



# FOOTHILL COLLEGE

## Operations Planning Committee - Minutes

### Agenda

Date: Monday, February 13, 2017 Time: 1:00-2:00 p.m.  
President's Conference Room (FH 1901)

#### Agenda:

- A. Review Q1 budget report:  
<http://business.fhda.edu/downloads/1st%20Qtr%20Report%2016-17.pdf>
  - B. Review upcoming accreditation report. Especially standard III, Resources:  
[http://www.accjc.org/wp-content/uploads/2014/07/Accreditation\\_Standards\\_Adopted\\_June\\_2014.pdf](http://www.accjc.org/wp-content/uploads/2014/07/Accreditation_Standards_Adopted_June_2014.pdf)
  - C. Confirm next meeting, membership and agenda.
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#### Introduction:

Bret Watson reviews agenda, wants to use the OPC meetings that occur prior to the program review resource requests to familiarize committee members with processes, budgets and financials, and the role of OPC within shared governance.

- A. Review Q1 budget report:
  1. This report is analysis of District-wide data.
  2. Present budget report on projection screen, scroll through different sections providing overview and summary of information. This Q1 report shows difference between the adopted budget (year-end projections) for the fiscal year and the actual-to-date financials for Q1.
  3. Review section "Summary of Major Changes." Read through enrollment data from Summer and Fall quarters, resident and non-resident enrollment is down YTD.
  4. Discussion regarding target metrics: FTES vs. WSCH. Committee members had questions regarding the "enrollment management teams" mentioned in the productivity section: this is a group made up of DA and FH staff/admins/faculty that will work to monitor and analyze enrollment and course offerings across both campuses to help maximize student access.
  5. Continue going through report sections regarding fund expenses, salaries, benefits, operating costs, carryover, prior year ending fund balance, etc.
  6. Review Table 1, Summary of Net change in Fund Balance and Carryover (pg 4). Currently projecting ~\$6M budget deficit, to be offset by Fund Balance reducing it from ~\$58M to \$51.7M.
  7. Review Table 2, Analysis of FTES (pg 5). Downward trend from previous 3 years.
  8. Concerns brought up regarding FTES being affected by curriculum course scheduling between disciplines, need to avoid conflicting times, for example: chemistry and biology classes are scheduled so students can take both without conflict, however if one area decides to change class times by half hour then

students are not able to enroll in both classes in the same quarter which reduces enrollment numbers. Need to promote better communication and proper decision authority workflow between departments, especially for scheduling.

9. Discussion regarding alternate sources of FTES, for example programs that already in place such as: partnerships with SBFire, EMT programs, and other organizations to conduct training/continuing education classes, allowing earlier HS enrollment, etc.
  10. Q2 report upcoming.
- B. Review accreditation report Standard III, Resources:
1. OPC is a large part of shared governance at FH. Role is to review resource requests from all departments, prioritize expenditures and advise PaRC on B-budget carryover.
  2. Documentation on budget presentations has been lacking in previous years, the college needs to be able to cite this for future accreditation reviews.
  3. Bret Watson recommends having a budget review component throughout other shared governance committees, such as Academic/Classified Senate, Division/Departmental meetings, Faculty Association, etc. Standard III requires budget to be discussed at shared governance groups. BW recommends having budget information as an agenda item and allowing the shared governance committees to discuss themselves or bring in VP/AVP Finance, or others, to give informational budget presentations at meetings.
  4. Reviewed the charge of OPC “core mission workgroup objectives” ([http://www.foothill.edu/president/opc-pdf/OPC\\_Objective\\_Template\\_15-16.pdf](http://www.foothill.edu/president/opc-pdf/OPC_Objective_Template_15-16.pdf)) and discussed taking more of an active role in providing information to other shared governance groups regarding budget, lottery funds, B-budget, etc.
  5. Discussion regarding role of OPC and committee members.
- C. Confirm next meeting:
1. Next Monday is holiday (Feb 20, Washington’s Birthday), meeting is cancelled.
  2. Tentatively plan for next meeting to be Feb 27, agenda TBA.