

Minutes
Business & Facilities Planning Council
May 16, 2017
ST 107 (8:30-10:00am)

In attendance: Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Ashley Etchison, Monique Franklin Pierce, Beth Gomez, Shirley McGraw, Jan Muto, Damon Nance, Jim Reeves, Jim Thomas, Phu Tran
Guests: Ana Molina, Lisette Rose, Mark Hartley, Jethro Midgett

I. Call to order 8:32am (Beth Gomez)

II. Approval of minutes

a. April 4th meeting minutes

Motion to approve: Jan Muto

Seconded: Ashley Etchinson

Abstentions: 1-Damon Nance

III. Action Items

a. Workgroup for Prioritization Membership Revise (Beth Gomez)

The workgroup that will work on the prioritization does not include faculty.

Motion to amend workgroup for prioritization membership to add two faculty: Jim Thomas,

Seconded: Phu Tran Abstentions: None

b. 2017-18 Tentative Budget (Beth Gomez)

The tentative budget is essentially a rollover-spending plan. This (attachment) is what is going to the Board for approval. Previously reviewed in January, there is little change. Growth statewide at 1.34% our District is 1.96% because we are in a high growth area. That accredits to 538 FTES. COLA is at 1.48, and a base increase, which takes the base that we get per FTES. We still have Prop 39 funds for energy efficiency. Categorical programs are also getting a COLA.

We are a recipient of Guided Pathways (1 of 20 community colleges).

Credit FTES Projections: Base as a District- 28599, growth at P1 (period 1) would be 999, total funded FTES 2967889

16/17 Budget, we have an adopted budget of nearly 200 million & estimated budget savings 6 million (salaries & benefits) 21 million (supplies & services), Projected savings of 27 million. Net expenditures would be 172 million as opposed to 199 million. Net surplus would be almost 4 million. Our beginning balance that we had at July 1 was 36 million added to the 4 million which brings us to 40 million and that's 18%.

17/18 Base FTES 29578, growth for next year statewide 1.34% the district is almost 2% total funded FTES is 29874.

Revenue: 176 million

Beginning revenue budget, small base increase. District projects a deficit at .50%.

Beginning expenditure budget: 178 million

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.

Increase to the deficit budget 187 million, net ongoing shortfall is 10 million. Total one-time net budget is 18 million.

Total available funds is 11 million (5%, which is our contingency).

17/18 budget issues to be visited later.

Tentative RCCD Budget, in June we'll receive the P2.

In September, a final budget will be adopted.

May revise: Takes our enacted budget for 16/17, what we asked for 17/18, what the governor proposed in January & what the May revise entails.

Prop 98 went down slightly from 10.97 to 10.93, then for 17/18 it declined further.

Apportionments: there is an additional 168 million of base increase for a total of 108 .3. COLA is proposed to be increased to 1.54.

Facilities discusses Prop 39 and additional 92.1 million for deferred maintenance. The May revise did not provide any additional funds for Capital Outlay projects.

DBAC Handout: Base Budget Augmentation

It was decided as a District to set aside money for classified staff & managers. Norco would get 161,700 this will go into our resource allocation plot for fall.

Redevelopment fund: firewall upgrade, router switches, phone system upgrade.

Motion to approve Tentative budget Jan Muto, seconded by Shirley McGraw.

IV. Information Items

New Business

- a. Fall 2016 Planning Council Survey Results (Phu Tran)
(Attachment)
- b. Bookstore Recap (Beth Gomez)
The contract is currently up for renewal: Follet and Barnes & Noble. Sales are currently down in textbooks, trade books and rentals. Web sales have increased. Barnes & Noble states they are currently within market value. As of last year, they became Barnes & Noble Education to rebrand themselves.
- c. Out of State Veterans Campaign (Beth Gomez)
Dr. Reece is asking BFPC to consider supporting the idea of Norco College keeping 100% of FTES for out of state Veterans as opposed the current 50%. The logic is if we generate out of state students with Veterans status Norco College should keep that tuition.
Does BFPC support this? Overall, yes
Motion to move under new business Career and Job Placement Center to right under Fall 2016 Planning Council Survey Results.
- d. ACCJC Fiscal Report (Beth Gomez)
Available on the website, submitted on behalf of Norco College.
- e. Career & Job Placement Center (Mark Hartley, Jethro Midgett)
We would like to change the name to Career Center, this is to make things simple for our students. To avoid acronyms, and to let them (students) and faculty know that resources are here and available to assist them. At most colleges it just called Career Center. The biggest

BFPC Statement of Purpose
(Approved by BFPC on May 14, 2013)

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expense: a large sign that currently is over the career and job placement center that will cost \$2500-7500.

Good idea, change it, keep signs uniform, use same vendor, font, visuals.

V. Standing Items

- a. Facilities Master Plan (Beth Gomez)
Secondary Road Access: Amongst all stakeholders, Option 4 -Connect to Market Street stood out.
- b. Little Theater (Jim Reeves)
Update: Classes are back, but it is still a work in progress, mostly drywall and paint. Air purifiers are in place. Performances have resumed there since last Thursday. Please continue to excuse the construction in and around the area.
- c. Schedule Maintenance (Jim Reeves)
Update: New roof for ATEC building: June, will take 3-4 weeks. We anticipate next year's project to include a new roof for the Library in addition to replacing a chiller in one of our plans.
- d. Prop 39 (Jim Reeves)
Update: Energy saving program funded by the state, such as the upgrade to the Third Street lighting. We have two more years of the program, year four initiatives include lighting in the little theater, replace 60 wall pack units, and year 5 assessments are taking place.
- e. Space Modification Update (*added to agenda*) (Ana Molina)
 - Student Services second floor 2 counselors offices,
 - EOPS area CSS 211 with 2 counselor offices
 - President's Office area putting walls in there and closing off A&R
 - OC Professional Development Center

VI. Good of the Order

VI. Adjournment

BFPC Statement of Purpose
(Approved by BFPC on May 14, 2013)

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FY 2017-2018 BUDGET PLANNING

April 21, 2017



**GOVERNOR'S FY 2017-18
BUDGET PROPOSAL
COMMUNITY COLLEGE SYSTEM
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT**



FY 2017-2018 Governor's Budget Proposal

Base Changes
(In Millions)

Unrestricted Ongoing Revenues

Growth (1.34%/1.96% - 580 credit FTES)
 COLA (1.48%)
 Base Increase

State	RCCD
\$ 79.3	\$ 2.9
94.1	2.4
23.6	0.6
<u>\$ 197.0</u>	<u>\$ 5.9</u>

Total Unrestricted Ongoing Revenues

Unrestricted One-Time Revenues

State Mandate Block Grant

\$ -	\$ -
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Total Unrestricted Revenues

<u>\$ 197.0</u>	<u>\$ 5.9</u>
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FY 2017-2018 Governor's Budget Proposal

Base Changes (In Millions)

Restricted Revenues

	<u>State</u>	<u>RCCD</u>
Proposition 39 - Energy Efficiency	\$ 52.3	\$ 1.3
Deferred Maintenance & Instructional Equipment	43.7	1.1
Categorical Program COLA (1.48%)	5.4	0.1
Total Restricted Revenues	<u>\$ 101.4</u>	<u>\$ 2.5</u>



FY 2017-2018 Governor's Budget Proposal

(In Millions)

<u>Other</u>	<u>State</u>
Guided Pathways	\$ 150.0
Innovation Awards	20.0
F/T Student Success Grant Enrollment Growth	3.1
Online Education Initiative (Cost Savings)	10.0
Integrated Library System (Cost Savings)	6.0
State General Obligation Bond - Proposition 51	13.0
Total Other	<u>\$ 202.1</u>



**BUDGET PLANNING
FY 2016-2017
ENDING BALANCE ESTIMATE**



FY 2016–17 Credit FTES Projections

Base FTES	28,599.64
Growth at P1 (Planned 835 at 2.92%; Actual 3.42%)	<u>979.25</u>
Total Funded FTES	29,578.89
Actual FTES*	<u>29,578.89</u>
Total Unfunded FTES	<u>-</u>
Unfunded FTES %	<u><u>0.0%</u></u>

* Actual FTES subsequent to the P1 reporting period is projected to be lower than the District’s revised FTES Target by 649.84 FTES based on projections by the Dean of Educational Services. Since millions of dollars are still undistributed as of P1, the District Enrollment Management Committee is discussing rolling back 649.84 FTES from Summer 2017 to FY 2016-17 to realize the planned apportionment revenue contained in the adopted budget.



(In Millions)

FY 2016-17 Revenues

Adopted Budget	<u>\$ 175.38</u>
FY 2015-16 Additional Apportionment (NET)	\$ 0.02
FY 2016-17 Additional Growth Funding	0.95
Lottery	0.08
Other	<u>0.07</u>
Total Revenue Adjustments	<u>\$ 1.12</u>
Net Revenues	<u>\$ 176.50</u>



(In Millions)

FY 2016-17 Expenditures

Adopted Budget	<u>\$ 199.91</u>
Estimated Budget Savings:	
Salaries and Benefits	\$ 5.85
Supplies and Services*	21.05
Capital Outlay	<u>0.13</u>
Total Expenditure Budget Savings	<u>\$ 27.03</u>
Net Expenditures	<u>\$ 172.88</u>
Net Current Year Estimated Surplus	\$ 3.62
Beginning Balance at July 1, 2016	<u>36.52</u>
Estimated Ending Balance at June 30, 2017*	<u>\$ 40.14</u>
Estimated Ending Balance Percentage	<u><u>18.84%</u></u>

*Included in these balances is \$15.41 million of one-time State Mandate Block Grant funds that were set-aside in FY 2016-17 for future years to mitigate revenue reductions and increasing costs for STRS, PERS and health insurance.



BUDGET PLANNING FY 2017-2018



FY 2017–18 Credit FTES Projections

Base FTES	29,578.89
Growth (System 1.34%; RCCD 1.96%)*	<u>295.79</u>
Total Funded FTES	29,874.68
Unfunded FTES	<u>-</u>
FTES Target	<u><u>29,874.68</u></u>

FTES Funding Production for FY 2017-18

Growth	295.79
Unfunded	-
Summer 2017 Rolled to FY 2016-17*	<u>649.84</u>
	<u><u>945.63</u></u>

* District Enrollment Management continues to discuss enrollment targets for FY 2017-18. Final decisions have not been made regarding the amount of achievable growth or the number of FTES to roll from Summer 2017 to FY 2016-17. For purposes of this presentation, it has been assumed that the growth target will be set at RCCD’s full growth percentage and that 649.84 FTES will be rolled from Summer 2017 to FY 2016-17 to achieve the enrollment target contained in the adopted budget.



(In Millions)

FY 2017-18 Ongoing Revenue Budget

Beginning Revenue Budget	<u>\$ 172.76</u>
FY 2016-17 Base Apportionment Increase (Net)	\$ 0.51
FY 2017-18 Apportionment:	
COLA (1.48%)	2.39
Growth (1.96%)	1.52
Deficit (.50%)	(0.83)
Base Allocation Increase	<u>0.58</u>
Total Ongoing Revenue Budget Adjustments	<u>\$ 4.17</u>
Total Ongoing Revenue Budget	<u>\$ 176.93</u>



(In Millions)

FY 2017-18 Ongoing Expenditure Budget

Beginning Expenditure Budget	<u>\$ 178.58</u>
Compensation Adjustments:	
COLA (1.48%) + Contract for Full-time Salaries (2.00.%)	\$ 3.26
COLA (1.48%) + Contract for Part-time Faculty Salaries (2.50%)	
+ Growth	1.51
Step/Column/Growth/Placement/Classification	1.00
Employee Benefits	2.13
New Full-Time Faculty Positions (12)	1.75
New Classified Staff/Management Position Allocation	0.80
Part-Time Faculty and Overload Offset	
for New Full-Time Faculty Positions	(0.64)
Contracts and Agreements	0.20
Sabbatical Leave Backfill	0.06



(In Millions)

FY 2017-18 Ongoing Expenditure Budget (continued)

Utilities	0.08
La Sierra Loan Payoff Reversal (ongoing)	(1.27)
Election Cost - "Off-Year"	(0.30)
Other	<u>(0.15)</u>
Total Ongoing Expenditure Budget Adjustments	<u>\$ 8.43</u>
Total Ongoing Expenditure Budget	<u>\$ 187.01</u>
Net Ongoing Budget Shortfall	<u><u>\$ (10.08)</u></u>



(In Millions)

FY 2016-17 One-Time Revenue Budget

Beginning Revenue Budget	\$ 2.62
FY 2016-2017 State Mandate Block Grant Reversal	<u>(2.62)</u>
Total One-Time Revenue Budget	<u>\$ -</u>

FY 2016-17 One-Time Expenditure Budget

Beginning Expenditure Budget	\$ 21.33
Retirement Incentive Funding Cost Reversal	(5.41)
La Sierra Loan Payoff Reversal (One-Time)	(1.36)
Net Adjustment to Set-Aside for Future Operating Costs	<u>3.56</u>
Total One-Time Expenditure Budget	<u>\$ 18.12</u>
Net One-Time Budget	<u><u>\$ (18.12)</u></u>



(In Millions)

Summary

Net Ongoing Budget Shortfall	\$ (10.08)
Net One-Time Budget	<u>(18.12)</u>
Total Difference	\$ (28.20)
Estimated Beginning Balance at July 1, 2016	<u>40.14</u>
Total Available Funds	\$ 11.94
Less, 5% Ending Balance Target	<u>(11.94)</u>
Budget (Shortfall) Surplus	<u><u>\$ -</u></u>



FY 2017–18 Budget Planning Issues

□ Governor's Budget Proposal

- **Proposition 98 Guarantee** – The CCC share should be 10.93%. The Governor's Budget proposal funds the CCC share at 10.87%...some \$45 million short of the guarantee.
 - In 15 out of past 24 years CCD's have been shorted their share of Prop 98.
- **Systemwide Enrollment** – Statewide, CCC enrollment growth has been slowing over the past couple of years. Three percent (3%) growth funding was provided in FY 2015-16 and two percent (2%) was provided in FY 2016-17. In FY 2015-16, \$50+ million of unused growth funding was returned to the State. The Governor's Budget Proposal provides 1.34% growth funding, reflecting the downward enrollment trend.
- **Base Allocation** – In FY 2015-16, a \$267 million increase to Base funding was provided. In FY 2016-17, \$75 million was provided. The Governor's Budget Proposal provides \$23.6 million, a significant funding reduction, to provide for increasing operating costs such as salary and benefits, health insurance and pension costs.



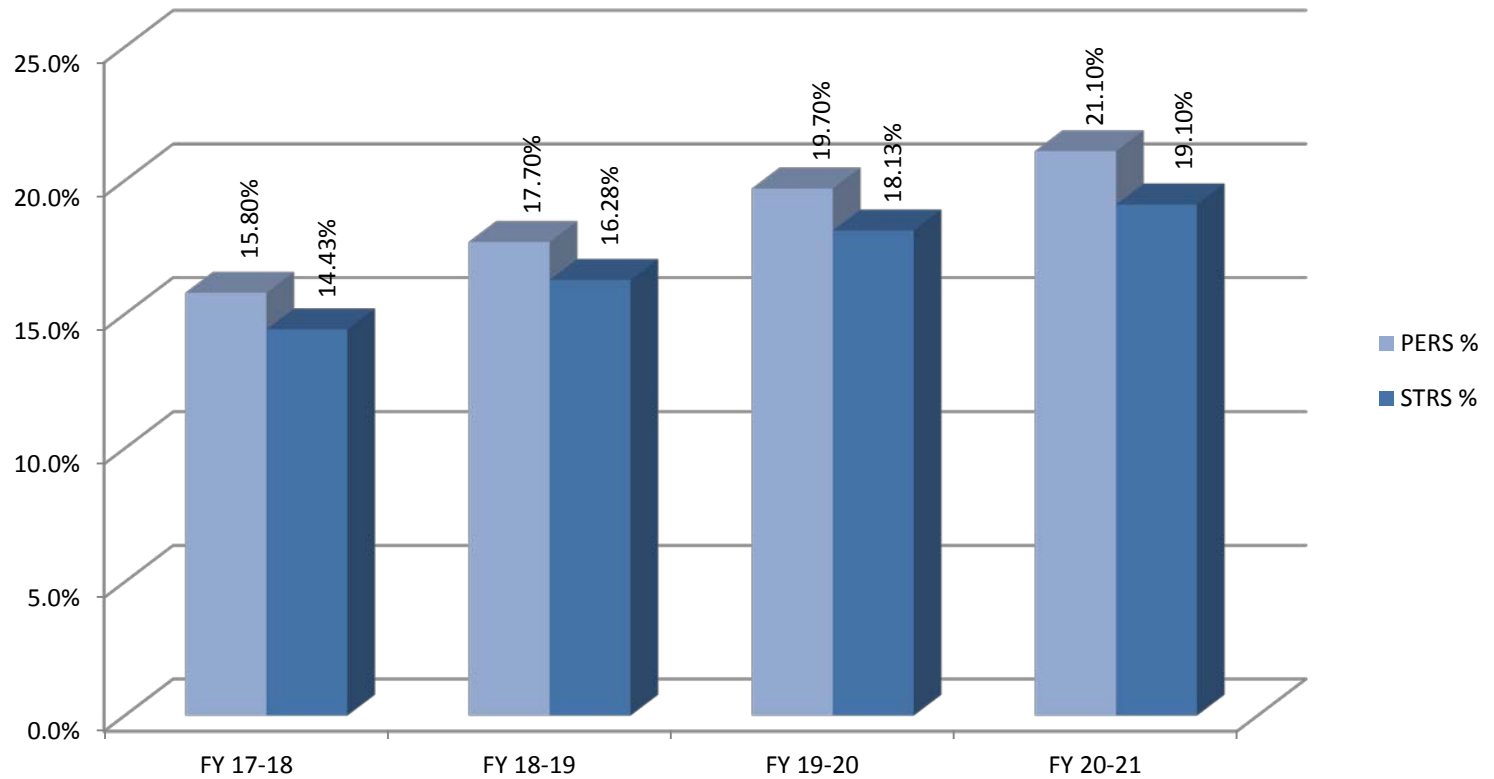
FY 2017–18 Budget Planning Issues

(continued)

- ❑ **Proposition 51 – Public Schools Facilities Bond** – The voters passed this proposition in November 2016. The CCC share is \$2.0 billion and was to be allocated to community college districts, with approved projects, over a three year term at \$750 million per year. There are 29 approved projects for FY 2017-18. The Governor’s Budget Proposal funds 5 projects (life/safety) totaling \$13 million.
- ❑ **FY 2016-17 Results**
- ❑ **Health Insurance**
- ❑ **PERS & STRS** – (See subsequent pages)

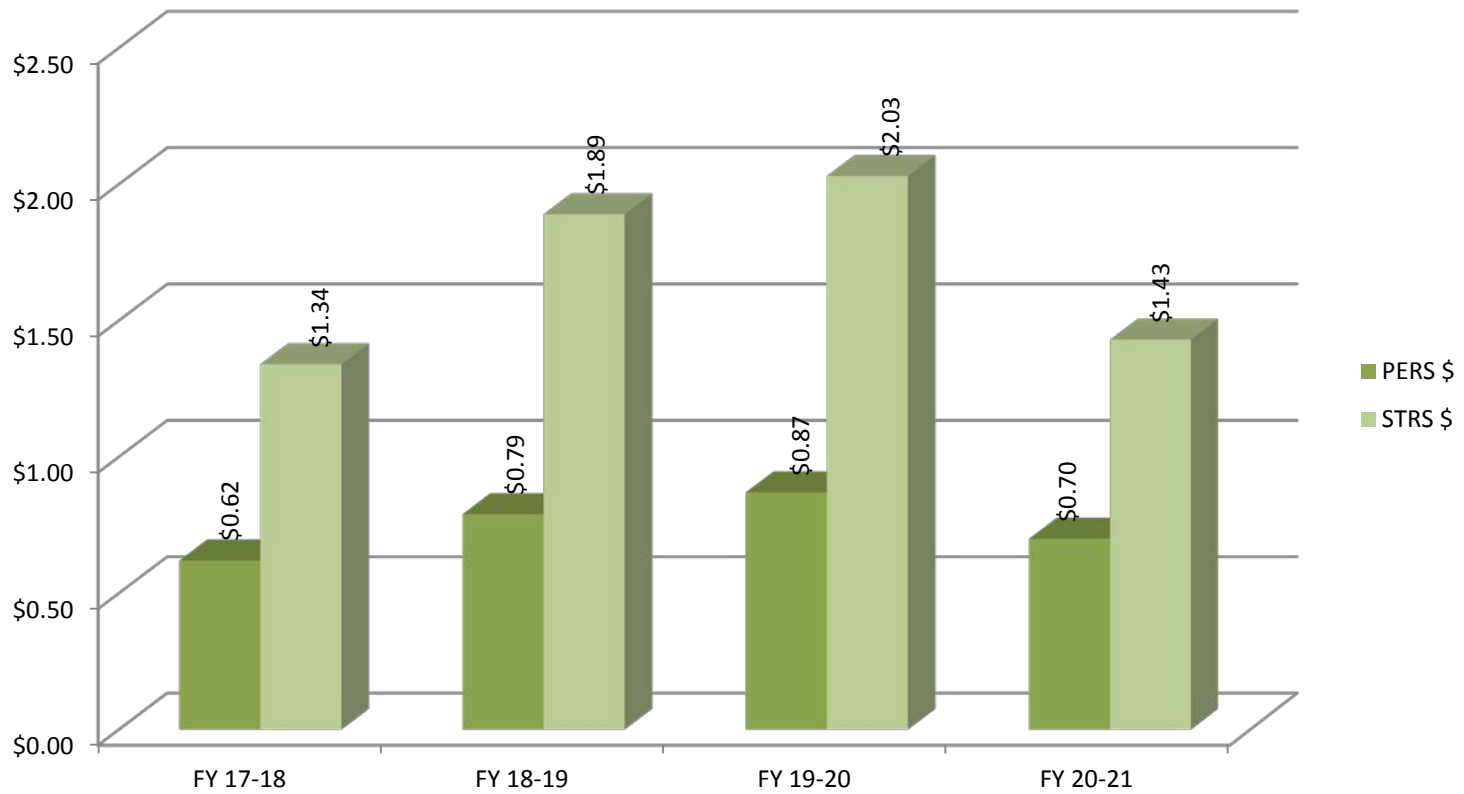


PERS and STRS Projected % Rate Budget Increases





PERS and STRS Projected \$ Annual Budget Increases

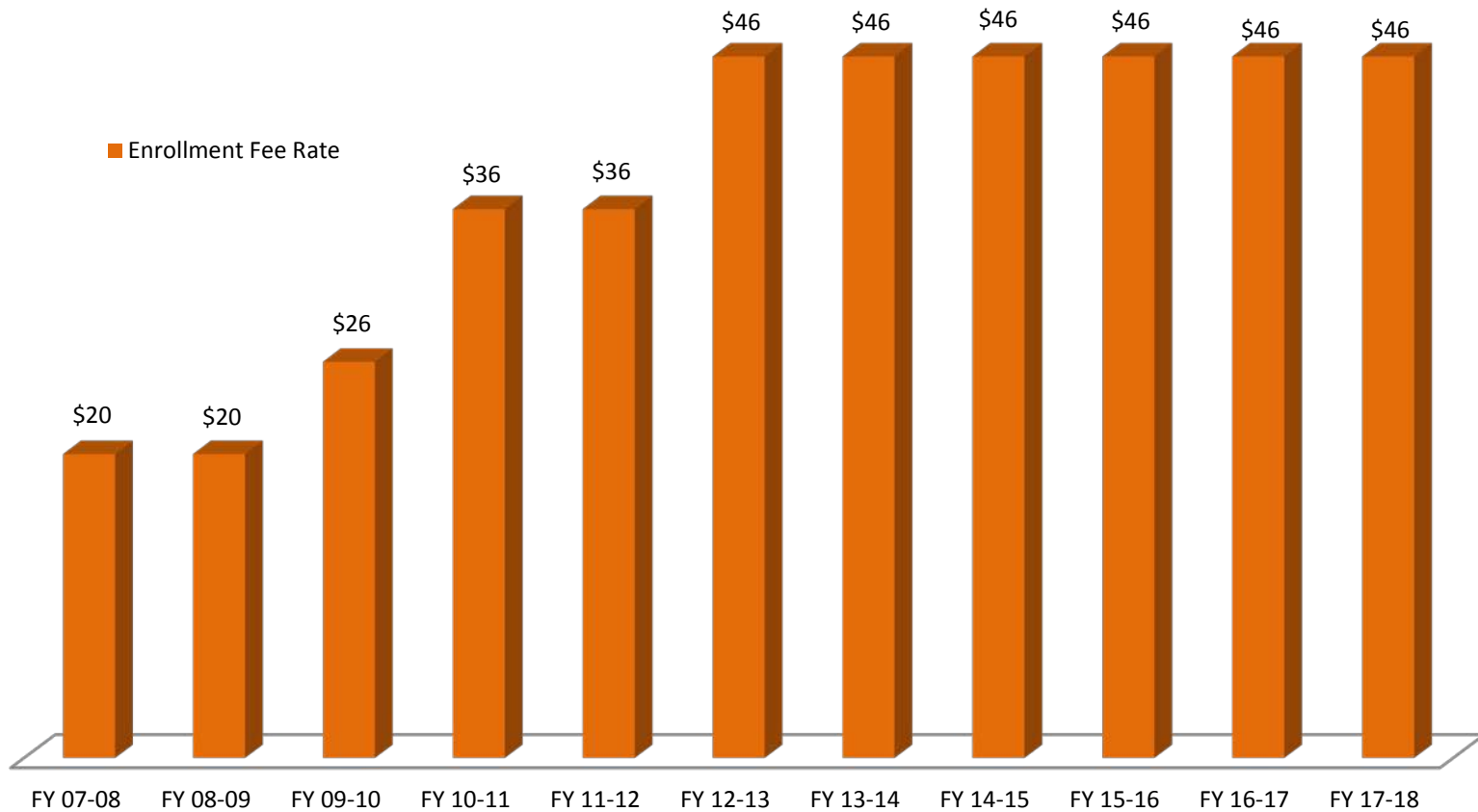




RECENT BUDGET HISTORY

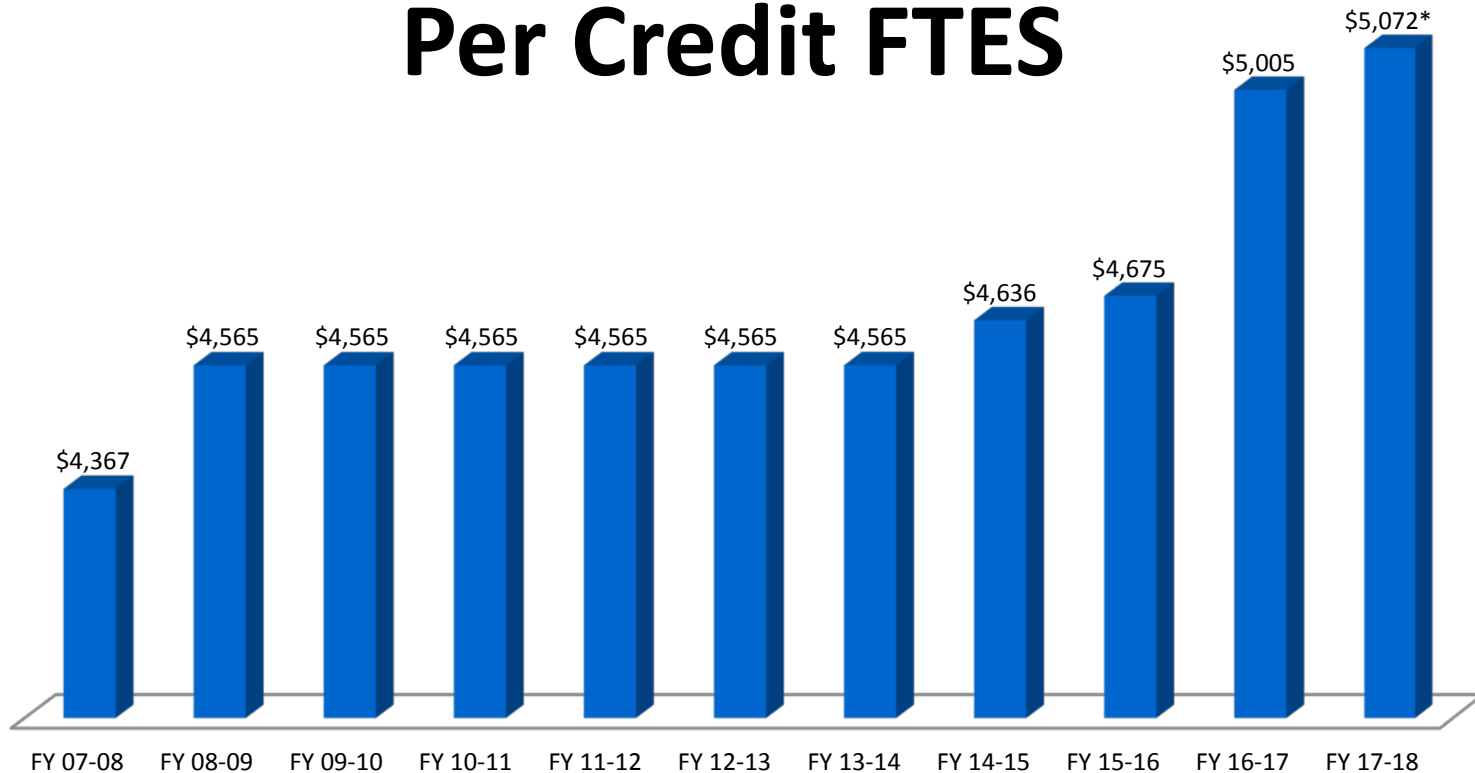


Enrollment Fee Rate Per Unit





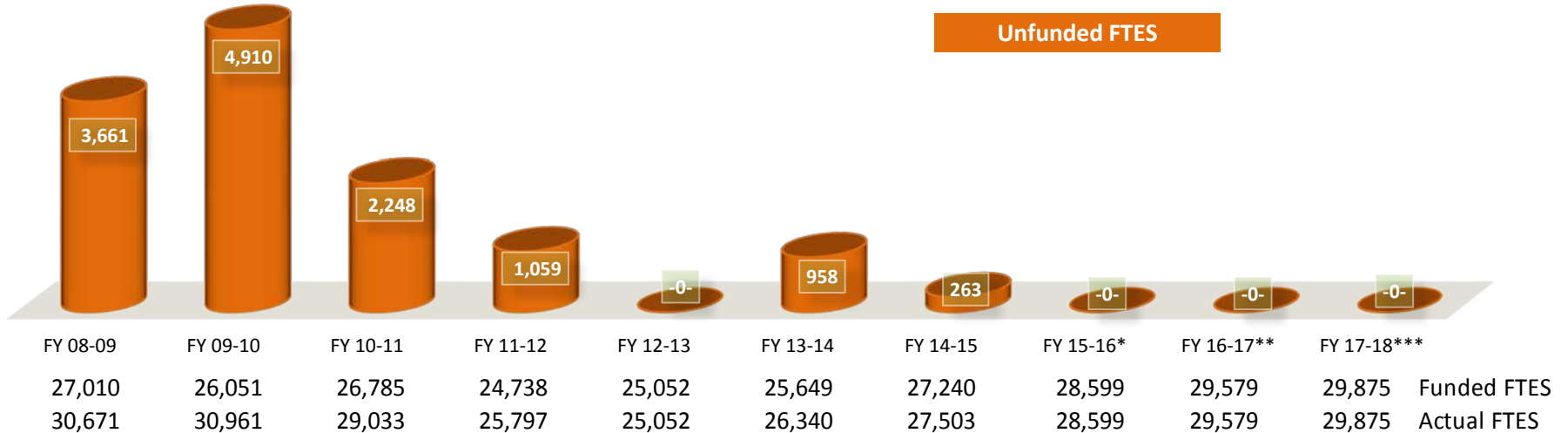
CCC Base Funding Rate Per Credit FTES



* The FY 2017-18 funding rate per credit FTES is estimated since the base allocation and full-time faculty hiring increases for FY2016-17 have not been “folded” into the funding rates by the State Chancellor’s Office.



Credit FTES



* Based on P1 Recalculation

** Based on the District Enrollment Management Committee discussions and estimated availability of State funding.

*** Based on the Governor's Budget Proposal and preliminary estimate of the District's ability to achieve growth allocation. The District Enrollment Committee discussions are continuing.



FY 2017-2018 BUDGET DEVELOPMENT TIMELINE



➤ **March-May**

- Legislative Hearings

➤ **May**

- May Revise - Second week of May
- Norco College Business & Facilities Planning Council Meeting - May 16, 2017
- Moreno Valley College Resource Subcommittee Meeting - May 17, 2017
- Riverside City College Resource Development & Administrative Services Leadership Council - May 18, 2017
- DBAC & DSPC Meetings – May 19, 2017
- Tentative RCCD Budget Completed

➤ **June**

- Tentative RCCD Budget to Resources Committee - June 13, 2017
- DSPC Meeting - June 9, 2017
- Second Principal Apportionment Report
- DBAC Meeting - June 22, 2017
- Tentative RCCD Budget to Board of Trustees – June 20, 2017
- State Budget Adoption by June 30



➤ **July**

- New Fiscal Year Begins - July 1, 2017

➤ **August**

- State Budget Workshops/Advance Apportionment
- RCCD Year-End Closing
- DSPC Meeting – August 17, 2017
- Final RCCD Budget Completed
- DBAC Meeting - August 17, 2017

➤ **September**

- Final RCCD Budget to Resources Committee
- Final RCCD Budget to Board of Trustees - September 19, 2017

Planning Councils Survey

Fall 2016



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Introduction

The Planning Councils Survey is administered to determine members' satisfaction with the processes involved in committee level planning, program review, resource allocation and decision-making; to annually evaluate the criteria used for prioritization; and to assess members' perceptions regarding the degree to which the above processes are effective and integrated at the planning council level. On December 8, 2016, the Planning Councils Survey was sent out to the co-chairs of the Academic Planning Council (APC), Student Services Planning Council (SSPC), and Business and Facilities Planning Council (BFPC). Thirty-five members from the three councils responded with the following distribution of respondents:

Planning Council	Response Rate	Response Count
Academic Planning Council (APC)	85%	11
Business & Facilities Planning Council (BFPC)	63%	12
Student Services Planning Council (SSPC)	60%	12

The Academic Planning Council has 13 members listed on their webpage and the statement of purpose is as follows: *The Academic Planning Council (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.*

The Business and Facilities Planning Council's has 19 members listed on their webpage and the statement of purpose is as follows: *The Business Facilities Planning Council (BFPC) is a standing committee and is part of the college Strategic Planning Process. The BFPC is comprised of faculty, staff, students and administrators. The BFPC recommends budgeting of additional funds as they become available as well as budget cuts when necessary. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.*

The Student Services Planning Council's has 20 members listed on their webpage and the statement of purpose is as follows: *Guided by the college mission, the Student Services Planning Council is a representative group of student services professionals that produces data-driven recommendations to increase the effectiveness of student services programs. The council drives the student services program review process, provides guidance to administrative decision-makers by developing ranking criteria, and prioritizes requests generated through program review.*

Survey Results

The survey is comprised of 10 questions requesting members to rate their level of agreement or satisfaction with survey items. The same survey is sent to all planning councils, but Question 1

asks to which council they are responding which allows the disaggregation of results by planning council. Question 2 requests council members to rank the relevancy of data used in the ranking process for the various positions and equipment requests made in program reviews.

Q2: This planning council used relevant data to rank positions and equipment in the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	8	4	9	60.0%	21
Somewhat Agree	2	7	3	34.2%	12
Somewhat Disagree	0	1	0	2.9%	1
Strongly Disagree	1	0	0	2.9%	1
If you disagree, please state why					2
<i>answered question</i>					35
<i>skipped question</i>					0

As indicated by the response count for the statements of disagreement, two respondents made statements as indicated below. This question showed some concerns regarding process for non-faculty positions and equipment in APC, and one member of BFPC questioned the rationale for high ranked items. However, including consideration of the statements below, the overall agreement rate for this question was quite high at 94.2%

Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
X			Decisions about faculty positions are data-informed. Somehow non-faculty staff position (lab tech) and increases in part-time faculty hours were sent to APC to prioritize. Equipment prioritization occurs in the individual departments there is no standardized rubric or data requested by the departments to aid in the prioritization.
	X		Many items had no rationale given yet they were ranked highly.

Question 3 on the survey addressed the level of dialogue present throughout the prioritization process. As indicated in the table below the agreement had the same distribution of disagreement as the previous question (1-Strongly Disagree, 1-Disagree), but the agreement

ratings were grouped in greater number in “Strongly Agree”. There were no written responses for the question, even though there was some disagreement.

Q3: This planning council had open dialogue throughout the prioritization process.

Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	9	7	12	80.0%	28
Somewhat Agree	1	4	0	14.2%	5
Somewhat Disagree	1	0		2.9%	1
Strongly Disagree	0	1	0	2.9%	1
If you disagree, please state why					0
<i>answered question</i>					35
<i>skipped question</i>					0

Question 4 assessed the relevancy of the criteria used for prioritization. Although the overall agreement was still high for this item (88.6%), there was higher disagreement than on item than on any of the other questions. Despite this disagreement, there was relatively scant written responses to clarify these responses as shown in the tables below.

Q4: The ranking criteria (rubrics) used for the prioritization process were relevant.

Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	6	4	9	54.3%	19
Somewhat Agree	3	7	2	34.3%	12
Somewhat Disagree	2	1	1	11.4%	4
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					1
<i>answered question</i>					35
<i>skipped question</i>					0

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
1	X			for faculty prioritization

Question 5 requested ratings on the understanding of council members regarding how prioritized resource requests are used in the resource allocation process. As evidenced by the table below, responses were clear that members did understand this part of the process with agreement at 100%.

Q5: I understand how the prioritized resource requests are used for resource allocation.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	10	8	9	77.1%	27
Somewhat Agree	1	4	3	22.9%	8
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					0
<i>answered question</i>					35
<i>skipped question</i>					0

Question 6 addressed whether the planning council membership was representative of the necessary stakeholders. Thirty-two out of 34 council members indicated that their council was representative, but there were two members in BFPC that did not. One of those members explained why in their statement of disagreement shown below.

Q6: The membership of this planning council is a representative body of the necessary stakeholders.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	10	8	9	79.4%	27
Somewhat Agree	1	2	2	14.7%	5
Somewhat Disagree	0	2	0	5.9%	2
Strongly Disagree	0	0	0	0.0%	0
If you disagree, which stakeholders are missing					1
<i>answered question</i>					34
<i>skipped question</i>					1
Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, which stakeholders are missing	
1		X		Now that we agreed to add two more faculty, I agree. I still think there are too many administrators.	

Question 7 requested feedback on council members’ perceptions on how important of a role their council plays in strategic planning. Members were mostly positive with 34 out of 35 respondents agreed at some level (most of which were strongly agreed) that the council played an important role.

Q7: This planning council plays an important role in strategic planning.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	9	9	8	76.5%	26
Somewhat Agree	2	3	2	20.6%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
<i>answered question</i>					34
<i>skipped question</i>					0

Since Question 8 is somewhat related to the previous, it is not surprising that the response pattern closely mirrors Question 7. The prioritization process is integral to the strategic planning process, therefore it follows that council members might agree in a similar pattern as the previous question.

Q8: This planning council plays an important role in the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	9	9	9	77.1%	27
Somewhat Agree	3	1	3	20.0%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
<i>answered question</i>					35
<i>skipped question</i>					0

Questions 9 and 10 assessed the level of satisfaction and connectedness of the following processes to the activities of the three planning councils:

- Strategic Planning
- Program Review
- Assessment of Student Learning
- Resource Allocation

- Decision-Making Processes
- Committee-Level Planning

If any statements regarding disagreement were given, they are shown after the response table.

9: Pertaining to the activities of this planning council, how satisfied were you with the following:				
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
Strategic Planning				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	0	0	0
Satisfied	4	7	7	18
Very Satisfied	7	5	5	17
	11	12	12	35
Program Review				
Very Dissatisfied	0	0	0	0
Dissatisfied	1	1	0	2
Satisfied	9	6	7	22
Very Satisfied	1	5	5	11
	11	12	12	35
Assessment				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	1	0	1
Satisfied	8	8	8	24
Very Satisfied	3	3	4	10
	11	12	12	35
Resource Allocation				
Very Dissatisfied	0	0	0	0
Dissatisfied	1	1	1	3
Satisfied	3	4	8	15
Very Satisfied	7	7	3	17
	11	12	12	35
Decision-Making Processes				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	1	0	1
Satisfied	3	6	8	17
Very Satisfied	8	5	4	17
	11	12	12	35
Committee-Level Planning				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	0	0	0
Satisfied	3	6	7	16
Very Satisfied	8	6	5	19
	11	12	12	35
If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above, please explain your rating				2
		<i>answered question</i>		32
		<i>skipped question</i>		0

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above please explain your rating below
1	X			Our council doesn't do Program Review or Assessment so I cannot comment on that appropriately.
2			X	resource allocation and the decision making process is not part of this councils objective. Ranking of positions and equipment, and ensuring department SLO's are direct learning are the main priorities of this council.

Q10:How well integrated were the following processes with the activities of this planning council:				
Answer Options	Please choose the appropriate planning council:			Response Count
	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	
Strategic Planning				
Not Well Linked	0	0	0	0
Somewhat Linked	3	6	2	11
Very Well Linked	8	6	10	24
	11	12	12	35
Program Review				
Not Well Linked	1	0	1	2
Somewhat Linked	4	4	1	9
Very Well Linked	5	8	11	24
	11	12	12	35
Assessment				
Not Well Linked	2	1	0	3
Somewhat Linked	4	7	2	13
Very Well Linked	5	4	10	19
	11	12	12	35
Resource Allocation				
Not Well Linked	0	0	1	1
Somewhat Linked	2	4	4	10
Very Well Linked	9	8	7	24
	11	12	12	35
Decision-Making Processes				
Not Well Linked	0	0	1	1
Somewhat Linked	2	4	3	9
Very Well Linked	9	8	8	25
	11	12	12	35
<i>answered question</i>				35
<i>skipped question</i>				0

Questions 9 and 10 showed high levels of satisfaction and integration with each of these processes and the activities of the planning councils. Although there were some comments written in regards to these questions, neither of them were overtly negative. They mainly stated that certain processes were not germane to their council so rating them was not applicable from their perspective.

Summary

In summary, the Planning Councils Survey for 2016-17 indicated that respondents across all planning councils were strongly positive in their ratings across all questions in the survey. In comparison to previous years, there seemed to be a decrease in the number and substance of statements made regarding disagreement. Although few, these statements in conjunction with the entire response pattern for the questions provide council co-chairs valuable qualitative and quantitative data on which to begin dialogue and ultimately work toward improving effectiveness of councils' processes.

2017 Annual Fiscal Report

Reporting Year: 2015-2016

Final Submission

03/30/2017

Norco College
2001 Third Street
Norco, CA 92860

General Information

#	Question	Answer
1.	Confirm the correct institution's report	Confirmed
2.	Confirm or enter the name of the District/System or Corporate/Parent Organization:	Riverside Community College District
3.	a. a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District/System/Parent Company CBO f. Title of District/System/Parent Company CBO g. Phone Number of District/System/Parent Company CBO h. E-mail of District/System/Parent Company CBO	Beth Gomez Vice President, Business Services (951) 372-7157 beth.gomez@norcocollege.edu Aaron Brown Vice Chancellor, Business and Financial Services (951) 222-8789 aaron.brown@rccd.edu

DISTRICT/SYSTEM DATA (including single college organizations)

Stability of Revenue

		FY 15/16	FY 14/15	FY 13/14
4.	a. Annual General Fund revenues from all sources (Operating Revenues, CCC Fund 10)	\$ 231,385,925	\$ 187,612,346	\$ 173,624,650
	b. Revenue from other sources (non-general fund)	\$ 137,191,261	\$ 131,554,865	\$ 85,724,108

		FY 15/16	FY 14/15	FY 13/14
5.	Net Beginning Balance (Using same fund as included in question 4)	\$ 25,888,891	\$ 22,322,372	\$ 20,415,836

Expenditures/Transfer

		FY 15/16	FY 14/15	FY 13/14
6.	a. Total annual general fund expenditures (Operating Expenditures matching the same fund as included in question 4)	\$ 214,774,453	\$ 184,045,827	\$ 171,718,114
	b. Salaries and benefits (General Fund)	\$ 168,550,855	\$ 149,031,896	\$ 140,833,151
	c. Other expenditures/outgo (difference between 6a and 6b)	\$ 46,223,598	\$ 35,013,931	\$ 30,884,963

Liabilities

7.	Did the institution borrow funds for cash flow purposes?	FY 15/16	FY 14/15	FY 13/14
		No	No	Yes
8.	Total Local Borrowing	FY 15/16	FY 14/15	FY 13/14
	a. Short Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 4,970,000
	b. Long Term Borrowing (COPs, Capital Leases, otherlong term borrowing):	\$ 439,805,200	\$ 373,741,732	\$ 261,884,190
9.	a. Did the institution issue long-term debt instruments during the fiscal year noted?	FY 15/16	FY 14/15	FY 13/14
		Yes	No	Yes

	b. What type(s)	GO Bond Series 2015E Issuance and 2015 Refunding	N/A	GO Bonds Refunding Bond 2014 Series A & B
	c. Total amount	\$ 88,924,145	\$ 0	\$ 73,090,000
10.	Debt Service Payments (General Fund/Operations)	FY 15/16 \$ 0	FY 14/15 \$ 0	FY 13/14 \$ 0

Other Post Employment

		FY 15/16	FY 14/15	FY 13/14
11.	a. Actuarial Accrued Liability (AAL) for OPEB:	\$ 25,347,991	\$ 24,161,707	\$ 24,161,707
	b. Unfunded Actuarial Accrued Liability (UAAL) for OPEB:	\$ 25,347,991	\$ 24,161,707	\$ 24,161,707
	c. Funded Ratio (Actuarial Value of plan Assets/AAL)	0 %	0 %	0 %
	d. UAAL as Percentage of Covered Payroll	0 %	0 %	0 %
	e. Annual Required Contribution (ARC)	\$ 3,147,095	\$ 3,041,672	\$ 3,041,672
	f. Amount of annual contribution to ARC	\$ 1,925,914	\$ 1,203,998	\$ 1,159,902
12.	Date of most recent OPEB Actuarial Report (mm/dd/yyyy):	07/01/2015		
13.	a. Has an irrevocable trust been established for OPEB liabilities?	Yes		

	FY 15/16	FY 14/15	FY 13/14
b. Deposit into Irrevocable OPEB Reserve/Trust	\$ 289,946	\$ 0	\$ 0
c. Deposit into non-irrevocable Reserve specifically for OPEB	\$ 68,924	\$ 0	\$ 0

Cash Position

	FY 15/16	FY 14/15	FY 13/14
14. Cash Balance (Unencumbered cash): Unrestricted General Fund	\$ 39,109,363	\$ 17,775,833	\$ 3,847,159
15. Does the institution prepare cash flow projections during the year?	Yes	Yes	Yes

Annual Audit Information

	FY 15/16	FY 14/15	FY 13/14
16. Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions:	1/24/2017	12/11/2015	12/10/2014
17. Summarize Material Weaknesses and Significant Deficiencies from annual audit report:			
FY 15/16	N/A		
FY 14/15	N/A		
FY 13/14	N/A		

Other Information

		FY 15/16	FY 14/15	FY 13/14
18.	a. Budgeted Full Time Equivalent Students (FTES)(Annual Target):	28,607	27,704	25,952
	b. Actual Full Time Equivalent Students (FTES):	28,682	27,660	26,400
	c. Funded FTES:	28,682	27,397	25,808
19.	Report the % of total tuition/fees received from federal financial aid programs (Title IV, HEA), if applicable:	0 %	0 %	0 %
20.	a. During the reporting period, did the institution settle any contracts with employee bargaining units?	Yes		
	b. Did any negotiations remain open?	No		
	c. Describe significant fiscal impacts:	3% plus COLA salary increase		
21.	a. Federal Financial Aid programs in which the College participates (check all that apply):	Pell FSEOG FWS DIRECT		
	b. Changes in Federal Financial Aid Program Participation:			
	Programs that have been DELETED:	NONE		
	Programs that have been ADDED:	NONE		

		Cohort Year 12/13	Cohort Year 11/12	Cohort Year 10/11
22.	College Data: USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	11 %	2 %	15 %
23.	<p>Were there any executive or senior administration leadership changes at the institution during the fiscal year?</p> <p>Please describe the leadership change(s)</p>	Yes		
	<p>Interim President, Irving Hendrick replaced Paul Parnell who resigned 3/17/2016.</p>			

The data included in this report are certified as a complete and accurate representation of the reporting institution.



NORCO BOOKSTORE FEBRUARY/MARCH 2017 UPDATE

Sales - February & March

in 1000s

	From Feb Wk 1 to Mar Wk 5			
	2017	2016	17 Actual vs 16 Actual	
	Actual	Actual	Var \$	Var %
Textbooks	682.5	750.5	(68.0)	-9.1%
Trade Books	0.8	1.7	(0.9)	-53.6%
General Merchandise	64.8	65.2	(0.4)	-0.6%
Total Sales	748.1	817.3	(69.3)	-8.5%
Total Textbook Rentals	76.7	102.5	(25.9)	-25.2%
Web Sales	142.1	131.0	11.1	8.5%

TEXTBOOKS

Summer Adoption as of 4/26/17 - 72%

Deadline to turn in summer - 4/15/17

Deadline Fall Adoption - 5/17/17

Adopt %	4/30 goal	5/14 goal
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Your store	1.3%	60%	70%
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Company	35%	60%	70%
Territory	32.9%	60%	70%
Region	20.3%	60%	70%
Category	22.9%	60%	70%

Quick Comparison
to these averages

Barnes & Noble Education announced the acquisition of MBS Textbook Exchange

We expect this partnership to bring many benefits for our campus partners and students, including:

1. This will ensure that students get the right course materials, at the best price, at the right time to succeed in school. Students will have unprecedented access to the largest inventory of low cost course materials, driving maximum savings for students.
2. We will be able to expand upon the success we've seen within the textbook marketplace as a result of your efforts, which in turn will enable us to offer more choice to our students at very competitive prices.
3. It will also allow us to more efficiently distribute inventory, with access to MBS's distribution center and supercharged supply chain capabilities.
4. For our campus partners, MBS's virtual bookstore customer base of over 700 virtual bookstores will enable us to offer even more flexible and customized solutions, be it physical, virtual or hybrid bookstore operations.
5. With MBS's large footprint in the virtual bookstore business, we will also be able to expand opportunities for LoudCloud and our other digital offerings.

OUTREACH

- We worked with Dr. Koji Uesugi in EOPS, Daniela McC Carson CalWorks and Gustavo Ocegüera Student Equity and Jesse Lopez ACE Program, Financial Aid. We help the Departments use the funds to purchase books and supplies. The Bookstore was open the weekend before spring semester to give the Students the opportunity to rent and purchase used books, giving the students a better chance of success by having all their course materials at the start of class.

UPCOMING OUTREACH

- Participating in Commencement, working with Mark Hartley in Student life to ensure students have all their Regalia prior to commencements as well as setting up a table at commencement to sell school spirit items.
- Participating in Summer Advantage June 12-15 2017. We will be giving out information to parents about services we offer to students on how we price match we sell used and rental books. Samples of Luna bars and bags will be donated to help support the event.
- Participating in Norco welcome day this Fall we will be open for the event

The LMS integration faculty experience;

- **Research and Adopt Course Materials***
Clicking on this link will open a new window and prompt the user to sign in or create an account on *FacultyEnlight*®. After this first account pairing, every subsequent click from the LMS will not require faculty to enter their credentials. Course information will also be automatically populated, removing a step from the adoption process and saving your faculty precious time.
- **Learn About Your Digital Options***
For faculty who are interested in learning more about Yuzu® by Barnes & Noble, this link takes them to an information page on *FacultyEnlight*®. No account pairing is required on this cross over.
- **Purchase Course Materials**
- **Access Digital Materials**

The LMS student experience;

- **Purchase Course Materials**
Clicking on this link will open a new window and prompt the user to sign in or create an account on the bookstore website. After this first account pairing, every subsequent click from the LMS will not require students to enter

their credentials. The bookstore website will display all of the required and recommended materials for their particular course, with the available formats and prices.

- **Access Digital Materials**

If students choose to purchase their materials in a digital format, this link will take them to Yuzu®, where they can access their materials to study, highlight, take notes and bookmark important sections for future reference. This link will open Yuzu's Web App.



MISC

- Attended B&N Annual Meeting and Show 3/27- 3/31. Will have updated initiatives, insights and YIR results for you soon
- Norco bookstore was # 1 in our region and # 13 in the company (out of 770 stores) for software sales through ThinkEDU with sales of \$

The ThinkEDU Online Software Program is a low cost option for faculty/students/staff which saves them up to 85% off

huge on

so much



commercial retail pricing on the most popular software! Save Microsoft, Adobe, Quickbooks, AntiVirus and more!



MARCH PROMOTIONS

APRIL COMING PROMOTIONS



Luna sample give-a-ways



Runs 4/18 – 4/20



Runs 4/25– 4/27