Norco Campus  
Riverside Community College District  
Financial Resources Sub-committee, SPC  
October 2, 2007  
Approved Minutes

Members Present:  
Andacheh, Khalil     Boelman-Lopez, Peter     Godin, Norm  
Hankins, Laura     Salcedo, Fernando     Worsham, Patty (phone)  
Wright, Linda

Norm Godin handed out copies of the report to the members present. He will email it to those who were not present. There was not sufficient time to discuss it at this meeting.

II     Review of Tentative FY2007-08 Categorical Funding for Norco Campus  
Norm Godin handed out copies of the report to the members present. He will email it to those who were not present. There was not sufficient time to discuss it at this meeting.

III     Update – District Budget Allocation Model  
Norm Godin shared information from the first Budget Allocation Model (BAM) meeting which was held September 28, 2007. Please see below for those meeting details.

IV     Other  
It was discussed which members of the subcommittee will be meeting with the Accreditation Team next week. Peter will attend one meeting, and Norm, Patty and Fernando will attend the other. It was also mentioned that we will try to meet monthly on the first Tuesday of the month at 1:00. Linda will proceed with establishing the meetings.

BUDGET ALLOCATION MODEL (BAM) TASK FORCE  
MEETING MINUTES  
SEPTEMBER 28, 2007

Task Force Members  
Aaron Brown, Interim Vice Chancellor, Administration & Finance - Present  
Patti Braymer, Interim Associate Vice Chancellor, Finance - Present  
Becky Elam, Vice President, Business Services (Riverside) - Present  
Norm Godin, Vice President, Business Services (Norco) - Present  
Bill Orr, Vice President, Business Services (Moreno Valley) - Present  
Tom Wagner, Associate Professor, Business Administration (Norco) - Present  
Michael McQuead, Associate Professor, CIS (Moreno Valley) - Present  
Don Wilcoxson, Associate Professor, Business Administration (Riverside) - Absent

The Task Force discussed the following ideas/theories/issues related to development of the new Budget Allocation Model.

I. PURPOSE  
- To develop an equitable resource distribution model that best serves the needs of students in a
three-college district
- Enhancing predictability of Campus and District support areas resources resulting from FTES growth or decline
- Integrate campus strategic planning committees more fully in the resource allocation process
- Develop straight forward resource allocation policies and procedures
- Respond to Accreditation recommendations

II. GROUND RULES
- First and Foremost – It must serve the needs of students
- Must protect the financial viability of the institution as a whole
- Task Force approach - “Win/Win”
- De-emphasize “Campus Only” and “District Support Area Only” viewpoint during the development process – Think in terms of what’s best for the whole
- Think in terms of “Power of 3” (three colleges together make for stronger individual colleges and a stronger District)

III. PROCESS
- Task Force members will be responsible for sharing information with their Campus and District constituents such as Campus and District Strategic Planning Committees, Executive Cabinet, Campus leadership and other interested groups and individuals. Task Force members will, in turn, share information and input from their constituents at Task Force meetings
- Communication
  • Consider establishing a Blog to share ideas and to comment on proposals
  • Distribute meeting minutes
  • Email

III. PROCESS (continued)
- Timeline
  • Preliminary model by April 2008 for use in FY 08-09 budget development cycle
  • Initially the Task Force will meet every other Friday until further notice

IV. BAM PRINCIPLES
- K.I.S. – Keep It Simple (ease of administration)
- Transparent
- Fair
- Independently verifiable
- Predictable
- Justifiable
- Incentives/Disincentives
- Data Driven
- Needs Driven
- Compliment District and campus missions and goals

V. BAM METHODOLOGY – FACTORS TO CONSIDER
- Institutional reserve requirement (Minimum 5% by board policy)
- Accept ownership and responsibility for maintaining and managing resources allocated to Campus and District Support Service areas
- Effective integration with the program review process
- Educational Master Plan
  • New Program Development
  • Program Discontinuance
- Facilities
  • Master Plan
  • Infrastructure
- Facilities Standards
  • Equipment
Staffing
Appearance
Maintenance
  • “Older” vs. “Newer” - Campuses/Centers
  • “Creation” vs. “Maintenance”
  • Remodels “6226”
  - Technology
    • Replacement Plan (Instructional and Non-Instructional)
    • Lease vs. Buy decisions/consideration
    • Network/Infrastructure
    • District/Campus considerations
  - External Factors
    • State Economy
    • PERS/STRS rates

V. BAM METHODOLOGY – FACTORS TO CONSIDER (continued)
  • Utilities
  • Acts of God (Earthquakes, Fires, Flooding)
  • Health and Welfare
  - Efficiency
    • Measurement
    • Effect
  - “High Cost Programs” vs. “Low Cost Programs”
  - Bargaining Unit Agreements (Compensation represents 83% to 85% of total budget)
  - Part-time faculty cost management
  - New Positions (Process)
  - Staff Development (Standards)
  - Campus Reserves
    • Naming (Venture/Contingency/President’s Fund)
    • Define use
    • Campus Directed
    • “One-time Funding” vs. “Ongoing Funding for Expenditures”
    • Rollover budget savings year-to-year
    • Temporary assistance from District for campus overextension
  - Repayment provisions
  - Object Codes
    • Salary & Benefit Savings (%)
    • “Discretionary” only (%)
    • All object codes (%)
    • Institution’s historical budget savings
  - Impact of Other Resources
    • Categorical & Grant Programs (Resource 1190)
  • Positions (moving in/out of Resource 1000)
    • Performance Riverside (Resource 1090)
    • Customized Solutions (Resource 1170)
    • Parking (Resource 1050)
    • Child Care (Resource 3300)
    • Food Services (Resource 3200)
    • Self-Insurance
    • Health and Liability (Resource 6100)
    • ‘Workers’ Comp (6110)
  - Athletic Programs
  - Compliance
    • 50% Law
    • 75/25 Obligation
    • Grants/Categorical Programs
VI. OTHER
- Copies of “Budget Allocation Model - Notes” prepared by Dr. Buysse were distributed to the Task Force members for discussion at subsequent meetings

NEXT MEETING
- The members will recommend classified staff to join the Task Force
  • Date: Friday, October 12th
  • Time: 9:00 a.m. to 11:00 a.m.
  • Location: College House, 1st Floor
- Becky Elam and other Task Force members will distribute “sample” BAM’s from other Districts for discussion at future meetings
- Discuss Dr. Buysse’s “Budget Allocation Model – Notes”
- Begin discussion of “Nuts and Bolts” of the Model and diagramming framework