



## 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
Associated Students Representative (1)	Houston Holohan	X	Chemistry/Earth Sciences	Vincent Crisostomo		Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (1)	Michele Perry	X	English/ESL/World Languages	VACANT		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	Fine & Performing Arts	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. 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 budget 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>	

AGENDA TOPIC	ACTION
<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 Projects. 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>DCAS is beginning its discussions on the Allocation Model for the 2018-19 fiscal year.</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>	

AGENDA TOPIC	ACTION
<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 called the District Technical Review Workgroup – Enrollment Management. The group will meet once a month and be chaired by VC El Fattal and Co-Chaired by Nenagh.</li> <li>○ <b>Meeting Times:</b> It was agreed to extend the meeting times for Fiscal from 1:00 pm – 2:20 pm as a pilot for this semester starting with the September meeting.</li> <li>○ PRT Visit – See Attachment</li> </ul>	
<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 Charge and Membership</li> <li>○ Classified Prioritization Meeting</li> <li>○ Discussion of Goals FY 2017-18</li> <li>○ Recommended Goals FY 2017-18</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
Fiscal Planning  <u>Reports:</u> <ol style="list-style-type: none"> <li>1. Campus Environment</li> <li>2. Co-Curricular</li> </ol>	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"> <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>	<b>Co-Chairs:</b> Vice President, Business Services Academic Senate President  <b>Members:</b> <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>

Goals 2016-17	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.	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

IEPI Partnership Resource Team visit,  
Moorpark College, October/November 2017

Town Hall Meeting: Wednesday, September 20, 1:30-2:30pm

Summary of Moorpark College's request to the Institutional Effectiveness Partnership Initiative (IEPI):

Moorpark College prides itself on its deliberative, effective, and consultative planning processes as reflected in our past Accreditation self-studies and commendations. However, we now find these processes under stress due principally, we believe to the expanded role of categorical and grant programs as reflected below. In its recent accreditation self-study, Moorpark College identified in the Quality Focused Essay, Action Project #2: Expanding institutional effectiveness resources to enhance the College's culture as it meets its mission. To further our reflection on institutional effectiveness we have:

- identified and defined data needs
- developed dashboards to allow easy access to data
- utilized technology to enhance the program planning process
- employed Hanover Research to identify grants, resources, and foundations

The purpose of the IEPI PRT visit is to help us work towards finding solutions to the following questions grouped into the three areas most affected by this change.

<b>Original Letter of Interest Area of Focus</b>	<b>More Detailed Treatment of Area of Focus</b>
<b>Integrated Planning</b>  1. We would welcome external input and review of our processes to further synchronize and integrate our overall planning processes, consistent with our goal of continuous improvement.	 1. How do we develop an effective and efficient integrated planning and budgeting model for the campus that includes both general and categorical funds with supporting research? 2. How do we integrate our program plans more fully into our over-arching college plans? 3. How do we improve program planning processes and program plans so that meaningful information is provided, across all campuses, for planning purposes?
<b>Development of Institutional Advancement Plan</b>  2. We would appreciate some expert consultation on the development of an Institutional Advancement Plan. We do not currently have a grants office, and we have only a fledgling Foundation.	 1. How do we most effectively establish a grants office to optimize the increasing number of categorical and grant opportunities? 2. How do we make such an in-house office sustainable? 3. How do we integrate the advancement office more fully into our overarching college plans? 4. How do we create a college foundation that is self-sustaining? 5. How do we build a foundation that effectively taps community resources and assets to support students?
<b>Institutional Research</b>  3. We would appreciate some expert consultation and review of our Institutional Research Office and development of an Institutional Research Plan. Recent turnover in leadership and staff presents an opportunity for reflection.	 1. How do we make sure that IR receives the resources needed to support institutional advancement? 2. How do we build a sustainable Institutional Effectiveness and Research office with a clear plan of action and outcomes?

	<p>3. What is the appropriate staffing and organizational structure for an IR department for a college our size?</p> <p>4. How do we develop an IRB to support the multiple research requests to study Moorpark's Student Learning model?</p> <p>5. How do we create a protocol to address the research needs of the various categorical funding sources?</p> <p>6. What systems need to be established to enable IR to be involved in the grant development process as well as writing so there's a clear understanding of the research demands of each grant effort?</p>
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Members of the Partnership Resource Team who have been chosen for their expertise in the areas of focus requested by Moorpark College:

Last Name	First Name	Primary Role	Institution
Cruz-Johnson	Celia	Professional Development, SLO, BSI Coordinator and Faculty	San Jose City College
Endrijonas	Erika	President	Los Angeles Valley College
Escajeda	Jackie	Dean, Intersegmental Prgms & Credit Curric	Chancellor's Office, California Community Colleges
Hawley	Tamela	Interim Vice Chancellor of Institutional Effectiveness and Student Success	WASC Senior Commission
Brady	Diane	CBO	Las Positas College
Ochoa	María	Executive Director, Office of Development and the Foundation	Chabot College
Pruitt	Deborah	Instructor: Berkeley City College	Berkeley City College

Further information?

Julius Sokenu, Vice President of Academic Affairs ([jsokenu@vcccd.edu](mailto:jsokenu@vcccd.edu))

Nenagh Brown, President of Academic Senate ([nbrown@vcccd.edu](mailto:nbrown@vcccd.edu))