



President's Fiscal Monitor Summary

June 14, 2020

This document is not a summary of progress, it is rather an update on outcomes from our meeting last month. COVID -19 continues to impact our progress and has made certain forecasts unclear, however we remain committed to making necessary changes. More details are available on items below, should you wish to see them.

FCMAT recommendations:

1. Immediately begin bargaining with all constituent groups

Negotiations are underway with both PFF and CCE. Progress is being made and the targeted completion is within the next two to four weeks.

End of summer goal:

The District has a desire to re-enter negotiations this summer and work with our unions to address the finalized budget. We understand there may be an August and October budget revise, and we want to be clear on what the state of our budget is in order to make sound decisions inclusive of a multi-year projection.

2. Establish a comprehensive internal auditing capacity

The process to update fiscal policies and execute internal audits is 100% complete. We are now working through specific audits per our timeline. The Student Financial Aid audit is 95% complete. The Fixed Assets internal audit and review will begin pending the completion of the financial aid audit. We are reviewing and updating all of Ch. 6 Board Policies and Administrative Procedures. This effort is 60% complete. Human Resource Services' Dependent Audit began in June. We expect this audit to be complete by the end of August or early September.

End of summer goals:

The Student Financial Aid audit will be complete. The Fixed Assets internal audit will be in the final report phase. We will have completed significant progress on Board Policies and Administrative Procedures and the Dependent Audit will be complete.

3. Review the management structure in all academic and nonacademic areas.

Some organizational changes have started. With two individuals retiring in the Reading Services Program, it is now contained within the English Department. Additional changes are in the notification stages with a July 1st effective date. These include Police Department, Tutoring, and Articulation.

End of Summer goal:

Further reorganization will occur after July 1, with the arrival of our new Vice President of Student Services and updated state budget information.

4. Update and follow a comprehensive districtwide planning process that drives budget development

Requests for Instructional Equipment (IE) and Prop 20 Lottery Funds reviewed and prioritized to be folded into the FY20-21 budget. The May Revise cut IELM funding and the College will fund the IE allocation proposal with redevelopment funds.

End of Summer goal:

The timeline for budget development and annual hiring plan alignment with Program Review will be complete.

5. To optimize offerings for students, establish and follow a college wide comprehensive enrollment management plan

The Enrollment Management Task Force has reviewed the 2017-2020 Strategic Enrollment Management (SEM) plan and provided comments for revision. The plan is being updated to reflect FCMAT recommendations and to align effectively with the Student-Centered Funding Formula (SCFF). The plan will also be informed by the updated state budget once available. We discontinued three programs this past spring and are in the process of redesigning our program discontinuation policy.

End of Summer Goal:

The narrative and timeline for enrollment management planning activities will be complete. The Curriculum Co-Chairs will present a new discontinuation policy at the start of Fall 2020 for approval by Curriculum.

6. Conduct a data integrity study to validate all data used for decision making and to ensure it is accurate and understood consistently by all users

The Data Integrity SEM team has developed a SEM Data Warehouse infrastructure, defined the first set of table views, and Information Services is constructing these table views. Once constructed, the table views will represent a standard set of data to be used institutionally for

reporting end of term enrollment, FTES, and FTEF data. A list of standard reports will be reviewed by the Deans before the end of June to prioritize the first set of reports for development/modification/refinement using the standard data sets. The second standard data set focused on applicant data, is being prototyped in Institutional Research and Planning (IRP) as part of its AB705 evaluation project. Once the table is defined, IRP will work with Enrollment Services to review the data elements and definitions to arrive at the common set of data for this portion of the SEM Data Warehouse. The SEM Data Warehouse is approximately 20% complete.

End of Summer Goal:

The table views for the course data and standard enrollment management reports will be complete.

7. Integrate position control and enrollment management with the financial reporting systems in accordance with standard and best practice

We are working with a consultant now on this project. Our Information Services department will be providing access to the Virtual Machine for the consultant to access the Human Capital Management (HCM) testing environment.

While we are working with the integrated technology we are also working on integrated processes and collaboration across departments. Development of communication protocols between Human Resource Services and Fiscal Services/Budget necessary to establish and eliminate positions during the budget development process and throughout the fiscal year, are in progress. The use of PeopleSoft, to inactivate positions that are not included in the budget is complete. A report from PeopleSoft has been created to look at all active seated and vacant positions. This report can be provided regularly to the Executive Cabinet for review and analysis. The Executive Cabinet is in the process of reviewing the recently vacated and inactive positions to determine if any of these positions should be included in the FY20-21 budget.

End of Summer Goal:

Agreement and district wide communication on the proposed process for effective communication of position control, including defining the status of a position will be complete. Human Resource Services and Fiscal Services/Budget will work to create a position authorization form and routing process that increases position control efficiencies and meets the needs of departments, executives, budget and Human Resource Services.

8. Establish and follow a comprehensive training program for the following areas: budget, ed code, government responsibilities

The Ed Code/Title 5/BP/AP training introduction is complete and available online for all employees. The Annual Training calendar is 60% complete. The fiscal training and manuals for employees is 10% complete. The additional fiscal training for trustees is 50% complete.

End of Summer Goal:

Ed code Overview, Fiscal Training & Ed Code/Title V Training will be launched, and the Annual Professional Development calendar will be complete.