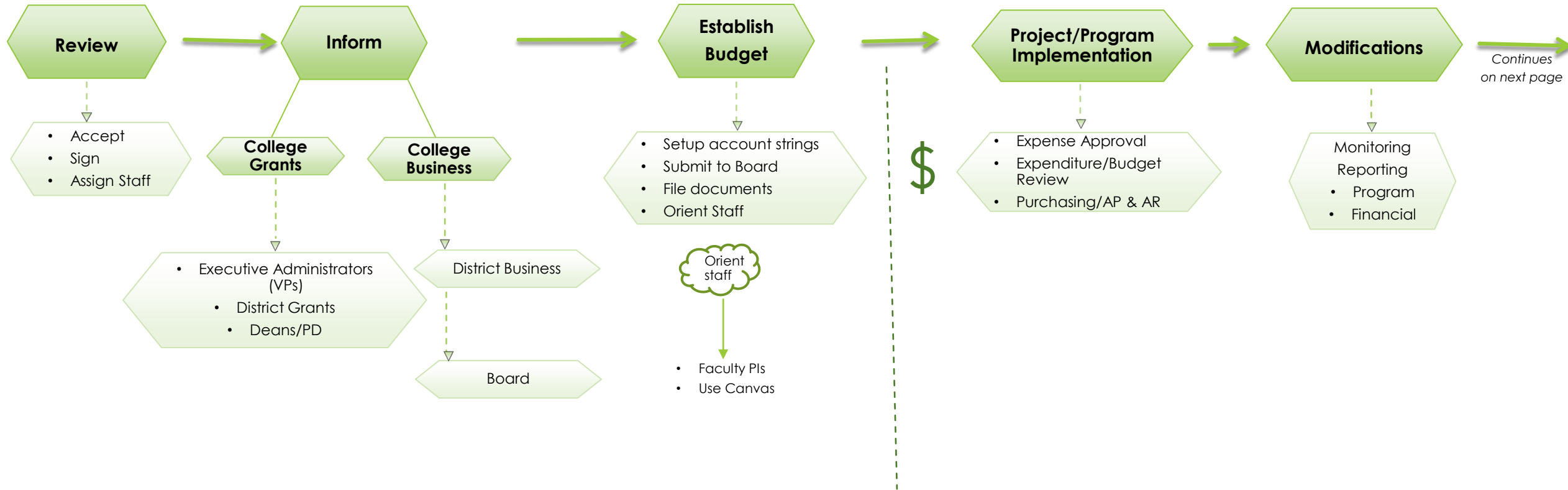
The small groups will continue to meet over the summer with recommendations to come in the Fall.

- Next Meeting: June 6, 2023, 2:30 p.m.

{Post-Award Workflow}

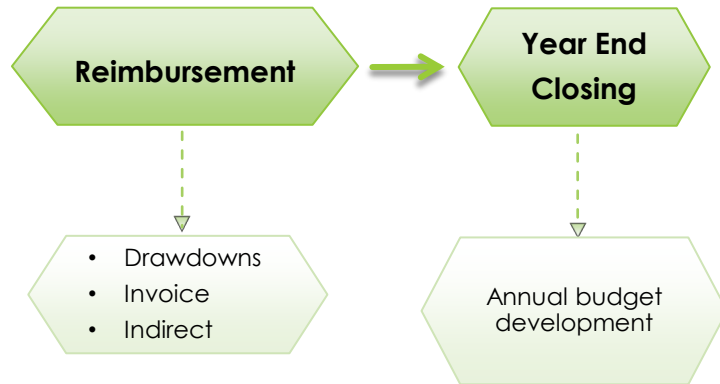
New Grant Setup

Implementation

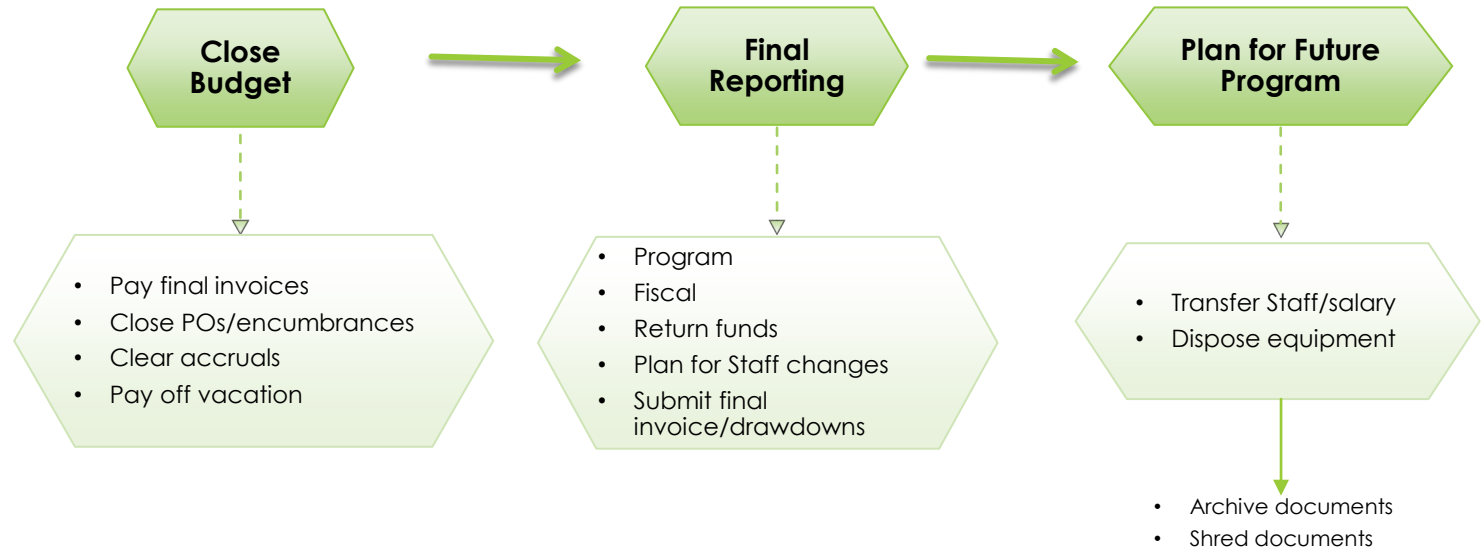


{Post-Award Workflow}

Implementation cont.



Close Grant





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eTime and Attendance

Present by:

John Geraghty, Controller

Hilda Haley, Interim Payroll Manager

Board of Trustee's Committee Meeting

June 13, 2023



eTime and Attendance project

- The following slides will explain:
 - **Why** this project is important
 - **Who** was involved
 - The **process** followed to make the selection
 - Selection criteria, vendor **scoring** and pricing
 - Key **benefits** of the solution
 - Timing of the **implementation**

Why this project is important

Increase efficiency, timeliness and accuracy throughout the District

Leave Tracking

- Employees do not have access to leave balances
- Supervisors cannot see employee leave balances
- Workflow approval is manual
- No reporting available today in the system
 - e.g. comparing leave request to leave affidavits
- No rules for usage, employees can go into a negative status. Payroll must then manually adjust balances
- Part-time faculty sick leave is a manual, offline system (MS Access) for accrual and usage, using paper forms
- Extended leave tracking is manually tracked by Human Resources Employee Relations (HRER), Payroll, and Supervisors



Why this project is important (Continued)

Timesheets

- Paper timesheets prepared for the following:
 - Classified hourly, Student, and Temporary workers
 - Classified overtime / compensation [Comp] time
 - Part-time faculty timesheets (Ben Clark Training Center, Counselors, Professional Development, and Overload)
- Workflow approval is manual
- Timesheets are submitted by email and if late, then special off-cycle checks have to be processed
- Overtime is manually calculated by payroll technicians
- Manual data entry of payroll timesheets into the RCOE (Riverside County Office of Education) payroll system



Who was involved

- Skip Berry, RCC Faculty
- Heather Yates, RCC Student Employment
- Laurie Crouse, MVC Administrative Support
- Monica Esparza, Norco Administrative Support
- Jennifer Bielman, RCC Administrative Support
- Ines Solis, District Administrative Support
- Jennifer Cruz, MVC Instruction Department Specialist (Ben Clark)
- Sandra Maciel, MVC Instruction Department Specialist
- Debbie Karrer, Norco Instruction Department Specialist
- Gracie Caringella, Senior Human Resources Liaison
- Celeste Baldonado, Payroll Technician
- Rene Balingit, Information Technology Projects Manager
- Hilda Haley, Interim Payroll Manager
- John Geraghty, Controller



Process followed

<u>Task completed</u>	<u>Timing</u>
• Research options and gather information	Dec 2022 – Mar 2023
• RFP	
• Developed Request for Proposal, RFP	March 2023
• Committee comments on RFP	March 2023
• Issued RFP and received bids	April 2023
• Four bids received and all interviewed	
• Conducted interviews and scored vendors	April 26 and 28, 2023
• Selected vendor announced	May 2023
• Board approval	<i>Scheduled for June 16, 2023</i>



Vendor scoring and pricing

Vendor scoring matrix (Max)

- Meet requirements 30
- User interface 30
- Reporting/workflow 20
- Price/Reference 10
- Total Points 100

Vendor	Low	High	Average
Andrews Technology/UKG	60	98	75.7
Frontline Ed	45	90	68.5
TCP (Timeclock Plus)	66	100	92.2
UKG (Ultimate Kronos)	55	97	79.7

RFP - 39-22/23-6		Time and Attendance Management System Pricing Summary						
Vendor	Implementation	Year 1	Year 2	Year 3	Year 4	Year 5	Total (5 years)	Offer / Initial Terms
Andrews Technology/UKG	\$ 60,000	\$ 127,800	\$ 127,800	\$ 127,800	\$ 127,800	\$ 127,800	\$ 699,000	Term - 5 years
Frontline Ed	\$ 13,800	\$ 92,645	\$ 92,645	\$ 92,645	\$ 92,645	\$ 92,645	\$ 477,026	Annual invoice
TCP (Timeclock Plus)	\$ 61,563	\$ 77,740	\$ 77,740	\$ 77,740	\$ 77,740	\$ 77,740	\$ 450,263	Term - 5 years
UKG (Ultimate Kronos)	\$ 97,175	\$ 131,321	\$ 131,321	\$ 131,321	\$ 131,321	\$ 131,321	\$ 753,779	Term - 3 years

future years, assumed price remains flat for comparison

Key benefits

RCCD will move from manual to automated processes

Leave Tracking

- Employees will see “live” leave balances and will be able to forecast their future balances by entering a future date.
- Workflow for approval is automated in the system and system has extensive reporting available
- Manager approval for leave is displayed in a calendar view so other leave requests can be seen for the same day
- Rule based system for leave per CA Education code, EDD, Board Policy and CBA. System will be configured to prevent negative balances
- Part-time faculty leave will be included in system (Elimination of offline database)
- Extended leave tracking will be tracked in TCP and real-time sharing of data with Human Resources Employee Relations (HRER), Payroll, and Supervisor



Key benefits (Continued)

Timesheets

- Online paperless timesheets (eliminate paper forms)
- Employees can enter time on computer, or mobile device
- Workflow for approval is automated in the system
- Overtime
 - System will have preloaded work calendars
 - Employee enters overtime and chooses payment option
 - Overtime to be paid or Compensation time to be accrued
 - Overtime is automatically calculated based on payroll rules
 - Eliminates manual calculation by payroll staff
- Export from TCP (vendor) and upload of data to Galaxy for payroll processing (eliminates manual data entry)
- System has extensive reporting available



Proposed Timeline for Implementation

- Implementation
 - Planning July – August 2023
 - Develop the following: Est. – 2 month (Sep/Oct)
 - Interface with Colleague and Galaxy
 - Configuration of leave and timesheet rules
 - Determine workflow rules
 - Pilot (District departments-HRER/BFS/IT) Est. – 2 months (Nov/Dec)
 - Phase 1, Leave Management * Est. – 3 months (Jan-Mar)
 - Phase 2, Timesheets * Est. – 3 months (Apr-Jun)

** Rollout will be phased over 3 months with a different college each month*



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Questions?

District Budget Advisory Council

2023-2024 MEETING DATES & TIMES

Friday, August 26, 2023
9:00 am to 11:00 am

Friday, September 15, 2023
9:00 am to 11:00 am

Friday, October 20, 2023
9:00 am to 11:00 am

Friday, November 17, 2023
9:00 am to 11:00 am

Friday, December 8, 2023
9:00 am to 11:00 am

Friday, January 19, 2024
9:00 am to 11:00 am

Friday, February 23, 2024
9:00 am to 11:00 am

Friday, March 16, 2024
9:00 am to 11:00 am

Friday, April 19, 2024
9:00 am to 11:00 am

Friday, May 18, 2024
9:00 am to 11:00 am

Thursday, June 13, 2024
9:00 am to 11:00 am

Meetings to be held via Zoom until further notice.