



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, October 22, 2019

1:00 pm– 2:20 pm

CCCR

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Nenagh Brown	X	Athletics/KIN/Health	Vance Manakas	X	English/ESL	Kara Lybarger-Monson	X
				Remy McCarthy (Alt)		Business Admin	Jeff Baker (Alt)	
Co-Chair: Classified Senate President	Gilbert Downs	X	Physics/Astronomy/CS	Erik Reese	X	Library	Ruth Bennington	X
			Engineering			ACCESS	Danielle Kaprelian	X
Co-Chair: VP Business Services	Silvia Barajas	X	Student Health Center	Sharon Manakas	X	Health Sciences	Christina Lee	X
AFT Faculty Appointee (1)	Rex Edwards	X						
Associated Students Representative (1)	Sahil Vig	X	Chemistry/Earth Sciences	Rob Keil		Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (1)	Michele Perry	X	Counseling	Traci Allen	X	Child Dev	Cindy Sheaks-McGowan	X
				Wendy Berg (Alt)				
Classified Representatives (3)	Linda Resendiz	X	Social Sciences	Hugo Hernandez	X	EOPS	Marnie Melendez	
	Linda Sanders	X		Lee Ballesterio (Alt)		EATM		
	Obalid Younan	X	Visual Arts	Erika Lizée	X	Behavioral Sciences	Dani Vieira	X
Dean Appointees (3)	Carol Higashida	X	Performing Arts	James Song	X	Life Sciences	Melia Tabbakhian	X
	David Gatewood	X	World Languages	Perry Bennett		Media & Comm Studies	Neal Stewart	X
	Khushnur Dadabhoy		Guests	Kelly Petrash	X	Financial Aid	Kim Korinke	
Director, Facilities, Maintenance & Ops	John Sinutko			Johanna Pimental	X	Ex Officio:		
				Michlyn Hines	X	Vice President Academic Affairs	Mary Rees	
						Vice President Student Support	Amanuel Gebru	X

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order by Nenagh Brown at 1:04 pm.
2. PUBLIC COMMENTS Silva Barajas encouraged members to complete transportation survey. Silvia will resend email so that everyone has a chance to complete survey and win an MC t-shirt.	
3. MEETING NOTES	
3.1 Approval of Meeting Minutes September 24, 2019	<p>Motion to approve by Dani Vieira, second by Ruth Bennington with changes as follows:</p> <ul style="list-style-type: none"> Page 2 agenda item 4.3 (b) fifth bullet- VII Classified Positions from categorical funding will be voted as a group with a yes/no vote. <p>Motion carried with the following abstentions: Vance Manakas, Traci Allen, and Sharon Manakas.</p>
4. REPORTS & DISCUSSIONS	
<p>4.1 Campus Environment Committee – Silvia Barajas Silvia mentioned that John is unable to attend today's meeting. Silvia reviewed written report provided by John.</p> <p>Sahil mentioned that Associated Students is spearheading the on campus recycling program. In addition, Associated Students is adding a mural in the west wall of the cafeteria.</p> <p>Obi inquired about the status of the Emergency Communication System (ECS). Silvia stated that the ECS is being worked on. This project will be taking place over the next year and a half.</p>	
<p>4.2 Co-Curricular Committee – Silvia Barajas Report was disseminated to members for review. Sahil stated that Associated Students awarded \$600 to the Engineering Club.</p>	
<p>4.3 Classified Prioritization Meeting – 11/26 from 12:00 pm-2:30 pm (lunch will be provided) Gilbert asked members to review the following:</p> <ol style="list-style-type: none"> New Classified Prioritization Assumptions Classified Staff Prioritization List <p>Members noted that changes need to be made to item #7 as well as the back page of the assumptions, under Ground Rules for Discussion bullet #3 needs to change from 3 to 2 minutes. Silvia will highlight revisions and resend assumptions.</p> <p>Vance commented that some positions need to be removed from the 2019-20 Classified General Fund Request. Vance will email revisions to Silvia.</p> <p>Silvia will also update the categorical ballot to reflect yes/no group voting. The time on the schedule will</p>	

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be updated to reflect revisions.																															
4.4 FTES Report- Silvia Barajas Silvia reviewed FTES report as of October 7, 2019:																															
<table><tr><td></td><td>2018/19 Actual</td><td>FTES Target 2019/20</td><td>FTES 2019/20 (District Report)</td><td>Variance (Target to Actual)</td></tr><tr><td>Summer Session</td><td>912</td><td>850</td><td>999</td><td>149</td></tr><tr><td>Fall Semester</td><td>5,198</td><td>5,255</td><td>5,052</td><td>-203</td></tr><tr><td>Spring Semester</td><td>4,828</td><td>4,914</td><td>4,828</td><td>-86</td></tr><tr><td>4 Week Summer Session</td><td>328</td><td>260</td><td>328</td><td>68</td></tr><tr><td>Total Actual FTES</td><td>11,266</td><td>11,279</td><td>11,207</td><td>-72</td></tr></table>		2018/19 Actual	FTES Target 2019/20	FTES 2019/20 (District Report)	Variance (Target to Actual)	Summer Session	912	850	999	149	Fall Semester	5,198	5,255	5,052	-203	Spring Semester	4,828	4,914	4,828	-86	4 Week Summer Session	328	260	328	68	Total Actual FTES	11,266	11,279	11,207	-72	
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OC has increased FTES by 4.5%. OC reaching out to local high schools. They have also increased DE. Online courses have risen over the last three semesters.																															
Affect on Revenue Due to Drop in Enrollment – Model Using 2019/20 Allocation: Class Schedule Delivery Allocation Difference from 2019/20 is as follows: MC -289,682 OC 564,577 VC 118,506																															
FTES Allocation Difference from 2019/20 is as follows: MC -736,486 OC 491,863 VC -148,775																															
Total Shift in Funds: MC -1,026,168 OC 1,056,440 VC -30,269																															
Silvia has budgeted conservatively if drop in enrollment continues. We have a reserve of \$856,000. We would be okay for one more year. Concerned more about the following year. We are okay due to hold harmless 2021/22. Third year that's when it will really affect.																															
FON- Nenagh reviewed handouts. At this time, we are over and do not need to hire more faculty. Silvia clarified that we are hiring 10 faculty. Some hiring due to failed searches and others which are needed (4 retirements and two new ones). If we go under the FON minimum faculty we pay a fine. There is one college that is funded privately. It was clarified that this report does not include benefits. The 58.6% does																															

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<p>not include overload. Nenagh can send the history of our hiring if anyone is interested. What happens if there are many resignations due to retirement? President hires and that's reflected in our faculty prioritization process.</p> <p>Nenagh and Silvia reviewed the FT faculty obligation Fall 2019 compliance report, the FON comparative analysis current year to prior year fall 2019 to fall 2018, VCCCD FT faculty counts by campus unrestricted vs restricted funding 2018-2019, and VCCCD FON by college 2009-2019.</p>	
<p>4.5 DCAS – Nenagh Brown & Silvia Barajas</p> <p>It was agreed we should only include the 111 funds. Started discussions, but no decisions made. Did not review how current revenue is allocated. We will continue to have on-going meetings. The faculty and classified union reps are also engaged in the process. The chancellor agreed to put half of the 5.7 million funding through the allocation model. Therefore, MC should receive 1,142,740. In February 2020 they should receive funding from the state.</p> <p>It was clarified that the allocation model is reviewed every year and significant changes do not happen often. Nenagh mentioned that Jeff Baker was around when the last significant change occurred. She advised members she would contact Jeff to obtain further information. Silvia noted that the last significant change was in 2008. Minor changes occurred 2012, 2014-15, 2015-16, 2016-17, and 2017-18.</p>	
5. OTHER - Discussion & Recommendation related to Committee Goals	
<p>6. Good of the Order</p> <p>Silvia once again reminded members to please complete the online transportation survey.</p>	
7. ADJOURNMENT	Meeting adjourned at 2:12 pm.

HANDOUTS	FPC 2019/20 MEETING CALENDAR, 4 th Tuesday at 1:00 p.m., CCCR
FPC Agenda 10/22/19 – Website	2019 – 08/27, 09/24, 10/22, 11/26
FPC Meeting Minutes 09/24/19 (DRAFT) – Website	2020 – 01/28, 02/25, 03/24, 04/28 (Committee Evaluations)
Co-Curricular Requests for Funds Fall 19 Second Award – Website	
New Classified Prioritization Assumptions – Website	
New Classified Prioritization – GF - Website	
New Classified Prioritization – Categorical - Website	
2019/20 FTES Report – Website	
Campus Environment Committee Report- Website	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>Fiscal Planning</p> <p><u>Reports:</u></p> <ol style="list-style-type: none"> 1. Campus Environment 2. Co-Curricular 	<p>Plans, monitors, and evaluates college-wide fiscal operations</p> <p><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></p> <p>The specific tasks of this committee are:</p> <ul style="list-style-type: none"> • Annually review the District Budget Allocation Model and make recommendations for changes as necessary • Receives reports on the development of the college General Fund budget in alignment with District processes • Review emergent budget needs and constraints, and • Implement the annual Classified Hiring Prioritization process. 	<p>Co-Chairs: Vice President, Business Services Academic Senate President Classified Senate President</p> <p>Members:</p> <ul style="list-style-type: none"> › Faculty Appointed by AFT (1) › Associated Students Representative (1) › Classified Supervisors' Representative (1) › Classified Representatives (3) › Dean Appointees (3) › Director of Facilities, Maintenance & Operations › All Department Chairs and Coordinators or Designees › Executive Vice President (Ex-officio)
Goals 2019/20		Date of Action/Completion
<ol style="list-style-type: none"> 1. 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"> a. Student Centered Funding Formula (SCFF) – Educate ourselves so that we can adequately advocate on behalf of MC students at District Level. b. Track SCFF impact to college. 		
<ol style="list-style-type: none"> 2. Participate and provide input to campus-wide response as it relates to ACCJC mid-term report. 		
<ol style="list-style-type: none"> 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. 		
<ol style="list-style-type: none"> 4. Provide information updates on fiscal and budget components to entire campus. 		
<ol style="list-style-type: none"> 5. Review Multi Year Budget Projections 		
<ol style="list-style-type: none"> 6. Review Infrastructure Model 		
<ol style="list-style-type: none"> 7. Review charge and membership of committee and make the appropriate recommendation for the Making Decision Documents. 		