

# 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, November 27, 2018**

**1:00 p.m. – 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	X
				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	
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	X	Child Dev Center	Johanna Pimentel	X
				Wendy Berg (Alt)				
Classified Representatives (3)	Celine Park		Social Sciences	Lee Ballesterio	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	Danielle Vieira	X
Dean Appointees (3)	Carol Higashida	X	World Languages	Perry Bennett		Life Sciences	Melia Tabbakhian	X
	Mary Rees		Child Development	Cindy Sheaks-McGowan	X	Media Arts/Communication Studies	Neal Stewart	X
	Karen Rothstein	X	Guest	Cynthia Osuna	X	Financial Aid	Kim Korinke	
Director, Facilities, Maintenance & Ops	John Sinutko	X				Ex Officio:		
						Vice President Academic Affairs	Julius Sokenu	X
						Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b> Gilbert and Nenagh welcomed members.	Gilbert Downs called the meeting to order at 1:04 pm.
<b>2. PUBLIC COMMENTS</b> Nenagh announced that Multi-Cultural Day is scheduled for April 23, 2019. Event will be coordinated by Tamarra Coleman. If you are interested in volunteering please contact Tamarra.	
<b>3. MEETING NOTES</b>  3.1 Approval of Meeting Minutes   October 23, 2018	Vance Manakas motioned to approve minutes. Karen Rothstein seconded motion.  Abstentions: Traci Allen, Linda Sanders, Cynthia Sheaks-McGowan.  Motion carried
<b>4. REPORTS &amp; DISCUSSIONS</b>	
4.1 Campus Environment Committee – John Sinutko John shared November 20 <sup>th</sup> meeting notes as follows: Steve provided update regarding kinesiology classroom. Committee reviewed old business. Committee recommended Eric Lopez be invited to the next meeting. Brian Sherman presented plan regarding fountain. John has not seen plan, but will review	
4.2 FTES Report/Budget Report– Silvia Barajas Silvia reported that MC is down 57 FTES. This should be our final figure for the Fall Semester. Overall we are still ahead of target because of our high enrollments in the summer session. Students are still registering in light of the recent events in the county. MC is still ahead of our 11,279 target. Please refer to the back side of handout for district target.  Nenagh shared that we have an enrollment pizza party to encourage student enrollment. Traci stated that the pizza party will be held on Wednesday, December 5 <sup>th</sup> from 11 am-3 pm and from 5 pm-7 pm in front of Fountain Hall.	
4.3 DCAS - Nenagh Brown, Silvia Barajas, and Gilbert Downs a. FON- Silvia reviewed the 2018-19 FON handout, which shows how the faculty is split between general fund and grants/categorical. The handout lists all FT faculty. Temporary staff are counted in the PT pool. If grant categorical funding is eliminated tenured faculty would have the protections allowed through the negotiated agreement. A question was asked about Classified Staff that are paid from categorical and what would happen if those funds were eliminated. Silvia explained that there would be a process as outlined in the negotiated agreement as it relates to seniority. DCAS has been asked to provide figures every year. Erik mentioned that three individuals were hired under strong workforce yet one was paid under general fund. Silvia will confirm. Michele stated it was due to payroll issue because two individuals were using the same FOAP #. There were two people that were hired under the same position number. Michele stated this issue is still being sorted with HR. Question was asked what will happen to Michael Walegur's former position. Silvia stated that the funds are	

AGENDA TOPIC	ACTION
<p>still in the budget and will be used to pay for the replacement faculty cost. Any remaining amount would go toward fund balance. Nenagh mentioned that we have a total of 172.10 faculty in all categories.</p> <p>b. Infrastructure Model- Silvia stated that discussion was held in DCAS regarding allocation model. Currently DCAS is reviewing certain aspects of the allocation model such as the infrastructure model. The Infrastructure Model is our mechanism for total cost of ownership (TCO) and is used to inform our auditors and accreditation team of our plan for maintain basic services Most of the money that comes into the infrastructure model is from interest earned on district reserves. Money is allocated according to the infrastructure funding model. Silvia stated they asked for further clarification of unrestricted general fund for infrastructure model. Nenagh mentioned that this is a fund that you can carryover but it must be allocated to the identified categories. She mentioned that OC asked for the definition of computer. Every year it is important to review this model. This will be revisited in January 2019. We also anticipate to receive a final report from the DCAS workgroup and will be brought back to this committee.</p>	
<p>4.4 Classified Prioritization Meeting – January 29, 2019</p> <p>Gilbert mentioned that the committee will be meeting twice next month. He reviewed the new classified position prioritization assumptions and the 2018-19 classified requests- General Fund &amp; Categorical. He asked members to review handouts and provide feedback. If a classified position is vacant it may be filled if deemed necessary. John Sinutko mentioned that the locksmith position was filled.</p> <p>Erik stated that the new classified position prioritization assumptions ground rules need to be revised to say each year.</p> <p>This year Nenagh recommended that names be placed on ballots because we are a public entity. She also shared that this also came out of the faculty prioritization. If positions are required by state law they will be hired. Unlike the faculty prioritization these positions will be filled based upon budget availability.</p> <p>Nenagh clarified that the list is ratified in public. Nenagh stated that this is a governance committee and we are brown acted. Therefore it is recommended that names be placed on ballots. Classified staff go through a different process based on seniority and bumping rights. We still need to decide if we will allow proxy voting. Phil stated in the past we used to have the alternate rep vote. Or if we allow proxy voting they would need to be committed to staying the entire time. Jeanie stated according to Brown Act, proxy voting is not allowed. Erik suggested that this be included in the assumptions. Members felt that presentations were important.</p> <p>Julius clarified that people needed to be present because there was no written narrative. Now we have the option of referring to the written narrative and presentation. We need to determine whether we adhere to the previous rules or modify them to reflect changes.</p>	<p>Julius Sokenu motioned that we do not require individuals to be present. Michele Perry seconded motion.</p> <p>Julius rephrased his motion to state that individuals do not need to be present the entire time in order to vote.</p> <p>In favor: <u>11</u> Against: <u>7</u></p> <p><u>Abstentions:</u> Erik Reese, Rex Edwards, Marnie Melendez, Karen Rothstein, Julius Sokenu, Nenagh Brown, Gilbert Downs, and Silvia Barajas</p>

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<p>Do we want a separate list for classified positions that are not full-time? Discussion held. Linda Sanders recommended to include hours per week and not ranked separately. Silvia asked how members want to deal with the ranking? Or should it be kept as is?</p> <p>Gilbert reviewed the 2018-19 Classified Requests- Categorical. Discussion held: Michele wanted to find out how long is categorical funding. Julius stated that the decision is vetted through some form of mechanism. The people that are managing the grant need to be responsible for communicating information to the person that is applying for a categorical position. Do we want to vote on categoricals?</p>	<p>Motion carried</p> <p>Percentages will be added to the 2018-19 Classified Requests- GF.</p> <p>Neal Stewart motioned to vote on categorical. Ruth Bennington seconded motion.</p> <p>In favor: <u>16</u> Against: <u>3</u></p> <p>Abstentions: Erik Reese, Nenagh Brown, and Gilbert Downs.</p> <p>Motion carried</p>
<b>5. OTHER</b> - Discussion & Recommendation related to Committee Goals	
<b>6. Good of the Order</b>	
<b>7. ADJOURNMENT</b>	Meeting adjourned at 2:22 p.m.

HANDOUTS	FPC 2018/19 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:00 p.m., CCCR
FPC Agenda   11/27/2018 – Website	<del>2018 – 08/28, 09/25, 10/23, 11/27</del>
FPC Meeting Minutes   10/23/18 (DRAFT) – Website	<del>2019 – 01/22, 01/29, 02/26, 04/23</del>
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"> <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 Classified 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>
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Goals 2018-19	Date of Action/Completion
<ol style="list-style-type: none"> <li>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.               <ol style="list-style-type: none"> <li>a. Student Centered Funding Formula (SCFF) – Educate ourselves so that we can adequately advocate on behalf of MC students at District Level.</li> <li>b. Track SCFF impact to college.</li> </ol> </li> </ol>	08/28/2018, 09/25/2018, 10/23/2018
<ol style="list-style-type: none"> <li>2. Look for opportunities to strengthen the connections among planning, resource allocation, and assessment processes.               <ol style="list-style-type: none"> <li>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.</li> </ol> </li> </ol>	09/25/2018
<ol style="list-style-type: none"> <li>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.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Provide information updates on fiscal and budget components to entire campus.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Review Multi Year Budget Projections</li> </ol>	
<ol style="list-style-type: none"> <li>6. Review Infrastructure Model</li> </ol>	