

Sample: Educational Planning Committee Report
Academic Year 2019-2020
Year 1 of the *Strategic Plan 2019-2022*
Year 1 of the *Educational Master Plan 2019-2025*

EMP Focus Area and Goal: *College Systems Goal 1*
Champions: *Vice President of Administrative Services*
Presenters: *Greg Nelson*

[CS Goal 1 Implementation Plan with action steps](#)

EMP 6-Year Goal and Strategic Plan 3-Year Objectives:

EMP CS Goal 1: The fiscal integrity and wellbeing of the District is maintained in a manner that is prudent, responsive, sustainable, and transparent.

CS Goal 1 Performance Indicator: Reserve will be at 12% and bond rating maintained.

Strategic Plan Objective CS1.1: Reserve is maintained in accordance with BP/AP 6251.

Progress Indicator CS1.1: Multi-year projection of the District's financial obligations in both the tentative and adopted budgets reflects the increased reserve amounts as approved by the Board of Trustees in Board Policy and Administrative Procedure 6251.

Strategic Plan Objective CS1.2: Adequately maintain the District's credit/bond ratings with Standard and Poor's and Moody's associated with all bond types – Revenue, Lease Revenue, General Obligation, Certificate of Participation, and others.

Progress Indicator CS1.2: Through effective financial planning and rating meetings, Standard and Poor's and Moody's will provide letter to show the credit worthiness of the District for potential investors.

Strategic Plan Objective CS1.3: Expand institutional grant-writing capacity to increase external funding and resources to strengthen institutional programs, facilities, and services in support of College programs and services.

Progress Indicator CS1.3: Priorities for additional funding and support are established. Options for increasing internal and external grant writing are established.

- 1. What actions have been taken toward achieving the objectives above? Please describe (reference action steps when relevant). Attach or add links to relevant documentation as needed.**

Strategic Plan Objective CS1.1:

The District has maintained our current credit/bond rating of AAA. Additionally, the District's Adopted Budget shows that our reserve is projected to be at 9.5% for the 2019-2020 fiscal year. The Adopted Budget was presented to the BOT at the August 20, 2019 BOT meeting. See CS Goal 1 Evidence 1:

<http://go.boarddocs.com/ca/marin/Board.nsf/goto?open&id=BEYVV38286BF>

Strategic Plan Objective CS1.2:

Moody's Financial Service, Inc. rated COM in December 14, 2018. See link for additional information (CS Goal 1 Evidence 2): https://www.moodys.com/research/Moodys-assigns-Aaa-to-Marin-CCD-CAs-GO-Bonds--PR_905658313

Strategic Plan Objective CS1.3:

The District has increased facilities revenue due to the District's recent acquisition of commercial properties as well as the completion of the Athletic Fields facilities. Facilities revenue is expected to increase in the near future once the Jonas Center and Miwok Project are completed. A financial update showing potential forecasted revenue was presented to the BOT at the November 2019 meeting. See CS Goal 2 Evidence 3:

<http://go.boarddocs.com/ca/marin/Board.nsf/goto?open&id=BHQR4D692027>

2. Are you on track to achieve the objectives above?

a. Please self-rate your progress toward achieving each of the above objectives:

 Red: No progress

 **Yellow: Substantial progress**

 Green: All action steps implemented, and objective achieved

b. What evidence (progress indicators, etc) supports your judgment of progress made toward this objective?

c. Where are you not on track? What will you do differently for next year / what else needs to happen?

Strategic Plan Objective CS1.1:

a. Yellow: Substantial progress

b. Yes – we are on track on this Objective. The prepared Tentative Budget shows a lower than 12% for FY 2019-2020 but shows an increase in the future years.

Strategic Plan Objective CS1.2:

a. Yellow: Substantial progress

b. Yes – we are on track on this Objective. Having received the AAA rating from Moody's Investment Service, Inc.

Strategic Plan Objective CS1.3:

a. Yellow: Substantial progress

b. Yes – we are on track on this Objective; however, the grant writing component of this Objective needs to be further explored.

Performance Indicator Data for EMP 6-Year Goals

CS Goal 1 Performance Indicator: Reserve will be at 12% and bond rating maintained.

2019-2020 Value: 9.5%

EPC Use Only:

[December 2, 2019 Meeting Minutes](#)

EPC supports the self-evaluations of “substantial progress” for the objectives above. However, EPC requests that a summary of activities for CS 1.3 be provided by the end of the academic year now that the Director of Advancement position is filled.