



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, October 24, 2017 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: Vice President, Business Services	Silvia Barajas	x	Athletics/HED/Kin	Vance Manakas		English/ESL	Jerry Baker	x
				Remy McCarthy (Alt)	x	Business	Ruth Bennington	
Co-Chair: Academic Senate President	Nenagh Brown	x	Physics/Astronomy/Eng. Financial Aid	Erik Reese Kim Korinke	x	Library ACCESS	Danielle Kaprelian Silva Arzunyan	x
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas	x	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		Counseling	Wendy Berg	x	Child Dev Center	Johanna Pimentel	x
Classified Representatives (3)	Gilbert Downs	x	Social Sciences	Lee Ballesterro	x	EOP&S	Marnie Melendez	x
	Linda Sanders	x		Hugo Hernandez (Alt)		EATM	Brenda Woodhouse	
	Obalid Younan	x	Fine & Performing Arts	John Loprieno		Behavioral Sciences	Dani Vieira	
Dean Appointees (3)	Helga Winkler	x	Media Arts/Comm Studies	Neal Stewart		Life Sciences	Andrew Kinkella	
	Norm Marten	x	Child Development	Cindy Sheaks-McGowan		World Languages	Perry Bennett	
	Mary Rees	x	GUESTS	Lt. Burt Gutierrez	x			
Director, Facilities, Maint. & Ops	John Sinutko	x		Howard Davis	x			
Vice Presidents (Ex-Officio)	Amanuel Gebru	x						
	Julius Sokenu	x						

AGENDA TOPIC	ACTION
o WELCOME, COME TO ORDER, INTRODUCTIONS	
o PUBLIC COMMENTS	

AGENDA TOPIC	ACTION
○ APPROVAL OF MEETING NOTES	
○ August 29, 2017	Minutes of September 29 were approved.
○ September 26, 2017	Minutes of September 26 were approved with a correction to Classified Staff representatives to DCAS. The Classified Staff representatives are Linda Resendiz and Michelle McMurtry (alternate)
○ REPORTS & DISCUSSIONS	
○ Campus Environment Committee – John Sinutko The environmental committee's focus this year is the Fountain area. A survey will be sent out to everyone for suggestions on what to do in place of the fountain which loses over 25,000 gallons of water a month due to evaporation.	
○ Co-Curricular Committee – No Report	
○ State and College Budget Report – Silvia Barajas	
○ FTES Report – Silvia provided the FTES report which showed that MC continues to be on track to exceed FTES Targets for the 2017/18 Year by 42 FTES. MC is on target to exceed FTES growth from prior year by 159 FTES.	
○ District Budget Report from Chancellor's Forum on Campus - LINK http://www.vccd.edu/departments/chancellor/chancellor-forum	
○ DCAS/DTRW Enrollment Management – Nenagh Brown Ms. Brown reported that there was no DTRW Enrollment Management meeting. DCAS will be covered under District Budget Allocation Model.	
○ Fiscal Planning Committee Charter & Membership – The following changes were made to the Fiscal Planning Committee Charter and Membership: a. Adding Classified Senate President as a Co-Chair b. Adding one additional Classified Supervisor c. Correcting title to Vice President Academic Affairs (ex-officio, non-voting) d. Adding Vice President Student Support (ex-officio, non-voting)	Fiscal Planning Committee Charter and Membership were approved.
○ Discussion & Recommendation of Goals FY 2017-18	Motion was made by Mary Rees to approve the 2017/18 Goals as noted below. Second by Norm Marten. Motion Carried.
○ Classified Prioritization – After much discussion the committee agreed to the following: a. Since new categorical classified positions are reviewed by other committees, the fiscal planning committee does not have an impact on those positions. It was agreed that new categorical classified positions will be brought to fiscal planning committee an information item, no discussion, or vote will take place. b. New General Fund positions will be brought to Fiscal Planning Committee for prioritization. The classified senate conducted a survey of classified staff and it was overwhelmingly in favor of prioritizing positions every year. Thus the committee will review the classified positions at their next meeting.	Marnie Melendez motion and second by Erik Reese. New Categorical Classified positions will be brought to the group as an information item and no discussion or vote takes place. Motion passed unanimously. Marnie Melendez motion Second by Linda Sanders – New General Fund Classified Positions will be prioritized every year by the Fiscal Planning Committee. Motion passes unanimously.

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ District Budget Allocation Model Update – Silvia Barajas and Nenagh Brown Twelve different budget allocation models were presented in a rather rush fashion as the time was an issue. The major items of concern were around the Base Allocation to each of the colleges. Since 15% of the budget (after district wide cost and faculty cost) is allocated equally among the colleges, actual FTES production does not significantly affect the allocation of funds. Of concern to Moorpark College is that this results in a significant less allocation per FTES to the college (about \$928 less per FTES). Also the base allocation the district received for a medium size college is \$4,201,509 and for a small size college is \$3,601,294 yet the current allocation model distributes base allocation evenly at \$6,641,616. With this model OC received 3 million more than what is allocated by the state for a small size college, and MC and VC received 2.4 million more than what is allocated by the state for a medium size college. Jeff Baker who was involved with the initial allocation model advised that this was done as it was agreed that basic operating cost would be same for all colleges regardless of size. There was also a belief that OC had the most potential for growth and the committee wanted to recognize that. Discussion of the model will continue in future meetings. 	
<ul style="list-style-type: none"> ○ OTHER 	
<ul style="list-style-type: none"> ○ ADJOURNMENT 	

HANDOUTS	FPC 2017/18 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 10/24/2017	2017 - 08/29 ; 09/26 ; 10/24 ; 11/28
FPC Meeting Minutes 08/29/2017 (DRAFT), 09/26/2017 (DRAFT)	2018 - 01/23 ; 02/27 ; 03/27 ; 04/24
FPC Portion of Making Decisions Document	
FPC Charge/Membership - Included on Agenda	FTES Updated Report 10/17/2017
District Budget Allocation Model - Update	District Budget Report From Chancellor's Forum on Campus

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</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 2017-18	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. Define the committee's role in strengthening 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. Set IEPI goals as related to Fiscal Planning – for the next 3 years	
6. Review Multi Year Budget Projection	
7. Review Infrastructure Model	
8. Participate in the PRT Process and Consider the Recommendations for Fiscal	