

*RIVERSIDE COMMUNITY COLLEGE DISTRICT*

*Budget Allocation Model Development Task Force*

*Friday, December 19, 2008*

*Bradshaw Building, Citrus Room*

*9:00 - 11:00 a.m.*

AGENDA

- I. Welcome and Call to Order
  - Review minutes of December 5, 2008 meeting
  
- II. Budget Allocation Model
  - FY 2008-2009 and FY 2009-2010 Budget Reduction Strategies
    - Status Report
  - Treatment of Budget Savings and Base Budget Adjustments
    - Status Report
  
- III. Other
  - Strategic Enrollment Management
  
- IV. Next Meetings (all from 9:00 – 11:00 a.m.)
  - Friday, January 9, 2009 – Citrus Room
  - Friday, January 23, 2009 – Citrus Room
  
- V. Adjournment

*RIVERSIDE COMMUNITY COLLEGE DISTRICT*

*Budget Allocation Model Development Task Force  
Meeting of December 19, 2008  
Bradshaw Building, Citrus Room  
9:00 – 11:00 a.m.*

MINUTES

**Task Force Members**

**Present**

Aaron Brown, Associate Vice Chancellor, Finance  
Jim Buysse, Vice Chancellor, Administration and Finance – arrived at 9:40 a.m.  
Becky Elam, Vice President, Business Services (Riverside)  
Norm Godin, Vice President, Business Services (Norco)  
Beth Gomez, District Budget Manager  
Pam Kollar, Academic Evaluations Specialist (Norco)  
Angel Lopez, Chief of Staff, ASRCC (Norco)  
Michael McQuead, Associate Professor, CIS (Moreno Valley)  
Carmen Payne, Secretary IV, Health Sciences (Moreno Valley)  
Reagan Romali, Vice President, Business Services (Moreno Valley)  
Meghan Skaggs, Treasurer, ASRCC (Norco)  
Cindy Taylor, Outreach/Passport to College Coordinator (Riverside)  
Kristen Van Hala – (Recorder)

**Absent**

Peter Boelman, Associate Professor, Economics, Social & Behavioral Sciences (Norco)  
Ajené Wilcoxson, Associate Professor, Business Administration (Riverside)

**Guest**

Meshay Brown, President, ASRCC (Riverside)

**I. Meeting was called to order**

**II. Minutes of December 5, 2008**

The minutes of the December 5, 2008 meeting were reviewed and approved without change.

**III. Budget Allocation Model**

- Status Reports on Budget Reduction Strategies
  - Most campus meetings will occur in early January 2009.

- Michael indicated that Moreno Valley faculty have expressed concern with the possibility of staff cuts.
- Becky referenced a survey from the Chronicle of Higher Education regarding budget reduction strategies.
- Cindy conveyed that Student Services has several ideas related to reallocating funds from the Riverside campus to the District for Districtwide functions such as transcripts and application uploads, reducing service hours, and using electronic presentations (PowerPoint) for meetings instead of distributing paper handouts, and also putting all meeting materials online.
- Norco has begun budget reduction brainstorming sessions. The ASRCC students are a part of that advisory group. One suggestion involved cleaning the campus only twice a week instead of every day.
- Reagan suggested that “green meetings” be used instead of requiring staff to travel between campuses for meetings. Meetings could be held via conference call or through the internet.
- CSEA is meeting on December 19, 2008 to discuss budget reduction strategy issues.
- Community College League Budget Update (handout from Aaron)
  - The State legislature passed a budget proposal, which the Governor is going to veto. The impact to the District had it been signed was discussed (attached). Nothing is certain yet.
- Treatment of Budget Savings
  - Aaron met with the Vice Presidents of Business on Monday, December 15, 2008.
    - The group will examine the chart of accounts to determine where expenditures fit within the A, B and C budget categories as defined below:
      - A = Discretionary budgets: 4000 and 5000 object codes (except for certain yet-to-be-defined exclusions)
        - 100% Budget Savings Carryover
      - B = Salary and benefits savings from vacant F/T positions
        - 50% Budget Savings Carryover
      - C = District functions: legal, audit, utilities, etc.
        - No Budget Savings Carryover
  - Reagan asked if the additional funds that were allocated between the Moreno Valley and Norco campuses and designated for new positions had to be used?

- Discussion
      - It is a campus decision but the Board set-aside the funds for new positions to meet critical needs and for transitioning to college status.
      - A certain amount of savings will be achieved since the positions may not be filled before the end of this fiscal year.
  - All budget reduction strategies should be ready for discussion at the January 23<sup>rd</sup> BAM meeting.
  - Part-Time Faculty and Overload Savings
    - How should savings be managed? Should savings accrue to the campuses for their use or should it still be used Districtwide and transitioned over time to campus management?
    - Consensus of the BAM Task Force:
      - Maintain Districtwide management of the Part-Time Faculty and Overload Budgets (Objects 1330 through 1339). Thus, savings will be used on a Districtwide basis to provide for COLA, 1% increases, growth, and actual activity projections related to the Part-Time Faculty and Overload Budgets. The goal will be to transition this responsibility to the colleges over time as enrollment management strategies are more clearly developed and implemented. Savings from this category cannot be transferred for other purposes until further notice.
- Pooled Money Investment Account (PMIA) for State Construction Costs on local projects
  - The State uses the PMIA to pay for State Construction Costs until bonds are issued.
  - Norco Phase III is 75% done and it seems highly unlikely that we will stop construction. We are looking at using Measure C as a bridge until the State passes mid-year budget cuts and the PMIA is restored.
- Communication with the Chancellor's office
  - Dr. Hendrick should have more information after the holiday break and will likely issue an email to the District.
- Strategic Enrollment Management
  - Postponed until the January 9, 2009 meeting.

#### **IV. Next Meeting**

- Next BAM Meeting is scheduled for Friday, January 9, 2009 in the Citrus Room in the Bradshaw building, 9:00 a.m. to 11:00 a.m.
  - Strategic Enrollment Management presentation
  - State Budget Update