



## 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 29, 2017**  
**1:15 – 2:20 p.m.**  
**A-138**

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Communications/FTVM	Neal Stewart	X	Counseling	Wendy Berg	X
						Business	Reet Sumal	
Co-Chair: Academic Senate President	Nenagh Brown	X	Physics/Astronomy/ Engineering	Erik Reese		Library	Danielle Kaprelian	X
						ACCESS	Silva Arzunyan	
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas		Health Sciences	Christina Lee	X
Student Representative	Houston Holohan	X	Chemistry/Earth Sciences			Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (1)	Michele Perry	X	English/ESL/World Languages	Kara Lybarger-Monson		Child Development Center	Johanna Pimental	X
Classified Representatives (3)	Gilbert Downs	X	Social Sciences	Lee Ballesterio		EOP&S	Marnie Melendez	
	Linda Sanders	X		Hugo Hernandez (Alt)		EATM	Brenda Woodhouse	X
	Obalid Younan	X	Art/Art History/Photography/ Music/Dance/Theatre	John Loprieno	X	Behavioral Sciences	Dani Vieira	X
Dean Appointees (3)	Howard Davis		World Languages	Perry Bennett		Life Sciences	Andrew Kinkella	X
	Norm Marten	X	Child Development	Cindy Sheaks- McGowan	X	Athletics/HED/Kin	Vince Manakas Remy Martin	X X
	Helga Winkler	X	<b>GUESTS</b>			Financial Aid	Kim Korinke	X
Director, Facilities, Maint. & Ops	John Sinutko	X						
Vice Presidents (Ex-Officio)	Amanuel Gebru, Julius Sokenu	X						

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> <li>○ <b>WELCOME, COME TO ORDER, INTRODUCTIONS</b> – Introductions were made. Nenagh Brown, Academic Senate President welcome the group and thank everyone for their service to the college and this committee in particular.</li> <li>○ <b>PUBLIC COMMENTS</b> - None</li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>MEETING NOTES</b> <ul style="list-style-type: none"> <li>○ Approval of Meeting Notes   April 25, 2017</li> </ul> </li> </ul>	<p>John Sinutko Moved, Second by Linda Sanders. Minutes were approved with the following change – Change Agenda to Minutes.</p> <p>Motion passed with the following abstentions – Dani Vieira, Christina Lee, Brenda Woodhouse, Cindy McGowan-Sheaks, John Loprieno, Remy McCarthy, Obi Younan, and Erik Reese</p>
<ul style="list-style-type: none"> <li>○ <b>REPORTS</b> <ul style="list-style-type: none"> <li>○ Campus Environment Committee – Mr. John Sinutko – John advised that the committee will be meeting in September. In addition to their usual work, the committee will also be focusing on the Fountain Area of the campus.</li> <li>○ Co-Curricular Committee – No Report</li> <li>○ State and Campus Budget Report – Silvia Barajas - On May 19<sup>th</sup> an email was sent to the fiscal planning committee and an all staff giving an update on the Governor's May Revise Budget based on the latest revenue projections for the State. The Community Colleges received a nice surprise as the Governor increased the base budget significantly to address prior year short falls in budget allocation and in recognition of increasing personnel related cost (STRS/PERS, Retiree Benefit Cost).</li> </ul> <p>At the last meeting it was discussed that the college was facing a significant budget deficit of over 1.99 million for the 2017/18 fiscal year. With the Governor's May Revise the District received an additional \$3,806,154, which helped to address the majority of our budget deficit.</p> <p>The General Fund Unrestricted Revenue Projections reflecting this additional revenue was shared and discussed. The FY 18 Adoption Budget Allocation handout was shared and discussed. This handout illustrated the revenues flowing through the allocation model.</p> <p>When comparing last year's adopted budget to this year's proposed adoption budget the college budgets is increased by \$1,703,107. The major categories on how the college budget grew from 2016/17 to 2017/18 are as follows:  STRS – 376,626  PERS – 146,723  Medical – 112,879  Retiree Health Care (HRL) – 1,423,288  For a total of \$2,059,516 (60,516 Higher than the estimate of 1.99 Million)  Comparative Budget Summaries handouts for all locations were shared and discussed.</p> </li> </ul>	

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<p>There was concern that the Salary and Benefits percentages for Moorpark were high (95.3%). It was agreed that this high percentage makes it difficult when addressing budget reductions. A question was asked how we were compared to the other colleges and the answer is that we are all about the same. When looking at the district as a whole salaries and benefits make up 88.6% of the budget. A question was asked why the big difference? It was speculated that because the VCCCD budget as a whole has large expenses in the 4000, 5000, 6000, 7000, 7999. Silvia to confirm this at the next meeting.</p> <p>A question was asked about the College Reserve and District Reserves. Silvia apologized for not bringing District Reserve handout. It will be brought to the next meeting. Silvia explained that the College does not have a reserve. The college is allowed to carry forward 2%, anything above 2% can go to the District Reserve or the college can allocate it to Local Capital Project. Silvia will bring the college detail of the above 2% to the next meeting.</p> <p>There are still additional costs for this year's budget as negotiations with the labor unions continue. The District has reached a tentative agreement with SEIU that is pending ratification by members and the Board. Here is what was tentatively agreed:</p> <ul style="list-style-type: none"> <li>• 1% on-schedule salary increase, retroactive to July 1, 2017</li> <li>• \$500 per employee off-schedule payment (prorated for less than full-time employees)</li> <li>• Me-too for both on-schedule and off-schedule salary increases (if the faculty negotiate more than our TA, we get the difference)</li> <li>• Increase health benefit cap to \$18,643.06/year per employee, to cover the 2017-2018 increased premiums</li> <li>• Rebate 38.4% of health insurance premiums paid in 2016-2017</li> <li>• Reopen on salary and health benefits for 2018-2019</li> </ul> <p>Estimated Cost for Moorpark is \$200,000 in on-going expenses.</p> <p>Faculty negotiations have not concluded.</p> <p>College Fiscal Staff have started to prepare for the 2018/19 fiscal year over the summer. Anticipated new cost:</p> <p>STRS/PERS – 640,209  Faculty Medical Increases – TBD  Health Care Retiree Liability – TBD  Step Increases – 576,000</p> <p>Regarding the College's FTES, the college is doing well. A 2017/18 District FTES handout was discussed. MC's target is 117 FTES more than the prior year. The College appears to be on target to meet that goal.</p> <ul style="list-style-type: none"> <li>○ DCAS/DTRW Enrollment Management – Nenagh Brown - Nenagh reported that the District had convened a new committee under DCAP call the District Technical Review Workgroup to discuss enrollment management. The group will meet once a month and be chaired by VC El Fattal and Co-Chaired by Nenagh.</li> </ul>	

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<ul style="list-style-type: none"> <li>○ <b>DISCUSSION – all discussion items will carry forward to next meeting</b> <ul style="list-style-type: none"> <li>○ Fiscal Planning Membership</li> <li>○ Meeting Times</li> <li>○ Classified Prioritization Meeting</li> <li>○ Discussion of Goals FY 2017-18</li> <li>○ Recommended Goals FY 2017-18</li> <li>○ PRT Visit</li> </ul> </li> </ul>	
○ <b>OTHER</b>	
○ <b>ADJOURNMENT</b>	Phil Abramoff moved and Dani Vieira Second – Motion carried. Meeting adjourned.

HANDOUTS	FPC 2017/18 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   08/29/2017 - MCShare & Website	2017 - 08/29 ; 09/26 ; 10/24 ; 11/28
FPC Meeting Minutes   04/25/2017 (DRAFT) & MCShare & Website	2018 - 01/23 ; 02/27 ; 03/27 ; 04/24
FPC Charge/Membership - Included on Agenda, 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"> <li>1. Campus Environment</li> <li>2. Co-Curricular</li> </ol>	<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"> <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>	<p><b>Co-Chairs:</b> Vice President, Business Services Academic Senate President</p> <p><b>Members:</b></p> <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>

<b>Goals 2016-17</b>	<b>Date of Action/Completion</b>
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.	01/31/2017 Began Discussion 03/28/2017 Discussed
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.	October 25 Began Discussion November 22 Discussion and Voting Began Jan 31 – Results Approved
4. Provide information updates on fiscal and budget components to entire campus.	08/16/2017 Convocation May 8, 2017 Town Hall May 19, 2017 All Faculty and Staff Email
5. Set IEPI goals as related to Fiscal Planning.	04/25/2017