RIVERSIDE COMMUNITY COLLEGE DISTRICT

District Budget Advisory Council Meeting
Friday, November 20, 2015 - RCC DL 409
9:00 a.m. - 11:00 a.m.

AGENDA

I. Welcome and Call to Order

II. Approval of Minutes
   A. October 30, 2015

VI. Other
   A. Coordination with District Strategic Planning
   B. DBAC Purpose/Membership
   C. Budget/Issues – Update
      1. Structural Budget Deficit
      2. Budget Development Calendar
         a. Summer 2016 Schedule
      3. Budget Allocation Model 3.0 and BAM Guidelines
   D. Part-time Faculty and Overload Budget Allocation Methodology - Update
   E. TAF – Items funded “off the top”
   F. Enrollment Management Committee - Update

V. Next Meeting(s)
   A. December – Dark
   B. Friday, January 29, 2016 – 1pm
District Strategic Planning Committee

(Adopted February 27, 2009
As Amended on 09/13/13)

Purpose

The District Strategic Planning Committee (DSPC), with consensus from the District and College Academic Senates per Title 5 regulations and Board Policy 4005, is responsible for the 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. This committee is an advisory committee to the District’s Chancellor.

Through the DSPC, it is the intent of the RCCD to

• foster intentionality across key strategic functions of Strategic planning, Student Success and Student Equity, Enrollment Management, Resource Allocation, Facilities Development, Information Technology, and Grants Development.
• To use data and trend forecasting in our region to better serve the educational needs of our communities
• To ensure strategic planning drives resource allocation
• To communicate with our stakeholders to improve student success and student equity.

The DSPC exists to also facilitate collegial consultation, resulting in a planning process based on trust and open dialogue.

The role of the committee is limited to the activities of the District and does not extend to the activities of the Colleges, which is within the scope of each College’s strategic planning committee.

The District Strategic Planning Committee and the three college-wide strategic planning committees, consulting with the District and College Academic Senates, develops, recommends, and maintains the strategic plan, goals, vision, and processes for the District.

The strategic planning committee structure is geared toward addressing issues pertaining to long-range strategic planning and resource allocation.
The committee, when appropriate, also makes recommendations about District procedures and practices where they relate to strategic planning and long-term budgeting resource allocation.

In addition, the committee facilitates collegial consultation resulting in a planning process based on common values, trust, and open dialogue.

**Functions Role and Scope**

The DSPC has the following functions:

1. The DSPC will serve as the RCCD’s primary shared governance group engaged in comprehensive, integrated strategic planning. It will also serve as a vehicle to communicate with college planning councils, the Academic Senates, the constituent groups, and the various district-wide planning and work groups.

2. The DSPC will serve to integrate college planning across the District to achieve the RCCD’s Strategic Planning Goals and will be responsible for creating, monitoring, revising, and renewing the RCCD’s Strategic Plan. It will also periodically review the RCCD Mission and Vision statements and will monitor metrics associated with the goals of the RCCD Strategic Plan.

3. The DSPC establishes and coordinates District planning processes, and develops and recommends approval of the District Strategic Plan.

4. The DSPC receives reports of the activities of the College’s Strategic Planning Committees.

5. The DSPC must review and make a recommendation regarding any new construction plan (capital funding) that might affect all three Colleges, or the allocation of state or local bond money.

6. The District Strategic Planning Committee (DSPC) considers, reviews, and analyzes programmatic changes that have District-wide implications. New programs requiring additional District funding 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.

7. 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.
8 The DSPC will routinely receive reports, trend analysis, forecasts, and recommendations from the district-wide councils and planning groups. Upon evaluation of these recommendations, it will choose to *endorse recommendations* to the Chancellor’s Cabinet for consideration. Upon approval by the Chancellor’s Cabinet, such recommendations will be implemented or forwarded to the Board of Trustees for approval/consideration.

9 The DSPC makes recommendations to the Chancellor on any planning item or issue that affects all three Colleges and District-wide programs.

10. All requests for action should include:
    - A description ensuring that student success is central to 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.
Composition of District Strategic Planning Committee

Chancellor (Committee Chair)
Provost and Vice Chancellor, Educational Services
Vice Chancellor, Administration and Finance
Vice Chancellor, Diversity and Human Resources
Associate Vice Chancellor, Information Services
Associate Vice Chancellor, Economic Development
Associate Vice Chancellor, Facilities, Planning and Development
District’s General Counsel
Director, RCCD Foundation
Dean, Grants
Dean, Institutional Research
Chief of Staff

President, Moreno Valley College
Strategic Planning Committee Co-Chair, Moreno Valley College (Admin)
Strategic Planning Committee Co-Chair, Moreno Valley College (Faculty)
Academic Senate President, Moreno Valley College

President, Norco College
Strategic Planning Committee Co-Chair, Norco College (Admin)
Strategic Planning Committee Co-Chair, Norco College (Faculty)
Academic Senate President, Norco College

President, Riverside City College
Strategic Planning Co-Chair, RCC (Admin)
President, Academic Senate, RCC (Faculty)
Vice President, Academic Affairs, RCC

Confidential Staff Representative
CSEA Representative
Student Trustee

Committee Staff: Administrative Assistant, Educational Services
Membership

1. Colleges

**Moreno Valley**
   a. President (Sandra Mayo)
   b. Strategic Planning Committee Co-Chairs (Robin Steinback, Ree Amezquita, Leslie Salas)
   c. Academic Senate President (LaTonya Parker)

**Norco College**
   d. President (Paul Parnell)
   e. Strategic Planning Co-Chairs (Diane Dieckmeyer, Melissa Bader, Ruth Leal)
   f. Academic Senate President (Peggy Campo, District Senate Chair)

**Riverside City College**
   g. President (Wolde-Ab Isaac)
   h. VP Academic Affairs (Virginia McKee-Leone)
   i. Strategic Planning Committee Co-Chairs (Cecilia Alvarado, Tom Allen)
   j. Academic Senate President (Mark Sellick)

3 Constituent Groups Representatives
   a. CSEA Representative (Eric Muehlbach)
   b. Student Representative (Ryan Rudolph), Student Trustee
   c. Confidential Representative (Michelle Davila)

4 District Work Groups Representatives
   a. VC, Business Services, Aaron Brown for District Budget Advisory Committee
   b. VC, Ed Services, assigned to S.Thomas for Enrollment Management Committee
   c. Dean, Grants, Richard Keeler for Grants Council
   d. Chief of Staff/Facilities, Chris Carlson for Facilities Council
   e. AVC, IT, Rick Herman for Information Technology Strategic Council
   f. TBD, for Student Success and Student Equity

5 CHAIR (ex officio)
   Chancellor (Michael Burke)

6 Ex Officio Members
   a. David Torres (IR and SP)
   b. John Tillquist (Economic Development)
   c. Peggy Cartwright (Strategic Communications)

7 Committee Staff: Administrative Assistant, Educational Services, Debbie McDowell
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 committee’s work.

Meetings, Decision-Making and Minutes:  
(converted from paragraph to list)
   a. Meetings are typically held once every semester month during the academic year or as needed.
   b. Recommendations are made by a majority vote of those in attendance.
   d. All action items brought before the DSPC are decided openly at its meetings, and are considered recommendations through the Chancellor’s Cabinet to the Chancellor.
   e. The Chancellor will report the recommendation of the committee to the Board when appropriate.
   f. Items that 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.
   g. The committee publishes and disseminates their agenda and minutes via their website.

Agenda Items:  
(converted from paragraph to list)
   a. Agenda items should be submitted a minimum of eight (8) working days prior to the scheduled meeting.
   b. 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.
   c. Requests for action should include:
      i. A description ensuring that student learning is at the center of the proposal
      ii. An analysis of the long term impact of the proposal
      iii. Quantitative and qualitative data supporting the request where appropriate
      iv. Alternatives to the recommendations when feasible.
District Budget Advisory Council

The District Budget Advisory Council (DBAC) serves as the primary advisor on fiscal and budget matters Reporting to the District Strategic Planning Committee (DSPC). The District Budget Advisory Council (DBAC) provides a collaborative forum for the dual exchange of information necessary to inform strategic decisions regarding budget and fiscal policies, procedures, planning, budget development, and resource allocations within the Riverside Community College District (RCCD), and its three colleges: Moreno Valley, Norco, and Riverside. DBAC works towards continuous quality improvement of the budget allocation process by systematically assessing the effectiveness of resource allocation methodologies within approved principles and guidelines to advance the mission and institutional goals of RCCD, and its three colleges.
Current Membership:

Vice Chancellor, Business and Financial Services (District) – Aaron Brown
Associate Professor, Politics (Riverside) – Mark Sellick
Professor, Mathematics (Riverside) – Mary Legner
Associate Professor, CIS (Moreno Valley) – Michael McQuead
Associate Professor, Business Administration (Norco) – Tom Wagner
Student (Riverside) – Arturo Quiroz
Classified Representative (Norco) – Diane Thursby
Classified Representative (Riverside) – Jennifer Lawson
Classified Representative (Moreno Valley) – Nate Finney
Classified Representative (District) – Tim Ragusa
Vice President, Business Services (Norco) – Beth Gomez
Vice President, Business Services (Riverside) – Mazie L. Brewington
Vice President Business Services (Moreno Valley) – Norm Godin

Proposed Membership Categories:

District

Vice Chancellor, Business and Financial Services – Chair
Director, Business Services
Classified – 1

Riverside City College

Vice President, Business Services
Faculty – 1
Classified – 1

Moreno Valley College

Vice President Business Services
Faculty – 1
Classified – 1

Norco College

Vice President Business Services
Faculty – 1
Classified – 1

Districtwide

Faculty – 1
Student – 1
Notes:

1. Vice Chancellor, Director of Business Services, Vice Presidents of Business Services positions are permanent members of the Council.
2. All other members commit to serving a minimum of two year terms.
3. Vice Chancellor votes on recommendations only in the event of a tie.
4. Academic Senates appoint faculty representatives.
5. Members may send proxies to DBAC meetings.
## Riverside Community College District
### Annual Planning Calendar

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### Important Dates - State/Internal

| Colleges                                         |      |        |         |         |         |         |         |         |       |       |     |      |
| ITSC                                             |      |        |         |         |         |         |         |         |       |       |     |      |
| DBAC                                             |      |        |         |         |         |         |         |         |       |       |     |      |
| DSPC                                             |      |        |         |         |         |         |         |         |       |       |     |      |
| Report(s) Due - Chancellor's Cabinet             |      |        |         |         |         |         |         |         |       |       |     |      |
| Chancellor's Cabinet                             |      |        |         |         |         |         |         |         |       |       |     |      |
| Report(s) Due - BOT Meetings                     |      |        |         |         |         |         |         |         |       |       |     |      |
| BOT Meetings                                     |      |        |         |         |         |         |         |         |       |       |     |      |

**DBAC 10-30-2015**
College Master Calendar’s for DBAC
(Related to Finance)

MVC – Resource Subcommittee Meeting Dates (1:30-3pm/SAS101 & HUM234)
- September 16, 2015
- October 21, 2015
- November 18, 2015
- December 9, 2015
- January – Dark
- February 17, 2016
- March 16, 2016
- April 20, 2016
- May 18, 2016

NC – Business & Facilities Planning Council Meeting Schedule (9-11am/ST107)
- September 8, 2015
- October 13, 2015
- November 10, 2015
- December 8, 2015
- January 12, 2016
- February 9, 2016
- March 8, 2016
- April 5, 2016
- May 10, 2016
- June – Meeting if necessary
- July & August – Dark

RCC – Resource Development & Administrative Services Leadership Council (12:30-2pm/DL409)
- September 17, 2015
- October 15, 2015
- November 19, 2015
- December 10, 2015
- February 18, 2016
- March 17, 2016
- April 21, 2016
- May 19, 2016
## Budget Development Timeline
### FY 2015-16

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<tr>
<th>DATE</th>
<th>Task/Event</th>
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<tr>
<td>3-Apr</td>
<td>Begin Tentative Budget Development</td>
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<td>13-May</td>
<td>Governor's May Revision is Released</td>
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<td>21-May</td>
<td>Tentative Budget Due for Chancellor's Cabinet</td>
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<td>25-May</td>
<td>Chancellor's Cabinet Meeting</td>
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<td>26-May</td>
<td>Tentative Budget Due for June Resources Committee</td>
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<td>2-Jun</td>
<td>Tentative Budget Due for June Regular Board</td>
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<td>9-Jun</td>
<td>June Resources Committee Meeting</td>
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<td>16-Jun</td>
<td>June Regular Board Meeting</td>
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<td>28-Jun</td>
<td>State Budget Adoption Deadline</td>
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<td>2-Jul</td>
<td>Begin Final Budget Development</td>
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<td>19-Aug</td>
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<td>19-Aug</td>
<td>Final Budget Due for Chancellor's Cabinet</td>
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<td>25-Aug</td>
<td>Final Budget Due for Sept. Resources Committee</td>
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<td>25-Aug</td>
<td>Chancellor's Cabinet Meeting</td>
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<td>1-Sep</td>
<td>September Resources Committee Meeting</td>
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<td>8-Sep</td>
<td>Final Budget Due for September Regular Board</td>
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<td>15-Sep</td>
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