



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, September 24, 2019
1:00 pm– 2:20 pm
FH-217

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		English/ESL	Kara Lybarger-Monson	
				Remy McCarthy (Alt)		Business Admin	Jeff Baker (Alt)	
Co-Chair: Classified Senate President	Gilbert Downs		Physics/Astronomy/CS	Erik Reese	X	Library	Mary LaBarge	
			Engineering			ACCESS	Silva Arzunyan	X
Co-Chair: VP Business Services	Silvia Barajas	X	Student Health Center	Sharon Manakas		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		Child Dev	Cindy Sheaks-McGowan	
				Wendy Berg (Alt)				
Classified Representatives (3)	Linda Resendiz	X	Social Sciences	Hugo Hernandez	X	EOPS	Marnie Melendez	X
	Linda Sanders	X		Lee Ballesterio (Alt)		EATM		
	Obalid Younan	X	Visual Arts	Erika Lizee	X	Behavioral Sciences	Dani Vieira	X
Dean Appointees (3)	Carol Higashida	X	Performing Arts	James Song	X	Life Sciences	Melia Tabbakhian	
	David Gatewood	X	World Languages	Perry Bennett		Media & Comm Studies	Neal Stewart	X
	Khushnur Dadabhoy		Child Development Ctr.	Johanna Pimental	x	Financial Aid	Kim Korinke	X
Director, Facilities, Maintenance & Ops	John Sinutko	X	Guests:	Claudia Sitlington	X	Ex Officio:		
Guest:	Sam Lingrosso	X		Shyan Diaz-Brown	X	Vice President Academic Affairs	Mary Rees	
				Kelly Petrash	X	Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order.
2. PUBLIC COMMENTS – Nenagh advised and encouraged the committee members to attend the Town Hall meeting on Accreditation and Budget on October 17, 2019.	
3. MEETING NOTES	
3.1 Approval of Meeting Minutes August 27, 2019	Motion to approve by Kim Korinke, second by Dani Vieira. Motion carried with the following abstaining: John Sinutko, Phil Abramoff, Linda Resendiz, Obalid Younan, & Erika Lizée
4. REPORTS & DISCUSSIONS	
4.1 Campus Environment Committee – John Sinutko	
4.2 Co-Curricular Committee – Silvia Barajas Received 15 co-curricular applications. Award notifications sent September 20th. Deadline to apply for Second Round is October 11th.	
4.3 Classified Prioritization Meeting – 11/26 from 12:00 pm-2:30 pm <ul style="list-style-type: none"> a. Report on Prior Year – Handouts were provided that highlighted the positions that were hired for 2019/20 based on the recommendations of the Fiscal Planning Committee. Nenagh Brown recognized the work of the committee and commended/congratulated the members. b. New Classified Prioritization Assumptions – discussion was held regarding how to proceed with classified prioritization for 2019/20. The first order of business was if we would have one ranked list regardless of funding source or if we would have two lists – one for general fund and one for categorical funds. Discussion centered around the following: <ul style="list-style-type: none"> • Are these positions replacement positions and the answer was no this process is for new positions. • Fluidity in program planning. One year funds may be categorical however those funds may not be there in the following year. • What happens when funding goes away for a categorical position? Silvia Barajas clarified should this happen the person in that position would go through the layoff process outlined in the negotiated agreement as they may have a property right to another position in the district. <p>Discussion was held on the new Classified Prioritization Assumptions: Changes were made as follows:</p> <ul style="list-style-type: none"> • III The prioritization result serves as a recommendation to the President. If the President chooses to deviate from the order of the prioritization list, it is agreed that the President will advise the Fiscal Planning Committee in writing or in person. • VII Classified Positions from categorical funding will be voted on separately, with a yes/no vote on each position. 	<p>Motion to approve two lists for Classified Staff Prioritization, one for General Fund and one for Categorical by Linda Sanders, second by Ruth Bennington. Motion carried.</p> <p>Motion to approve New Classified Position Prioritization Assumptions by Ruth Bennington, second by Dani Vieira. Motion carried.</p>
4.4 Discussion & Recommendation of Goals FY 2019/20 – Discussion on the goals ensued. The goals were supported with the addition of the following goal: <ul style="list-style-type: none"> • Review charge and membership of committee and make the appropriate recommendation for the <i>Decision-Making at Moorpark College</i> revise. 	Motion to approve the FY 2019/20 Goals moved by Erik Reese, second by John Sinutko. Motion carried.

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<p>4.5 Budget Report – Silvia Barajas Silvia Barajas reported that the adopted budget was approved 3-2 by the Board of Trustees at the September Board meeting. No decision has yet been made on the 5.7 million dollars that was awarded to the district for 2018/19 from the SCFF in late June 2019.</p>	
<p>4.6 FTES Report- Silvia Barajas – Handout was provided.</p>	
<p>4.7 DCAS – Nenagh Brown, Gilbert Downs, & Silvia Barajas District-wide Services – a robust discussion was held on Districtwide Services as follows: Nenagh advised that through DCAS, MC was able to advocate that expenses that were one-time in nature should be taken from reserve. The recommendation was approved by Chancellor and Board thus approximately \$280,000 was removed from District-wide Services. This reduction is reflected in 82119 – Management Consulting - \$30,000 82106 – Police Services had a \$429,982 increase over prior year. This was to fund one additional officer at each campus. Even with this increase there is an expected \$465,000 short fall in Police Services due to a decrease in revenue generation. 82134 – Insurance Premium – Silvia explained that while there appears to be a \$367,728 increase in this line item this may not be the case. Each year the district receives a rebate/discount on insurance premiums. Since the amount of the rebate/discount is not known the district budgets the entire amount of the premiums. Committee members wanted to know if this was to pay for employee health insurance premiums and the answer was no. 82142 – Scheduled Maintenance Match- a question was asked as to why we budget \$150,000 for this line item if there is no required scheduled maintenance match. Silvia advised that this item is there in case there is a match required, when there is no match required each campus is allocated 50K for maintenance improvements. 82143 – Facilities Planning \$95,000 is a new line item to assist in preparing space inventory reports and state funded facilities request. 82149 – Exec Management Search Costs - \$120,000 to assist the district in hiring of President and Vice Chancellor for the District. 82162 – Collective Bargaining Costs – \$150,000 for consulting cost for the chief negotiator hired by the district for AFT and SEIU negotiations. A question was asked why there was a \$43,574 charge if negotiations are currently on-going. Silvia advised that negotiations started last fiscal year thus the charge. 82170 – Collection Fees (COTOP) and 82180 – Bad Debt Exp – Uncollected Enroll Fee – The COTOP is for collection of fees through the Franchise Tax Board (student's tax refund) and the other is for Bad Debt incurred annually. 82191 – One Time Employee Compensation (H&W) – \$876,096 – This is for one-time expenditures associated with keeping classified employees' contribution toward health care cost at \$100 per month. Question asked if this includes the management cost and the answer is yes that this also included management cost. A question was asked if faculty also contributed toward health care cost. The answer was no. Faculty reminded the committee that they also have not received any pay increases and the other employee groups have. 87313 – D/W Marketing Campaign \$150,000 – Two questions - 1. Is this for District marketing or College marketing? The committee expressed concern that we are marketing the district and not the</p>	

AGENDA TOPIC	ACTION
colleges. 2. How are they allowed to overspend \$184,523? Silvia replied that she is not familiar with the district marketing plan however they have marketed the college and its programs. Regarding the over expenditure, Silvia could not provide an answer. 82181 – Contingency – There is an increase of \$120,000 from prior year. This amount was set by the district based on prior year experience.	
5. OTHER - Discussion & Recommendation related to Committee Goals	
6. Good of the Order	
7. ADJOURNMENT	Meeting adjourned.

HANDOUTS	FPC 2019/20 MEETING CALENDAR, 4 th Tuesday at 1:00 p.m., CCCR
FPC Agenda 9/24/19 – Website	2019 – 08/27, 09/24, 10/22, 11/26
FPC Meeting Minutes 8/27/19 (DRAFT) – Website	2020 – 01/28, 02/25, 03/24, 04/28 (Committee Evaluations)
Co-Curricular Requests for Funds Fall 19 First Award – Website	
2018/19 Classified Prioritization Tally - Website	
2018/19 Classified Requests Categorical - Website	
New Classified Prioritization Assumptions – Website	
2019/20 Budget Report- Website	
2019/20 FTES Report – Website	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u> 1. Campus Environment 2. Co-Curricular	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"> 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. 	Co-Chairs: Vice President, Business Services Academic Senate President Classified Senate President Members: <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
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. 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.	
2. Participate and provide input to campus-wide response as it relates to ACCJC mid-term report.	
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	