

**District Strategic Planning Council**  
Friday, May 20, 2016 - 2:00-3:30  
Bradshaw Bldg., Heritage Room, Riverside City College  
MINUTES

**Meeting called to order:**

**Chair:** Dr. Burke

**Present:** Tom Allen; Melissa Bader; Aaron Brown; Peggy Campo; Chris Carlson; Beth Gomez for Dieckmeyer; Irv Hendrick; Rick Herman; Wolde-Ab Isaac; Richard Keeler; Ruth Leal; Virginia McKee-Leone; LaTonya Parker; Patrick Pyle; Sylvia Thomas

**Absent:** Amy Cardullo; Michelle Davila; Diane Dieckmeyer; Don Foster; Sandra Mayo; Eric Muehlebach; Ryan Rudolph; Abel Sanchez; Mark Sellick; Robin Steinback; David Torres

**Guests:** Gustavo Segura; Madj Askar; Mike Simmons; Shirley McGraw; Terri Hampton

**I. Committee Business**

- a. May 20, 2016 Agenda/Campo/Gomez/Unanimous
- b. Approval of April 8, 2016 Minutes/MSB/Bader/Campo/Unanimous

**II. Action Items**

- a. *District Administrative Program Review* – Dr. Burke presented on the District Office and District Support Services Program Review and District Budget Allocations. Reviewed Scope, Components, Process, Principles, Future Plans, and Strategic Planning. The main concern last year was the timeline which has been moved up this year.
  - Feedback from DBAC on how to modify DAPR – how we use redevelopment money and possibly discretionary money for college decisions by having a line item built into the budget to provide for these costs.
  - Errors and Omissions to be corrected – items historically funded without a line item associated with it. Unfunded mandates that need to be captured and funded such as Center for Social Justice, increases in costs for dispatching, HRER and Police and Safety, ADA litigation and compliance, and the dire need to address parking lots district-wide.
  - Dr. Burke would like to coordinate the refinement of this process further through DBAC.
- b. *Administrative Program Review Priorities – Operating Budget* – Aaron reviewed the proposed operating budget within two major categories: Operating (items to be funded by reallocated existing District Office and District Support Services budgets) and Capital (through redevelopment and scheduled maintenance).
  - Results from the DAPR: (1) In the Enrollment Management Committee a recommendation was made to enhance the marketing effort so that RCCD can reach out to potential students to try and drive enrollment to reach our targets. (2) Support was given to put the much needed position for a SharePoint Administrator in place.

**Concerns/Suggestions:**

- A District Strategic Plan is needed in order to know what the targets and goals are and how to assess and come back and make necessary adjustments. Dr. Burke stated that these issues will be addressed.
- In the meantime, we have immediate operating needs to be addressed as we develop the District plan and get in sync with the colleges. The committee agreed that anything below \$10,000 doesn't need a budget line.
- If any governing body is making a recommendation, then it needs to be brought to DSPC before it shows up as a line item somewhere. The colleges need to be made aware that these budget proposals need to be vetted through their college's full process and taken through their main strategic planning council. All three colleges need to have consensus for a line item to be pushed forward. This process has a very tight timeline in order to get

everything fully vetted and brought back to this body in time for the budget May revise deadline.

- Aaron suggested that maybe we need a line item that provides an amount of funding to each entity then the entity has the ability to fund their priorities. We need to decide on a methodology, how much should be funded and how does it impact the overall budget, etc.
- Our current source of funding for Capital items is the redevelopment funds which will diminish over time.
- Aaron is committed to undertaking the following: (1) Next time a budget proposal comes through it will be limited and a dollar amount will be set; (2) To develop a broader, long-range, multi-year strategic plan in 2016-17; (3) To have a structure in place next year to deal with institution-wide needs that bubble up through this committee and then separate that out from the true District Office, District Support Service area; (4) Look at a funding mechanism built into the budget allocation model for discretionary money for each of the entities; and finally (5) Look at redevelopment funds and the means to provide an allocation to each entity so each entity can fund their priorities.
- Aaron is looking for guidance on the operating budget base budget increase items so he knows how to proceed. Under II. of the operating budget, there are five items including Enrollment Management, SharePoint Administrator, Safety and Police positions, and the Helpdesk position. Item I. is self-funding and committee agreed to hold off Item III. until further discussion.

**Motion** – to approve operating budget items (II.) Funded by Base Budget Increase  
**MSC/Isaac/Campo/Unanimous**

c. *FY 2016-17 Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines*

- Due to time constraints, the adoption of Board Policy 6200 has to be done in June with the caveat that DSPC is addressing this issue and it may need to come back for amendment after being fully vetted.

**Motion** – recommendation to approve current Board Policy 6200 to adopt the minimum 5% unrestricted general fund balance target as fiscal viability goal for 2016-2017 and the subsequent six years under the Institutional Effectiveness Initiative, noting that it may need to come back to board for amendment.

- Aaron modified the following recommendation as opposed to what the State Chancellor's office is recommending which was "no" or "minimal" deficiencies.

**Motion** – recommendation to approve adoption of "unmodified" or "unqualified" opinions with no material weaknesses or significant deficiencies as the goals for financial reporting and compliance with state/federal program guidelines for FY 2016-17 and the subsequent six years under the Institutional Effectiveness Initiative/**MSC/Bader/Campo/Unanimous**

III. **Information Items**

- a. Budget Update – (Memo attached)
- b. Projected Budget Change Summary 2016-2017 – Aaron stated there was significantly less state revenue in the May Revise than what had been anticipated by the Governor's proposal in January in the amount of \$2 billion. The May Revise does project that the Prop 30 money will be ending. The May revise provides \$75 million worth of base funding which was not in the Governor's proposal so that adds another \$1.8 million to the base.
  - FTEs - The funded level versus the unfunded level has tightened which is a possible change. Need to achieve 783 growth, 195 unfunded, and make up for summer which means we need to produce about 1280 FTEs. The Governor's office provided almost \$39 million worth of funding to cover a short-fall in property tax. This will help to protect against a system-wide deficit.

- Peggy voiced her concern about the elimination of the AVC position in Educational Services and those retiring in the department. This should be a priority when hiring replacements, same as the need to hire temps for HRER to make sure things are getting done.
- HRER has asked their colleagues to prioritize their recruitments since they have limited resources. There was discussion about recruitments for the same position on each of the colleges. Some significant modifications need to be made in the recruitment process.
- Plan to fund the retirement incentive with one-time funding and it will cost \$1 million to fund retirees' health plans. Plan to repay the entire La Sierra loan payment and interest out of one-time funds as well. By paying off the retirement incentive in full and paying off La Sierra, that will free up about \$2 million in base budget.

c. DBAC Minutes for April 29, 2016 – was distributed to the committee.

**Adjourned: 4:00 p.m.**

**Next Meeting:**

**Thursday, August 18, 2016 (*Budget Meeting*)**  
**2:00-3:30**  
**Bradshaw Bldg., Heritage Room**