

*RIVERSIDE COMMUNITY COLLEGE DISTRICT*  
***District Budget Advisory Council Meeting***

Friday, October 20, 2023

Phone: 1 (669) 444-9171 Zoom Meeting ID: 868 8933 4390

9:00 a.m. – 11:00 a.m.

**AGENDA**

- I. Welcome and Call to Order
- II. Approval of Meeting Minutes
  - August 25, 2023
  - September 15, 2023 - CANCELLED
- III. State and District Budget Update
  - Affordable Student Housing Funding Update
- IV. Other
  - Workgroup on Grant Post-Award Policies, Processes, and Procedures Update
  - District Office Budget Allocation Methodology
  - College Budget Allocation Model
  - DSPC Committee Structure, DBAC Charge, and membership
  - 2023-2024 Meeting Dates and Times
- V. Future Meetings (Zoom)

Friday, November 17, 2023

*RIVERSIDE COMMUNITY COLLEGE DISTRICT*  
*District Budget Advisory Council Meeting*

*Friday, August 25, 2023*  
*9:00 a.m. – 11:00 a.m.*

MEETING MINUTES

Members Present

Aaron S. Brown	(District)
Misty Griffin	(District)
Amanda Vazquez	(District)
Danny Villanueva	(Riverside City College)
Elia Blount	(Riverside City College)
Jennifer Bielman	(Riverside City College)
Jo Scott-Coe	(Riverside City College)
Asatar Bair	(Riverside City College)
Majd Askar	(Moreno Valley College)
Edward Williams	(Moreno Valley College)
Nader Ghopreal	(Moreno Valley College)
Felipe Galicia	(Moreno Valley College)
Michael Collins	(Norco College)
Courtney Buchanan	(Norco College)
Kimberly Bell	(Norco College)
Esmeralda Abejar	(Norco College)
Gloria Aguilar	(Recorder)

Members Not Present

Paula Barrera	(Norco College)
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Guests

Maria Tang	(Norco College)
Cristina Cervantes	(District)

I. CALLED TO ORDER

A. By Aaron Brown

II. APPROVAL OF MINUTES

A. Once quorum was achieved, Collins moved, and Galicia seconded approval of the minutes for May 19, 2023. Abstained Vazquez and Asatar

III. DISTRICT BUDGET & STATE BUDGET UPDATE

A. Brown identified the changes from the Tentative Budget to the Final Budget for FY 2023-24.

1. A decline in Prop 98 funding, and CA Community Colleges will continue to receive their share of 10.93%.
2. COLA is 8.22% did not change from the tentative budget, and slight growth money.
3. Restricted Ongoing Revenues, COLA for Categorical and Special Programs funding increased by \$19 million from the tentative budget and May Revise. Other items remain the same.
4. Restricted One-Time Revenues, the Student Support and Retention Strategies was reduced to \$50 million and removed a previously allocated \$55 million from the FY 2022-23 budget.
5. New to this year's budget, Workforce Training Grants of \$14 million, and the LGBTQ+ Pilot Programs for at least two Community College districts. Not for RCCD, no impact.
6. No reduction to the COVID-19 Block Grant as originally proposed. This is one of the flexible programs.
7. Reduction to Physical Plant and Instructional Support (PPIS) budget for \$5.7 and pulled out \$500 million dollars from the prior year.
8. The three programs are part of the flexibility: COVID-19 Block Grant, Student Support and Retention and Physical Plant and Instructional Support.
9. The Flexibility Program provides districts with an opportunity to combine these three fundings to prioritize their needs.
10. The Chancellor's Cabinet will hold a conversation at the next meeting to discuss this issue and decide how to move forward.
11. Williams inquired about PPIS funding, if instructional or non-instructional. VC Brown said PPIS is also known as Deferred Maintenance or Scheduled Maintenance. Can be used for equipment.
12. Askar inquired if the review and work done surrounding the COVID-19 Block Grant recently with Educational Services is related to this conversation. Brown replied that it is and it is possible a reprioritization of all projects may be reviewed.
13. Bell asked if the combined flexibility programs experienced an increase or decrease. Brown said it was a reduction of \$11.3 million dollars.
14. Student Support and Retention funding is nearly a wash, a small differential in funding. A reduction to the Block Grant money and no reduction in the Block Grant money.
15. Two RCCD projects, Norco College Center for Human Performance and Kinesiology and RCCD/UCR Intersegmental Affordable Student Housing.
16. Funding for the Norco project is included in the budget. We must meet the local match of \$24 million to access the funds. This project depends on RCCD passing a General Obligation Bond in November 2024.

17. RCCD/UCR Affordable Student Housing project was approved for \$75 million dollars. The State changed the funding from a grant to lease revenue bonds for the \$75 million dollars. State is still working out the details.
18. Ending Balance did not factor in a deficit. Waiting for budget information from the State. Hopefully it will cancel or reduce the deficit.
19. Lottery was adjusted to \$1.6 million. Interest Income had increased due to interest rates increases.
20. More savings in salaries and benefits, total is about \$1.4 million. Ending balance of \$72.4 million dollars.
21. Assumptions include, FY 2023-24, Credit, Resident FTES Target of 30,282. COLA at 8.22% has been included and Step/Column. There is a PERS increase and no STRS increase. Adjustments to health insurance have been included.
22. The graph displays the history of Resident Credit FTES, and current year target of 32,282 and the District anticipates in achieving the target amount of 29,116. If we can achieve the target for FY 2024-25 the district will have recovered from the pandemic.
23. The breakdown of the 32,282 between the colleges is as follows MVC is at 6,705; NC is at 6,952; and RCC is at 16,624.
24. Brown shared an overview and the components of the Student Center Funding, including the rates, the formula used, and revenue for the district.
25. Ongoing Revenue budget: Significant change is the Interest Income. The rates have increased significantly and an increase to our base budget about \$4.2 million. This results in about an increase for the budget by \$5.5 million dollars.
26. Significant changes in the Expenditure Budget over Tentative is Step/Column increase \$300k, Health Insurance decreased by \$300k, Inter/Intra Fund Transfers increased by \$800k.
27. Page 20 reflects the revised BP 5200 reserve levels. New requirement is to have two months of operational expenditure monies set aside. We opted for the four-year implementation period and are in the first year.
28. Looking ahead, we need to recover enrollment lost due to COVID-19; we are on track for full recovery of FTES.
29. An economic recession is possible. Another challenge is the multi-year rate increase for STRS and PERS.
30. Williams asked about the benefits of the golden handshake for the District. Brown shared that the benefits are new hires are at a lower salary vs. employees with longevity and benefits.
31. Askar asked a question regarding page 13 regarding the ECA and FTES numbers.
32. Askar asked what would occur to the funds used for the Norco design if the Bond Obligation does not pass. Brown replied the funds would be a loss. Collins pointed out that the positive would be an approved program and construction DSA drawings.

33. Scott-Coe asked for clarification on the funding formula breakdown and when it was changed. Brown said it is always 7-20-10,

IV. OTHER

- A. Griffin provided a brief update from the grants workgroup.
- B. It was indicated the pre and post-group had met regularly during the summer.
- C. The workgroup continues to review the processes in place to improve and streamline them for colleges and district offices. The workgroup will compile their recommendations for the group for review.
- D. Brown shared some upcoming agenda items such as a conclusion to the next phase of the BAM for the district office. The Chancellor has requested the colleges to implement a budget allocation model.
- E. Gathering a wide range of data on the positions at all entities, the services rendered, the expectations, and the services provided. Duplications of services/positions, centralize or decentralize services, and will share with the group the data found.
- F. Galicia is excited for the district and college BAM and encourages the other college academic senate to meet with their college VP of Business Services.
- G. Organizational structure changes for the councils, including DBAC. This will be discussed at DSPC, awaiting final approval to incorporate changes and begin implementation.
- H. Askar asked if Brown was discussing the COVID-19 Block Grant at DSPC. Brown said yes and briefly described what transpired from the state and the impact we are facing with the projects and loss of funding.

V. NEXT MEETING

- A. Next meeting scheduled for Friday, November 17, 2023

VI. MEETING ADJOURNED

## Resources Committee

The Resources Committee is charged with acquiring, managing, and deploying resources—including human, facilities, technology, and financial—to support district goals and advancement.

The Resources Committee coordinates specific strategies and practices used by the colleges and district office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The Resources Committee monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The Resources Committee assists in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

The primary areas of Resources Committee oversight and monitoring are: Finance, Facilities, Safety and Risk Management, and Information Technology. The Resources Committee will be guided by the following general responsibilities as it relates to resource stewardship:

- improve efficiency and effectiveness by avoiding unnecessary duplications (economy of scale) and by enhancing synergies among available resources.
- identify best practices used by the colleges and scale them districtwide.
- identify barriers that impede the implementation of plans and recommend administrative and/or policy changes to remove those barriers.

## Membership of Resources Committee

- Vice Chancellor, Business & Financial Services – co-chair (1)
- Vice Presidents, Business Services (3)
- Director, Risk Management (1)
- Chief of Police (1)
- Associate Vice Chancellor, Information Technology & Learning Services (1)
- Associate Vice Chancellor, Facilities Planning & Development (1)
- Associate Vice Chancellor, Grants & Economic Development (1)
- Executive Director, RCCD Foundation (1)
- Director, Employee Relations, Labor Relations and College Support (1)
- Faculty member from each college, ideally the College Resources Committee faculty co-chairs (3)
- Classified Professional representatives (4)
- Student representative from each college (3)

1. Vice Chancellor, Business and Financial Services; Vice Presidents, Business Services; Director, Risk Management; Chief of Police; Associate Vice Chancellor, Information Technology and Learning Services; Associate Vice Chancellor, Facilities Planning and Development; Associate Vice Chancellor, Grants and Economic Development; Executive Director, RCCD Foundation; and Director, Employee Relations, Labor Relations, and College Support are permanent members.
2. All other member terms are two years, with the exception of the student representatives who will serve a one-year term.
3. College Academic Senates will appoint faculty members.
4. The faculty co-chair will be chosen by the faculty members on the committee, rotating by college.
5. Co-chairs vote on recommendations only in the event of a tie.
6. CSEA will appoint Classified Professional representatives.
7. The Associated Students will appoint the student representatives.

Following are the **Resources sub-committees**. Resources sub-committees' purpose and membership are detailed below.

- District Budget Advisory Sub-Committee (DBAC)
- Facilities Planning and Development Sub-Committee (FPDC)
- Sustainability and Climate Action Sub-Committee (SCAC)
- District Safety and Security Sub-Committee (DSSC)
- Information Technology Strategy Sub-Committee (ITSC)
- Cybersecurity Advisory Sub-Committee (CASC)

### **District Budget Advisory Sub-Committee (DBAC)**

A permanent sub-committee which serves as the primary advisor on fiscal and budget matters to the Resources Committee and then the DSPC. DBAC provides a collaborative forum for the exchange of information necessary to inform strategic decisions regarding budget and fiscal policies, procedures, planning, budget development, and resource allocations within the Riverside Community College District (RCCD). DBAC works towards continuous evaluation and quality improvement of the budget allocation process by systematically assessing the effectiveness of resource allocation methodologies within approved principles and guidelines to advance the mission and goals of RCCD.

#### **Membership:**

- Vice Chancellor, Business and Financial Services – co-chair (1)
- Director, Business Services (1)
- Vice Presidents, Business Services (3)
- Executive Director, Grants and Sponsored Programs (1)

- Academic Senate Presidents (3)
  - Faculty member from each college, ideally involved with Budgetary Areas (3)
  - Classified Professional representatives (4)
  - Management representative (3)
  - Student representative (1)
1. Vice Chancellor Business and Financial Services; Director, Business Services; Vice Presidents of Business Services; and Executive Director, Grants and Sponsored Programs are permanent members.
  2. All other members serve two-year terms, with the exception of the student representative who will serve a one-year term.
  3. College Academic Senates will appoint faculty members.
  4. District Academic Senate President will serve as faculty co-chair.
  5. Co-chairs vote on recommendations only in the event of a tie.
  6. CSEA will appoint Classified Professional representatives.
  7. The Student District Consultation Council will appoint the student representative.

### **Facilities Planning and Development Sub-Committee (FPDC)**

A permanent sub-committee that serves as the primary advisor on facilities planning and development matters to the Resources Committee and then the DSPC. FPDC provides a collaborative forum for the exchange of information necessary in setting goals and priorities regarding facilities planning and development procedures, policies, capital resources administration, total cost of ownership, construction project management, and facilities compliances within the federal, state and local agencies. FPDC works towards continuous evaluation and quality improvement to support and advance the institutional mission of the District that promotes a safe, sustainable and high-quality college learning environment.

#### **Membership:**

- Associate Vice Chancellor, Facilities Planning and Development – co-chair (1)
- Director, Capital Planning (1)
- Facilities Development Director (1)
- Director, Business Services (1)
- Director, Risk Management (1)
- Director, Information Technology Infrastructure and Systems (1)
- Vice Presidents, Business Services (3)
- Directors, Facilities Maintenance and Operations (3)
- Academic Senate Presidents (3)
- Classified Professional representatives (4)
- Student representative (1)

1. Associate Vice Chancellor, Facilities Planning and Development; Director, Capital Planning; Facilities Development Director; Director, Risk Management; Director, Information Technology Infrastructure and Systems; Director, Business Services; and Vice Presidents, Business Services; and Directors, Facilities Maintenance and Operations are permanent members.
2. All other members serve two-year terms, with the exception of the student representatives who will serve a one-year term.
3. College Academic Senates will appoint faculty members.
4. District Academic Senate President will serve as faculty co-chair.
5. Co-chairs vote on recommendations only in the event of a tie.
6. CSEA will appoint Classified Professional representatives
7. The Student District Consultation Council will appoint the student representative.

### **Sustainability and Climate Action Sub-Committee (SCAC)**

A permanent sub-committee that serves as the primary advisor on sustainability and climate action matters to the Resources Committee and then the DSPC. SCAC provides a collaborative forum for the exchange of information necessary in setting goals and priorities regarding sustainability and climate action procedures, policies, compliances, leadership, advocacy, implementation, monitoring and communication. SCAC works towards continuous evaluation and quality improvement to support and advance the institutional mission of the district that promotes sustainability decision-making and resiliency-thinking for climate action, social justice and resources conservation.

#### **Membership:**

- Associate Vice Chancellor, Facilities Planning and Development – co-chair (1)
  - Sustainability and Energy Manager (1)
  - Director, Capital Planning (1)
  - District Director, Business Services (1)
  - Director, Government Relations (1)
  - Vice Presidents, Business Services (3)
  - Directors, Facilities Maintenance and Operations (3)
  - Academic Senate Presidents, (3)
  - Classified Professional representatives (4)
  - Student representative from each college (3)
1. Associate Vice Chancellor, Facilities Planning and Development; Director, Capital Planning; District Director, Business Services; Director, Government Relations; Vice Presidents, Business Services; and Directors, Facilities Maintenance and Operations are permanent members.
  2. All other members serve two-year terms, with the exception of the student

- representatives who will serve a one-year term.
3. College Academic Senates will appoint faculty members.
  4. District Academic Senate President will serve as faculty co-chair.
  5. Co-chairs vote on recommendations only in the event of a tie.
  6. CSEA will appoint Classified Professional representatives.
  7. The Associated Students will appoint the student representatives.

### **District Safety and Security Sub-Committee (DSSC)**

A permanent sub-committee that serves as the primary advisor on districtwide safety and security matters to the Resources Committee and then the DSPC. The DSSC meets regularly to identify all areas of safety and security concern; strategically plan for risk identification and mitigation; address regulatory and compliance matters; provide guidance and research; and address all unsafe conditions that could result in harm to our students, faculty, staff, and visitors.

#### **Membership:**

- Director, Risk Management – co-chair (1)
  - Manager, District Safety & Emergency Preparedness (1)
  - Chief of Police (1)
  - Director, Employee Relations, Labor Relations and College Support (1)
  - Vice Presidents, Business Services (3)
  - Faculty member from each college (3)
  - Faculty Association representatives (3)
  - Classified Professional representatives (4)
  - Student representative from each college (3)
1. Director, Risk Management; Manager, District Safety & Emergency Preparedness; Chief of Police; Director, Employee Relations, Labor Relations and College Support; and Vice Presidents of Business Services are permanent members.
  2. All other members serve two-year terms, with the exception of the student representative who will serve a one-year term.
  3. College Academic Senates will appoint faculty members.
  4. The faculty co-chair, rotating by college, will be chosen by the faculty members on the committee, exclusive of Faculty Association representatives.
  5. Co-chairs vote on recommendations only in the event of a tie.
  6. Faculty Association will appoint Faculty Association representatives.
  7. CSEA will appoint Classified Professional representatives.
  8. The Associated Students will appoint the student representatives.

### **Information Technology Strategy Sub-Committee (ITSC)**

A permanent sub-committee that provides a collaborative forum to advise and inform the Resources Committee and the DSPC in setting priorities and making strategic decisions involving the provision of information services and technology to advance the institutional goals of the Riverside Community College District and its three colleges.

**Membership:**

- Associate Vice Chancellor, Information Technology and Learning Services – co-chair (1)
- Vice Chancellor, Human Resources and Employee Relations (1)
- Vice Presidents, Business Services (3)
- Director, Technology Support Services, Moreno Valley College (1)
- Director, College Technology Support Services, Riverside City College (1)
- Dean, Educational Services and Distance Learning (1)
- Faculty member from each college (3)
- Faculty Association representative (1)
- Classified Professional representatives (4)
- Student representative (1)

1. Associate Vice Chancellor, Information Technology and Learning Services; Vice Chancellor, Human Resources and Employee Relations; Vice Presidents of Business Services; Director, Technology Support Services; Director, College Technology Support Services; and Dean, Educational Services and Distance Learning are permanent members.
2. All other members serve two-year terms, with the exception of the student representative who will serve a one-year term.
3. College Academic Senates will appoint faculty members.
4. The faculty co-chair, rotating by college, will be chosen by the faculty member on the committee, exclusive of Faculty Association representative.
5. Co-chairs vote on recommendations only in the event of a tie.
6. Faculty Association will appoint Faculty Association representative.
7. CSEA will appoint Classified Professional representatives.
8. The Student District Consultation Council will appoint the student representative.

### Cybersecurity Advisory Sub-Committee

A permanent sub-committee that provides a collaborative forum to advise and inform the Resources Committee and the DSPC in creating policy concerning cybersecurity, information technology use, data security and protection, privacy, compliance, and cyber-risk.

**Membership:**

- Associate Vice Chancellor, Information Technology and Learning Services (1)
- Director, Information Technology, Infrastructure & Systems – co-chair (1)
- Director, Risk Management (1)

- Manager, Technology Support Services, Moreno Valley College (1)
  - Director, College Technology Support Services, Riverside City College (1)
  - Vice President, Business Services, Norco College (1)
  - Faculty member from each college (3)
  - Faculty Association representative (1)
  - Classified Professional representatives (3)
  - Student representative (1)
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1. Associate Vice Chancellor, Information Technology and Learning Services; Director, Informational Technology, Infrastructure & Systems; Director, Risk Management; Director, Technology Support Services; Director, College Technology Support Services; and Vice President, Business Services are permanent members.
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  8. The Student District Consultation Council will appoint the student representative.