

RIVERSIDE COMMUNITY COLLEGE DISTRICT

*District Budget Advisory Council
Meeting of March 6, 2009
Digital Library, Room 409
9:00 – 11:00 a.m.*

MINUTES

Task Force Members

Present

Jim Buysse, Vice Chancellor, Administration and Finance
Aaron Brown, Associate Vice Chancellor, Finance
Becky Elam, Vice President, Business Services (Riverside)
Norm Godin, Vice President, Business Services (Norco)
Beth Gomez, Budget Manager
Cindy Taylor, Outreach/Passport to College Coordinator (Riverside)
Ajené Wilcoxson, Associate Professor, Business Administration (Riverside)
Pam Kollar, Academic Evaluations Specialist (Norco)
Michael McQuead, Associate Professor, CIS (Moreno Valley)
Carmen Payne, Secretary IV, Health Sciences (Moreno Valley)
Meghan Skaggs, Treasurer, ASRCC (Norco)
Vickie Vega (Recorder)

Absent

Reagan Romali, Vice President, Business Services (Moreno Valley)
Peter Boelman, Associate Professor, Economics, Social & Behavioral Sciences (Norco)
Angel Lopez, Chief of Staff, ASRCC (Norco)

I. Meeting was called to order

II. State Budget Update

- Dr. Buysse discussed the State budget situation.
 1. There is not a lot of news or detail available yet so it is difficult to estimate the impact to the District
 2. There will be six initiatives on the May 19th ballot regarding spending limits. This presents a risk to the adopted State Budget
 3. A Revised P1 should be coming out soon

- Aaron discussed the District impact of cash deferrals included in the budget for FYs 08-09 and 09-10.
 - Bill Bogle developed a cashflow forecasting tool
 - We received a Cash Deferral Simulation from the State Chancellors Office but haven't had a chance to evaluate it yet
 - We're waiting on a Revised P1
 - Current estimates indicate cashflow shortage beginning in June that will carryover to July
 - A TRAN authorization will be taken to the March Board as a safety net for potential cashflow shortages
 - We may need to ask for an internal borrowing in June 2009 since the TRAN will not go into effect until July 2009
 - The cash deferral process appears to be "permanent" so we will need to closely monitor cashflow from here on out

III. Budget Reduction Strategies Update

- Dr. Buysse discussed the States defunding of the .68% COLA and the options that will be taken to the March Board:
 1. Roll everything back to July 1, 2008 - Maximum benefit for the District
 2. Do nothing – Maximum benefit for the employees
 3. Let the COLA be paid out through March 2009 and stop it going forward – Middle-of-road approach. Dr. Buysse is recommending this option. It would save about \$200,000
 4. Let the .68% COLA ride through the remainder of the year and then eliminate it effective July 1, 2009

IV. Budget Allocation Model

- Evaluation and Assessment – This will be ongoing
- Future Projects – Discussion
 - FTES Allocation – Consensus was to refer this to the "Magnificent 7" group for initial study
 - New Positions – We will need to get through the classification study first. The Reclassification Committee members are trained in the position grading process
- Who should pay for position reclassifications – each college or the District?

- A, B & C Budgets (Budget Savings) – This will be looked at again at the next DBAC meeting
- Productivity/Efficiency – A discussion followed
 - We have approximately 3,000 unfunded FTES
 - Rather than being part of the budget planning process the BAM treats productivity/efficiency as an after-the-fact award. We may need to revisit this
 - This is a huge planning issue. One of the biggest challenges will be how we grow
 - Question – What happens if one campus does well and another is not meeting the benchmark?
 - A discussion occurred regarding bringing in a consultant. Consensus was to ask Joyce Black to give presentation on managing class schedule
- Planning Link to the BAM - District Strategic Planning Committee is addressing the planning link to the Budget Allocation Model (Aaron will forward the DSPC Operational Guidelines)

V. Enhanced Non-Credit Enrollment

Becky distributed a worksheet entitled “Community College Funding” obtained from the SB361 section of the State Chancellor’s website. In addition, the District’s Exhibit C for 08-09 P1 was distributed (see attached). Both documents were discussed. Reporting of Enhanced Non-Credit will start with Spring ‘09.

IV. Next Meeting

- March 27, 2009 – 9:00 a.m. to 11:00 a.m. – DL 409

Riverside Community College District
 Chart of Accounts
 Budget Savings Category Codes

OBJECT		
Budget Savings Category Code	Object Code	Description
Expenditures		
1100	1100	INSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS
	1101	BUDGET BALANCING ACCOUNT
B	1110	INSTRUCTIONAL FULL TIME
A	1140	INSTRUCTIONAL OVERTIME
A	1160	INSTRUCTIONAL SUBSTITUTE
A	1170	INSTRUCTIONAL EXTRA DUTY
B	1180	INSTRUCTIONAL SABBATICAL/VACATION
B	1190	INSTRUCTIONAL UNSPECIFIED
1200	1200	NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS
B	1210	NONINSTRUCTIONAL FULL TIME (COUNSELORS/LIBRARIANS)
B	1218	NONINSTRUCTIONAL FULL TIME ACADEMIC ADMINISTRATOR
B	1219	NONINSTRUCTIONAL FULL TIME OTHER
B	1220	NONINSTRUCTIONAL PART TIME
A	1230	NONINSTRUCTIONAL HOURLY
A	1239	NONINSTRUCTIONAL ACADEMIC REGULAR HOURLY
A	1240	NONINSTRUCTIONAL OVERTIME
A	1270	NONINSTRUCTIONAL EXTRA DUTY
B	1280	NONINSTRUCTIONAL SABBATICAL/VACATION
A	1290	NONINSTRUCTIONAL UNSPECIFIED
1300	1300	INSTRUCTIONAL SALARIES, OTHER
C to B to A	1330	INSTRUCTIONAL PART TIME - FALL
C to B to A	1331	INSTRUCTIONAL PART TIME - SUMMER (ODD YR)
C to B to A	1332	INSTRUCTIONAL PART TIME - WINTER
C to B to A	1333	INSTRUCTIONAL PART TIME - SPRING
C to B to A	1334	INSTRUCTIONAL PART TIME - SUMMER (EVEN YR)
C to B to A	1335	INSTRUCTIONAL OVERLOAD - FALL
C to B to A	1336	INSTRUCTIONAL OVERLOAD - SUMMER (EVEN YR)
C to B to A	1337	INSTRUCTIONAL OVERLOAD - WINTER
C to B to A	1338	INSTRUCTIONAL OVERLOAD - SPRING
C to B to A	1339	INSTRUCTIONAL OVERLOAD - SUMMER (ODD YR)
C to B to A	1360	INSTRUCTIONAL OTHER - SUBSTITUTE
C to B to A	1370	INSTRUCTIONAL OTHER - EXTRA DUTY
C to B to A	1390	INSTRUCTIONAL OTHER - UNSPECIFIED
	1399	INSTRUCTIONAL PART TIME COMPENSATION - LUMP SUM (NOT USED ANYMORE???)
1400	1400	NONINSTRUCTIONAL SALARIES, OTHER
B to A	1420	NONINSTRUCTIONAL OTHER PART TIME

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OBJECT		
Budget Savings Category Code	Object Code	Description
B to A	1430	NONINSTRUCTIONAL OTHER - HOURLY
B to A	1439	NONINSTRUCITONAL PART TIME
B to A	1440	NONINSTRUCTIONAL OTHER - OVERTIME
B to A	1460	NONINSTRUCTIONAL OTHER - SUBSTITUTE
B to A	1469	NONINSTRUCTIONAL ACADEMIC OTHER - SUBSTITUTE
B to A	1470	NONINSTRUCTIONAL OTHER - EXTRA DUTY
B to A	1479	NONINSTRUCTIONAL ACADEMIC OTHER - EXTRA DUTY (STIPEND
B to A	1480	NONINSTRUCTIONAL OTHER - SABBITICAL/VACATION
B to A	1490	NONINSTRUCTIONAL OTHER - UNSPECIFIED
	1499	NONINSTRUCTIONAL PART TIME COMPENSATION - LUMP SUM (NOT USED ANYMORE???)
2100	2100	NONINSTRUCTIONAL SALARIES, REGULAR STATUS
	2101	BUDGET BALANCING ACCOUNT
B	2110	NONINSTRUCTIONAL FULL TIME
B	2117	CLASSIFIED SUPERVISOR FULL TIME
B	2118	CLASSIFIED ADMNISTRATOR FULL TIME
B	2119	CLASSIFIED STAFF FULL TIME
B	2120	REGULAR STATUS PART TIME
B	2129	CLASSIFIED STAFF PERMANENT PART TIME
A	2130	REGULAR STATUS HOURLY
A	2139	CLASSIFIED STAFF PART TIME HOURLY
A	2150	REGULAR STATUS HOURLY BENEFIT ELIGIBLE
A	2160	CLASSIFIED STAFF REGULAR STATUS SUBSTITUTE
A	2169	CLASSIFIED STAFF SUBSTITUTE
A	2170	CLASSIFIED STAFF EXTRA DUTY
A	2180	CLASSIFIED STAFF OTHER
A	2190	CLASSIFIED STAFF - SPECIAL PROJECTS
2200	2200	INSTRUCTIONAL AIDES, REGULAR STATUS
B	2210	INSTRUCTIONAL AIDES FULL TIME
B	2220	INSTRUCTIONAL AIDES PART TIME
A	2230	INSTRUCTIONAL AIDES HOURLY
A	2231	SUMMER ACTIVITY - COACHES
A	2260	INSTRUCTIONAL AIDES SUBSTITUTE
2300	2300	NONINSTRUCTIONAL SALARIES, OTHER
C	2301	CLASSIFIED STAFF AIDES SENATE - HOLDING
A	2330	CLASSIFIED STAFF OTHER HOURLY
A	2331	CLASSIFIED STAFF OTHER STUDENT EMPLOYMENT
A	2340	CLASSIFIED STAFF OTHER OVERTIME

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OBJECT		
Budget Savings Category Code	Object Code	Description
A	2349	CLASSIFIED STAFF OTHER OVERTIME
A	2370	CLASSIFIED STAFF OTHER EXTRA DUTY
A	2390	CLASSIFIED STAFF OTHER UNSPECIFIED
A	2399	CLASSIFIED STAFF OTHER NON-TEACHING
2400	2400	INSTRUCTIONAL AIDES, OTHER
A	2430	INSTRUCTIONAL AIDES OTHER
A	2440	INSTRUCTIONAL AIDES OTHER OVERTIME
A	2490	INSTRUCTIONAL AIDES OTHER UNSPECIFIED
3100	3100	STATE TEACHERS' RETIREMENT SYSTEM (STRS)
B/C	3110	STRS - TEACHERS AND AIDES - EMPLOYEE
B/C	3115	STRS - TEACHERS AND AIDES - EMPLOYER
B/C	3120	STRS - CLASSIFIED STAFF - EMPLOYEE
B/C	3125	STRS - CLASSIFIED STAFF - EMPLOYER
B/C	3130	STRS - OTHER CERTIFICATED - EMPLOYEE
B/C	3135	STRS - OTHER CERTIFICATED - EMPLOYER
B/C	3140	STRS - SICK LEAVE/RETIREMENT CREDIT
3200	3200	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)
B/C	3210	PERS - TEACHERS AND AIDES - EMPLOYEE
B/C	3215	PERS - TEACHERS AND AIDES - EMPLOYER
B/C	3220	PERS - CLASSIFIED STAFF - EMPLOYEE
B/C	3225	PERS - CLASSIFIED STAFF - EMPLOYER
B/C	3230	PERS - OTHER CERTIFICATED - EMPLOYEE
B/C	3235	PERS - OTHER CERTIFICATED - EMPLOYER
B/C	3240	PERS - ADMINISTRATION COSTS
3300	3300	OLD AGE, SURVIVORS, DISABILITY, AND HEALTH INSURANCE (OASDI)
B/C	3305	MEDICARE
B/C	3310	OASDI - TEACHERS AND AIDES
B/C	3315	MEDICARE - TEACHERS AND AIDES
B/C	3320	OASDI - CLASSIFIED STAFF
B/C	3325	MEDICARE - CLASSIFIED STAFF
B/C	3330	OASDI - OTHER CERTIFICATED STAFF
B/C	3335	MEDICARE - OTHER CERTIFICATED STAFF
B/C	3360	OASDI - ALL OTHER TEACHERS AND AIDES
B/C	3361	OASDI - ALL OTHER CLASSIFIED STAFF
B/C	3362	OASDI - ALL OTHER OTHER CERTIFICATED STAFF

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OBJECT		
Budget Savings Category Code	Object Code	Description
3400	3400	HEALTH & WELFARE BENEFITS (H&W)
B/C	3410	H&W - TEACHERS AND AIDES
B/C	3420	H&W - CLASSIFIED STAFF
B/C	3430	H&W - OTHER CERTIFICATED STAFF
B/C	3440	H&W - RETIRED EMPLOYEES
B/C	3450	H&W
3500	3500	STATE UNEMPLOYMENT INSURANCE (SUI)
B/C	3510	SUI - TEACHERS AND AIDES
B/C	3520	SUI - CLASSIFIED STAFF
B/C	3530	SUI - OTHER CERTIFICATED STAFF
3600	3600	WORKERS' COMPENSATION INSURANCE (WC)
B/C	3610	WC - TEACHERS AND AIDES
B/C	3620	WC - CLASSIFIED STAFF
B/C	3630	WC - OTHER CERTIFICATED STAFF
3700	3700	ALTERNATIVE RETIREMENT SYSTEMS (ARS)
C	3710	ARS (PARS) - TEACHERS AND AIDES
C	3720	ARS (PARS) - CLASSIFIED STAFF
C	3730	ARS (PARS) - OTHER CERTIFICATED
3900	3900	OTHER BENEFITS
C	3910	OTHER BENEFITS - TEACHERS AND AIDES
	3911	BUDGET BALANCING ACCOUNT
C	3920	OTHER BENEFITS - CLASSIFIED STAFF
C	3930	OTHER BENEFITS - OTHER CERTIFICATED STAFF
C	3999	PAYROLL TAX ADJUSTMENTS
4000	4000	LOCALLY DEFINED INSTRUCTIONAL SUPPLIES
A	4210	OTHER BOOKS
A	4220	LIBRARY BOOKS
A	4230	REFERENCE BOOKS
A	4320	DIRECT PURCHASE INSTRUCTIONAL SUPPLIES
A	4330	PERIODICALS/MAGAZINES (SUBSCRIPTIONS)
A	4340	BOOKBINDING
A	4350	INSTRUCTIONAL MEDIA
A	4351	INSTRUCTIONAL MEDIA MATERIAL
A	4360	TESTS
A	4370	COMMENCEMENT

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OBJECT		
Budget Savings Category Code	Object Code	Description
A	4390	OTHER INSTRUCTIONAL SUPPLIES
A	4510	MAINTENANCE SUPPLIES
A	4520	CUSTODIAL SUPPLIES
A	4530	GROUNDS/GARDEN SUPPLIES
A	4540	HEALTH SUPPLIES
A	4555	COPYING AND PRINTING
A	4561	MATERIALS FOR OFFICIAL FUNCTIONS
A	4575	SOFTWARE <\$200
A	4580	THEATRE SUPPLIES
A	4590	OFFICE AND OTHER SUPPLIES
C	4591	PURCHASE/COST OF GOODS SOLD (DISTRICT ACCOUNT)
A	4595	CONTRACT EDUCATION WORKBOOKS
A	4599	CONTRACT EDUCATION INSTRUCTIONAL SUPPLIES
A	4610	FUEL - GAS AND DIESEL
A	4630	TIRES AND TUBES
A	4640	TOOLS
A	4644	REPAIR PARTS
A	4690	OTHER TRANSPORTATION SUPPLIES (FUEL)
A	4710	FOOD
A	4711	PROTEIN
A	4712	DESSERT
A	4713	DAIRY
A	4714	PRODUCE
A	4715	BEVERAGE
A	4716	BREAD
A	4717	GROCERIES
A	4720	SUBSIDIZED MEALS
A	4790	OTHER SUPPLIES
A	4791	PAPER PRODUCTS
A	4792	CLEANING SUPPLIES
A	4793	KITCHEN EXPENDABLES
C	4999	OUT OF STATE SALES TAX HOLDING (DISTRICT ACCOUNT)
5000	5000	OTHER OPERATING EXPENSES AND SERVICES
C	5045	POSTAGE
A	5110	CONSULTANTS
A	5120	LECTURERS
A	5130	DOCTORS/NURSES
A	5151	TEMPORARY SERVICES
A	5160	AMBULANCE

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OBJECT		
Budget Savings Category Code	Object Code	Description
A	5192	SCOUTING
A	5194	FILMING
A	5195	ENTRY FEES
A	5198	PROFESSIONAL SERVICES
A	5210	MILEAGE
A	5211	MEETING EXPENSES
A	5219	OTHER TRAVEL EXPENSES
A	5220	CONFERENCES
A	5250	TRAVEL EXPENSES - CANDIDATES
A	5310	MEMBERSHIPS
A	5320	DUES
C	5410	FIRE AND THEFT
C	5420	LIABILITY INSURANCE
C	5430	FIDELITY BOND PREMIUMS
C	5440	STUDENT INSURANCE
C	5450	CLAIMS EXPENSE
C	5451	SELF-INSURANCE CLAIMS
C to B to A	5510	NATURAL GAS
C to B to A	5520	ELECTRICITY
C to B to A	5530	WATER
C to B to A	5540	TELEPHONE
C to B to A	5541	CELLULAR TELEPHONE
A	5550	LAUNDRY AND CLEANING
A	5560	TOWEL SERVICE
C to B to A	5570	WASTE DISPOSAL
C	5610	COUNTY CONTRACTS
A	5620	ALL OTHER CONTRACTS
A	5621	CATALOG PRINTING
A	5622	PRINTING CLASS SCHEDULE
C	5630	RENTS AND LEASES (FACILITIES AND EQUIPMENT)
A	5631	FILM RENTAL
A	5632	SCENIC RENTALS (WAS 5681)
A	5633	COSTUME RENTALS (WAS 5683)
A	5644	REPAIRS
C	5649	COMPUTER SOFTWARE MAINTENANCE/LICENSES
A	5650	TRANSPORTATION CONTRACTS
A	5660	TRANSPORTATION IN LIEU
C	5691	GOVERNMENTAL FEES
C	5710	AUDIT
C	5720	ELECTIONS

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OBJECT		
Budget Savings Category Code	Object Code	Description
C	5730	LEGAL
C	5740	ADVERTISING
C	5760	COUNTY SERVICES
A	5790	OTHER
C	5810	APPRAISALS
C	5820	INTEREST
C	5822	TAX REVENUE ANTICIPATION NOTES EXPENSE (TRANS)
C	5830	SURVEYS
C	5840	PHYSICALS
C	5850	FINGERPRINTS
A	5855	PRE-EMPLOYMENT TESTING
C	5860	COUNTY SERVICES
C	5861	THEFT
C	5863	BODILY INJURY EXPENSE
C	5870	CONSORTIUM EXPENSES
C	5880	DAMAGE PERSONAL PROPERTY
A	5890	OTHER SERVICES
C	5891	SALES TAX
C	5892	BANK CHARGES
C	5893	RETURNED ITEMS
A	5894	INTER-LIBRARY LOANS
A	5895	MISCELLANEOUS SERVICES
A	5898	OTHER SERVICES/EXPENSES
A	5899	BUDGET AUGMENTATION HOLDING ACCOUNT
C	5910	INDIRECT - CHARGES
6000	6000	CAPITAL OUTLAY
6100	6100	SITES AND SITE IMPROVEMENTS
C	6110	SITES
C	6111	ADVERTISING & LEGAL
C	6112	APPRAISAL & INSURANCE
C	6113	PURCHASE
C	6119	OTHER
C	6120	SITE IMPROVEMENT
C	6121	ADVERTISING & LEGAL
C	6122	ENGINEERING
C	6123	ARCHITECT'S FEES
C	6124	TESTING
C	6125	DEMOLITION - GRADING

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OBJECT		
Budget Savings Category Code	Object Code	Description
C	6126	CONSTRUCTION CONTRACT
C	6127	FIXTURES & FIXED EQUIPMENT
C	6128	INSPECTION
C	6129	OTHER
6200	6200	BUILDINGS
C	6210	NEW BUILDINGS
C	6211	ADVERTISING & LEGAL
C	6212	ENGINEERING
C	6213	ARCHITECT'S FEES
C	6214	TESTING
C	6215	DEMOLITION - GRADING
C	6216	CONSTRUCTION CONTRACT
C	6217	FIXTURES & FIXED EQUIP
C	6218	INSPECTION
C	6219	OTHER
C	6220	REMODEL
C	6221	ADVERTISING & LEGAL
C	6222	ENGINEERING
C	6223	ARCHITECT'S FEES
C	6224	TESTING
C	6225	DEMOLITION - GRADING
A	6226	REMODEL PROJECTS
A	6227	FIXTURES & FIXED EQUIP
C	6228	INSPECTION
C	6229	OTHER
6300	6300	LIBRARY BOOKS
A	6310	BOOKS/NEW AND EXPANDED LIBRARY
6400	6400	EQUIPMENT
A	6410	AUDIO VISUAL EQUIPMENT
A	6420	LIBRARY EQUIPMENT
A	6430	FOOD SERVICE EQUIPMENT
A	6480	EQUIPMENT
A	6481	EQUIP ADDITIONAL \$200-\$4999
A	6482	EQUIP ADDITIONAL \$5000 >
A	6483	EQUIP REPLACEMENT \$200-\$4999
A	6484	EQUIP REPLACEMENT \$5000 >
A	6485	COMP EQUIP ADDITIONAL \$200-\$4999

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OBJECT		
Budget Savings Category Code	Object Code	Description
A	6486	COMP EQUIP ADDITIONAL \$5000 >
A	6487	COMP EQUIP REPLACEMENT \$200-\$4999
A	6488	COMP EQUIP REPLACEMENT \$5000 >
A	6490	OTHER EQUIPMENT
7000	7000	LOCALLY DEFINED OTHER OUTGO
C	7500	STUDENT FINANCIAL AID
C	7510	STUDENT SCHOLARSHIPS
C	7520	STUDENT FINANCIAL GRANT
C	7530	STUDENT FINANCIAL LOAN
C	7540	BOOK GRANTS
C	7600	OTHER STUDENT AID
C	7620	STUDENT FINANCIAL GRANTS
C	7640	BOOK GRANTS
C	7650	MEAL GRANTS
C	7660	TRANSPORTATION/BUS PASSES

Category Description

**A 4xxx and 5xxx Object Codes, except for specific exclusions as yet to be defined.
 100% carryover of positive budget variances to the entity for one-time purposes**

**B Salary and Benefit savings resulting from full-time position vacancies
 50% carryover of positive budget variances to the entity for one-time purposes**

**C Includes such items as P/T Faculty Salaries Legal, Audit, Advertising, Utilities, etc.
 No carryover of positive budget variances to the entity for one-time purposes**

**B/C Carryover of employee benefits will be dependent upon the related salary category
 50% carryover of positive budget variances to the entity for one-time purposes if related to F/T salaries
 No carryover of positive budget variances to the entity for one-time purposes if related to a C category salary**

**C to B to A The same provisions apply as Category C; however these object codes will be analyzed in the future for
 for transition to Categories B and/or A**

**B to A The same provisions apply as Category B; however these object codes will be analyzed in the future for
 for transition to Category A**

**Riverside Community College
District Strategic Planning Committee
Operational Guidelines
Adopted February 27, 2009**

Purpose

The District Strategic Planning Committee (DSPC) is responsible for development and coordination of District Strategic Planning, as well as ensuring that the planning process is responsive to structural change and the academic needs of the district.

The District Strategic Planning Committee and its three campus/college-wide strategic planning committees develop, recommend, and maintain the strategic plan, goals, vision, and processes for the district. The committee, when appropriate, also makes recommendations about district procedures and practices where they relate to strategic planning and long term budgeting. While the District and Campus/College Academic Senates are concerned primarily with academic and professional matters and the District's collective bargaining units focus mainly on issues pertaining to wages and working conditions the strategic planning committee structure is geared toward addressing issues pertaining to long-range planning and resource allocation. In addition, the committee facilitates collegial consultation resulting in a planning process based on common values, trust, and open dialogue.

Functions

The DSPC has the following functions:

1. The DSPC establishes and coordinates planning processes, and develops and recommends approval of the District Strategic Plan.
2. The DSPC receives reports of the activities of the Campus/College Strategic Planning Committees.
3. The DSPC must review and make a recommendation regarding any new construction plan (capital funding) that might affect all three campuses, or the allocation of state or local bond money.
4. The District Strategic Planning Committee (DSPC) considers, reviews, and analyzes district-wide implications of new programs to existing programs and units on budgets, planning, and policies. New programs necessitate a recommendation from the DSPC before they can be funded under the line item, "New District/College Programs/Initiatives" of the Budget Allocation Model.
5. The DSPC reviews recommendations from its membership regarding planning or strategic concerns and forms subcommittees as needed to research and propose practice, policy or resource changes.
6. The DSPC makes recommendations to the Chancellor on any item or issue that affects all three campuses.

Composition of District Strategic Planning Committee

Voting members include the following persons or, in the event of their absence, their designee:

1. Chancellor (Committee Chair)
2. Vice Chancellor Academic Affairs
3. Vice Chancellor Administration and Finance
4. Vice Chancellor Student Services
5. Vice Chancellor Human Resources
6. Confidential Staff Representative
7. CSEA Representative
8. Student Trustee
9. President Moreno Valley Campus
10. Vice President of Educational Services, Moreno Valley Campus
11. Academic Senate President, Moreno Valley
12. Strategic Planning Committee Co-Chair, Moreno Valley
13. President Norco Campus
14. Vice President of Educational Services, Norco Campus
15. Academic Senate President, Norco
16. Strategic Planning Committee Co-Chair, Norco
17. President Riverside
18. Vice President of Academic Affairs, Riverside Campus
19. President Academic Senate, Riverside
20. Strategic Planning Committee Co-Chair, Riverside

Committee Staff:

1. Associate Vice Chancellor Institutional Effectiveness (Organizes the Agenda)
2. Associate Vice Chancellor of Instruction
3. Associate Vice Chancellor Public Affairs
4. Associate Vice Chancellor Facilities, Planning, Design and Construction
5. Associate Vice Chancellor Finance
6. Associate Vice Chancellor Information Services
7. Associate Vice Chancellor Student Services
8. Chief of Staff
9. Dean Institutional Reporting & Services
10. Dean Institutional Research
11. Dean Open Campus
12. Vice President Student Services, Riverside
13. Vice President Career and Technical Education, Riverside
14. Committee Secretary: Administrative Assistant Institutional Effectiveness

Operating Procedures

The District Strategic Planning Committee functions optimally when the organizational culture encourages robust discourse about each recommendation. Committee members are encouraged to be mindful of the District's mission, traditions and values at all times. Members should ensure that cost effectiveness is also considered and that multiple solutions or alternatives are proposed and discussed. Membership on this committee carries with it a great responsibility for attendance, participation, research, open exploration of alternatives, and communication to constituent groups. Members are also expected to be able to work collaboratively to implement decisions that may be reached as a result of this committees work.

Meetings, Decision-Making and Minutes: Meetings are typically held monthly, usually on the last Friday of the month, or during the summer the last Thursday of the month. Recommendations are made by vote of those in attendance. *Robert's Rules of Order* provides guiding protocols. All action items brought before the DSPC are decided openly at its meetings, and are considered recommendations to the Chancellor. The Chancellor will report the recommendation of the committee to the Board when appropriate. Items which require above the base budget allocation necessitate a favorable DSPC recommendation. These include but are not necessarily limited to: new programs or initiatives which require start-up funding and new operational base funding, or additional operating costs associated with the opening of new and/or remodeled facilities. The committee publishes and disseminates their agenda and minutes via their website.

Agenda Items should be submitted a minimum of eight (8) working days prior to the scheduled meeting. Agenda items should be submitted in a format similar to that acceptable for Board of Trustees Reports, and must include all supporting documents in electronic format. Agenda items may be previewed by the Executive Cabinet, typically the Monday prior to the DSPC meeting. The cabinet may request that additional information be submitted to the DSPC.

Requests for action should include:

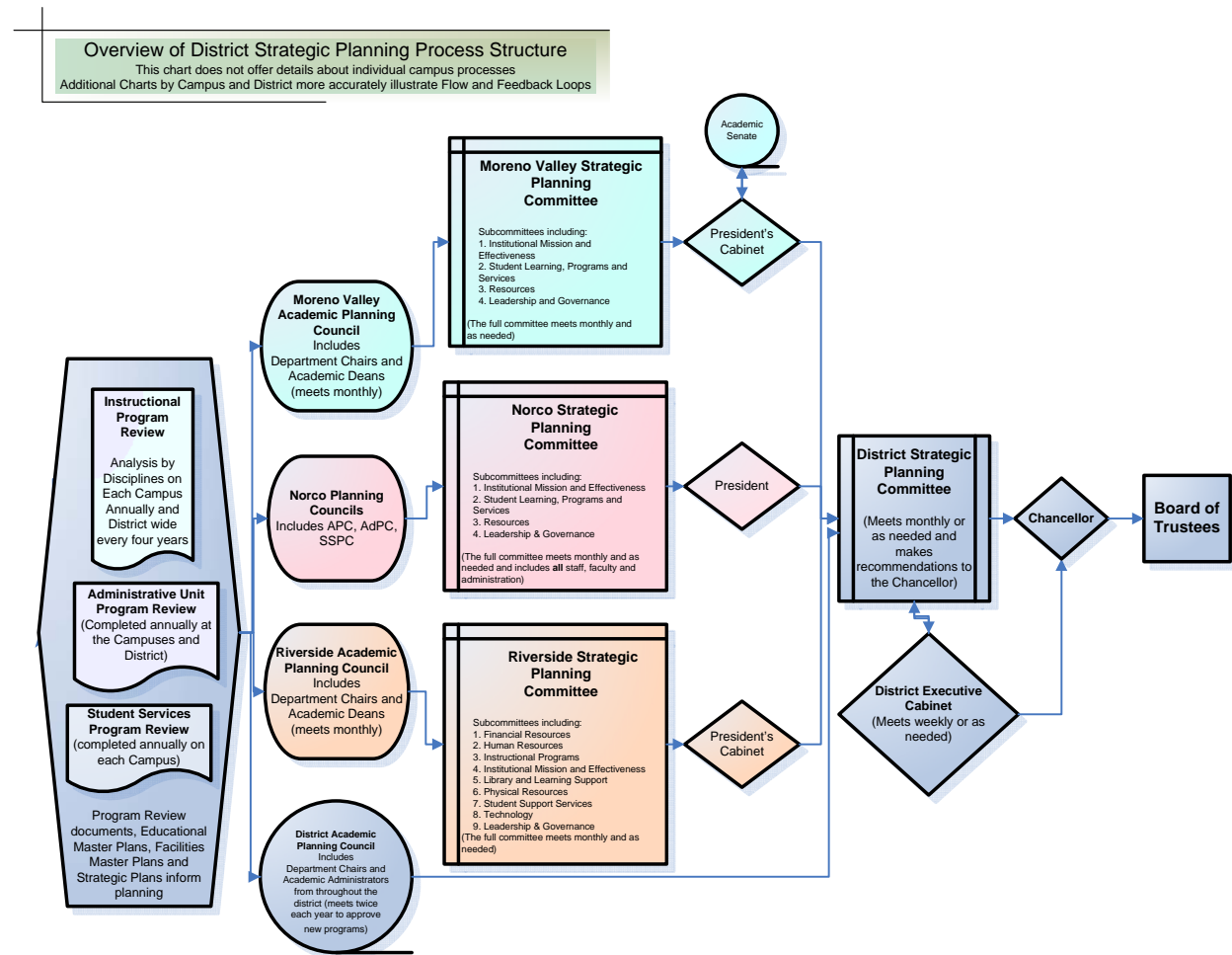
- A description ensuring that student learning is at the center of the proposal
- An analysis of the long term impact of the proposal
- Quantitative and qualitative data supporting the request where appropriate
- Alternatives to the recommendations when feasible.

Appendix I

Role of Campus/College Committees

Campus/College Strategic Planning Committees make their recommendations to the District Strategic Planning Committee through the office of their President. The President of the Campus/College carries recommendations, which require District resources or DSPC approval, forward to the District Strategic Planning Committee.

The chart below is intended to provide a context for the flow of typical recommendations related to campus and district planning. It does not fully reflect the complexities of the process.



In order to integrate accreditation standards with institutional planning, the standing committees of the Campus/College Strategic Planning Committee, which include faculty, staff, administrators, and students, are aligned with the ACCJC Accreditation Standards.

**Sample campus/college standing committee activities and goals
(Actual committee structure/goals to be determined by campus)**

Institutional Mission & Effectiveness

- To ensure that strategic planning initiatives are in alignment with all aspects of the college's mission statement.
- To ensure student learning is at the center in all SPC decisions and actions.

Instructional Programs

- To integrate academic planning in the preparation and implementation of an Educational Master Plan.
- To serve in an oversight capacity with regard to formulation of the educational component of the College Master Plan.
- To review completed discipline program reviews, departmental plans, and recommend the allocation of resources necessary to fulfill those plans.
- To review new programmatic initiatives to ensure that they meet the needs of students and the community served by the college.
- To prioritize budget recommendations including all activities coordinated by the office of Academic Affairs.

Student Support Services

- To integrate student service planning in the preparation and implementation of an Educational Master Plan.
- To serve in an oversight capacity with regard to formulation of the educational component of the College Master Plan.
- To review and discuss completed discipline program reviews and department plans in regards to student support services.
- To develop the student services component of the College Master Plan.
- To prioritize budget recommendations for the student services area.

Library Resources

- To investigate innovations in instructional technology and share the findings with the SPC.
- To review and discuss completed discipline program reviews and department plans in regards to library and learning resources needs.

Human Resources

- To aid in developing a Human Resources Plan aligning academic and service needs with human resource development.
- To make recommendations on integrating professional and organizational development plan.
- To promote faculty, staff, and administration diversity.

Physical Resources

- To oversee and make recommendations regarding development of a Facilities Master Plan aligning academic and student service needs and requirements with facilities.
- To assist in decision-making and recommendations regarding new facilities and refurbishing of existing facilities.

Technology Resources

- To oversee preparation of a technology plan for review by SPC.
- To aid in developing a Human Resources Plan aligning academic and service needs with human resource development.
- To provide technical strategic planning and direction on technology at the campus level.
- To facilitate the development and review of technical plans designed to align academic, service, and student needs with technical resources.
- To evaluate the technical consequences of proposed initiatives under consideration by the college.

Financial Resources

- To review and make recommendations concerning college financial planning.
- To evaluate the budgetary consequences of proposed initiatives under consideration by the SPC.

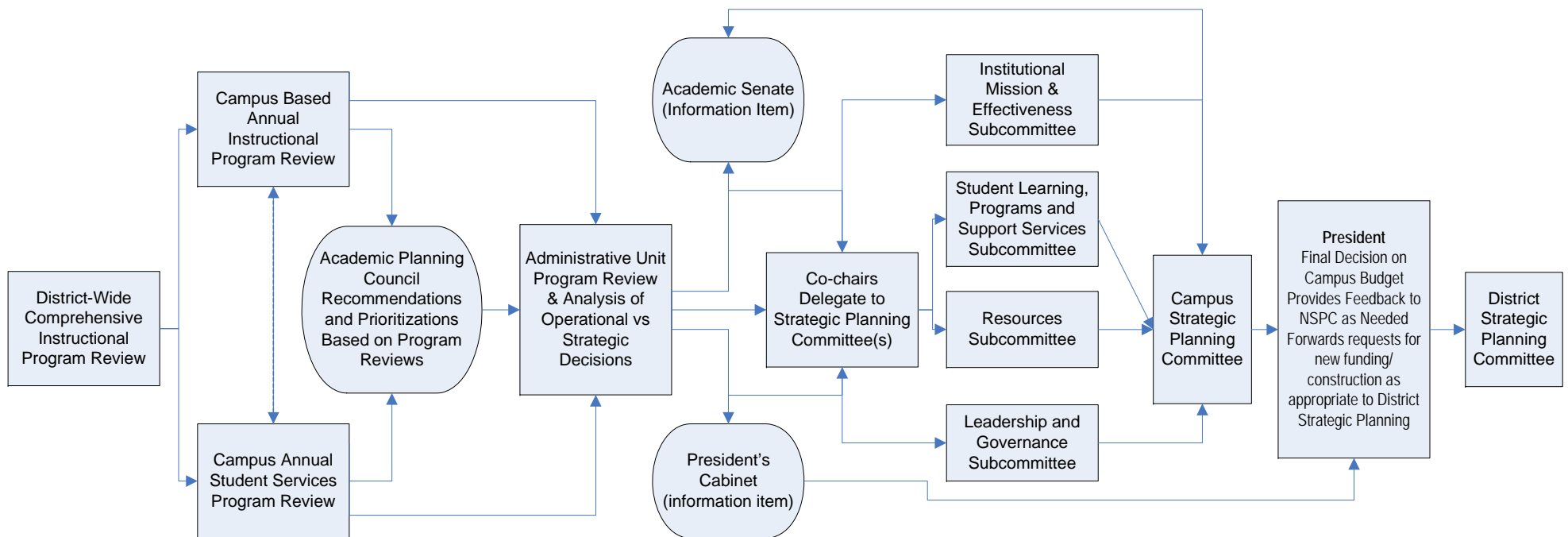
Leadership & Governance

- To assess the capacity of existing college leadership structures and make recommendations for changes geared toward improvement.
- To review and comment upon proposed changes in college and/or district leadership and governance structures and processes.

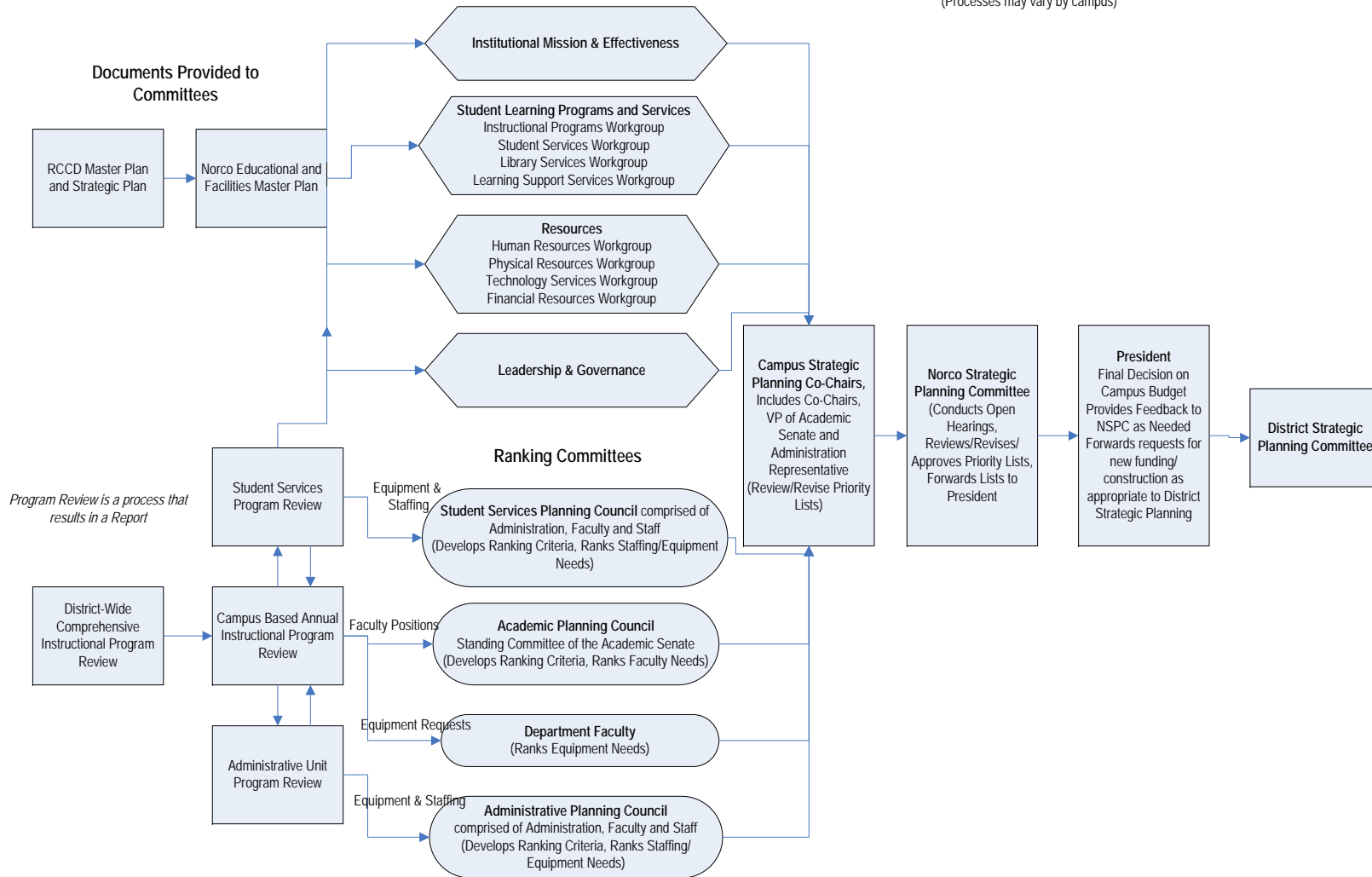
Appendix II

The charts which follow attempt to provide context to the campus processes as they relate to the District Strategic Planning Committee. None of the charts are all inclusive, or fully illustrate all decision making processes at the campus. The significant role of operational decision making at the campus and district level is not fully captured in these charts. Operational decisions may be concluded before items move to any of the strategic planning committees:

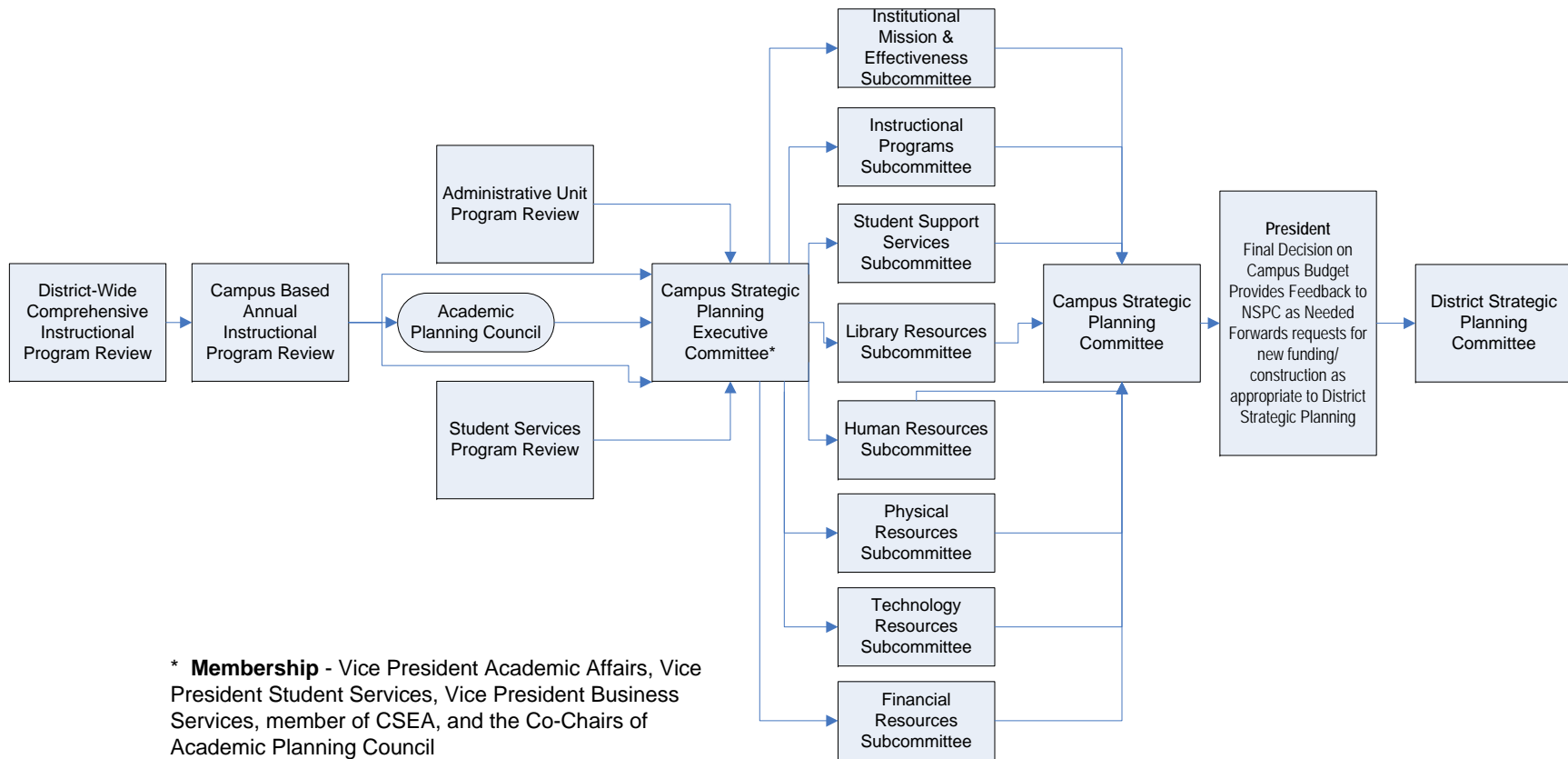
Moreno Valley Campus Strategic Planning Process



Norco Campus
 Resource Needs Ranking & Strategic Planning Process
 December 2008
 (Processes may vary by campus)



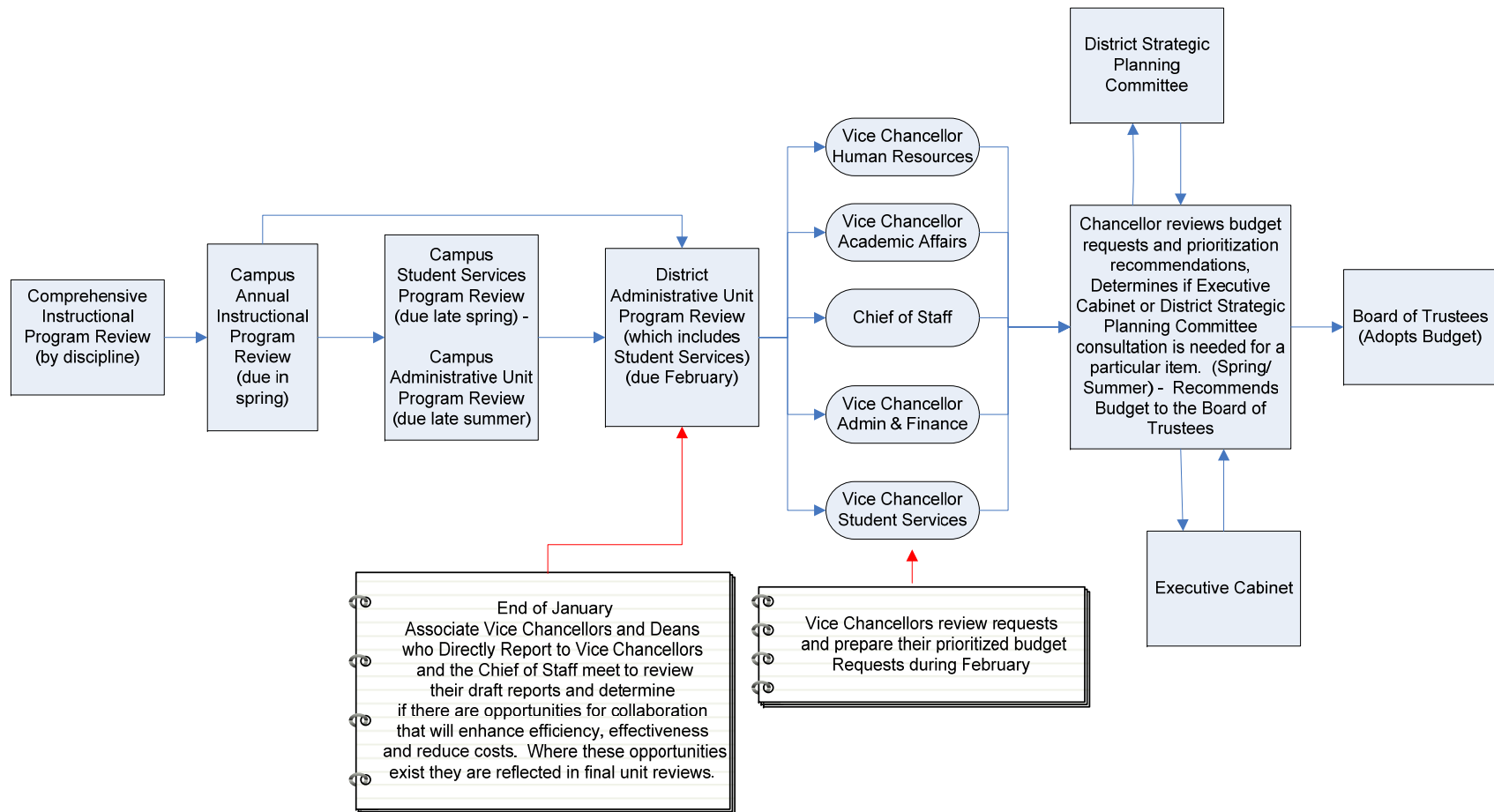
Riverside City Strategic Planning Process



* **Membership** - Vice President Academic Affairs, Vice President Student Services, Vice President Business Services, member of CSEA, and the Co-Chairs of Academic Planning Council

Purpose – Disseminate program review data to the appropriate strategic planning subcommittees

District Administrative Offices' Program Review How they link to Budget and Strategic Planning



RIVERSIDE COMMUNITY COLLEGE DISTRICT

District Budget Advisory Council

Friday, March 6, 2009

Digital Library, Room 409

9:00 - 11:00 a.m.

REVISED

AGENDA

- I. Welcome and Call to Order
 - Review minutes of February 20, 2009 meeting
- II. State Budget Update
- III. Budget Reduction Strategies Update
- IV. Enhanced Non-Credit Enrollment – Becky
- V. Budget Allocation Model
 - Evaluation and Assessment
 - Future Projects - Discussion
 - FTES Allocation
 - New Positions
 - ◇New Programs/Initiatives
 - ◇New Facilities
 - ◇State Compliance Issues
 - ◇Program Review/Strategic Planning
 - ◇Who should pay for position reclassifications?
 - A,B & C Budgets (Budget Savings)
 - Productivity/Efficiency
 - Process
 - Part-Time Faculty Budgets
 - Art vs. Science
 - Planning Link to the BAM
 - What should go to District Strategic Planning?
 - What should go to Executive Cabinet?
 - What should go to both or none?
 - BAM – Mid-Range Financial Planning Model
- VI. Next Meeting
- VII. Adjournment