

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

Friday, April 25, 2025

[Zoom Conference Link](#)

Phone: 1 (669) 444-9171 Meeting ID: 843 8773 4650

9:00 a.m. – 11:00 a.m.

**AGENDA**

- I. Welcome and Call to Order
- II. Approval of Meeting Minutes
  - March 21, 2025
- III. Business/Accounting Services Strategic Initiatives Update
  - Time and Attendance (John Geraghty)
  - E-Contract/Workflow/Archiving (John Geraghty)
  - Reporting (John Geraghty)
  - Budget Development Software (Misty Griffin)
  - Budget Allocation Model
    - Phase IV (Misty Griffin)
    - Student Outstanding Debt (Aaron Brown)
    - Fraudulent FTES (Aaron Brown)
    - Apportionment Reconciliation (Aaron Brown)
  - College Budget Allocation Models (VPs of Business)
- IV. State Budget Update
- V. Other
  - Workgroup on Grant Post-Award Policies, Processes, and Procedures Update (Laurie McQuay-Penninger)
  - College Food Pantries – Leverage District Buying Power
- VI. Future Meetings
  - Friday, May 16, 2025
  - Wednesday, June 18, 2025

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

*Friday, March 21, 2025*  
*9:00 a.m. – 11:00 a.m.*

MEETING MINUTES

Members Present

Aaron S. Brown	(District)
Misty Griffin	(District)
Amanda Vázquez	(District)
Laurie McQuay-Peninger	(District)
Charles Wilhite	(Moreno Valley College)
Majd Askar	(Moreno Valley College)
Rhonda Patterson	(Moreno Valley College)
Nader Ghopreal	(Moreno Valley College)
Esteban Navas	(Moreno Valley College)
Paula Barrera	(Norco College)
Esmeralda Abejar	(Norco College)
Virgil Lee	(Norco College)
Araceli Covarrubias	(Norco College)
Elia Blount	(Riverside City College)
Jennifer Bielman	(Riverside City College)
Gloria Aguilar	(Recorder)

Members Not Present

Asatar Bair	(Riverside City College)
Kimberly Bell	(Norco College)
Michael Collins	(Norco College)
Kristine DiMemmo	(Riverside City College)
Joe Scott-Coe	(Riverside City College)

Guests

John Geraghty	(District)
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I. CALLED TO ORDER

A. By Aaron Brown

II. APPROVAL OF MINUTES

A. Vázquez moved, and Lee seconded approval of the minutes for February 28, 2025.

### III. BUSINESS/ACCOUNTING SERVICES STRATEGIC INITIATIVES UPDATE

#### A. Time and Attendance

1. Geraghty John reports that the Time and Attendance software implementation is facing delays due to functionality gaps that cannot be resolved in the current version, necessitating workarounds and postponing the go-live date.
2. Geraghty will work with consultant on solutions for TCP leave functionality gaps and propose to Brown.

#### B. E-Contract/Workflow/Archiving

1. Geraghty the E-contract workflow project using On Base is progressing on schedule for a May 1st launch, with testing to begin soon.
2. Geraghty reported the workgroup will start user acceptance testing for the OnBase contract transmittal form project in April.

#### C. Budget Development Software

1. Griffin provides an update on the budget development and financial forecasting software, mentioning ongoing work on data uploads and template creation.
2. It was reported that the integration of the Grant Master workbook into Anaplan, which will combine financial data from Galaxy with grant information from Grant Navigator.
3. This new system will automate the process of updating grant information, reducing the manual workload for colleges.
4. The integrated report will include details such as grant start and end dates, total awards, and carryover amounts, providing a comprehensive view for project directors and administrators.
5. It was shared that this integration will improve tracking of grant budgets, carryovers, and expenditures, making it easier for project directors to manage their grants effectively.
6. The team expresses excitement about the potential benefits of this new reporting system.

#### D. Budget Allocation Model Update

1. Phase IV - Griffin shared there are no new updates.
2. Student Outstanding Debt / Fraudulent FTES / Apportionment Reconciliation
  - a. Askar shared this was a topic and DEMC and wanted to hold a discussion at DBAC, as it impacts finances.
  - b. Brown and Askar discussed the issue of student outstanding debt and its impact on revenue allocation. They clarified that the outstanding debt does not directly impact revenue but affects cash flow and registration. They also mentioned that the bad debt expense is an expenditure item, not a revenue allocation. The conversation also touched on the need to become more precise in how they handle the debt and the impact of uncollected fees on state apportionment.
  - c. Discussions regarding the handling of outstanding student debt and its financial reporting. Brown explains that they carry the debt until they believe it's uncollectible, and they must estimate annually what might not be collected for financial reporting purposes. They use various collection measures, primarily the State's tax offset program.
  - d. Brown suggests reviewing the process of crediting colleges when collections are made to ensure precision.

- e. The group also discusses how bad debt expense and revenue from collections are booked, with Askar and Blount raising questions about the allocation process.
- f. Brown shared he will bring a resolution to these questions back to the group. Covarrubias inquires about a breakdown of outstanding debt by college and questions the rationale behind the \$500 enrollment limit for students with outstanding balances, to which Brown explains the trade-off between potential lost enrollment and apportionment revenue.
- g. The meeting focused on the financial responsibility of students and the district's approach to handling outstanding tuition balances.
- h. The discussion revealed that the district had previously lifted the threshold for tuition payment during the Covid-19 pandemic to encourage student enrollment. However, the issue of outstanding debt has persisted, with the district now considering implementing a payment plan or withholding after financial aid.
- i. The meeting also highlighted the challenges of implementing a payment solution due to technological limitations and the need for additional manpower.
- j. The attendees agreed to share more information about the proposed payment plan and its potential impact on students.
- k. Discussion on outstanding debt and its potential impact on the district's cash flow. The current outstanding AR balance is around 4.5 million dollars, which is higher than the pre-Covid level.
- l. The team discussed the need for a system to prevent the debt from growing further and the potential consequences of not collecting the outstanding debt.
- m. They also discussed the possibility of engaging the IT department for support in reducing the outstanding debt. The team agreed to continue working on the task force to address these issues.
- n. The meeting also touched on the topic of fraudulent students and how it might impact the district's revenue. The team acknowledged the need for a multi-layered approach to weed out fraudulent students and the potential impact on the state allocation level and the BAM.
- o. The discussion focuses on the process of reporting and reconciling Full-Time Student (FTS) data and its impact on the Student-Centered Funding Formula. Brown explains that there are three reporting periods for attendance, with the final one in July.
- p. The district is currently using a new tool to identify fraudulent FTS for the fall, winter, and spring terms.
- q. Brown and Askar discuss how adjustments to FTS will affect revenue and the budget allocation model.
- r. Brown outlines a proposed change in methodology for reconciliation, which would use actual FTS numbers instead of estimates. Griffin adds that to implement this new process, colleges would need to provide their actual FTS data split into specific categories by the end of June to allow for timely year-end closing and budget preparation.

E. College Budget Allocation Model (VPs of Business)

1. It was discussed the need for adjustments between P.2 and P.3, particularly for programs like Ben Clark Training Center. Brown emphasized the importance of identifying differences between P.2 and P.3 to ensure accurate calculations.
2. Askar agreed and mentioned the potential for another adjustment before the final budget.
3. Brown also expressed concerns about the college budget allocation models, suggesting the need for a more definitive model and the incorporation of equity-minded decision making processes.
4. Brown also inquired the time given for making fixes and the alignment of department budgets with college strategic plans.
5. Brown discussed the progress of the budget allocation model and the need for further development. Askar shared his discussions with the VPs of business and the implementation of guiding principles in Riverside.
6. Brown suggested removing references to individual college budget allocation models in the goals.

#### IV. BUDGET DEVELOPMENT

- A. Governor's proposed budget and its implications for the colleges. The update included preliminary estimates of revenue and growth funding, as well as projections for categorical programs and capital outlay.
- B. Brown discussed the estimated budget reduction for the fiscal year 2024-2025, which is approximately \$2.9 million.
- C. The budget for the student-centered funding formula is expected to be \$3 million less than the estimated budget.
- D. Brown also mentioned a 1% deficit, which is expected to be closer to 1%. On the expenditure side, there are estimated savings of \$11.5 million, mainly from salary and benefit savings.
- E. The retirement incentive costs are estimated to be around \$12.5 million, which is a difference of \$1 million from the anticipated costs. The estimated ending balance target is \$39 million, and the estimated budget shortfall is around \$2.5 million.

#### V. OTHER

##### A. WORKGROUP ON GRANT POST-AWARD POLICIES, PROCESSES, AND PROCEDURES

It was discussed the possibility of incorporating certain policies and procedures into an administrative procedure, but also considered the idea of having a central board with titles on payroll, accounts payable, budget, purchasing, and other related topics.

- B. Brown also mentioned the idea of not needing to transfer cost into an administrative procedure.
- C. Brown extended congratulations to Professor Wilhite for the approval of the first bachelor's degree program at Riverside Community College District.

#### VI. NEXT MEETING

- A. The next meeting scheduled for Friday, April 25, 2025.

#### VII. MEETING ADJOURNED