

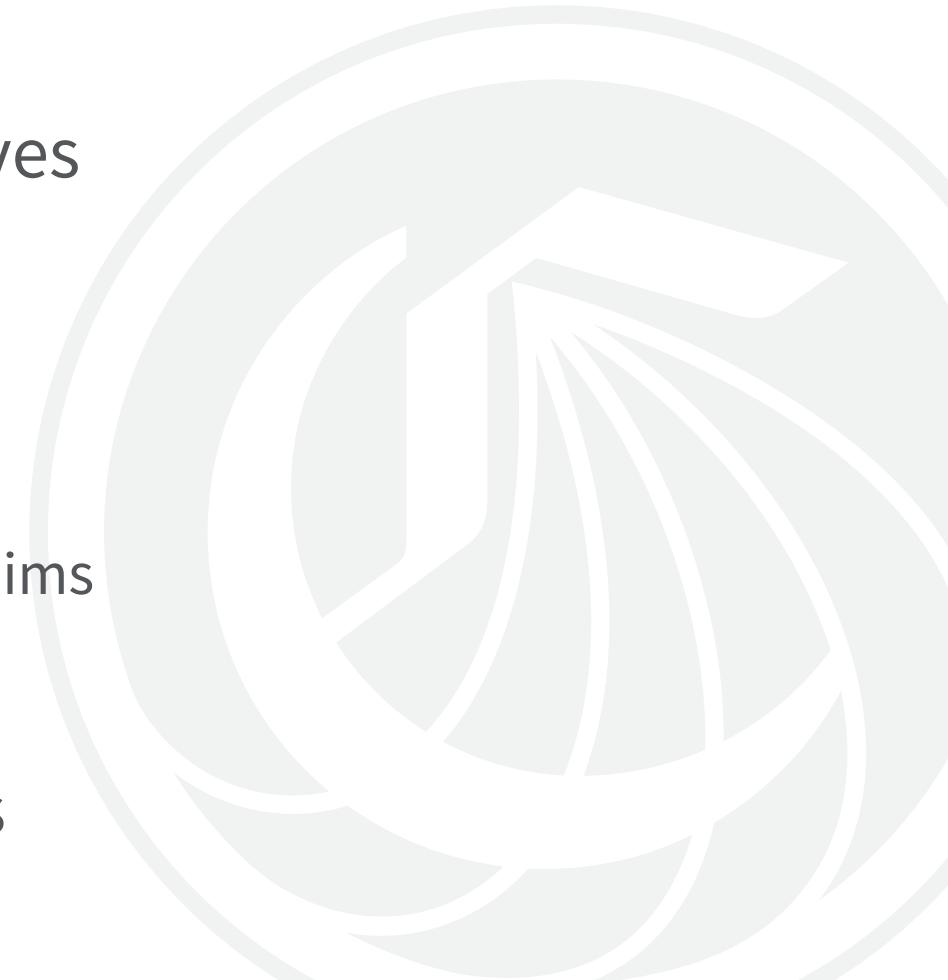
Chancellor's Office

Fiscal & Policy Webinar

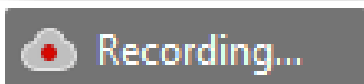
A Monthly Webinar Series by the College Finance and Facilities Planning Division

Agenda

- Climate Change & Sustainability Initiatives
- Redistricting Partners
- CFFP Updates
 - 2020-21 Early Action Programs (AB 85)
 - Non-CCAP 11.00 Enrollment Limit
 - Part-Time Office Hours & Health Benefits Claims
 - FON Compliance Options
 - Gann Limit
- Federal Funding – HEERF II & III Updates
- Q&A

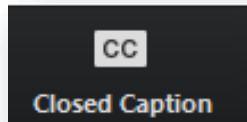


Housekeeping Announcements

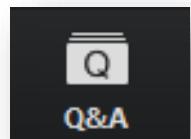


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Read live captions.



Enter questions for the presenters, and read their responses.

Climate Action and Sustainability in California Community Colleges

Presented by: Farrah Farzaneh, Joe Fullerton, and Hoang Nguyen
April 29, 2021

Overview

- Climate Action and Sustainability Steering Committee
- Causes and Impacts of the Climate Crisis
- BOG Climate Action and Sustainability Resolution and Policy
- Developments Update – Goals Table Review

Climate Action & Sustainability Steering Committee

- Farrah Farzaneh, San Bernardino CCD
- Joe Fullerton, San Mateo CCD
- Karen Groppi, Cabrillo CCD
- Aris Hovasapian, Los Angeles CCD
- Ferris Kawar, San Mateo CCD
- Owen Letcher, Chabot-Las Positas CCD
- Nat Martin, Los Rios CCD
- Don Reid, Los Rios CCD
- Sophia Ruiz, Mt. San Antonio CCD
- John White, Desert CCD
- Hoang Nguyen, CCCCCO
- Brian Turner, CCCCCO
- Chay Yang, CCCCCO
- Jennifer Keiper, Foundation

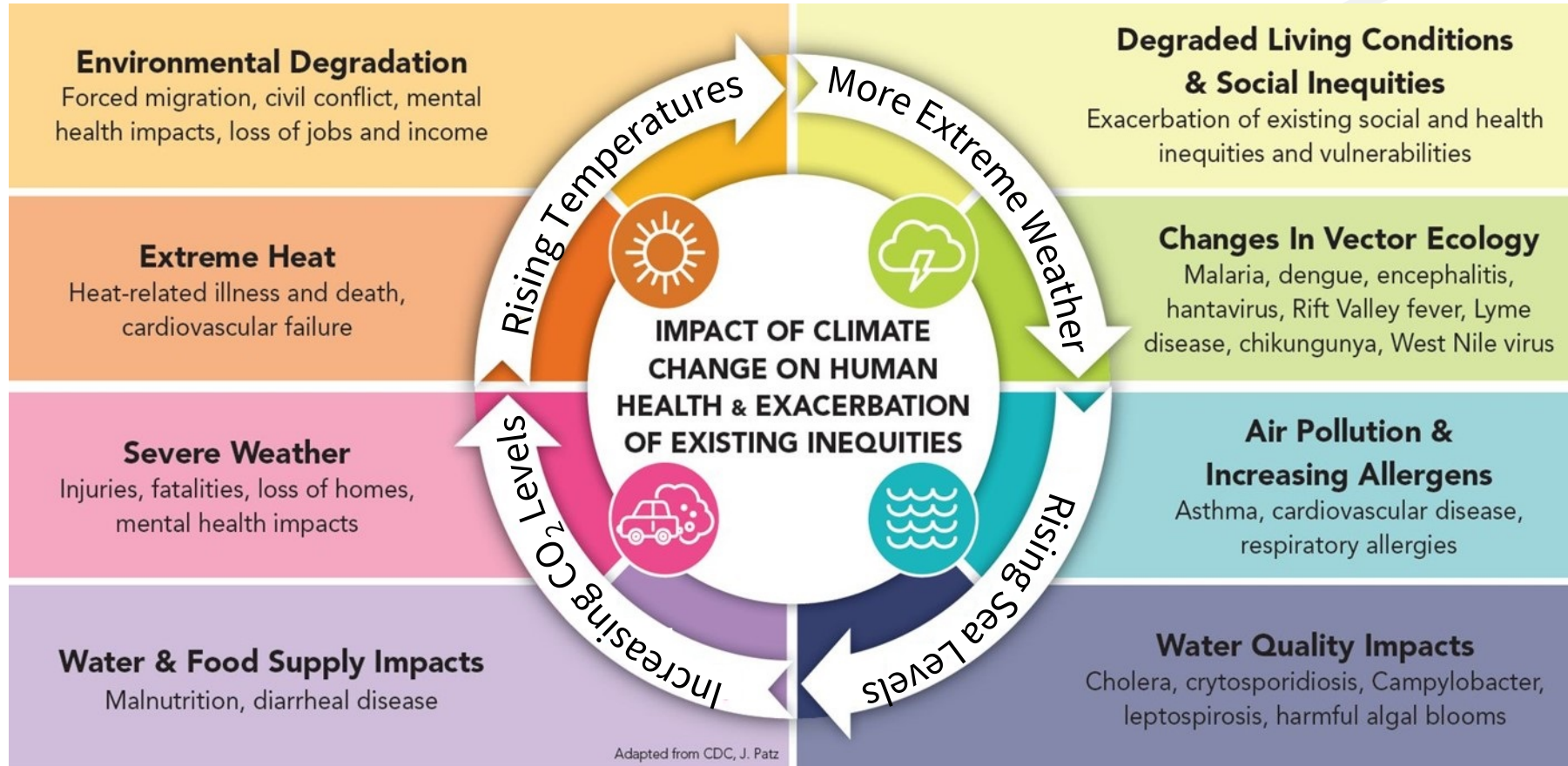
Board of Governors Climate Change and Sustainability Resolution and Policy

- Board of Governors priority.
- Climate change poses significant threats and offers great opportunity to California Community Colleges.
- Adopted at the May 2019 Board of Governors meeting.
- The Climate Change and Sustainability Steering Committee was formed in February 2020.
 - In September 2020, the Charter was revised to retitle the committee “Climate **Action** and Sustainability Steering Committee.”

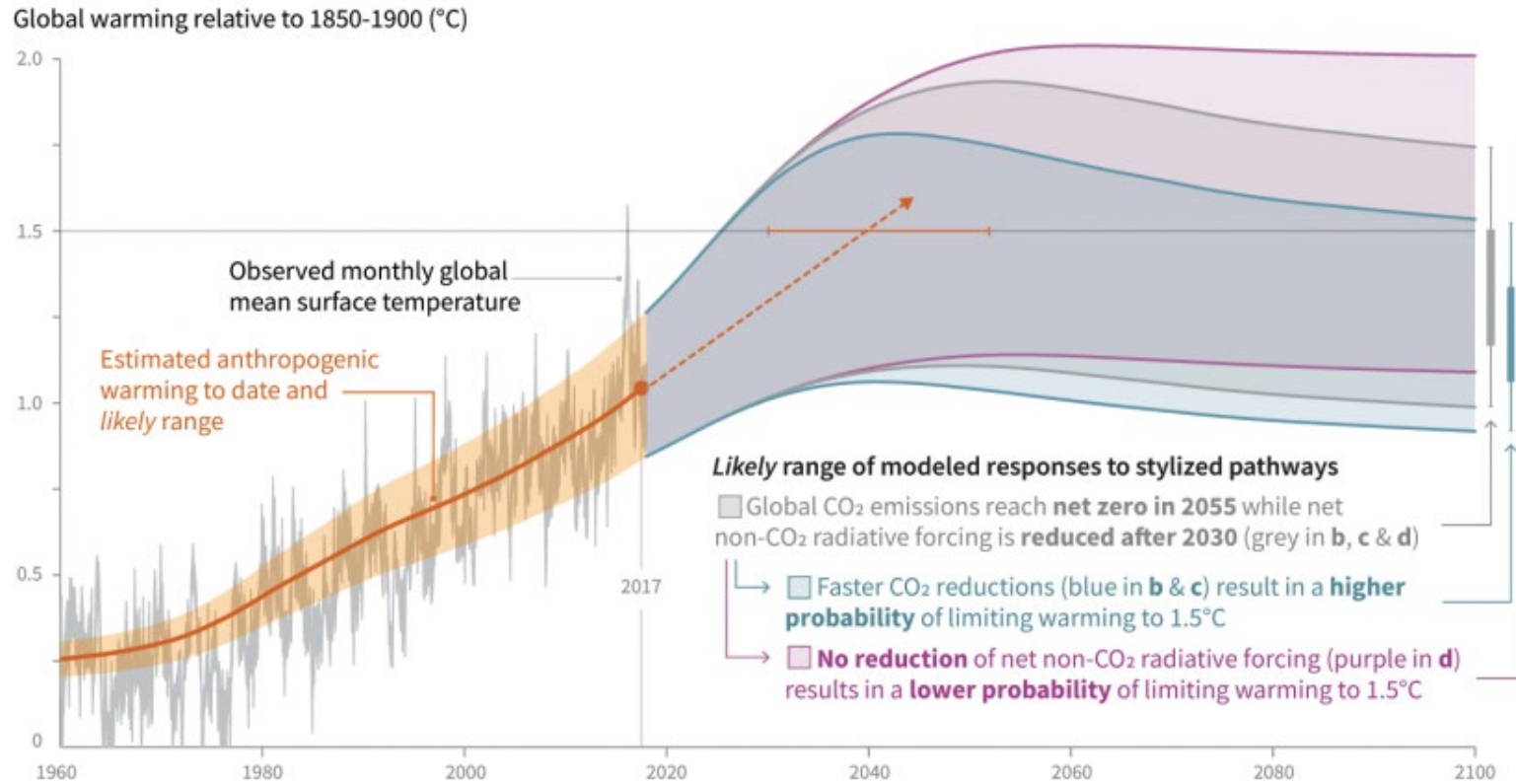
2019 BOG Climate Change and Sustainability Policy

By 2025	By 2030	Goal
30 percent	40 percent	Reduction of greenhouse gas emissions to below 1990 levels
25 percent	50 percent	Increase of renewable energy consumption
25 percent	50 percent	Of fleet vehicles are zero-emission vehicles
50 percent	100 percent	Of all new buildings and major renovations will be constructed as Zero Net Energy
50 percent	100 percent	Of all new buildings and major renovations will achieve at least a Leadership in Energy and Environmental Design (LEED) “Silver” or equivalent rating
20 percent	25 percent	Increase in the procurement of sustainable products and services compared to current levels
25 percent	50 percent	Reduction of municipal solid waste compared to current levels

Causes and Impacts



Urgent Action is Imperative



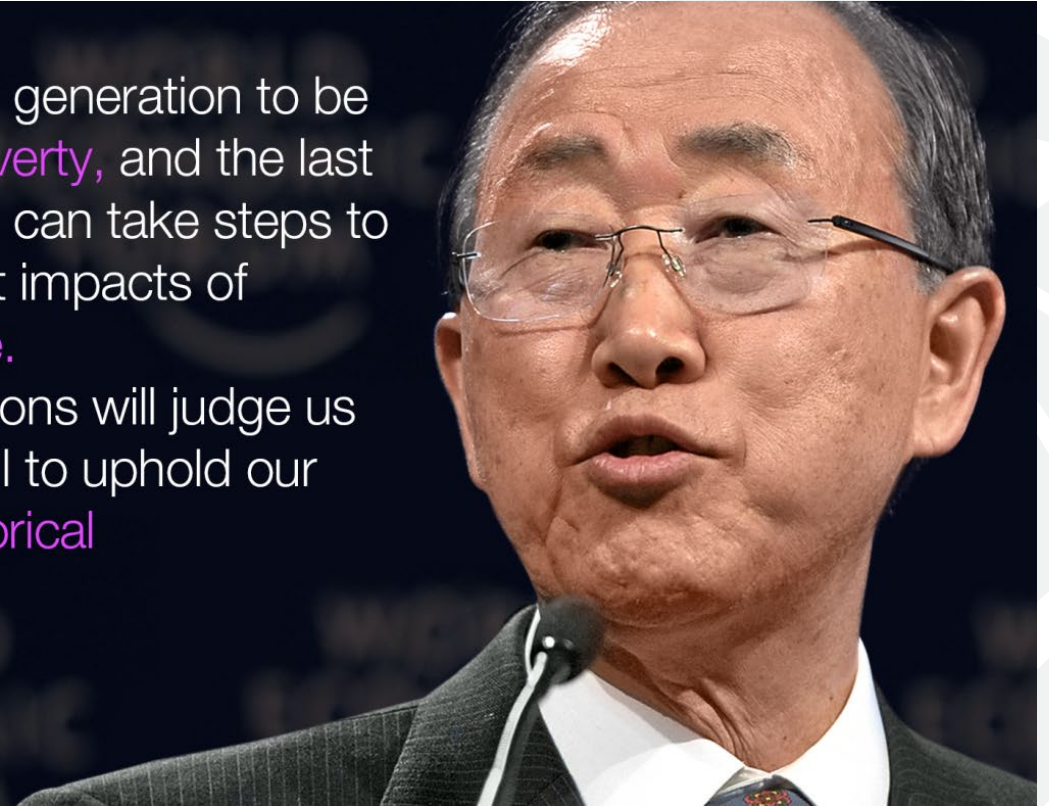
Urgent Action is Imperative



<https://oag.ca.gov/environment/climate-change/unequal-impacts>

We are the first generation to be able to **end poverty**, and the last generation that can take steps to avoid the worst impacts of **climate change**. Future generations will judge us harshly if we fail to uphold our **moral and historical responsibilities**.

Ban Ki-moon
Secretary-General
United Nations





CCC Board of Governors' Climate Action & Sustainability Policy

Inclusive of:

- Educational and Operational Codes and Standards
- BOG Administrative Policy
- Legislation
- Executive Orders
- Regulations

Addressing issues like:

- Equitable Student and Staff Engagement, Empowerment and Enrichment
- Academic and Career Training
- GHG Emissions Elimination
- Sustainable Procurement
- Zero Net Energy

Refinements: Based in Principles and Values that Reflect CCC Commitment to Excellence



Students first



Evidence-based, research, goals, and clear vision



Effective communication



Change management, organizational behavior, socialization



Accountability



Climate-related legislation and effective policy implementation

Refinements: Comprehensive Approach

- Promote relevant, transdisciplinary skills and leadership competencies in sustainability careers.
- Improves and elevates facilities and business services practices.
- Crafted to resonate with colleges shared governance process.
- Encourages accountability.
- SMART goals that align with science and regulation.

Refinements: A Stepwise Approach



Refinements: Using STARS

“The Sustainability Tracking, Assessment & Rating System™ (STARS®) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance.

STARS is intended to engage and recognize the full spectrum of higher education institutions, from community colleges to research universities.

The framework encompasses long-term sustainability goals for already high-achieving institutions, as well as entry points of recognition for institutions that are taking first steps toward sustainability.”

Key Policy Elements: System Level

- Recommendations to the CCCCCO:
 - Immediately adopt the Sustainability Tracking, Rating and Assessment System (STARS) as a tool for measuring its own as well as individual campus sustainability progress.
 - Immediately form an interdisciplinary task force whose purpose is to form and firm sustainability-oriented degree articulation pathways to in-state and other higher education institutions; assign a sector navigator for climate and sustainability careers and workforce development
 - Immediately begin working with California State agencies to ensure climate action and sustainability programs for academic and operational purposes receive funding, technical, logistical and other support as required
 - By the end of 2021, create an online climate action and sustainability toolkit to include resources, templates, contacts and contracts that can assist campuses in advancing climate action and sustainability work
 - By the end of 2022, hire senior level staff to oversee climate action and sustainability policies, programs, and practices across operations and curriculum

Key Policy Elements: District and Campus

- Submit to the Chancellor's Office measurable sustainability objectives by the end of 2022 including:
 - District level structured assessment to improve Justice, Equity, Diversity and Inclusion (JEDI)
 - District level carbon emissions inventory; establish a baseline and develop a Climate Action Plan to reduce emissions by 50% by 2030
 - Campus level sustainability literacy survey
 - Campus level Sustainability Plans that meet or exceed the goals to the Climate Action and Sustainability Policy goals

Category	Sub Category	2022 Benchmark	2025 Institutionalize	2030 Improve and Reassess
Planning and Administration	<ol style="list-style-type: none"> 1. JEDI 2. Org Planning 	Perform a structured assessment to improve diversity, equity	Amend Board policies and Administrative Procedures to bolster environmental justice	Achieve faculty, staff, administration diversity parity with student population
Academics		Conduct Sustainability Literacy Assessment	Offer at least one AA or AS degree program	Formalize the use of the Campus as a Living Laboratory
Engagement	<ol style="list-style-type: none"> 1. Campus 2. Public 	Offer Professional Development for Curriculum Creation	Host or Sponsor Earth Week and Indigenous Peoples Day Events	Participate in advancing Local Climate and Environmental Policy

Category	Sub Category	2022 Benchmark	2025 Institutionalize	2030 Improve and Reassess
Operations	GHG Emissions	Create a Climate Action Plan and establish benchmark	Reduce Emissions 25% below benchmark	Reduce Emissions 50% below benchmark
Operations	Green buildings	Benchmark Using Energy Utilization Intensity for each building	All new buildings and major renovations will be constructed as Zero Net Energy Ready	All new buildings and major renovations will be constructed as Zero Net Energy.
Operations	Energy	Conduct Effective useful Life analysis of all gas using appliances and systems; plan for electrification of systems with EUL of <10 years	Produce or procure 100% of site electrical consumption on an annual basis using renewable energy	Accomplish Net Zero Energy Campus

Category	Sub Category	2022 Benchmark	2025 Institutionalize	2030 Improve and Reassess
Operations	Water	Benchmark potable water usage and create a water balance	Reduce potable water usage from baseline level by 25%	Reduce potable water usage from baseline level by 50%
Operations	Waste	Conduct Waste categorization assessment	Conduct Circularity analysis	Increase material circularity by 25%
Operations	Transportation	Conduct accounting and conditions assessment of fleet vehicles	50% of new fleet vehicles are zero emission vehicles	100% of new fleet vehicles are zero emission vehicles.
Operations	Procurement	Benchmark sustainability characteristics of existing products and services	Increase procurement of sustainable products and services by 25 percent compared to current levels.	Increase procurement of sustainable products and services by 50 percent compared to current levels.
Operations	Food Systems	Assess Existing food service contracts for labor practices, local, vegetarian and healthful options	Acquire 30% food from local farms an/or vendors	Acquire 75% of food from local farms and vendors

Questions?

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Community College District Redistricting



Redistricting Partners

About Us

Redistricting Partners has conducted dozens of redistricting projects over the last decade including multiple community college districts.

- Conducting districting projects in Foothill De-Anza, Shasta, and Southwestern Community College Districts
- Currently performing Redistricting Commissions in Long Beach, Berkeley, Oakland, and San Jose, and working on redistrictings in several other counties and local governments.

Redistricting Tools

Technical Approach

Redistricting Partners supports open and transparent redistricting – with a particular focus on the Fair Maps Act and compliance with the CVRA safe harbor provisions for districts converting to a by district election system. We believe in a collaborative approach focused on:

- Tools and Training
- Public Engagement & Transparency
- Outreach, particularly with local CBOs

Redistricting Plan

Public Engagement and Transparency

Redistricting Partners will work on developing and executing a plan that is focused on public engagement and transparency.

- Workplan and timeline that stresses public involvement
- Public engagement prior to map drawing.
- Processing of census data and making available in mapping tools.
- Analyze public input and ensure all receive equal treatment.

Basic Redistricting Timeline

Highest standards for transparency, but expedient

Transparency through open public hearings

- **#1** – Public Information / Feedback / Mapping Direction
- **#2** – Presentation / Discussion of Draft Maps
Maps posted 7 days before hearing
- **#3** – Discussion / Amendments / Selection of Final Map
7-Day posting requirement
Passage if it has not had any changes
- **#4** – Passage of final map if it was not passed at hearing #3

CVRA Redistricting Timeline

Highest standards for transparency

Utilizing the Safe Harbor Provisions of the California Voting Rights Act, Community College Districts can switch election systems and reduce potential legal fees.

- Requires 5 hearings
 - 2 Pre-mapping to build community of interest testimony
 - 2 Post-mapping hearings
 - 1 final up/down vote on final map
- Maps posted 7 days in advance of hearing in order for them to be discussed or final adoption.

Timeline

State Law and County Registrar Deadlines

Current deadlines for redistricting that have been accepted by County Registrars:

- Districts with Primaries: December 15, 2021
- Districts without Primaries: April 17, 2022

These dates may be changed by the legislature or an executive order from the Governor and each district should be working with their county to ensure they are on time.

Redistricting Timeline

Other Considerations

This redistricting cycle will be like no other.

- Expect timeframes to change, particularly for those redistricting for a June election. The census data is late now, and any other problems could add to delays.
- Agencies with November elections may find counties do not want to receive their redistricting lines until AFTER the conclusion of the 2022 primary.
- Filing deadlines and other election scheduling elements (including date of the primary) could be significantly changed.

Contact us

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REDISTRICTING PARTNERS

Immediate Action Budget

Emergency Grants

Outreach & Recruitment

Cal Fresh Application Support & Outreach

Immediate Action Programs (AB 85) - Emergency Financial Aid

- \$100 million
- Distributed to districts proportionally based on 2019-20 Promise Grant and AB540 student head count.
- Disbursed on March 26th

Immediate Action Programs (AB 85) - Retention and Enrollment Outreach

- \$20 million
- Distributed as follows:
 - \$2m retained for statewide outreach
 - Base \$25k per district
 - 75% based on 2019-20 FTES
 - 25% proportionally to districts with declines in FTES from 2019-20 to 2020-21
- Disbursed on March 26th

Immediate Action Programs (AB 85) - CalFresh Outreach

- \$3.1 million
- Distributed as follows:
 - Base \$25k per district.
 - Remainder allocated proportionally based on 2019-20 Promise Grant and AB540 student head count.
- Disbursed on March 26th

Max Units for Special Part-Time Students (Non-CCAP Dual Enrollment)

- The 2020-21 CDAM includes a correction to section 427 - Dual Enrollment.
- Pursuant to [Education Code 76001\(d\)](#), non-CCAP special part time students may enroll in up to **11.00 units** (prior versions of the CDAM stated 11.99 units).

Max Units for Special Part-Time Students (Non-CCAP Dual Enrollment)

- 2020-21 annual financial audit:

Noncompliance with this requirement will be considered a discussion item in order to give districts time to correct the issue and ensure that non-CCAP special part-time students are enrolled in no more than 11.00 units.

- Beginning in 2021-22, auditors should issue audit findings for any colleges that are classifying students enrolled in more than 11.00 units as special part-time students.

Part-Time Office Hours and Health Benefits

- 2020 Appropriations:
 - Part-Time Faculty Office Hours = \$12.172 million + \$19.2 million remaining from 2018 one-time funds
 - Part-Time Faculty Health Insurance = \$490,000
- Reimbursements up to 50% of reported cost
- Claim forms are **due June 1** to include in 2020-21 P2 apportionment
- Revised claim forms due Nov 30 to include in 2020-21 Recal apportionment

Fall 2021 FON Compliance Options

- Board of Governors did not fully implement FON for Fall 2021
- Penalties **Deferred**
- Compliance Options:
 - Meet Fall 2020 Compliance FON
 - Maintain Full-Time FTEF percentage reported at Fall 2020
 - Fall 2021 Compliance FON, if lower than Fall 2020 Compliance FON
- Fall 2021 FON Estimator Tool
- P2 FON will be available the first week of July 2021

Gann Limit

Unreimbursed Mandates

- Appropriations Subject to Limit can be reduced by expenditures for unreimbursed federal and court mandates, such as:
 - Medicare Payroll Taxes
 - Services for Students with Disabilities (e.g., sign language interpreters)

Legislative Analyst's Office Report, [The State Appropriations Limit](#), April 21, 2021

Upcoming in May:

- Department of Finance provides price factor to calculate limit increase
- 2021-2022 Gann Limit worksheet with instructions provided by Chancellor's Office

HEERF II and III Updates



General HEERF Information

Per new direction from the U.S. Department of Education, issued on March 22, 2021, the HEERF I/II/III expenditures do not have to be directly related to changes in the delivery of instruction. The notification states that the HEERF funds may be used more broadly to defray the following costs:

- Defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll);
- Carrying out student support activities authorized by the Higher Education Act of 1965, as amended (HEA), that address needs related to coronavirus; and
- Making additional financial aid grants to students.

General HEERF Information

As a general guidance, to support institutional decisions on allowable expenditures and identifying students with exceptional need, each district or institution should document internal policies on interpretations of the various USDE guidance and FAQs, at any point in time, and maintain for audit purposes.

Note: *Please continue to discuss and obtain guidance from your legal counsel and auditors on all HEERF questions.*

General HEERF Information

- On March 22, 2021, the U.S. Department of Education (USDE) issued a notice that all HEERF grants can cover COVID-19 related costs and lost revenues, as of March 13, 2020 and onward.
- Based on our court injunction, all students are eligible to receive HEERF Emergency Financial Aid Grants
- HEERF II and III requires institutions to prioritize students with exceptional need and maintain documentation of determination.

Student Outstanding Account Balances

- Students can use all HEERF emergency financial aid grants to pay off any amount of their outstanding account balances.
- Students may consent to have the institution apply their HEERF emergency financial aid grants or a portion thereof, to pay off their student accounts, if desired; however, the institution must retain the student's written or electronic consent and ensure student's discretion to determine what costs should be covered with his or her emergency financial aid grant funds.
- HEERF II and III can be used to cover lost revenues associated with the COVID-19, such as enrollment fees and charges (including unpaid student accounts receivable or other student account debt).

Payroll

- Institutions may use HEERF to pay for employee payroll and benefit costs associated with Coronavirus if (1) such costs are newly associated with coronavirus; and (2) costs incurred on or after March 13, 2020.
- HEERF expenditures and lost revenue charged in fiscal year 2021 should be in the fiscal year 2021 SEFA because the award permitting the estimated lost revenue and expenses back to March 13, 2020 did not occur until fiscal year 2021.

Lost Revenue

- Lost revenue refers to revenues an institution expected to receive but reduced or eliminated due to COVID-19. As such, lost revenue estimates are acceptable.
- An institution may charge lost revenue to its grant at the end of the period that it is using to estimate lost revenue. If using the fiscal year period, then at the end of that period.
- The CRRSAA does not specify how institutions may calculate their lost revenue. Accordingly, institutions have flexibility to calculate a reasonable estimated lost revenue. For example, an institution may use a year-over-year comparison using the prior year or a comparison using 3- or 5-year combined average as baseline revenue.

Potential Sources of Lost Revenue

Reimbursable Sources of Lost Revenue		Non-reimbursable Sources of Lost Revenue
<p>Academic Sources</p> <ul style="list-style-type: none"> • Enrollment (Tuition), fees, and institutional charges (including unpaid student accounts receivable or other student account debts) • Room and board • Enrollment declines, including reduced tuition, fees, and institutional charges • Supported research • Summer terms and camps 	<p>Auxiliary Services Sources</p> <ul style="list-style-type: none"> • Cancelled ancillary events • Disruption of food service • Dormitory services • Childcare services • Use of facilities or venues, including external events such as weddings, receptions, or conferences • Bookstore revenue • Parking revenue • Lease revenue • Royalties • Other operating revenue 	<ul style="list-style-type: none"> • Capital outlays associated with facilities related to athletics (including fees assessed for capital athletic facility construction) • Acquisition of real property (including bond revenue) • Contributions or donations to the institution • Marketing or recruitment activities • Revenue related to sectarian instruction or religious worship • Alcohol sales • Investment income (including endowment and quasi-endowment revenue)

Indirect Costs

- An indirect cost rate (ICR) allows an institution to recover a portion of administrative costs incurred to implement the federal grant programs.
- An ICR is specified in an institution's negotiated indirect cost rate agreement.
- HEERF II and III allow institutions to claim indirect costs and a reasonable amount of administration cost.
- If an institution does not have a current negotiated rate it may charge the de minimis rate of 10% percent of Modified Total Direct Costs (MTDC). If an institution has or had a negotiated rate, they cannot use the 10% de minimis.

Indirect Cost Guidance

1. If your district has a federally approved negotiated rate, you need to use the base (salary and wages or MTDC) in your agreement for indirect costs.
2. If your district does not have a federally approved negotiated rate, use can use the 10% de minimis, which is based on the MTDC method (2 CFR 200.68) for indirect costs.

MTDC Method Example

Identify budgeted indirect costs allowable for inclusion or exclusion:

Indirect Expenses that qualify for inclusion	Indirect Expenses that are excluded
<ul style="list-style-type: none">• Direct salaries & wages (personnel working on grant)• Applicable fringe benefits• Materials & Supplies• Services• Travel• Subawards & Subcontracts (up to the first \$25,000)	<ul style="list-style-type: none">• Equipment• Capital expenditures• Rental costs (i.e., real property)• Tuition remission• Scholarships & fellowships• Participant support• Portion of subawards & subcontracts in excess of \$25,000

Expenses must be charged consistently:

- Direct or Indirect but not as both.
- De minimis rate must be used for all federal awards.
- De minimis rate can be used indefinitely or until a negotiated rate is established.

Example cont.

Calculate total cost: Allowable indirect x 10% de minimis + total direct

Expense Category	Annual Expense	Amount of Indirect (10%)
Total Personnel	\$190,000	\$19,000
Fringe @ 20%	\$38,000	\$3,800
Travel	\$10,000	\$1,000
Supplies	\$15,000	\$1,500
Contractual		
Project Evaluator	\$30,000	\$2,500
Website Design	\$75,000	\$2,500
Communications Materials	\$10,000	\$1,000
Total Contractual	\$115,000	\$6,000
Other	\$1,000	\$100
Total Direct	\$369,000	
Indirect (10%)	\$31,400	\$31,400
Total Costs	\$400,400	

Fiscal & Policy Webinar

Chat Box Q & A



Thank You for Joining!

**Next Fiscal & Policy Webinar:
Thursday, June 24, at 11AM**



Fiscal Standards and Accountability Unit

Contact	Subject Matter
Rafael Artiga, rartiga@cccco.edu	CCFS-311, CCFS-311Q, CCFS-320, Nonresident Tuition Fee, Hardship Exemption from Deferrals
Lorena Romero, lromero@cccco.edu	Federal Stimulus (CARES Act: HEERF and Coronavirus Relief Funds), Student Residency Classification
Amanda Voie, avoie@cccco.edu	District Audits, Student Fees
Jubilee Smallwood, jsmallwood@cccco.edu	FON, 50% law, CCFS-311
Alex Jiral, ajiral@cccco.edu	Fiscal Health Monitoring
Natalie Wagner, nwagner@cccco.edu	Student Residency Classification/AB 540, Attendance Accounting

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Facilities Planning Unit

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Druv Bhat, dbhat@cccoco.edu	Bond Administration, Energy Usage, FUSION, State Capital Outlay Program and Administration