

# MOORPARK COLLEGE

## Fiscal Planning Committee

*The Fiscal Planning Committee makes recommendation on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development*

### MINUTES

Tuesday, April 23, 2019

1:00 – 2:20 p.m.

A-138

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Nenagh Brown	X	Athletics/HED/Kin	Vance Manakas	X	English/ESL	Jeff Baker	X
				Remy McCarthy (Alt)		Business	Ruth Bennington	X
Co-Chair: Classified Senate President	Gilbert Downs	X	Physics/Astronomy/	Erik Reese	X	Library	Linda Kennedy	X
			Engineering			ACCESS	Silva Arzunyan	
Co-Chair: VP Business Services	Silvia Barajas	X	Student Health Services	Sharon Manakas		Health Sciences	Christina Lee	X
AFT Faculty Appointee (1)	Rex Edwards	X						
Associated Students Representative (1)	Andrew Lopez		Chemistry/Earth Sciences	Vincent Crisostomo		Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (1)	Michele Perry	X	Counseling	Jodie Dickey	X	Child Dev Center	Johanna Pimentel	X
				Wendy Berg (Alt)				
Classified Representatives (3)	Celine Park		Social Sciences	Lee Ballesterio	X	EOP&S	Marnie Melendez	
	Linda Sanders	X		Hugo Hernandez (Alt)		EATM	Cynthia Stringfield	X
	Obalid Younan	X	Fine & Performing Arts	John Loprieno		Behavioral Sciences	Danielle Vieira	X
Dean Appointees (3)	Carol Higashida	X	World Languages	Perry Bennett		Life Sciences	Melia Tabbakhian	
	Mary Rees		Child Development	Cindy Sheaks-McGowan		Media Arts/Comm Studies	Neal Stewart	X
	Traci Allen	X	ATZ	Michlyn Hines		Financial Aid	Kim Korinke	X
Director, Facilities, Maintenance & Ops	John Sinutko	X	Guest	Cynthia Osuna	X	Ex Officio:		
				Jennifer Lawler	X	Vice President Academic Affairs	Julius Sokenu	
						Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order by Nenagh Brown at 1:04 pm.
2. PUBLIC COMMENTS	None
3. MEETING NOTES	
3.1 Approval of Meeting Minutes   February 26, 2019	<p>Ruth Bennington motioned to approve minutes with changes to attendance: Jeff Baker, Julius Sokenu, &amp; Amanuel Gebru were present.</p> <p>Vance Manakas seconded.</p> <p>Abstentions: Obalid Younan &amp; Kim Korinke</p> <p>Motion carried</p>
4. REPORTS & DISCUSSIONS	
4.1 Campus Environment Committee – John Sinutko Committee met on April 16 in the PCR. Provided an update on facilities report and a short summary report of current projects. Brian Sherman proposed planting plans around kinesiology area. He mentioned that office recycling bins have been added. Nenagh asked if individuals need to request recycling bins and what is considered recyclable. John clarified that the intent is to distribute recycling bins to all offices. He mentioned that Associated Students is working on flyer regarding what is recyclable.	
4.2 Co-Curricular Committee – Silvia Barajas Reviewed second round award report. Report is also posted on the website along with all the applications that were submitted. There is one additional item that needs to be resolved so we may be awarding one more related with study aboard.	
4.3 Classified Prioritization General Fund Vote – Gilbert Downs	Phil Abramoff motioned to approve. Ruth Bennington seconded. Motion carried.
4.4 Classified Prioritization Categorical Vote – Gilbert Downs	Danielle Vieira motioned to approve. Traci Allen seconded. Motion carried.
4.5 Classified Prioritization Debrief – Gilbert Downs Gilbert asked members for their input regarding prioritization process. Silvia will follow up with deans when the final list is ready in January before it is presented to the membership for review. Nenagh also mentioned that the membership of the committee also needs to be finalized. In December members will be reminded if they are official members. It was clarified that proxy voting is not allowed. Members were asked if they were okay with allowing members to be late to the meeting. We can take into consideration starting the meeting a half hour later or based on the number of requests that are submitted.	
4.6 FTES Report/Budget Report – Silvia Barajas We continue to struggle with FTES. Late starts will not affect the Spring FTES in any significant manner. For the 4-week summer session we expect to pick up 79 FTES. So our expected 2018/19 FTES is 11,164, 115 FTES short of our 11,279 FTES Target. Members asked if we know why students	

AGENDA TOPIC	ACTION
<p>are taking fewer classes. Students are attending classes with less units. Members inquired about FTE projections for summer and fall semesters. Silvia mentioned we are down.</p> <p>ACCJC Fiscal Report- Nenagh Brown Report is provided on an annual basis. It would be good practice if this committee sees numbers before it is presented to the state on April 5. The Academic Senate Council felt uncomfortable approving report because the figures were not available. This report is produced by the District Office. This is part of the participatory governance and ten plus one. Silvia mentioned that sometimes report reflects college figures and sometimes references district figures. She will follow up with district to find out where some of the figures were obtained. Ruth mentioned that unrestricted funds had a big increase. There was an increase of \$17 million. She is also concerned that we do not have the right numbers for 17/18. Nenagh stated that is why it is important to see figures in advance.</p>	
<p>4.7 DCAS - Nenagh Brown, Silvia Barajas, and Gilbert Downs</p> <p>a. FY20 Revenue Projections <b><u>FY 2019/20 (FY20)</u></b> Last year's (2018/19) General Fund Adoption Budget before carry-forward was \$58,619,575. FY20 (2019/20) General Fund Tentative Budget, before carry-forward or one-time funds, is \$61,610,707. This is an increase of \$2,991,132. Estimated increase in Personnel Cost is \$2,092,160. The current unencumber increase to FY20 General Fund Tentative Budget is \$898,972.</p> <p><b><u>Budget Highlights</u></b> <b><u>Districtwide Services</u></b> – has increased by \$919,925. Due to the following: \$100,000 – Increase for equipment to stream board meetings \$430,000 - increase in Police Services. This adds 1 police officer to each campus \$ 70,000 – Executive Management Search \$120,000 – Collective Bargaining Cost \$102,065 – Licenses and Fees for IT Licenses \$215,000 – Increase Districtwide Services Contingencies \$ 95,000 – Facilities Planning \$180,000 – Management Consulting</p> <p>Members asked if they have any input regarding these increases. Nenagh stated that this was not supported at DCAS. The CBTR report was presented to higher levels. When questions were brought up at DCAS no answers were provided. The CBTR is not the same as the ones used. Does not have the expertise in IT and such areas. Jeff has concerns regarding consulting firms being hired to assist us with our own planning. Silvia's review of the CBTR is that they are moving towards the centralizing of services. Jeff stated that we have the Academic Senate. Question asked who decides when a consultant is required. Silvia stated she is not aware where decision is made. Silvia has asked how is 463,234 expended. Lee asked if district has to adhere vetting process. Silvia clarified they also need to follow the same process. Silvia stated that she is not aware if a quote was produced.</p>	

AGENDA TOPIC	ACTION
<p><b><u>Utilities</u></b> Costs are coming in below budget. For FY20 Utilities budget will remain the same. It is anticipated increase in utilities cost in FY20 will be covered with the amounts budgeted for FY2018/19.</p> <p><b><u>Increased Personnel Cost</u></b> The District is expecting increased cost of \$5,567,425 for FY20. These costs are primarily associated with Health and Welfare (\$790,000), Step and Column (\$968,700), Statutory Benefits (1,679,000).</p> <p><b><u>Fund 693 Retiree Health Care Benefits</u></b> This year the district did not collect enough funds to cover the Retiree Health Care Benefits. Fortunately, there was a beginning fund balance of about \$500,000 to address this short fall. For next year the District is expecting an increase in cost of 7.5%. The impact to MC will be \$663,824. This was included in the General Fund Multiyear Personnel Cost Increase.</p> <p>b. Unbudgeted FY19 Revenue <b><u>FY 2018/19 (FY19)</u></b> While VCCCD fared well in the SCFF earning approximately \$11.5 million, the state did not have sufficient funds to fund the SCFF. As a result, a deficit factor has been applied which results in a reduction of \$8,564,240. Total new funds received as a result of the SCFF for the District is \$2,859,023. The District also received \$1,211,428 in unrestricted funds for FT and PT faculty. These funds are part of the total other revenue. Total new funds for FY19 are \$4,070,451.</p> <p>This resulted in an additional \$1,723,669 revenue for Moorpark College. These funds were not received in time to be spent in this academic year. However, this amount will roll forward to next year and be available on a one-time basis. We are not where we want to be in the fawn. Question asked if district has total control of funds. Silvia clarified it is distributed depending on the funding sources. She noted that 11.5 million is for this year, but we did not receive it this year and will roll over to next year. Phil asked if it is a new practice that the SCFF which is promised will not be awarded. Silvia stated that the SCFF does not matter neither did the previous one matter. We still need to do what is going to make students successful based on the work we were previously doing regardless of funding. Phil agrees, but was concerned about having funding sources pulled. Jeff mentioned that the state owes money but we will never get it. Silvia stated that the unfortunate thing is that they took our funds for equipment and deferred maintenance and put into SCFF. We do know that schools are held harmless.</p> <p>c. VC and Medium Sized College Handout presented for informational purposes.</p>	
5. <b>OTHER</b> - Discussion & Recommendation related to Committee Goals	
6. <b>Good of the Order</b>	

AGENDA TOPIC	ACTION
Nenagh asked if members were okay with the 18/19 goals. Members agreed they were okay with goals as written.	
<b>7. ADJOURNMENT</b>	Meeting adjourned at 2:24 pm.

HANDOUTS	FPC 2018/19 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:00 p.m., CCCR
FPC Agenda   4/23/2019 – Website	2018 – 08/28, 09/25, 10/23, 11/27
FPC Meeting Minutes   2/26/19 (DRAFT) – Website	2019 – 01/22, 01/29, 02/26, 04/23
Co-Curricular Report Spring 2019 Second Round	
2018/19 FTES Report – Website	
FY20 Revenue Projections	
Unbudgeted FY19 Revenue	
Classified Prioritization – General Fund Final	
Classified Prioritization – Categorical Final	
Fiscal Report	
VC Medium Sized College	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning  <u>Reports:</u> <ol style="list-style-type: none"> <li>Campus Environment</li> <li>Co-Curricular</li> </ol>	Plans, monitors, and evaluates college-wide fiscal operations  <i>The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development</i>  The specific tasks of this committee are: <ul style="list-style-type: none"> <li>Annually review the District Budget Allocation Model and make recommendations for changes as necessary</li> <li>Receives reports on the development of the college General Fund budget in alignment with District processes</li> <li>Review emergent budget needs and constraints, and</li> <li>Implement the annual Classified Hiring Prioritization process.</li> </ul>	<b>Co-Chairs:</b> Vice President, Business Services Academic Senate President Classified Senate President  <b>Members:</b> <ul style="list-style-type: none"> <li>Faculty Appointed by AFT (1)</li> <li>Associated Students Representative (1)</li> <li>Classified Supervisors' Representative (1)</li> <li>Classified Representatives (3)</li> <li>Dean Appointees (3)</li> <li>Director of Facilities, Maintenance &amp; Operations</li> <li>All Department Chairs and Coordinators or Designees</li> <li>Executive Vice President (Ex-officio)</li> </ul>

Goals 2018-19	Date of Action/Completion
1. Annually review the revised District Allocation Model and supporting documentation to determine the impact on College operations and the continued efficacy of the budget allocation process. <ol style="list-style-type: none"> <li>Student Centered Funding Formula (SCFF) – Educate ourselves so that we can adequately advocate on behalf of MC students at District Level.</li> </ol>	08/28/2018, 09/25/2018, 10/23/2018, 01/22/2019, 02/26/2019

b. Track SCFF impact to college.	
2. Look for opportunities to strengthen the connections among planning, resource allocation, and assessment processes. a. Participate and provide input to campus-wide planning process as it relates to discussions at EdCap or through the Quality Focus Essay (QFE) process.	08/28/2015, 09/25/2018, 02/26/2019
3. Through the Program Plan Review process, recommend ways the campus can better utilize the Classified Service to meet the College Mission; recommend prioritization for classified staff hiring.	11/27/2018, 01/22/2019, 01/29/2019, 04/23/2019
4. Provide information updates on fiscal and budget components to entire campus.	TBD May 2019
5. Review Multi Year Budget Projections	04/23/2019
6. Review Infrastructure Model	11/27/2018, 01/22/2019, 02/26/2019