

**Fiscal Monitor Ken Stoppenbrink's Report to the Chancellor's Office
Communications, Correspondence, and Meetings
April 1, 2022 to April 30, 2022**

NOVEMBER 2019 FCMAT RECOMMENDATIONS

1. NEGOTIATIONS

Current negotiations with Palomar Faculty Federation (PFF) include Article 15: Compensation and Article 20: Workload. PFF will be presenting Article 12, Chairs and Directors, in which the District will clarify institutional responsibilities of Chairs.

The District and the Council of Classified Employees (CCE) exchanged sunshine re-openers that were approved by the Governing Board in March. The district will be reviewing:

District Proposals:

1. Article 10 Compensation
2. Article 12 Classification

CCE Proposals:

1. Article 9 Employment status
2. Article 11 Hours and Overtime
3. Article 25 Health and Safety
4. Article 26 Professional Growth

The District is currently collecting feedback from administration on Article 10 and Article 12. Negotiations on these articles begin on May 17, 2022.

Furthermore, the District is expediting negotiations regarding health and safety measures including facial covering requirements and vaccine mandates.

The District is also meeting with the Administrative Association (AA) and the Confidential and Supervisory Team (CAST) on April 28, 2022 to discuss updates to their respective handbooks. Feedback will be solicited from the campus community until May 30, 2022.

2. INTERNAL AUDIT & PROCESS EVALUATION

No activity

3. MANAGEMENT STRUCTURE

The Governing Board has requested the Re-Organization Request for Qualifications (RFQ) to include a Compensation and Classification analysis. Due to the complexity of the requested work, two RFQs have been developed – one for a consultant to work on the reorganization and the other to work on classification and compensation. These two new RFQs are with the District’s contracts department to look over compliance issues. A group of stakeholders are scheduled to meet during the week of May 2, 2022 to review comments and, thereafter, start developing the process for soliciting proposals and developing the appropriate committees.

4. BUDGET DEVELOPMENT

Budget development is underway and will continue as the Adopted Budget is developed with the assistance of two consultants to review best practices and methodologies used with position control to ensure alignment with realistic spending expectations. Weekly meetings are underway to review progress.

The budget committee met on April 26, 2022 to review updated assumptions, a comparison of Gooder Colleges and rates of compensation to expenses. Program Review and Planning (PRP) associated resource requests were reviewed and approved, and an overview of the FON calculation was presented.

5. ENROLLMENT MANAGEMENT

Institutional Research and Planning initiated an update to the District’s Student-Centered Funding Formula calculator to account for additional metrics from the Chancellors most recent release of data. The enrollment management team is scheduled to meet at the end of the month to discuss the multi-year projections.

Institutional Research and Planning has provided the Spring schedule planning tool to Instruction and the Deans are working with department chairs to develop the Spring 2023 class schedule.

6. DATA INTEGRITY

Several revisions to programming utilized to prepare required data file submissions to the State Chancellor’s Office were made to improve the accuracy of data. In addition, Information Services, Enrollment Services, Institutional Research and Planning have continued to work on improving daily enrollment reports to accurately reflect FTES calculations.

7. POSITION CONTROL

A consultant continues to work with the District to develop processes for budgeting by position for filled, new and vacant positions. There are plans to implement Position Management and Commitment Accounting in the ERP system to ensure improved reporting and budgeting practices and to introduce encumbrances on the HCM side of the ERP system for improved control.

8. PROFESSIONAL DEVELOPMENT

The District began the implementation of AP 3000-Antiracism. There is a professional development component to the AP 3000 in which the entire institution will be required to take diversity, equity, and inclusion courses. The goal is to create a more welcoming environment for students and staff alike. To facilitate this effort, a Diversity, Equity, Inclusion, Antiracism, and Accessibility (DEIAA) taskforce was created through the shared governance process.

9. BOARD

The Governing Board held their regular meeting on April 5, 2022. There were no reportable action items taken during closed session. Public comments were taken prior to moving into other agenda items. Meeting Minutes from the February 15; March 1; March 8; and March 15, 2022 were approved. Audit reports for the districts financials and the bond measure M were provided. There were no material issues identified. The reports were un-modified.

A presentation on the Education Centers to improve enrollment was provided, which identified areas that are in progress to increase the enrollment. Like many Districts, enrollment continues to be a challenge. The Social and Behavioral Science division provided an update in their area. Information on equity, access and inclusion provided data as to the full-time and part-time faculty ratios. There are about 30% full-time faculty vs. 70% part-time faculty, or 273 to 615 respectively.

Reports were received from College leadership and constituency groups, including Faculty Senate, PFF, AA, CAST, CCE, Associated Student Government.

Human Resources area had MOU with classified CCE; three tentative agreements with faculty and the personnel action report approved. The Trustee training report was reviewed. The budget update was provided. Administrative procedures were approved and first readings of board policies were presented. Hiring procedures for faculty were presented. The Guided Pathway scale assessment was provided as well.

AB 705 for equitable placement completion report was reviewed. The extension of the distance education addendum was reviewed. Reports were received from Governing Board members and the student trustee. Reports from the Superintendent/President and all of the Assistant Superintendents/Vice Presidents were received.

The annual ACCJC financial report was reviewed, discussed and approved. The fiscal information shows the trends with ending fund balances increasing and expenditures decreasing over the past 3 years. The trending is showing a positive fiscal position for the District but there is still room for improvement.

Request for Qualifications were approved for measure M projects and materials testing lab services. Presentation on the Highpoint Technology platform was provided.

A resolution providing support of faculty, staff and administrators work on Diversity, Equity and Inclusion was approved. A resolution was approved to continue using teleconference for meetings to May 6, 2022. There was a call for a special board meeting on April 19, 2022 and approval for travel expenses for four trustees to attend an annual conference.

The Governing Board held a special meeting on April 19, 2022. They received a presentation on Institutional Effectiveness and the Board self-evaluation. The update on college planning was presented also. The trustees provided the CCLC their votes for the six members on the ballot for representation at the State level.

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.

A subgroup has been formed to meet prior to Summer and to begin recurring meetings in the Fall to develop strategies for reducing the District's percentage rate.

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 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.