

Minutes
Business & Facilities Planning Council
September 12, 2017
ST 107 (8:30-10:00am)

Members:

Jim Reeves (Interim VP Business Services, *BFPC Chair*)
Phu Tran (Associate Professor Physics, *BFPC Chair*)
Dan Lambros (Instructional Media Center, *BFPC Chair*)
Andy Aldasoro (Staff)
Kimberly Bell (Faculty)
Travonne Bell (Staff)
Mark DeAsis (Administrator)
Ashley Etchison (Administrator)
Monique Franklin Pierce (Staff)
Monica Green (Administrator)
Shirley McGraw (Administrator)
Jan Muto (Faculty)
Eduardo Medina-Romero (ASNC Representative)
Myles McKendell (ASNC Representative)
Ricardo Aguilera (Staff)

Absent:

Sam Lee
Richard Henry
Damon Nance
Jim Thomas

Guests:

Lisette Rose
Justin Czerniak
Jim McMahan

Call to order 8:31am

Approval of Minutes:

May 16th 2017 meeting minutes

Motion to approve minutes: Jan Muto

Seconded by: Kimberly Bell

Abstentions: Mark DeAsis, Travonne Bell

BFPC Statement of Purpose

(Approved by BFPC on May 14, 2013)

The Business & Facilities Planning Council (BFPC) is comprised of faculty, staff, students and administrators. As a part of the college strategic planning process, the BFPC prioritizes requests for budget allocations and augmentations, staffing, equipment and facilities for instructional and administrative needs as requested through the program review process. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.

I. Action Items

- a. Meeting time (Phu Tran)
Faculty classes cause objections in attendance of the full committee meeting
11:15—12:45 proposed
Motion to change meeting time from 8:30—10:00 to 11:15—12:45 by Patty Sanchez
Seconded by: Travonne Bell
Abstentions: None

II. Information Items

New Business

- A. 2017/18 Budget Update Review (Jim Reeves)
PowerPoint Presentation
- B. Scheduled Maintenance Plan (Jim Reeves)
The state provided 230k in this year's allocation of scheduled maintenance items. The roofing on the library. 16/17 & 17/18 funds were put together to the roofing project of the library using district and scheduled maintenance funds.
- C. Prioritization Sub-Committee Workgroup (Jim Reeves)
The prioritization subgroup to begin. Kimberly Bell to appoint faculty members: Phu Tran & Jim Thomas to this subgroup.
- D. Bookstore RFP (Jim Reeves)
Follet and Barnes & Noble Education are still the two contenders, meeting yet to take place.
- E. Prioritization Deadline (Jim Reeves)
Move to November 7th

Standing Items

- A. Facilities Project Update (Jim McMahon)
Little Theater: Open for business, new floor, paint in stage area and seating.
Mold is gone.
ATEC: roofing completed on Welcome Day.
Humanities 204: countertop replacement 90% complete, waiting on back-splash, new sink installed in-house. Custodial is cleaning carpets.
Corral: floor replacement complete.
- B. Facilities Master Plan (Jim Reeves)
Revision of 5-year plan will be brought back to this group, adjustments to be made for the MAC and secondary road.

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C. Space Utilization (Justin Czerniak)

Completed: EOPS/CSS 212 furniture installed, network issues exist
OC 110, Portable A, President Office, STEM 302

In progress: STEM Center Reception, Library file room reconfigure,
OC110 Upward Bound, NOC,

Under Review: Presidents Office wall project, SSV 226, STEM 200,
Admissions double entry door, CSS Student Life 2nd Floor, OC116 Grant
Office,

Veterans Resource Center

Under Review: IT124, LRC study Carroll Enclosure

D. Prop 39 Update (Jim Reeves)

Prop 39 year four plan includes improved lighting in IT, Little Theater and AC
in CACT building.

Can Prop 39 funds be used for solar panels?

E. Road Repair Update (Jim Reeves)

In the process if requesting funds for road repairs.

Meet with transit authority regarding using smaller buses

The city potentially has some financial responsibility for the repairs
because of JFK's location.

F. Shade Structure **TABLED** (Sam Lee)

G. Marquee Sign (Dan Lambros)

The sign will be installed in 4-6 months where the RV parking fence
currently sits. From install to completion, it will take 1 week.

Remaining 2017/18 Meeting dates:

Tuesday October 10 Tuesday February 13

Tuesday November 14 Tuesday March 13

Tuesday December 12 Tuesday April 3 (*Note: This meeting moved up 1 week due to Spring Break*)

Tuesday May 8

III. Good of the Order-Soccer today, come support if you are available.

IV. Adjournment 9:49am

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Budget Update
Business and Facilities Planning Council
September 12, 2017

*Jim Reeves, Vice President
Business Services*

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Topics - Agenda

- Revenues
- FTES Projections
- Challenges
- Fund Balance
- Budget Allocation Model (BAM)

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget
(In Millions)

<u>Unrestricted Ongoing Revenues</u>	<u>CCC System</u>	<u>RCCD</u>	<u>NC</u> (Est. 23%)
Growth (1.00%/.22%- 66 credit FTES)	\$ 57.8	\$ 0.3	\$ 0.1
COLA (1.56%)	97.6	2.5	0.6
Base Increase	183.6	4.5	1.0
Total Unrestricted Ongoing Revenues	<u>\$ 339.0</u>	<u>\$ 7.3</u>	<u>\$ 1.7</u>
 <u>Unrestricted One-Time Revenues</u>			
FY 2015-16 Apportionment Revenue in Excess of Entitlement	\$ 9.0	\$ 0.2	\$ 0.0
Backfill for Lower than Estimated RDA Revenue	31.7	0.8	0.2
Total Unrestricted One-Time Revenues	<u>\$ 40.7</u>	<u>\$ 1.0</u>	<u>\$ 0.2</u>
Total Unrestricted Revenues	<u>\$ 379.7</u>	<u>\$ 8.3</u>	<u>\$ 1.9</u>

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget
(In Millions)

	<u>CCC System</u>
<u>Restricted Revenue</u>	
Proposition 39- Energy Efficiency	\$ 39.0
Deferred Maintenance & Instructional Equipment	76.9
Categorical Program COLA (1.56%)	5.7
Total Restricted Revenues	<u>\$ 121.6</u>
 <u>Other</u>	
Guided Pathways	\$ 150.0
Title IV Compliance Training and Support	2.5
Mental Health Services Training and Support	4.5
Equal Employment Opportunity Program	1.8
Hunger Free Campus Grants	2.5
Financial Aid Administration	1.0
Innovation Awards	20.0
Community College Completion Grant	25.0
Full Time Student Success Grant	25.0
UMOJA Program Development and Expansion	2.5

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget
(In Millions)

CCC System

Other (continued)

CalGrant C Increase	1.7
UC Berkeley's Inmate Education	0.3
Online Education Initiative (Cost Savings)	10.0
Veteran's Resource Centers (\$2 Million-Norco College)	12.0
Integrated Library System (Cost Savings)	6.0
Part-Time Faculty Office Hours	5.0
State Generated Obligation Bond- Prop. 51 (17 Projects)	-
Compton Community College Transition to College Status	11.3
Academic Senate Cal ID	1.0
Total Other	<u>\$ 282</u>

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget

FY 2017-18 Credit FTES Projections

Base FTES	29,578.89
Growth (System 1.0%; RCCD 1.26%; Budget .22%)	<u>66.01</u>
Total Funded FTES	29,644.90
Unfunded FTES (0%)	-
FTES Target	<u>29,644.90</u>

FTES Funding Production for FY 2017-18

Growth	66.01
Summer 2017 Rolled to FY 2016-17	<u>879.89</u>
Total Unrestricted One-Time Revenues	<u>945.90</u>

Actual Funding Growth Rate 3.30%


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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget

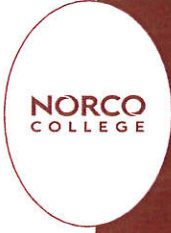
	FY 2017-2018 Credit FTES	Credit FTES Targets %
RCC	15,948.96	53.80%
NC	6,847.97	23.10%
MVC	6,847.97	23.10%
Total	29,644.9	100.00%

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget
(In Millions)

	RCCD	NC <small>(Est. 23%)</small>
<u>FY 2017-18 Ongoing Revenue Budget</u>		
Beginning Ongoing Revenue Budget	\$172.76	\$ 39.73
FY 2016-17 Apportionment Increase	1.74	0.40
<u>FY 2017-18 Apportionment:</u>		
COLA (1.56%)	2.52	0.58
Growth (.22%)	0.34	0.08
Deficit (0%)	-	-
General Operating Base Increase	4.47	1.03
RDA Revenue Deferral Reversed	(1.13)	(0.26)
Non-Resident Tuition	1.01	0.23
Interest Income	0.50	0.12
Indirect Cost Recovery	0.38	0.09
Lottery	0.20	0.05
Other	0.46	0.11
Total Ongoing Revenue Budget Adj.	\$ 10.49	\$ 2.41
Total Ongoing Revenue Budget	\$183.25	\$ 42.15



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RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget

Challenges and Opportunities

- Multi-Year Rate Increases for STRS and PERS
- Health Insurance
 - Rate Increases
 - Continuing/Uncertain Impact of Affordable Care Act
 - Rising 65+ Retiree Health Care Costs for PPO Plan
 - Employee Plan Migration
 - Retirement Incentive Obligation for Retiree Coverage
- Expiring Bargaining Unit Agreements

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RCCD Reserve History

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2017-2018 Final Budget

Contingency History

FY	Adopted Contingency Balance	% of Available Funds	Ending Fund Balance	% of Available Funds
2016-17	\$ 11,987,323	5.66%	\$ 43,121,096*	19.86%
2015-16	\$ 10,447,116	5.45%	\$ 36,517,185	18.32%
2014-15	\$ 7,801,811	4.28%	\$ 14,667,941	9.05%
2013-14	\$ 6,358,532	4.23%	\$ 12,743,536	8.39%
2012-13	\$ 4,560,030	3.23%	\$ 11,407,409	7.95%
2011-12	\$ 5,840,447	3.94%	\$ 6,805,919	4.73%
2010-11	\$ 8,729,056	5.60%	\$ 13,217,249	8.48%
2009-10	\$ 8,391,878	5.50%	\$ 11,172,448	7.33%
2008-09	\$ 12,566,801	7.68%	\$ 13,903,627	8.74%
2007-08	\$ 9,423,484	6.14%	\$ 19,259,076	12.37%

*Includes \$15.41 million of one-time State Mandate Block Grant funds set-aside for future years as a hedge against increase costs such as PERS, STRS, health insurance, Bargaining Unit Contract increases, retirement incentive costs and revenue reductions. Without the one-time funds, the ending fund balance would be \$27,711,096 (12.77%).

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RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2017-2018 Final Budget

	Total	Moreno Valley	Norco	Riverside	DSS	DO
Contingency Budget from FY 2016-2017	\$ 11,987,323					
Apportionment						
Basic Allocation	\$ 11,557,862					
Cr FTES (MVC - 6,832.72, NC - 6,832.72, RCC - 15,913.45 (29,578.89))	150,004,396					
COLA at 1.56%	2,523,896					
Base Increase + FT Faculty and FON Base Adjustments	4,471,129					
Growth at 0.22% (MVC - 15.25, NC - 15.25, RCC - 35.51 (68.01))	340,033					
Total Gross Apportionment	\$ 168,897,296					
Less, Property Taxes	(44,736,178)					
Less, Enrollment Fees	(10,339,132)					
Less, Estimated Deficit Factor (0000)						
Total Net Apportionment	\$ 113,818,976					
Total Beginning Balance and Apportionment	\$ 125,806,299					
Less, Contingency Reserve (Board Policy at 5.00% or more)	(13,577,277)					
Less, DO Allocation	(5,352,116)					
Less, DSS Allocation	(18,292,386)					
Less, Outgoing Transfer for CSJCL (Resource 1120)	(165,541)					
Less, Outgoing Transfer for DSPS Match, FWS Support, etc	(1,034,575)					
Total Funds for Per Credit FTES Calculation	\$ 87,384,404					
Target Credit FTES Target	29,644.90					
Total Funding Rate Per Target Credit FTES	\$ 2,947,7045					
Total Funding Rate Per Target Credit FTES (Adjusted per Entry)						
Target Credit FTES Target	29,644.90	8,847.97	6,847.97	15,948.96		
Total Funds for Per Credit FTES Calculation	\$ 87,384,404	\$ 20,750,807	\$ 17,229,163	\$ 49,364,434		
FY 2016-17 Excess (Shortfall) of Budgeted Revenues	4,925,281	524,077	1,603,200	2,798,004	100,964	109,091
FY 2016-17 Excess (Shortfall) of Budgeted Expenditures	7,946,744	945,531	2,312,965	4,591,248	2,665,212	15,403,481
Non-Credit FTES	224,531	16,660	-	207,871	-	-
Federal Revenues	211,995	59,867	48,683	103,445	-	-
Other State Revenues	8,455,814	1,846,436	2,309,021	4,300,357	-	-
Local Revenues	61,342,870	13,256,985	13,724,984	34,360,901	191,633	-
Incoming Transfer from Bookstore (Resource 1110)	1,301,950	190,515	722,929	388,506	-	-
Total Available Funds	\$ 171,696,589	\$ 37,630,878	\$ 37,950,945	\$ 96,114,766	\$ 2,957,809	\$ 15,992,572
Base Expenditures for FY 2017-2018						
FY 2017-2018	(171,696,589)	(39,088,361)	(37,439,313)	(95,168,915)	(21,250,195)	(20,944,688)
Budget (Shortfall) or Excess	\$ -	\$ (1,457,483)	\$ (111,632)	\$ 945,851	\$ (18,292,386)	\$ (5,352,116)

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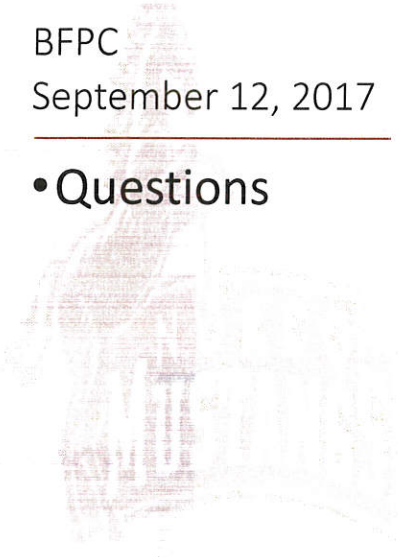
RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2017-2018 Final Budget

	Total	Colleges	Moreno Valley	Norco	Riverside
Base Expenditures for FY 2017-2018					
FY 2016-2017 Base Expenditure Budget	\$ 156,751,249	\$ 36,284,642	\$ 34,082,237	\$ 86,384,370	
Step/Column and Personnel Adjustments	1,124,066	315,080	145,930	663,056	
Full-Time Salary Increases (2.00% + COLA 1.56% + F/C)	2,881,692	617,584	601,070	1,663,038	
Part-Time Faculty Salary Incr (2.50% + COLA 1.56% + F/C + Enr Grwth)	951,244	(160,095)	110,876	1,000,463	
Fixed Charges (STRS, PERS, FICA, MC, UI, WC, GL, OPEB)	2,229,162	530,694	480,770	1,217,698	
Net Health/Dental/Life Insurance, exclusive of new positions	687,218	139,090	15,804	532,324	
New Faculty Positions (12) - TCP	1,773,870	443,419	443,419	887,032	
New Classified Position - PT Faculty Re-employment Specialist - TCP	-	-	-	-	
Classified/Management Position Allocation	700,000	161,700	161,700	376,600	
Temporary Backfill for NSF Positions Reversal	(150,000)	-	(150,000)	-	
Retirement Incentive Cost Reversal	(4,058,197)	(677,062)	(358,658)	(3,032,477)	
La Sierra Loan Repayment Reversal (Resource 4130)	(1,047,623)	(244,602)	(204,597)	(598,424)	
Off-Year Board of Trustees Election Cost	-	-	-	-	
Contracts/Licenses Holding Account Awaiting Distribution	-	-	-	-	
Utilities	(288,454)	(28,960)	63,250	(322,744)	
Non-Resident Augmentation (RCC Trnsf to Res 1190 for Promise Prog)	1,919,383	(10,700)	172,219	1,757,864	
Special Revenue Programs	717,469	50,154	200,694	466,621	
Accumulated Budget Savings Allocation	7,250,000	1,674,750	1,674,750	3,900,500	
Miscellaneous Adjustments	255,510	(7,333)	(151)	262,994	
Base Expenditure Budget FY 2017-2018	\$ 171,696,589	\$ 39,088,361	\$ 37,439,313	\$ 95,168,915	
% of Base Budget	80.27%	18.27%	17.50%	44.49%	
\$ Increase (Decrease) to PY Base Budget	14,935,340	\$ 2,803,719	\$ 3,357,076	\$ 8,774,545	
% Increase/Decrease to PY Base Budget	9.53%	7.73%	9.85%	10.16%	

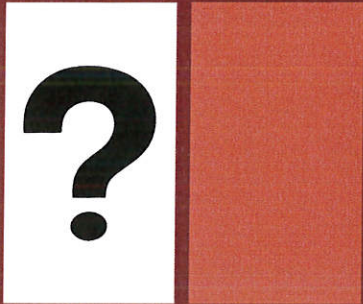
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- Questions



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Academic Affairs Resource Allocation Proposal

Problem: 1) Program Review resource requests submitted by members of academic affairs unit are prioritized using a ranking criteria that is not applicable to the academic affairs unit. 2) Very few members of the academic affairs unit have the opportunity to participate in the prioritization and ranking process.

Solution: 1) Establish an academic affairs prioritization sub-committee that will prioritize resource requests in instructional and administrative program reviews from academic affairs. 2) Create a ranking criteria that is applicable to the resource requests submitted in academic affairs program reviews.

Prioritization Sub-Committee – To be comprised of staff, faculty and administrators from within the academic affairs unit, and chaired by the Vice President, Academic Affairs. Suggested membership includes:

- 1 Technology Committee Member
- 2 department chairs (including 1 CTE chair)
- 1 faculty member from Professional Development Committee
- 1 Senate representative
- 2-3 administrators
- 4 classified staff (designated by CSEA)
- Chair – VPAA

Meeting Schedule – Three meetings to be held in the Fall term

Rubric Criteria – To be developed by Prioritization Sub-Committee

Student Services Resource Allocation Proposal

Problem: Student Services resource requests submitted in the Administrative Unit Program Review are prioritized using a ranking criteria that is not applicable to Student Services.

Solution: Incorporate the Student Services resource requests from the Administrative Unit Program Review into the ranking process of the all other Student Services resource requests completed by the Student Services Planning Council.

Prioritization Committee: All Student Services resource requests submitted through the Student Services Program Review process and the Administration Unit Program Review process will be ranked by the Student Services Planning Council. The ranking process will occur during regularly scheduled meetings using ranking criteria approved annually by the Student Services Planning Council.

Business Services Resource Allocation Proposal

Problem: 1) Program Review resource requests submitted by members of the business services unit are prioritized by staff, faculty and administrator District-wide, whereas students services and academic affairs resource requests are prioritized by members of their respective division.

Solution: 1) To create a workgroup within BFPC to prioritize business and facility resource requests that consist exclusively of business and facilities staff. BFPC has college wide representation, but business services staff and administrators have an existing knowledge of not only language but also process and procedure to execute the needs of the division in an efficient manner.

Prioritization Sub-Committee – To be comprised of staff and administrators from within business services, and chaired by the Vice President, Business Services. Suggested membership includes:

- 2 faculty
- 2-3 business services administrators
- 4 business services classified staff (designated by CSEA)
- Chair – VPBS

Meeting Schedule – Three meetings to be held in the Fall 2017 term

Rubric Criteria – To be developed by Prioritization Sub-Committee Workgroup