

**Fiscal Monitor Ken Stoppenbrink's Report to the Chancellor's Office
Communications, Correspondence, and Meetings
November 1, 2021 through November 30, 2021**

NOVEMBER 2019 FCMAT RECOMMENDATIONS

1. NEGOTIATIONS

No activity

2. INTERNAL AUDIT & PROCESS EVALUATION

No activity

3. MANAGEMENT STRUCTURE

No activity

4. BUDGET DEVELOPMENT

Budget adjustments continue to occur within the general fund to support department and student needs. Likewise, staff are compiling the Q1 311 Report and reviewing actuals-to-budget.

The Budget Committee met November 9, 2021, and discussed the average salary cost per employee type, HEERF funding, and will be charged with reviewing the FCMAT recommendation to allocate between 80% and 85% of the district's unrestricted general fund revenues (without interfund transfers) to salaries and benefits. The FCMAT report indicated the district had allocated 96.2% at the time of the review.

The State of the Budget was held on November 17, 2021, and the highlight of the report was the Q1 311 data, HEERF funding, and telecommuting reimbursement status update.

5. ENROLLMENT MANAGEMENT

The academic deans, through the curriculum committee, have started a completion campaign in identifying 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.

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 AB 705 and creating a set of internal equity metrics.

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. If sufficient budget is available to support the position, it is approved by the Executive Cabinet. Categorically funded positions also are approved 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. BOARD

The regular Governing Board meeting was held on November 2, 2021. The trustees came out of closed session with no announcements. There was a presentation by Assistant Superintendent/Vice President Ambur Borth on the COVID-19 relief funds received from both the federal and state agencies. The presentation showed how much has been spent to date and the balance of funds available to be spent. The total HEERF funding received was about \$58 million. The trustees requested a detailed plan as to how the remaining funds will be spent and the allocation of funds already spent.

Assistant Superintendent/Vice President of Student Services Dr. Vikash Lakhani, provided a report on affordable student housing. The district has requested a \$1 million planning grant from the state, which does not commit the college to the project. The state has set aside \$1 billion in the budget for those districts who qualify for student housing. If the district moves forward with the provision of student housing, the district will be responsible for the operational costs as the state will not cover these expenses. The total cost of ownership will need to be factored into this process to determine if the district is able to service this expense without deficit spending. Additionally, Vice President Lakhani presented current and future strategies designed to address student retention and recruitment. The FTES is down about 18% from the Fall of 2020. In examining the enrollment processes, it has been determined that a more student-centric software platform can contribute to more efficient and effective enrollment processes.

There were reports received from the various college groups and associations. The Governing Board reviewed first readings of a variety of board policies. A discussion was held on mandatory vaccination requirements.

Vice President Borth provided the monthly budget update to the Governing Board. The special meeting for November 16, 2021 was cancelled. There will be a special board meeting on December 7, 2021 to discuss redistricting of trustee areas as per the results of the 2020 U.S. Census and a final discussion on the Institutional Self Evaluation Report (ISER) before submission of the ISER to ACCJC. A regular board meeting on

December 14, 2021 will be held for the purpose of the annual re-organization of the Governing Board.

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.

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 continues to be a work in progress.

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 AREN'T 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.