



FOOTHILL COLLEGE Operations Planning Committee

Minutes

Date: November 10, 2009 Time: 1:30PM - 3:00PM

Location: President's Conference Room

Attending: Shirley Barker, Eloise Orrell, Jaye Patyk, Cindy Olsen, Ryan Raffle, Ion Georgiou, Karen Erickson

Summary

- I. Committee Duties & Individual Responsibility
 - a. Meeting announcements, email reminders, and room reservation - Eloise Orrell
 - b. Meeting Notes - Ryan Raffle & Cindy Olsen
 - c. Meeting Minutes & Agenda Posting - Cindy Olsen
 - d. Division "B" Budget Review with Deans - Shirley Barker & any OPC member to accompany if desired
- II. Executive Council Report & Updates
 - a. Budget Outlook - Addressing the challenges district-wide
 1. The impact of serving more students with decreased funding is still uncertain.
 2. PE Audit cost \$3K, 08/09 Adjustment \$3K, and projected \$350K loss from Non-resident/International enrollment
 3. Union negotiations and concessions unknown with additional classified lay offs anticipated.
 - b. Prioritize FH Goals in alignment with the State of California funding:
 1. Transfer
 2. Workforce
 3. Basic/College SkillsDefunding and/or differential funding of Lifelong Learning & Physical Education classes continue to be a concern.
- III. OPC Committee strategies for addressing current 09/10 "B" budget allocations
 - a. Deans are being asked to study their division budgets for rebalancing of current funds between departments and identify all available funding sources i.e. Measure C, Lottery, Perkins, etc.
 1. Shirley to provide OPC with a Fund 14 summary by division
 - b. Sweep of "stagnant" and leftover funds that show no activity into new accounts needing additional funding.
 - c. Identify historically underfunded areas and underused/large rollovers to make recommendations for fine-tuning allocations.
 - d. Financial training for individuals in charge of budgets to standardize accounting practices.
- IV. Timelines for Action & Clarifying the flow of paperwork and decision-making.
 - a. Katie Townsend-Marino to receive requests by Nov. 30th & will prioritize by division. Requests forwarded to appropriate SIP committees.
 - b. OPC needs additional clarification:
 1. What requests will be given to us vs other SIP committees?
 2. When are the OPC recommendations due to PaRC?

(All agendas and minutes will be archived online through the President's Office.)

3. When will final decisions be made and requestors notified?
4. What kind of contingency plan for later/emergency requests?
- c. Future Budget Timeline within the context of overall college business
 1. Fall = Curriculum Planning
 2. Winter = Program Review/Resource Plan
 3. Spring = Budget allocation

Suggestion to contact other Community Colleges to inquire how their budget request cycle runs.

- V. Analyzing Requests - How does collaborative decision-making decide on resource allocation?
 - a. What are the matrices that deans are using in their division to prioritize need?
 1. Eloise Orrell to send email to all division deans to inquire
 - b. What matrix have other SIP committees set up?
 - c. What has criteria has PaRC established for prioritizing requests?

Discussion Detail

Item:

III. OPC strategy for addressing the current “B” budget re-balancing needs additional clarification. Do we have the authority to question division requests or make suggestions? Defining our role is ongoing and clarifying how we can best fulfill our obligations a continuing topic of discussion. Establishing a more streamline, standardized accounting at the division level will facilitate clarity in analyzing data and making recommendations. Anyone working with budgets and assigning expense codes could benefit from some financial training.