

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, February 26, 2019
1:00 – 2:20 p.m.
Campus Center Conference Room

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	Kara Lybarger-Monson	
				Remy McCarthy (Alt)		Business	Ruth Bennington	X
Co-Chair: Classified Senate President	Gilbert Downs		Physics/Astronomy/	Erik Reese	X	Library	Linda Kennedy	X
			Engineering			ACCESS	Silva Arzunyan	X
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	X	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		EOP&S	Marnie Melendez	X
	Linda Sanders	X		Hugo Hernandez (Alt)		EATM	Cynthia Stringfield	X
	Obalid Younan		Fine & Performing Arts	John Loprieno	X	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	Guest	Cynthia Osuna	X	Financial Aid	Kim Korinke	
Director, Facilities, Maintenance & Ops	John Sinutko	X	Guest	Oleg Bepalov	X	Ex Officio:		
				Michlyn Hines	X	Vice President Academic Affairs	Julius Sokenu	
						Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS Nenagh welcomed members.	Nenagh Brown called the meeting to order at 1:07 pm.
2. PUBLIC COMMENTS- Congratulations to Gilbert Downs for his award and to newly tenured faculty.	
3. MEETING NOTES	
3.1 Approval of Meeting Minutes January 22, 2019	Danielle Vieira motioned to approve minutes. Ruth Bennington seconded. Abstentions: Vance Manakas, Silvia Barajas, Cynthia Stringfield, Silva Arzunyan, Jodie Dickey Motion carried
4. REPORTS & DISCUSSIONS	
4.1 Educational Master Plan- Oleg Bespalov Oleg and Nenagh presented the Educational Master Plan (EMP) to committee members. During the month of February all standing committees will be presented with the EMP and members will be asked for input. It will later be determined whether the EMP will be a 6 year or 10-year plan. A Y'All Come invite was sent for March 19 th for everyone to review the EMP @ 2:30 pm during Ed. Cap Meeting. A final review will occur at the Planning Retreat April 5. Members were asked to provide goals that are measureable/achievable and to include metrics.	
4.2 Campus Environment Committee – John Sinutko John shared that the committee met on Feb. 19. Members approved minutes and reviewed old business. He mentioned that classified staff are enthusiastic about the new campus recyclable program. Still need to determine what items are recyclable. Working in collaboration with Associated Students to create campus sustainability plan. Hoping to include recycling program in all offices. Waiting on final proposal from students and once finalized will forward to administration for approval.	
4.3 Co-Curricular Committee – Silvia Barajas and Nenagh Brown Silvia shared that 5 applications were approved during spring round 1. Co-curricular Spring Semester second award applications are due Friday, March 8. It was clarified that anyone can apply for these funds including classified staff.	
4.4 FTES Report/Budget Report– Silvia Barajas Silvia reviewed FTES report for spring semester 17/18 actual is 4,877, FTES target 18/19 is 4,914, and FTES 18/19 district report is 4,814. She stated that Julius anticipates we will pick up approximately 50 FTES. We also have the 4 week summer session to make up difference. Anticipate we will be down 57 by the end of the semester. The back side of handout shows how we are doing district-wide.	
4.5 DCAS - Nenagh Brown, Silvia Barajas, and Gilbert Downs a. Irrevocable Trust- Will be incorporated in the funding allocation model. Work group recommends accessing the Trust funds in FY22 to pay for the increases in annual contributions resulting in a level budgetary impact through FY41, at which time the annual required contribution would decrease. Will go to the board for adoption.	

AGENDA TOPIC	ACTION
<p>b. FY20 Revenue Projections- These are the numbers we have been waiting to receive from the state chancellor's office. Currently waiting for the numbers to be finalized. Silvia reviewed handouts and went over base allocation, supplemental allocation and student success allocation break down. For FY 18-19 with an estimated state COLA base allocation total is \$112,286,667 and FY19-20 with COLA rate of 3.46% total is \$114,919, 873. For supplemental allocation FY18-19 total of \$30,292,997 and FY19-20 total of \$31,341,135. For student success allocation for FY18-19 total of \$25,868,169 and FY19-20 total of \$26,763,207. Please note that the 3 year rolling averages of credit FTES are referenced at the bottom of the handout. Total TCR with SCFF for FY18-19 is \$168,447,833 and FY19-20 is \$173,024,215. Red figures indicate students who are registered at multiple colleges. District does not have a policy on how to process this information. Members concerned that this new model may put some colleges out of business. Silvia clarified that we have hold harmless. Member's concerned places that will be hurt the most is where community colleges are needed. Nenagh mentioned that colleges have 3 years to implement plans.</p> <p>c. Unbudgeted FY19 Revenue- 1.5 million will be taken for district services web redesign. Members believe that it's too much money to spend for web redesign. The purple handout reflects unbudgeted FY19 revenue estimate – Model A. Unbudgeted FY19 revenue is \$10,500,000. Less allocation for district services \$1,500,000. Available for allocation is \$9,000,000. DAC 6.98% is \$628,200. Available for allocation to colleges is \$8,371,800. Chancellor has option to deviate from allocation model. Silvia will go back to district and present Model C. There are no models that factors district revenue. Silvia will check on vote and get back to the committee. The back of the pink handout shows district FY19 adoption budget allocation. At the end of the year during reconciliation it will be returned in the infrastructure model. It is brought in DCAS in detail. Silvia will email information after the meeting. Next meeting Silvia will provide final numbers.</p> <p>d. FY20 Allocation Model- We agree that for FY19 we are not changing the allocation model because we did not have the information from the Chancellor's Office.</p> <p>e. FY20 Infrastructure Model- Silvia mentioned that there was a 3-5 million shift into the infrastructure model. Two things happen. One they brought up the infrastructure model. Included in model if there was a shift in funds it will be in the budget allocation model. Unfortunately, not able to include in the infrastructure model which ends up in district reserves.</p>	
<p>4.6 Classified Prioritization- General Fund Vote Next meeting the general fund and categorical vote will be ratified.</p>	
<p>4.7 Classified Prioritization- Categorical Vote</p>	
<p>4.8 Classified Prioritization Debrief Tabled for next meeting.</p>	
<p>5. OTHER - Discussion & Recommendation related to Committee Goals</p>	
<p>6. Good of the Order</p>	
<p>7. ADJOURNMENT</p>	<p>Meeting adjourned at 2:26 pm.</p>

HANDOUTS

FPC 2018/19 MEETING CALENDAR, 4th Tuesday at 1:00 p.m., CCCR

FPC Agenda 2/26/2019 – Website	2018 – 08/28, 09/25, 10/23, 11/27
FPC Meeting Minutes 1/22/19 (DRAFT) – Website	2019 – 01/22, 01/29, 02/26, 04/23
Educational Master Plan	
Co-Curricular Report Spring 2019 First Round	
2018/19 FTES Report – Website	
Irrevocable Trust Recommendation	
FY20 Revenue Projections	
Unbudgeted FY19 Revenue	
Classified Prioritization – General Fund Final	
Classified Prioritization – Categorical Final	

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 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"> 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. 	08/28/2018, 09/25/2018, 10/23/2018
2. Look for opportunities to strengthen the connections among planning, resource allocation, and assessment processes. <ol style="list-style-type: none"> 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. 	09/25/2018

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.	
4. Provide information updates on fiscal and budget components to entire campus.	
5. Review Multi Year Budget Projections	
6. Review Infrastructure Model	