Planning & Resource Allocation Committee

October 22, 2013
2:00-3:30, Austin Center 177
Minutes

Present: Becky Brown, Gina Cullen, Jonathan Eldridge, Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Michele Martinisi, Greg Nelson, Carol Scialli (Resource), Kathleen Smyth, Sheila Whitescarver, June Yokell

Absent: Jackie Barretta, Yolanda Bellisimo, Jeff Fleisher, Nanda Schorske, Cari Torres, Ben Wilson

Agenda Review
• Agenda approved.

Minutes
• Minutes of October 8 meeting approved.

Quarterly Budget Presentation
G. Nelson
• This is a presentation given to the Board on October 15 and can be found online. http://www.marin.edu/WORD-PPT/9-30-13YTDFinancialReport.pdf Review includes:
  • 9/30 YTD Highlights
  • Revenues, $1.8M
  • Expenses: $10.7M
  • Net ($8.9M)
  • Cash balance ($2.8M)
  • Primary source of revenue is property tax which is received in December and April.
  • It costs about $4M per month to operate the college.
  • Visual of year to year cash flow reviewed.
  • Revenue:
    o Property taxes are majority of budget
    o Prop 30 is state funds (EPA funds): (The more FTE we get, the more PROP 30 funds we’ll receive.)
  • MCCD earns .0007 cents per $1M of assessed value less 300 parcels.
  • Review of CPI (Consumer Price Index) history.
  • We budgeted at 3.02% for the years 2013-14.
  • Expenditures:
    o $47.6M budgeted
    o $10.7M actual YTD
    o 22.5% of budget
  • Review of adopted budget with quarterly figures.
  • Fiscal Services is holding quarterly meetings with all budget managers for clarification re: their budgets and to assess possible needs.
Student Debt

G. Nelson

- This is one of our challenges. We currently have over $2M in student debt, a high figure for a college of this size.
- This debt dates back to 2008. These debts include enrollment fees and other charges.
- We must reduce the debt load.
- We have hired a debt collector, Williams & Fudge, for higher education. We don’t pay them unless they collect.
- Goal is to hire someone from Banner to clean up student accounts and submit information to Williams & Fudge to begin collection process. Students have already been notified that this will occur.
- In future, we will institute a bursar function as well as automate processes.
- Right now no one is reconciling student accounts on a regular basis.
- Students will be oriented on the front end about their responsibility to the college.
- Systemically, in the state, we are not connected with other colleges so we don’t know if a student has debt somewhere else.
- Plan to separate Community Ed out of Banner system and create a separate process for it.
- Need to work on policy changes that mirror the new functions we’re moving towards.
- Comment: Allowing faculty to drop students after census date might assist with debt problem.
  - Might be considered a Student Affairs job.
  - Could be UPM considerations.
  - Must make sure we don’t step on any toes.

Integrated Planning Manual: PRAC Schedule for Academic Year

S. McKinnon

- Review of PRAC and Integrated Planning PowerPoint.
- Integrated Planning Model (M&Ms diagram) shows the process.
- We are in the middle of the 2012-2015 Strategic Plan.
- We have two kinds of Program Review: full Program Review and Mini-Review for budget related requests.
- Internal & External Research is central to entire process.
- Review of Mission Statement; we may revise in coming year. We must review our statement every five years.
- Strategic Plans
  - 2009-2012 Plan completed and evaluated
  - Progress on first Strategic Plan helped determine priorities for second three-year plan
- Program Review
  - Program Reviews are completed by Academic, Student Services and Administrative programs.
- Resource Allocation/Re-Allocation
Prioritization is based on:

- Program Reviews
- SLOs
- Budget constraints
- Strategic Plan Implementation Needs
- Accreditation Needs
- Then, recommendations forwarded to President

- Review of instructional areas doing full Program Review due February 1, 2014.
- Different committees review each Program Review section.
- Mini-Reviews can be done by any program with a need. Example: instructional equipment.
- Mini Program Reviews are due at end of semester. Deans review. Then, in February, information is downloaded to spreadsheets.
- Some Student Service Areas will do a full Program Review in 2013-2014.
- Administrative Reviews 2012-2013 were done last year.
- Review of Spring 2014 meeting dates. We’ll meet every other week until April 1 when we begin meeting each week. (February 11, 25, March 11, 25, April 1, 8, 22, 29, May 6, 13, 20, 27.)
- This PowerPoint will be sent to all electronically.

Subcommittee Reports

Technology Planning

- Computer Replacement project is in process; working out details to support implementation.
- Survey will go out next week and will provide and seek information.
- Meeting with Librarians and other labs re: how to craft a policy on appropriate use.
- Server equipment is here and working with vendor to install it soon. Migrate Banner over holiday when everyone is away.

Student Access & Success

- Trying to gain clarification re: upcoming legislative bills and what they will mean regarding new funding.
- Data collection through the Community College Survey of Student Engagement will help us assess ourselves and how we score against other institutions.
- Working on issues of transportation (access barrier to students).
- PRAC can provide support around Developmental Math and continuing with dedicated tutors.
- Had discussion about Student Equity Plan in relation to implementation of Student Success Act.

Educational Planning

- Met yesterday for first time.
- Reviewed charge and what committee does.
- In November hoping to have update objective 8 (technology); December re: Facilities.
- Spring schedule will address other objectives.
Facilities Planning
- Meets tomorrow.

Instructional Equipment
- Meets in spring 2014.

Professional Development
- Nothing to report.

Meeting Wrap Up/Assignments
- Next meeting is November 12.