

# 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 27, 2019

1:00 pm–2:20 pm

CCCR

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Nenagh Brown	X	Athletics	Vance Manakas	X	English/ESL	Kara Lybarger-Monson	X
				Remy McCarthy (Alt)		Business Admin	Jeff Baker (Alt)	
Co-Chair: Classified Senate President	Gilbert Downs	X	Physics/Astronomy/CS	Erik Reese	X	Library	Ruth Bennington	X
			Engineering			ACCESS	Danielle Kaprelian	
Co-Chair: VP Business Services	Silvia Barajas	X	Student Health Center	Sharon Manakas	X	Health Sciences	Mary LaBarge	X
AFT Faculty Appointee (1)	Rex Edwards	X					Silva Arzunyan	X
Associated Students Representative (1)	Sahil Vig	X	Chemistry/Earth Sciences	Rob Keil		Mathematics	Christina Lee	X
Classified Supervisors' Representative (1)	Michele Perry	X	Counseling	Traci Allen		Child Dev	Phil Abramoff	
				Wendy Berg (Alt)			Cindy Sheaks-McGowan	X
Classified Representatives (3)	Celine Park		Social Sciences	Lee Ballesterio		EOPS	Marnie Melendez	X
	Linda Sanders	X		Hugo Hernandez (Alt)	X	EATM	Cynthia Stringfield	
	Obalid Younan		Visual Arts	Erika Lizee		Behavioral Sciences	Dani Vieira	X
Dean Appointees (3)	Carol Higashida	X	Performing Arts	James Song	X	Life Sciences	Melia Tabbakhian	
	David Gatewood		World Languages	Perry Bennett		Media/Comm Studies	Neal Stewart	X
	Kushnur Dadabhoy		Guest	Cynthia Osuna	X	Financial Aid	Kim Korinke	X
Director, Facilities, Maintenance & Ops	John Sinutko		Guest	Kelly Petrash	X	Ex Officio:		
			Guest	Shyan Diaz-Brown	X	Vice President Academic Affairs	Mary Rees	
						Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b>	Meeting called to order by Nenagh Brown at 1:05 pm.
<b>2. PUBLIC COMMENTS</b>	None
<b>3. MEETING NOTES</b>	
3.1 Approval of Meeting Minutes   April 23, 2019	<p>Vance Manakas motioned to approve minutes with changes to the following: Page 3 second sentence should be FTES and Page 4 under section b second paragraph fourth sentence should be FON.</p> <p>Erik Reese seconded.</p> <p>Abstentions: Sahil Vig, Mary Labarge, Marnie Melendez, James Song, Cindy Sheaks-McGowan, &amp; Hugo Hernandez</p> <p>Motion carried</p>
<b>4. REPORTS &amp; DISCUSSIONS</b>	
4.1 Campus Environment Committee – John Sinutko John not in attendance. Item tabled for next meeting.	
4.2 Co-Curricular Committee – Silvia Barajas Deadline to apply for co-curricular funds is September 13. Awards made by September 20. Several email reminders were sent regarding co-curricular first award deadline. Nenagh asked members if they were interested in joining Co-Curricular Committee. At this time, no members requested to join the Co-Curricular Committee.	
<p>4.3 Adopted Budget Report- Silvia Barajas The adoption budget was built based on the hold harmless model provided by the California Community College Chancellor's Office (CCCCO). The CCCCCO advised that district could plan to receive an allocation equal to 2017/18 Actual FTES adjusted for each year's cost of living adjustment (COLA) in 2018/19 (2.71%) and 2019/20 (3.26%). This can be seen on the 4<sup>th</sup> column titled 2019-20 Adoption Budget. Hold Harmless amount of 153,823,885 plus 4,168,627 (2.71 COLA) and 5,150,556 (3.26% COLA) for a total of \$163,143,068 Total Computational Revenue (TCR). The Hold Harmless adjusted by COLA will extend through 2021-22.</p> <p>Under other Revenue - Allocation for Full-Time Faculty Hiring and PT Faculty Equity Comp are funded as allocated by the state. Lottery Proceeds, Non-Resident Tuition Intl. and Non-Resident – Domestic are funded at 95% of prior year actual. Total Other Revenue is \$7,341,300.</p> <p>Total General Fund Unrestricted Revenue is \$170,484,369</p>	

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<p>Page 2 illustrates the \$170,484,369 flowing through the district allocation model. First is districtwide services of \$7,865,456. Page 6 of the handouts provides the full detail of how these funds are allocated.</p> <p>Utilities are \$4,090,500. Detail of utilities are on page 7.</p> <p>Next is the 7.1% of revenue for District Administrative Center expenses. This totals \$12,104,390.</p> <p>The funds that are available for allocation to the college is \$146,424,023</p> <p>Lines 1-7 are the cost associated with the delivery of instruction based on a 525 Productivity Factor  Line 4 – It would take 325.6 FTEF to deliver instruction to 11,395.  Line 5 – Adjust the 325.6 FTEF by 12 FTEF to account for faculty release time  Line 6 Adjust the 325.6 FTEF by 124.2 to account for Full Time faculty position and allocates to the college \$22,193,576 for actual payroll cost.  Line 7 – Takes the 325.6-12(release time)-124.2(full-time faculty positions) = 213 hourly FTEF and allocates to the college \$11,422,466 for this purpose.  Line 8 is the total Class Schedule Delivery Allocation - \$33,616,041  Line 9 is the base allocation to each college and is equivalent to 15% of the total available for distribution \$146,424,023 for a total of \$7,321,201 to each college.</p> <p>The remaining amount is distributed based on FTES production (adjusted for non-credit)</p> <p>Line 11 - Moorpark received 44.6% for a total of \$20,877,982  Line 12 is the total of Line 8 and Line 11 - \$61,815,224.  Line 15a – is the FY19 Carry Forward of 2% - \$1,175,042.  Line 15b - The SCFF allocation for the district was not determined until late April 2019. The result was an additional \$1,248,453 for Moorpark College. MC representatives to the District Committee on Administrative Services (DCAS), Nenagh Brown, Gilbert Downs, and Silvia Barajas, successfully advocated for the \$1,248,453 to be allocated through the District's allocation model rather than adding the funds to the District's ending balance. The college still has not determined how these funds will be used however it is working closely with the Academic and Classified Senate in making those decisions. These funds can be seen in Line 15B.  Line 16 - Total allocation for Moorpark is \$64,238,720.</p> <p>Page 3 shows the allocation by location and includes the carry-over funds.  Page 4 shows the allocation by location broken up by expense category.  Page 5 shows Moorpark College Budget by expense category.  Page 6 shows District-wide Services by program  Page 7 shows the utilities cost by utility</p>	

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<p>Page 8 shows the district-wide reserves. The Unallocated reserve are of special note. California Community College Districts were notified at the end of June 2019 of their respective 2018-19 Second Principal Apportionment (P-2) amount which, for VCCCD, was significantly higher than its First Principal Apportionment (P-1) amount. As a result, the District received \$5.7 million of additional revenue for 2018-19. Upon notification of this increase, discussions began through participatory governance and senior leadership as to how these dollars would be allocated. The dollars will presently remain as Unallocated Reserves while a utilization plan is being finalized for presentation to the Board of Trustees. The \$5.7 million is part of the \$17,674,962.</p> <p>Page 9 Infrastructure Funding – Fund 113 Accreditation requires that colleges have a plan for total cost of ownership. That is how the college replaces and/or maintains facilities, equipment, and library materials. The district infrastructure model is used for this purpose. The primary source of the funds is from interest earned on the reserve and ending balance from Districtwide services. For FY19 this totaled \$4,153,313 that you see as revenue in column 5. The budget for each of category is on column 6.</p> <p>Page 10 – Fund 114 Unrestricted Designated represents revenues and expenditures associated with contract education, entrepreneurial programs, bookstore, civic center, and other activities and are intended to be self-supporting. The largest account for Moorpark is Bookstore Lease. \$57,000 of the revenue is used to support various programs including multicultural day, co-curricular, year of, ASG Co-Curricular, and Honors. The remaining amount of \$4.7 million is earmarked for the renovation of the campus center.</p> <p>Page 11 –Fund 4XX Capital Projects – Locally funded. This page illustrates the projects for FY20. It there is an ending balances, those projects need additional funding to complete.</p> <p>Silvia asked members if they had any questions. Hugo wanted to know actual number of international students and out of state students. Silvia will check figures and email information to members. Sahil wanted to know what COLA and SCFF meant. Silvia explained that COLA stands for cost of living adjustment and SCFF stands for student centered funding formula. Ruth wanted to know what goes into Trustee Board of Operations. Silvia clarified that it was dues and travel. Hugo inquired about facilities planning. Silvia stated it was for consulting services. Ruth asked for clarification of Executive Management search costs. Silvia clarified costs.</p> <p>Silva clarified that utilities are separate from Durley and from leased offices on Daily Dr. Ruth wondered why it was under district-wide.</p> <p>Silvia stated that the City of Ventura changed the way they meter water. However it did not materialize and then it rained so we were not watering as much.</p> <p>Silvia mentioned that we are constantly watching that the district is not over budgeting. Hugo inquired about solar panels. Silvia said that the solar panels would help us obtain flat rate.</p>	

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<p>There is \$146,424,023 left to allocate for distribution among the colleges. All colleges receive 15% of the \$146,424, 023. From the adjusted FTES the non-credit is removed from allocation.</p> <p>In considering how best to use the additional \$1,248,453 for Moorpark College from the SCFF Nenagh stated that facilities and technology requests are prioritized through F/TCAP. From here one consideration for the \$1.2 million is rebuilding the old ACCESS building. We need more office and classroom space. Another is the renovation of the Campus Center. Silvia stated that the Campus Center has \$4.9 from our bookstore and students have \$3.7 million. Overall budget is \$25 million and we are at about \$10 million. If you think of something that we may need please provide input. We need to reassess where we want to focus.</p> <p>Page 3 Vance asked if carry over was allowed. Silvia clarified that you are allowed to carry over 2%. Silvia stated she got the minutes corrected to reflect what Chancellor agreed to.</p> <p>Page 4 The classified salaries includes Professional Experts, Provisionals, student workers etc. In the future we will break it down so that it does not overinflate actual expenditures. Ruth stated that the Chancellors and Vice Chancellors' salaries should be removed from management salaries.</p> <p>Silvia did not budget the one-time funding because next year we might not have it. That is the reason why our numbers are high. The other colleges included the one-time funding in their budget. Nenagh acknowledged Silvia for her efforts.</p> <p>Last year we had a lot of vacancies and Silvia budgeted for the full amount under General Funds. Majority of surplus funds come from these vacancies. In classified hiring we just got the equipment manager and upgraded a lab position from PT to FT. We brought in a Tutorial Specialist II and a second instructional technologist based on the classified prioritization. We reinstated a custodial and grounds keeper as well.</p> <p>Page 8 State requirement for reserves is 5%. If our revenue goes down we have set aside an extra \$10,018,403. The board has also set aside money for energy efficiency projects and anticipates to use it by the end of the FY20. The 113 &amp; 114 funds were recently added to the reserves. 113 is our infrastructure model. 114 is our self-supporting operations. They will have \$78,811,677 in the reserve. Ruth clarified that we are over the legal requirement. If the Board were to understand this then they would have to discuss how they want to allocate funds.</p> <p>Page 9 There is an accreditation requirement for a sustainable infrastructure model. This marks our plan to spend those amounts in the specified categories. Silvia will bring the detail of the expenses for 113.</p>	

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<p>Page 10 Self-sustaining programs. Major programs for us: zoo operations &amp; bookstore lease funds, Multi-Cultural Day, honors, and remaining renovation of CC. International students- the colleges gets the funds; they do not go through budget allocation model.</p> <p>Page 11 Gym renovation is almost complete. We still have \$4 million of work left to do. Admin bldg.- hoping to qualify for some state dollars for renovation If you see an ending balance that means we don't have enough funds to complete project and need to save. Silvia and John worked on this budget throughout the year and it's all captured on this report.</p>	
<p>4.4 FTES Report- Silvia Barajas MC had a very robust and fruitful Summer Session with 995 FTES; that is 145 more FTES than last year (2018)</p> <p>For Fall MC is down in FTES. In headcount there are 14,063 students. This is 458 less students than Fall 2018. This is a 3.15% decrease.</p> <p>In units MC is currently at 130,894.75. This is 5,465.50 less than fall 2018. This is a 4.01% decrease.</p> <p>Average units is 9.31. Last fall average units were 9.39. So less students taking fewer units on average.</p> <p>Late start classes and dual enrollment will help either increase our FTES or help maintain it as it offsets other drops.</p> <p>Why is this important? Obviously for many reasons not associated with fiscal, such as student completion, educated workforce, better career paths etc. Fiscal-wise, this drop in enrollment if applied to the current allocation model would result in a decrease in the following areas of the budget allocation model.</p> <p>First, funding for class schedule delivery would be reduced by \$375,318 and allocation based on FTES would be reduced by \$517,733. For a total reduction to the college of \$893,052. This is one of the reasons to have a college reserve.</p> <p>Julius will compose enrollment management plan. If you have further questions please contact Silvia.</p>	
<p>4.5 DCAS – Nenagh Brown, Gilbert Downs, &amp; Silvia Barajas</p> <ul style="list-style-type: none"> <li>Student Centered Funding Formula (SCFF) There are some additional funds received from the state that DCAS discussed during the August meeting. The district received \$5.7 million more than what they were expecting. It was recommended that these additional funds go through budget allocation model. Right now it is sitting in district unallocated reserves. Silvia stated that according to budget</li> </ul>	

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<p>allocation model the funds should be put through this model. Silvia stated we need to get 46.4% of it. The Chancellor makes the final recommendation. The Chancellor is getting a lot of pressure from the Board of Trustees. Part of our job is to help educate the Board of Trustees. This money is coming from SCFF. The Chancellor wants money to cover STRS and CalPers retirement increases (not healthcare). Ruth stated that it should be considered an operating expense.</p> <ul style="list-style-type: none"> <li>District-wide Services - postponed</li> </ul>	
4.6 Discussion & Recommendation of Draft Goals FY 2019/20 - postponed	
4.7 Classified Prioritization Meeting – 11/26 (12:00 pm-2:30 pm). Gilbert mentioned lunch will be provided. Program plans will be due end of September. He mentioned that whatever is in the program plans will be addressed. Nenagh clarified that program plans will not be revised once they are submitted.	
5. <b>OTHER</b> - Discussion & Recommendation related to Committee Goals	
6. <b>Good of the Order</b>	
7. <b>ADJOURNMENT</b>	Meeting adjourned at 2:22 pm.

HANDOUTS	FPC 2019/20 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:00 p.m., CCCR
FPC Agenda   8/27/19 – Website	2019 – <del>08/27</del> , 09/24, 10/22, 11/26
FPC Meeting Minutes   4/23/19 (DRAFT) – Website	2020 – 01/28, 02/25, 03/24, 04/28 (Committee Evaluations)
2019/20 Adoption Budget Report - Website	
2019/20 FTES Report - Website	
FPC Portion of Making Decisions Document - Website	
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>Campus Environment</li> <li>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>

Draft Goals 2019/20	Date of Action/Completion
1. 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"> <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> </ul>	
2. Participate and provide input to campus-wide response as it relates to ACCJC mid-term report.	
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	