



FOOTHILL COLLEGE

Operations Planning Committee - Minutes

Agenda

Date: Monday, March 6, 2017 Time: 1:00-2:00 p.m.
President's Conference Room (FH 1901)

Agenda:

- A. Review minutes from previous meeting.
http://www.foothill.edu/president/opc-pdf/minutes/OPC_Minutes_02-13-17.pdf
- B. Review Q2 Budget Report.
<http://business.fhda.edu/downloads/2nd%20Qtr%2016-17.pdf>
- C. Review Lottery Funds, ongoing allotments.
<http://www.cde.ca.gov/fg/aa/lo/documents/prop20memo.doc>
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=60001-61000&file=60010>
http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/Appendix_D.pdf
Internal FHDA Lottery Funds guideline summary
Internal FH Lottery allotment spreadsheet
- D. Confirm next meeting, membership and agenda.

Introduction:

Bret Watson reviews agenda.

- A. Review minutes from previous meeting:
 1. Minutes approved.
- B. Review Q2 Budget Report.
 1. FHDA Q2 Budget report recently posted to District website.
 2. Good for all members of OPC to have a general working knowledge of the budget and financial condition of the college. This allows for better understanding of resource requests within the context of fiscal reality.
 3. Read through highlights of "Summary of Major Changes" section:
 - i. FTES resident enrollment down since end of last fiscal year;
 - ii. FTES non-resident enrollment also down causing overall budgeted revenue decrease of \$300k, this could be larger deficit except that non-resident tuition fee increased;
 - iii. Increased cost of faculty salaries and benefits ~\$1.2M this year, combination of higher part-time faculty salaries and benefits and savings from vacancies in full time faculty, District will close out deficit at fiscal year-end;
 - iv. Classified salaries surplus \$384k in one-time savings due to vacant positions, this float will be transferred to colleges as additional one-time B-Budget funds;

- v. Fund Balance projecting \$8.6M deficit by fiscal year-end, reducing stability fund from \$32.4M to \$24.5M and overall fund balance down to \$49.4M;
 - vi. Reviewed more detailed numbers from Table 1, Summary of Net Change in Fund Balance and Carryover.
4. Group discusses current budget climate based on Q2 report.

C. Review Lottery funds, ongoing allotments.

1. State lottery funding is allotted to FH \$500k annually. This has historically been underutilized by the college (expending only \$200k-\$300k/yr), which has allowed it to grow a surplus.
2. State Lottery funds are meant to help colleges cover the cost of in-class instructional materials. This ensures students have up-to-date models, software and other resources to keep up with educational and, eventually, job market best-practices and technology. This also helps alleviate pressure on campus discretionary budgets so those funds can be focused on other areas of need.
3. OPC group wants to see more utilization of lottery funds in order to provide students with best learning opportunities. Group reviews State Lottery guidelines for allowable instructional materials expenses, Q&A regarding appropriate expenses and examples of previously allowed/disallowed items.
4. Group reviews internal FH Lottery allotment spreadsheet, covers previous 3 years of lottery expenditures and budgets by instructional divisions. Spreadsheet has draft version of new allotment amounts based on previous trends and current WSCH.
5. Group discusses draft version of new allotment amounts. Elaine Kuo suggests the allotment model also include an equity component that will further align the allotment process with FH mission on equity, Group agrees.
6. Consensus reached on path to modifying current Lottery allocation process: (1) OPC discusses appropriate new allotment method and amounts, establishes model; (2) Bret Watson presents first read to President's Cabinet for feedback; and (3) OPC presents first read to PaRC for feedback. Feedback is used to revise model by OPC and process repeats to reach approval.

D. Confirm next meeting:

1. Tentatively plan for next meeting to be March 13, agenda TBA.