



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, August 28, 2018

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: VP Business Services | Silvia Barajas | X | Athletics/HED/Kin | Vance Manakas | | English/ESL | Kara Lybarger-Monson | X |
| | | | | Remy McCarthy (Alt) | | Business | Ruth Bennington | X |
| Co-Chair: Academic Senate President | Nenagh Brown | X | Physics/Astronomy/ Engineering | Erik Reese | X | Library | Linda Kennedy | X |
| | | | | | | ACCESS | Silva Arzunyan | X |
| Co-Chair: Classified Senate President | Gilbert Downs | X | Student Health Service | Sharon Manakas | X | Health Sciences | Christina Lee | X |
| AFT Faculty Appointee (1) | Rex Edwards | X | Chemistry/Earth Sciences | Vincent Crisostomo | | Mathematics | Phil Abramoff | X |
| Associated Students Representative (1) | Jeanette Ralph | X | Counseling | Wendy Berg | X | Child Dev Center | Johanna Pimentel | |
| Classified Supervisors' Representative (1) | Michele Perry | X | Social Sciences | | | EOP&S | Marnie Melendez | |
| Classified Representatives (3) | Vacant | | | Lee Ballestero | X | EATM | Brenda Woodhouse | |
| | Linda Sanders | X | | Hugo Hernandez (Alt) | X | Behavioral Sciences | Danielle Vieira | X |
| | Obalid Younan | X | Fine & Performing Arts | John Loprieno | X | Life Sciences | Andrew Kinkella | |
| | | | | Erika Lizée | X | | | |
| Dean Appointees (3) | Carol Higashida | X | World Languages | Perry Bennett | | Media Arts/Comm Studies | Neal Stewart | X |
| | Mary Rees | X | Child Development | Cindy Sheaks-McGowan | X | Financial Aid | Kim Korinke | X |
| | Karen Rothstein | X | Guest | Traci Allen | X | | | |
| Director, Facilities, Maintenance & Ops | John Sinutko | X | Guest | Lisa Putnam | X | ExOfficio: | | |
| Guest | Trulie Thompson | X | Guest | Nathan Bowen | X | Vice President Academic Affairs | Julius Sokenu | X |
| | Dalila Sankaran | X | Guest | Cynthia Osuna | X | Vice President Student Support | Amanuel Gebru | X |

| AGENDA TOPIC | ACTION |
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| 1. WELCOME, COME TO ORDER, INTRODUCTIONS Nenagh Brown welcomed everyone in attendance. Introductions were made around the room. New committee members were asked to contact Erik Reese so their names could be added to the committee roster. | Co-Chair Nenagh Brown called the meeting to order at 1:06 p.m. |
| 2. PUBLIC COMMENTS- No public comments | |
| 3. MEETING NOTES | |
| 3.1 Approval of April 24, 2018 Meeting Notes | Sharon Manakas motioned to approve minutes. Ruth Bennington seconded motion. Motion carried with Silva Arzunyan, Erika Lizée, Carol Higashida, and Nathan Bowen abstaining. |
| 4. REPORTS & DISCUSSIONS | |
| 4.1 Campus Environment Committee – John Sinutko John stated that the committee has not yet met for this term, and the first meeting will be held on September 18, at 1:00 PM in the PCR. | |
| 4.2 Co-Curricular Committee – Silvia Barajas Silvia shared that the deadline to apply for Fall Co-Curricular funds is September 14. Awards made by September 21. Email notification was sent out last week. An email reminder will be sent again this week. As noted in the committee surveys future reports will provide detail on the type of projects funded not just the program and funded amount. Members requested samples. Silvia will provide samples. | |
| 4.3 Adopted Budget Report and FTES Report – Silvia Barajas Silvia reviewed the FTES reports for 2017/18 and 2018/19. For 2017/18, the final FTES count was 11,318. The colleges FTES target was 11,279. Congratulations extended to everyone for this accomplishment. For 2018/19 the college's FTES target is 11,279. Line 1 – FTES for Summer 2018/19 the College's target was 850 and the actual FTES was 911. Line 2 – FTES target for Fall is 5,255 and as of Monday, the college is at 5,196. Line 3 – Spring semester target is 4,914 Line 4 – Four-week Summer session Target is 260 Line 5 – Indicates that as of Monday with current actuals plus the target the college is in a good position to exceed target FTES by 2 FTES. For 2018/19 Line 6 – District base is 26,669 Line 7 – District allowable growth is 133 Line 8 – Total Allowable FTES for the District is 26,802 In terms of FTES reported to the state. The districted shifted 590 FTES from the summer 2018/19 | |

| AGENDA TOPIC | ACTION |
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| <p>term to 2017/18 thereby increasing last years funded FTES from 26,078 to 26,668. This increases the District Hold Harmless rate in the Student Center Funding Formula (SCFF). MC – 65; OC – 275; VC – 250 for a total of 590 FTES shifted.</p> <p>Silvia presented the 2018/19 Adopted Budget Report.</p> <p>This year's adopted budget will be different due to the new SCFF. After Principle Apportionment (P1) for 2017/18 is calculated, changes to adoption budget will be made in February 2019.</p> <p>Revenue Projections The new SCFF guarantees the district the equivalent of the same apportionment Total Computational Revenue (TCR) as in 2017/18 allocation plus 2.71% COLA. This is called the hold harmless amount. The District's adoption budget is based on the hold harmless amount.</p> <p>After the calculation for medium and small colleges and FTES calculation there is a line for hold harmless based on the new funding formula totaling \$4,263,392 and the just below that is the COLA of 2.71% equivalent to \$4,167,830.</p> <p>This top portion of college size, FTES, COLA, and Hold Harmless amount is known as the TCR. It is important to learn the term TCR, as with the new SCFF the TCR is the hold harmless amount for the district.</p> <p>The bottom section of the revenue projects identifies revenue that is not affected by the SCFF. PT Faculty Equip Compensation proceeds a slight decrease of \$16,534. Lottery proceeds small projected increase of \$59,687 Non-Resident International increase of \$139,698 over prior year Non-Resident Domestic a slight decrease of \$99,298 Prior year actuals are used to calculate these projections.</p> <p>Total Revenue for the District is \$164,093,164. This is an increase of 9,461,402 over prior year.</p> <p>Silvia then presented the 2018/19 Allocation Model Districtwide Expenses – \$7,139,169 Utilities - \$4,559,200 District Office - \$11,453,703 Leaving \$140,941,092 for distribution to the colleges through the allocation model.</p> <p>Allocation Model Highlights: First is there is no more Productivity Line where funds were transferred from Moorpark to VC. The total allocation for MC is 59,755,026. This is a 3.6 million dollar increase from prior year. About 90% can be attributed to salary, benefits, retirement, and retiree benefit increases.</p> <p>The next handout illustrates how the general fund is allocated at the college:</p> | |

| AGENDA TOPIC | ACTION |
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| <p>93.8% of the budget is allocated toward, salary and benefits. Leaving 6.2% for operating the college. Not much but we do the best we can.</p> <p>Question asked if we exceed FTES are we paid for overage. Silvia stated that if the district exceeds overage we will not be paid.</p> <p>Silvia clarified what the summer session (line 4) actual means.</p> <p>Question asked if the 5,255 includes late start. Yes, it includes late start.</p> <p>Silvia mentioned that the new funding formula will be based on our final allocation for 2017-18. We shifted 2018-19 590. MC shifted only 65. OC shifted 275. VC shifted 250. No questions on shift.</p> <p>Adopted budget based on a hold harmless amount. District figured out the harmless amount. Total computational revenue (TCR). This is new terminology. 590 is the number that will be used to hold harmless for the next 3 years. If our metrics fall then it will be this.</p> <p>Meaning the district not MC. The enhancement credit will be used. District made decision to use this model for the adoption budget. Yes, we are building a budget on a model that will not be used.</p> <p>Are we are using the old model for both numbers? This is a transition period. In the future, we will be building from new model. District will refer to P1 and new budget will be from P2 in February.</p> <p>Are all the police services included in the district office? Police services are included in the district expenses.</p> <p>Silvia clarified that for base allocation we all get the same 7,047,055.</p> <p>Fulltime faculty 329 are needed and 10 are released. This is what they fund us for and it includes overload. Silvia was asked how this number is in comparison to the 75/25 goal as it doesn't seem to be keeping in line with the goal. Silvia will look into this and it will be brought back for discussion at a future meeting.</p> <p>Nenagh advised the group the that FON (Faculty Obligation Number) has more than doubled as a district. Not as a campus.</p> <p>Budget allocation FY18 carry over. We can carry over 2% of our allocations. Most of it from vacant positions. We carried over 2% and used it for capital projects. For the most part, Categorical funds need to be spent in the same fiscal year so there typically is no carry forward. A detail of the carry forward funds and infrastructure model will be brought to a future meeting for review and discussion.</p> <p>With the shift in FTES for 2017/18, the state will allocate move funds to the district. DCAS representatives from the college would like to see the funds from the FTES shift allocated to the</p> | |

| AGENDA TOPIC | ACTION |
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| <p>colleges. DCAS representatives do not want the funds allocated to District reserves</p> <p>2018-19 budget increases are mostly cost associated with PERS, STRS, benefits, and pay increases. Employee benefits includes retiree costs. In the pie chart benefits are all combined. Salaries are split by employee category.</p> | |
| <p>4.4 Student Centered Funding Formula (SCFF)- Silvia Barajas</p> <p>The new funding formula contains a hold harmless provision that ensures no district will receive less in per FTES in 2018/19, 2019/20, and 2020/21 than it received in 2017/18. The funding formula includes stability provisions for revenue protection by allowing districts to continue to receive the greater of their past year or current year total revenue.</p> <p>However, in 2021/22 once the hold harmless period has expired, the new SCFF metric will prevail and colleges may lose COLA previously received.</p> <p>The three features of the allocation model were presented.</p> <ol style="list-style-type: none"> 1. Base allocation – Primarily FTES 2. Supplemental Allocation – Counts of Low income students 3. Student success – Counts of outcomes related to the Vision for Success and a premium for outcomes of low-income students. <p>Initial View</p> <p>Utilizing data element counts from 2016/17, the SCFF has projected an increase of 7.81 percent for the district than in previous years. This totals \$11,774,559. One caveat to point out is that when we see our final allocation in February, \$4,167,830 of the 11,744,559 we have already been allocated in our adoption budget. Therefore, at worse we will see an increase of \$7,606,729 that will still need to be allocated in February of 2018. This number can be higher depending on our 2017/18 metric outcomes.</p> <p>Silvia reviewed several handouts that illustrated how the metrics were used for the SCFF. The first one is base allocation. Line 76 indicates the 7.81% increase to the district.</p> <p>The next sheet shows Supplemental Allocation for Pell, AB540, and Promise Grant. Line 76 shows the metric for the district and the associated funding.</p> <p>The next sheet is for student success Allocation. Line 76. First are the all students who have earned Associate Degrees, Associate Degrees for Transfer, Credit Certificates, 9 or more CTE Credits, Transfer, Transfer Level Math and English, Regional Living wage. The next two pages show the outcomes for the same factors for Pell and Promise Grant Students. With a total on Page 4. Each handout also showed the associated funding</p> <p>The next handout is the data sheet that gives more detailed information on each metric.</p> | |

| AGENDA TOPIC | ACTION |
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| <p>The next page provides the data behind the allocation. It provides the FTES information by Credit, non-credit, enhanced on credit, correction education and special admits and finally the 3-year average that is used to calculate the allocation.</p> <p>The sheets that follow provide the same information for the supplemental Allocation and the Student Success Data.</p> <p>Silvia answered question regarding COLA by clarifying that it is not on-going and instead based on your outcomes.</p> <p>Silvia asked members to refer to hand out for FTES new numbers. These amounts will be calculated based on the numbers of colleges and comprehensive centers consistent with the current formula. Dollars per credit FTES for 2018-19 is 3,727; 2019-20 3,387; 2020-21 3,046. Using data from 16-17 line item 76 Ventura. Hold harmless is 154,923,663. We already spent 4 million in the adoption budget.</p> <p>Question asked what these districts are doing about reduction in funds. Silvia responded by stating that one can only speculate they are lobbying regarding this funding model. Meanwhile, we are still waiting for reports on how they calculated figures.</p> <p>Members questioned who came up with these figures. There is controversy that it was done without input from districts. It was done with the State Chancellors office and the Governor's Office. As previously mentioned, we are still waiting on the data source so we can calculate our numbers. Please refer to data dictionary.</p> <p>Silvia also mentioned that Kim Korinke realized that we receive more allocation for Pell students. Kim is tracking students to ensure they complete financial aid to not only help students with financial aid but also to assist the college with funding.</p> <p>It was also noted that most of student success has been funded through categoricals. Now we need to look at how we are going to support student success through general fund.</p> <p>Member asked if there is a time completion for the funding formula. There is no time completion in the funding formula only for student success.</p> <p>Due to time constraints, the remaining agenda items were tabled for next month's meeting. If you have further questions, please contact Silvia.</p> | <p>Meeting adjourned at 2:20 p.m.</p> |
| <p>4.5 DCAS - Nenagh Brown, Silvia Barajas, and Gilbert Downs</p> | |
| <p>4.6 Review Committee Evaluations from 2017/18</p> | |
| <p>4.7 Discussion & Recommendation of Goals FY 2018-19</p> | |
| <p>4.8 Classified Prioritization Meeting – January 29, 2018</p> | |
| <p>5. OTHER - Discussion & Recommendation related to Committee Goals</p> | |

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| 6. ADJOURNMENT | |

| HANDOUTS | FPC 2018/19 MEETING CALENDAR, 4 th Tuesday at 1:00 p.m., CCCR |
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| FPC Agenda 8/28/2018 – Website | 2018 – 08/28, 09/25, 10/23, 11/27 |
| FPC Meeting Minutes 4/24/18 (DRAFT) - Website | 2019 – 01/22, 01/29, 02/26, 04/23 |
| 2018/19 Adoption Budget and Revenue - Website | |
| 2018/19 FTES Report – Website | |
| SCFF Documents – Website | |
| FPC Portion of Making Decisions Document - Website | |
| FPC Charge/Membership - Included on Agenda - Website | |
| Committee Evaluation – Website | |
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| FISCAL PLANNING COMMITTEE | | |
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| 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</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) |

| DRAFT - 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. | |
| 2. Look for opportunities to strengthen the connections among planning, resource allocation, and assessment processes. | |
| 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 | |

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| 6. Review Infrastructure Model | |
| 7. Student Center Funding Formula – Educate ourselves so that we can adequately advocate on behalf of MC students at District Level. | |