

PLANNING COUNCIL MEETING SUMMARY

Monday, March 23, 2020

9:15 am

Video Conference via Bluejeans

In Attendance: Dr. Karin Hilgersom, Dr. Ayodele Akinola, Amy Williams, Brandy Scarnati, Cynthia Pierrott, Dr. Dana Ryan, Diane St. Jacques, Elena Bubnova, Estela Gutierrez, Heather Haddox, Julia Bledsoe, Dr. Julie Ellsworth, Jim New, Dr. Joan Steinman, Kim Studebaker, Dr. Melissa Deadmond, Dr. Marie Murgolo, Dr. Natalie Brown, Paul Seybold, Dr. Tina Ruff, Valeria Saborio, YeVonne Allen, Anne Flesher, Barbara Walden, Gwedolyn Clancy, Julia Hammett, Paul Seybold, Thomas Dobbert

COVID-19 Impact & Response Update

President Hilgersom and the Leadership Team consisting of Vice President of Finance and Administration Jim New, Vice President of Academic Affairs Dr. Marie Murgolo, Vice President of Student Services and Diversity Estela Gutierrez and Associate Vice President of Marketing, Web Services and Institutional Research Elena Bubnova provide updates on the impacts of COVID-19 to campus operations. The team discussed progress on transitioning to remote operations including Bluejeans online video conferencing, outreach to students by the Disability Resource Center, Counseling and Advising Offices, laptop loaner program and Facilities shutdown and decontamination protocols. A Coronavirus Information and Resources page as been set up on the college's webpage for updates. A COVID-19 daily bulletin will go out to all mailboxes daily.

TMCC Bylaws, Policies and Procedures

Vice President Jim New presented the first reading of revisions to Policy 1799: Fund Balance and Reserves. The revisions would clarify vague language within the policy. The policy will return to the April Planning Council meeting for further discussion and possible vote. Feedback may be submitted to the Vice President of Finance and Administration's Office.

Full versions of policies can be found in the full minutes to be posted on the Planning Council webpage and TMCC Policy Manual.

Mission and Strategic Master Plan Facilitation

Consultant Dan Barnett joined the Planning Council meeting to introduce the process that will be used to develop Mission and Value statements in development of our Strategic Mater Plan. The purpose of the work will be to produce two statements: one for our clients and students that is limbic and a second for our internal people that tells us where the organization will be in the future. Our original plan was to present to the Board of Regents June meeting; however, with the COVID-19 impact to system wide operations we are now going to look at the September meeting instead. A Doodle poll will go out to set a date for working with Dan on the Mission and Value statements. Those who are interested in being added to the working group should contact Valerie Kelley.

Planning Council Committee Updates

- Academic and Student Services Committee
 - No report at this time. All areas are focused on online transition.
- Accreditation Committee
 - Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, reported that the committee is scheduled to meet April 8. The meeting will be held virtually and they will be working on the readiness report to prepare for standard 2-year report. The 7-year report will come Fall 2023.
- Budget Committee
 - The committee has not met. Vice President Jim New reminded that due to COVID-19 that FY20 spending is currently restricted to emergency spending only. The Resource Allocation Process has been suspended.
- Diversity Committee
 - Equity and Inclusion Program Director YeVonne Allen reported that the committee met on February 21 and participated in Bridges out of Poverty training. The Northern Nevada Diversity Summit has been cancelled.
- Enrollment Management Committee
 - Associate Vice President Elena Bubnova reported that the next committee meeting will be April 9 and work will include looking at registration, Fall 2020 and retention efforts.
 - Dr. Julie Ellsworth, Dean of Sciences Division, reported that the NSHE Co-requisite Task Force is waiting for instruction on how to proceed and whether or not meetings will still take place the first week of April.

- **Facilities Committee**
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, reported to the council that Facilities activated a 12-step COVID-19 shutdown protocol, deployed pre-closure decontamination and seal-off and planning for pre-opening decontamination when campus reopens. Intermittent campus access will be granted by appointment only. Virtual and real time inspection of our critical infrastructure is being conducted to avert any catastrophic failures. Inspection of satellites sites are also being completed.
- **Technology Committee**
 - Thomas Dobbert, Chief Technology Officer, reported that Smartboard installation is on hold. Information Technology Office is assisting with online transition and distributing laptops as part of the loaner program.

Constituency Updates

- **Student Government Association**
 - Vice President Valeria Saborio reported on recent activities of the Student Government Association including a blood drive and Past with the President. Upcoming projects will include 2020 Census support and training, a Fight Song Committee and more Social Media.
- **Faculty Senate**
 - Faculty Senate Chair Anne Flesher noted that the Senate last met on March 13. Items passed at that meeting included the Authoring Text Book Policy, Shared Governance Document and Annual Plan Guidelines. The Senate will meet next on April 3.
- **Classified Council**
 - No report.

Next Meeting – Monday, April 20, 2020

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the President's Advisory Council Agenda

Please describe the purpose of this review. (Check all that apply)

- Add a policy Revise a policy Delete a policy Other

Please provide the text of the new policy. (If this request is for a revision, please provide previous policy text with mark ups on a separate sheet.)

Existing Policy 1799: Fund Balance and Reserves

See attached sheet with mark ups.

Background

Please provide the reason and justification for request

This revises vague language in the prior policy by:

1. Clarifying when expenditures require the President's approval
2. Specifically describing the basis for calculating the reserve amount
3. Eliminating references to accounts that are not required to carry a specific amount in reserve
4. Replacing confusing contingency fund language with a definition of an annual opportunity fund
5. Clarifying differences between a regular self-supporting budget and a self-funding program

Impact

Please describe the impact of this request (cost, legal ramifications, etc.)

The modifications codify current practices, so no impact is anticipated.

Submitted By


Signature

2.21.2020
Date

Legal Review

Request for Policy Review

Existing policy as published:

Policy 1799: Fund Balance and Reserves

General Policy

College reserves shall be adopted as part of the College's annual budget plan. All expenditures drawn from reserve accounts shall require prior approval from the President, unless previously authorized for expenditure within the College's annual plan.

Ancillary and Auxiliary (aka self-support) Fund Reserves

The College will maintain a reserve for each of its ancillary or auxiliary funds to provide for adequate cash flow, multi-year planning, and operation contingencies. The reserves will be 15 percent of each fund's operating revenues unless a different level is necessary to sustain its operations. To ensure continuity of these programs, 50 percent of any excess funds after meeting the required reserve level shall be retained by the program and used as part of its succeeding year's budget plan.

Capital Reserves (Capital Improvement Fee Account)

The College will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

Contingency Fund

The College will maintain an annual contingency fund equal to 3 percent of the operating budget revenues to cover revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. Any unused contingency fund shall be carried over and used as special funding sources for institution-wide initiatives as approved by the President.

Operating Reserves

The College will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The general fund operating reserves will be based on 15 percent of the College's operating budgeted revenues.

Responsible Office(s): [VPFA](#)

Procedure: Procedures are located on the Budget and Planning Office website.

Updated: November 15, 2012

Proposed Changes:

Policy 1799: ~~Fund Balance and Reserves~~

General Policy

College reserves shall be adopted as part of the College's annual budget plan **process**. All expenditures drawn from reserve accounts **that reduce the balance below the required minimum** shall require prior approval from the President, ~~unless previously authorized for expenditure within the College's annual budget.~~ **The College retains the right, however, to sweep reserve level funds during periods of financial need.**

~~Ancillary and Auxiliary (self-support) Fund~~ **Self-Funding Program Account Reserves**

Self-funding programs are institutional profit centers that rely on the sales of goods and services for operations. The College will maintain a reserve **for each of these programs** of its ~~ancillary or auxiliary funds~~ to provide for adequate cash flow, multi-year planning, and operation contingencies. The **minimum** reserves will be **equal to** 15 percent of each fund's **program's** operating revenues **from the prior year** unless a different level is **agreed upon as** necessary to sustain its operations. To ensure continuity **and encourage growth** of these programs, 50 percent of any excess funds after meeting the required reserve level shall be retained by the program and used as part of its succeeding year's budget plan. **Additionally, expenditures from self-funding programs are subject to indirect cost contributions that are consistent with other grants and contracts defined on the Budget and Planning website (<https://www.tmcc.edu/budget/budgeting/indirect-costs-contributions>).**

~~Capital Reserves (Capital Improvement Fee Account)~~

The College will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

~~Contingency Fund~~

The College will maintain an annual contingency fund equal to 3 percent of the state formula-budgeted operating revenues to cover shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. Any unused contingency fund shall be carried over and used as special funding sources for institution-wide initiatives as approved by the President.

~~Annual Opportunity Fund~~

At the beginning of each fiscal year the College will establish an Annual Opportunity Fund that is equivalent to no more than two (2) percent of the state formula budgeted operating revenues (state allocation, tuition, and general fund portion of registration fees). The fund will be apportioned to the Resource Allocation Process throughout the year for special projects and unplanned but necessary expenditures that occur outside of the planned annual budget.

~~Operating Contingency Reserves~~

The College will maintain an **minimum** operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The contingency reserves will be based on 15 percent of the College's **state formula-budgeted operating revenues (state allocation, tuition, and general fund portion of registration fees) for the current fiscal year.** **Expenditures that reduce the balance below the 15 percent minimum must be approved by the President in advance.**

Responsible Office(s): VPFA

Procedure: Procedures are located on the Budget and Planning Office website.

Proposed Changes (without Mark-ups)

Policy 1799: Reserves

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