COLLEGE OF MARIN

Educational Planning Committee (EPC)

December 5, 2016
2:00-4:00 p.m.
Room AC217

Present: Cara Kreit, Carol Hernandez, Christina Leimer, Connie Siegenthaler, David Everitt, Ismail Azam, Paul Wilson, Peggy Dodge, Steven Newton, Nicole Oldendick (staff resource), Linda Frank (guest), Greg Nelson (guest), Christopher Yang (guest), Tonya Hersch (guest)

Absent: Mia Chia

MINUTES

Agenda
Agenda approved for the current meeting.

Minutes
Minutes for 11/07/2016 meeting were approved.

EPC Report Discussion before Presentations
Prior to Champions' oral presentations, members discussed questions and comments that arose based on their review of written reports.

Regarding College Systems 6.1
- What are the fiscal years/time frame for the baseline and projected figures?
- The fiscal year runs from July 1 – June 30 and we are currently in FY17 (7/1/16-6/30/17). The college is looking at budget assumptions for next fiscal year, FY18.

Regarding College Systems 6.2
- S&P and Moody use different codes for credit ratings. Are AA+ (S&P) and AA1 (Moody's) equivalent ratings?

Champion Objective Presentations
Additional Objective 1: Increase philanthropic support to address unfunded needs in the form of scholarships, endowments, academic student support programs and facilities in three years, presented by Linda Frank.
- Performance Indicator 1.1: Total donations has gone up. Some donors give more than once through giving methods such as payroll deductions.
- Performance Indicator 1.2: Correct baseline is $333,697. Correction and explanation are included in the report. FY16 performance exceeds the baseline.
- Linda guided the EPC through the Advancement Office website and how donors can designate gifts.

- Fundraising campaigns have included Giving Tuesday, President's Circle, Pillars of Philanthropy, the Legacy Society, and support from private foundations. The President's Circle direct mail materials were distributed to the EPC.
- Department operational initiatives for the Advancement Office include a new online giving form, wealth screening, administrative assistant who has now been with the college for a year, and AcademicWorks launch. AcademicWorks interfaces with Banner and is an easier way for students to apply for scholarships than the previous paper applications. The most recent cycle saw more than 400 applications, up from the previous 175-200 per academic year.
- The 90th Anniversary buttons that were distributed at different alumni events were shared with the EPC.
- Work with advisory committees continues. There will be more to report next year.
- As of this EPC meeting date, the college has received over $300,000 in donations for FY17.

Objective CS 6.1: Create and implement a three year budget strategy that maintains a minimum reserve of 7.67% while reducing deficit spending with the District each year, presented by Greg Nelson.

- Budgets are available on the Fiscal Reports website. Fiscal Services now does a 1 year budget plus 3 year forecast as opposed to year-by-year as done in the past.
- Page 27 of the FY17 adoption budget shows previous, current, and forecasted unrestricted general fund budgets. The deficit for this budget cycle will shrink as the year continues and expenses are offset. FY16 started with a deficit and ended with surplus.
- BP/AP 6251 are new reserve policy and procedure to raise the reserve by a minimum of 0.5% per year. In previous years, the college used the reserve when deficit spending.

Objective CS 6.2: Maintain high credit ratings among Moody's and Standard & Poor's for the District to leverage buying power with financial institutions for borrowing and bonding capabilities. Baseline is AA+ S&P and AA1 Moody's, presented by Greg Nelson.

- The $265 million Measure B bond passed in June 2016. The college was due for a new rating and maintained a rating one step shy of the highest credit rating.
- If the reserves can get to double digits, the college will most likely get the highest credit rating.
- The college will also go to Fitch for credit rating. Ratings are based 1/3 on tax valuation, 1/3 on the financial viability of the district, and 1/3 subjective with example factors such as the bond passing and course offerings not in a volatile market.
- The college used to borrow approximately $16 million each semester. It is now down to about $6 million.
- Greg will provide the credit rating letters for evidence.

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Objective CS 6.3: Transfer and effectively manage account balances, formerly with the COM Foundation, to the District's accounting system within Banner/Ellucian System. These resources will become part of the Advancement Department within the District, presented by Greg Nelson.
- The audit on the 3.56 years' worth of financials and approximately $5 million has been a slow process. There are challenges in finding historical documentation and bank reconciliation.
- The audit is paid for by the district in the amount of $75,000.

Diversity and Inclusion Committee Presentation

Tonya Hersch and Christopher Yang presented on the proposal for creating an Equity and Inclusion Committee as part of PGS. The committee is anticipated to include members from other PGS committees. Thus far, the committee proposal has been presented to Academic Senate, Classified Senate, ASCOM, College Council, and is on the agenda for GRC. Program review is currently being revised with outcomes linked to equity and inclusion. It is suggested that the Diversity and Inclusion Committee review this component.

EPC Discussion/Rating of Progress

Ratings
Additional Objective 1: Increase philanthropic support
- Activity: Green
- Objective Met: Yes (ongoing)

College Systems 6.1: Create and implement a three year budget strategy
- Activity: Green
- Objective Met: Yes

College Systems 6.2: Maintain high credit ratings
- Activity: Green
- Objective Met: Yes

College Systems 6.3: Transfer and effectively manage account balances
- Activity: Yellow
- Objective Met: No

Next meeting: February 6, 2017
Agenda items to include presentations on Additional Objective 2, College Systems 1.1, Student Success 1.1 and 1.5, and Community Responsiveness 1.1.