

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 23, 2018

1:00 pm – 2:20 p.m.

Campus Center Conference Room

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

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order by Nenagh Brown at 1:06 pm.
2. PUBLIC COMMENTS – No public comments	
3. MEETING NOTES	
3.1 Approval of Meeting Minutes September 25, 2018	Mary Rees motioned to approve minutes. John Sinutko seconded motion. Motion carried Abstentions: Gilbert Downs
4. REPORTS & DISCUSSIONS	
4.1 Campus Environment Committee – John Sinutko John reported that the committee met on October 16 th in the PCR. Held previous discussions and approved meeting minutes. Reported on current facilities projects. Discussed if it is feasible to collect recyclables. Need to develop a map where all the recyclable containers are on campus. Brian Sherman was introduced as the newest member. Discussions held regarding new station proposal. Natures Finest Club shared their new irrigation greenhouse plans. It was suggested they speak to Nathan Roth regarding this matter. Members had concerns how structure will withstand wind. A report will be presented. Solar panels will be placed in the A, B, C parking lots. Question asked how the Sustainability committee fits in. Silvia clarified it is a student committee. John stated meeting was well attended by students. However, committee is looking into a better meeting time so that more students are able to attend.	
4.2 Co-Curricular Committee- Silvia Barajas Silvia shared that two co-curricular applications were received and both were funded. One was for two tall banners on stands to help market the radio station to the general student population and other events. The other application was for t-shirts for student interns in FTVM. Please refer to handouts for further details.	
4.3 Committee Goals- Gilbert Downs Members reviewed goals and provided revisions.	Phil Abramoff motioned to approve goals with changes to goal 1 (a) change Center to “Centered” and for goals 5 & 6 add “review and make recommendations” Karen Rothstein seconded motion. No abstentions. Motion carried.
4.4 FTES Report/Budget Report– Silvia Barajas Silvia stated that we are doing well on our FTES target. Perhaps it can go up by 15 FTES. For informational purposes, on the back of the FTES Report you will find the FTES for all colleges. Member requested percent of fill rate. Question was asked if the variance target to actual is just a coincidence. Silvia stated that this time it just happens to be a coincidence. It was mentioned that OC is down in comparison to their target. Last year OC was running below target. Silvia will provide report. Our budgeted target for all three colleges is on line 10 and the MC target is on line 9. Silvia clarified that the district provides us with target. Right now we are the only college meeting target. If we were all meeting target then it would be more critical. Silvia clarified that	

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<p>if we grow the funds do not go to MC, but would go through the allocation model. We are fine as long as we do not go over line 8 which is our allowable growth.</p> <p>She also mentioned that the state revenue is coming in significantly higher. The new Governor will issue budget in January 2019.</p>	
<p>4.5 DCAS - Nenagh Brown, Silvia Barajas, and Gilbert Downs</p> <p>a. FON- (Faculty Obligation Number)</p> <p>FON figures are from last year. These figures are from the state and indicates obligation for 2019. State wants us to have 437 in order to be in compliance. It looks like we will have about 435. The FON is a district number and is not broken down by college. Goal of the FON was for all California colleges to work for 75% PT ratio. There are discussions at the state level about what we can do about that because it currently is not working. From the district's perspective Nenagh requested to have the break down by college. It will be divided into FT faculty by categorical funds and FT faculty by general funds. It was discussed to break down by programs, however they didn't feel it was necessary. It is controversial because results could be used when requests for new faculty are taken to the district for approval. Questions or thoughts? Matter will be brought back in November.</p> <p>Silvia was concerned about the 7 million that they were expecting instead its closer to 4.6 million. The FY19 TCR advance was \$162,610,566 and the FY19 TCR in adoption budget of \$157,962,401 for a difference of \$4,648,165. If the SCFF holds then the only amount that will be funded will be 4.6 million. We should know by January/February 2019. Silvia clarified that the hold harmless amount goes into the allocation model. The district made their own assumptions in regards to developing their adoption budget. Silvia clarified the hold harmless new funding formula FY19 and the total computational revenue (CR). The \$9,377,949 is mostly being spent on salary and benefits. Silvia can provide further details. Mary stated that the 9 million has already been actioned into COLA. Our expenses are growing more and in the future will supersede our actual budget. This is going to continue to happen and we will be operating out of a deficit budget. Our budget expenses is 93.8% in salary and benefits. Total computation revenue is PT equity comp, lottery proceeds, non-resident revenue. No new funds will be committed to for on-going expenses. Members wondered what is happening to the district revenue. Silvia mentioned that they did not accept our recommendation that funds from the shift in FTES be given to the colleges on a one-time basis rather than the district reserve. Silvia will bring it up again. The district stated previously that they were concerned they would lose one of their tenants and that it had not been a full year to make any determinations. However, Nenagh mentioned that it has now been a year and this matter could be revisited with the district.</p> <p>Members inquired about the status of the reserves. Silvia reported that there are 29.7 million in reserves. 5% request board designated. She will email the GF unrestricted reserves handout. Members asked if this money was released would it go through the funding model. It was stated that it would have to go through the board. Mary mentioned that district has chosen to spend</p>	

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<p>money from the reserves. However it was stated that there is no formal process. The legal requirement is there to deal with any emergency short comings.</p> <p>Nenagh mentioned that it is critical that the 4.6 million does not go into reserves. Otherwise to be spent it will require board of trustee's approval. Silvia clarified what the 5 million could be used for.</p> <p>Nenagh asked members if there was anything else we need to be advocating for at the district level. Mary thanked Silvia for being transparent. Silvia will keep pushing for transparency.</p>	
4.6 Classified Prioritization Meeting – January 29, 2018	
5. OTHER - Discussion & Recommendation related to Committee Goals	
6. Good of the Order	
7. ADJOURNMENT	Meeting adjourned at 2:08 pm.

HANDOUTS	FPC 2018/19 MEETING CALENDAR, 4 th Tuesday at 1:00 p.m., CCCR
FPC Agenda 10/23/2018 – Website	2018 – 08/28 , 09/25 , 10/23 , 11/27
FPC Meeting Minutes 9/25/18 (DRAFT) – Website	2019 – 01/22, 01/29, 02/26, 04/23
2018/19 FTES Report – 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"> 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 Classified 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)

Proposed 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. <ul style="list-style-type: none"> a. Student Center 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. Look for opportunities to strengthen the connections among planning, resource allocation, and assessment processes. <ul style="list-style-type: none"> a. Participate and provide input to campus-wide planning process as it relates to discussions at EdCap or through the Quality Focus Essay (QFE) process. 	
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	