

**Fiscal Monitor Ken Stoppenbrink's Report to the Chancellor's Office
Communications, Correspondence, and Meetings
December 1, 2021 through December 31, 2021**

NOVEMBER 2019 FCMAT RECOMMENDATIONS

1. NEGOTIATIONS

No activity

2. INTERNAL AUDIT & PROCESS EVALUATION

No activity

3. MANAGEMENT STRUCTURE

No activity

4. BUDGET DEVELOPMENT

The budget committee met on December 14, 2021. The minutes from the October 12, 2021 and November 9, 2021 meetings were approved. Salary compensation was discussed for all employer groups and the number of employees that are covered in each group.

There was a review of the process for position control inventory. Position status update and review of the steps involved in the process to hire staff and/or prioritize will be reviewed in January 2022. A look at a multi-year impact will continue to be reviewed to address fiscal stability.

Reimbursement for telecommuting expenses submitted by staff was reviewed. There was a total of 1,245 requests for reimbursement and 72 were denied. Total expenses were \$423,888 for the approved requests and the denied requests totaled \$ 12,156.

The ad-hoc committee will convene for the purpose of looking at obtaining the goal of 85% of total compensation to revenues. A discussion of HEERF funding regarding what is eligible for use of these funds took place. The District did hire a consultant for the purpose of providing guidance in this area and HEERF funding was used to pay for this expense, and did not come out of the general fund.

Budget proposal requests are being collected and budget assumptions timelines are in place that will tie in with the State's budget process.

5. ENROLLMENT MANAGEMENT

The academic deans, through the curriculum committee, continue to identify programs that have less than 10 completions over a series of five years. Each dean has initiated

conversations with faculty, to determine if revitalization plans can be helpful or whether deactivations may be necessary at this time.

Development of the Fall 2022 schedule is underway. Review of data regarding face-to-face and distance education offerings has been included in the review to guide decisions regarding distribution of courses by method of instruction.

6. DATA INTEGRITY

The data integrity team continued to meet during the month while the office of institutional research and planning created a standard data report tracking the impact of AB705 and creating a set of internal equity metrics. After using improved quality assurance and validation measures, our annual MIS files were submitted to the State Chancellors Office on time and appear to be much more accurate than in recent years.

7. POSITION CONTROL

The District continues to practice position control with a manual database process. Every position that becomes vacant is reviewed, prior to recruitment of the position. Positions are approved by the Executive Cabinet if sufficient budget is available to support the position. Categorically funded positions also are approved by the Executive Cabinet in the same manner, ensuring the categorical funds can support the cost of salaries and benefits.

8. PROFESSIONAL DEVELOPMENT

No activity

9. GOVERNING BOARD

The Governing Board held a special meeting on December 7, 2021. During this time, the topics of redistricting; the ISER and board policies were reviewed and discussed.

The presentation on the redistricting generated several questions from the Governing Board as to how they would like to see the boundaries re-drawn and keep within the legal requirements. Since there was over 10% change the law requires that the lines need to be re-drawn. The Governing Board approved a resolution to proceed to have a demographer generate new maps for approval prior to the March 1, 2022 statutory deadline.

The ISER was presented and discussed with an overview provided by Senior Director of Institutional Research and Planning, Michelle Barton. After discussion, the Governing Board took action to approve the ISER and forward it to ACCJC. The virtual accreditation visit is set to begin on February 28, 2022.

The Governing Board held their regular meeting on December 14, 2021. There was a recognition of those employees who were retiring and moving on to another chapter in their lives. The meeting was also the Governing Board's annual organizational meeting and they elected a new Board President, Board Vice President, and Board Secretary. Dr. Rivera-Lacey, Superintendent/President was elected Secretary to the Board. The Governing Board also established the dates and times of future regular and special board meetings.

There were reports provided from all the trustees; associations; administrative groups and the student trustee. The ACCJC will be making their visit, virtually, on February 28, 2022.

10. OTHER

No activity

NEW FCMAT RECOMMENDATIONS JANUARY 2021

1. ESTABLISH A THREE-YEAR GOAL TO REDUCE TOTAL COMPENSATION TO LESS THAN 85% OF REVENUES

The District continues to work on this recommendation and is making progress. There is an ad-hoc committee being formed to review this matter.

2. ESTABLISH AND REVIEW ANNUAL REPORT DESCRIBING DISTRICTS FISCAL RESILIENCE

This continues to be a work in progress.

3. MAINTAIN FULL-TIME FACULTY OBLIGATION TO NO MORE THAN 2% ABOVE PUBLISHED MINIMUM BY THE CCCCCO

No activity

4. ESTABLISH THREE-YEAR GOAL TO ACHIEVE CLASSROOM EFFICIENCY STANDARD FOR CONDENSED CALENDAR

No activity

5. ESTABLISH PROCESS TO PERFORM A FIVE-YEAR TREND ANALYSIS COMPARING ONGOING REVENUE, CLASSROOM EFFICIENCY, F.T.E, AND COMPENSATION YEAR TO YEAR

This remains a work in progress by the District.

6. REVIEW ANNUAL LIST OF INSTITUTIONAL PRIORITIES THAT BRING CREDIBILITY AND TRANSPARENCY TO BUDGET DEVELOPMENT

The budget development process includes the annual review of priorities included in the program review and planning process. Additionally, the multi-year budget includes annual funding for these priorities.

7. DEVELOP REALISTIC REVENUE AND EXPENDITURE ASSUMPTIONS THAT ARE NOT RELIED UPON FROM FUNDING OF PROPOSED CENTERS

Assumptions continue to include funding from one center only; funding from proposed centers have been removed from any budget assumptions.