



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, April 24, 2018 1:00pm – 2:15 p.m. Campus Center Conference Room

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Chair: Academic Senate President	Nenagh Brown	X	Athletics/HED/Kin	Vance Manakas	X	English/ESL	Jeff Baker	X
Chair – Classified Senate President	Gilbert Downs	X		Remy McCarthy (Alt)		Business	Ruth Bennington	X
Chair- VP Business Services	Silvia Barajas	X	Physics/Astronomy/Eng.	Erik Reese	X	Library	Danielle Kaprelian	X
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas	X	ACCESS	Silva Arzunyan	
Associated Students Representative (1)	Houston Holohan	X	Chemistry/Earth Sciences	Vincent Crisostomo		Health Sciences	Christina Lee	X
Classified Supervisors' Representative (2)	Michele Perry	X	Social Sciences	Wendy Berg	X	Mathematics	Phil Abramoff	X
	Kim Korinke	X		Lee Ballester	X	Child Dev Center	Johanna Pimentel	X
Classified Representatives (3)	Linda Sanders	X		Hugo Hernandez (Alt)				
	Obalid Younan	X						
	Vacant							
Dean Appointees (3)	Karen Rothstein	X	Fine & Performing Arts	John Loprieno		EOP&S	Marnie Melendez	X
	Norm Marten	X						
	Mary Rees							
Director, Facilities, Maint. & Ops	John Sinutko	X	Media Arts/Comm Studies	Neal Stewart	X	EATM	Brenda Woodhouse	
			Child Development	Cindy Sheaks-McGowan	X	Behavioral Sciences	Dani Vieira	X
			GUESTS	Rex Edwards		Life Sciences	Andrew Kinkella	
Vice Presidents (Ex-Officio)	Amanuel Gebru	X		Chad Basile		World Languages	Perry Bennett	
	Julius Sokenu							

AGENDA TOPIC	ACTION
o WELCOME, COME TO ORDER, INTRODUCTIONS	
o PUBLIC COMMENTS – Houston advised everyone that beginning at 1:30pm the hamburgers would be free for faculty and staff. Nenagh welcomed back Danielle.	

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ Approval of Minutes – February 27, 2018 	<p>Moved by Jeff Baker, Seconded by Ruth Bennington Motion carried with Phil Abramoff, Danielle Kaprelian and Sharon Manakas abstaining.</p>
<ul style="list-style-type: none"> ○ Reports and Discussion ○ Campus Environment Committee – John Sinutko John Sinutko had not arrived yet so no report was given. Silvia will email the report to the committee members. ○ Co-Curricular Committee – Silvia Barajas The Committee met on March 14, 2018 and reviewed seven (7) requests. 1 – Journalism – Committee is waiting for additional information to possibly approve this request. 2 were partially funded Design/Media Arts - \$300 (total requested was \$600) Art History - \$950 (total request \$1,050) 2 were not funded however other funding sources was found for these two request 2 were not funded. This concludes the work of the co-curricular committee for the year. We will start up next year and we will continue to send out notices and reminders about deadlines to apply. 	
<ul style="list-style-type: none"> ○ State and College Budget Report - Silvia Barajas State - No Update – The May revise is expected in mid-May. Support for the student focused funding model is not getting support from faculty, CEOs, CBOs, and elected officials. <p>College Budget Update – The District receives monthly payments from the Chancellor's Office for our apportionment. The Chancellor's Office issues two reports Principal Apportionment 1 (P1) and Principal Apportionment 2 (P2). The P1 is issued in late February.</p> <p>When the P1 was reviewed District Fiscal staff discovered that our Adoption Budget was built on assumptions that were different than allocated. Luckily the changes are in the District favor.</p> <p>Changes that were made:</p> <ul style="list-style-type: none"> - Medium Size College Increased from \$8,403,018 (2@4,201,509) to \$8,515,808 (2@4,257,904). Total increase to the District for this category was \$112,790 - Small Size College increased from \$3,601,294 to \$3,649,630. Total increase to the district for this category was \$48,336. - Credit FTES increased from \$5,006 to \$5,072 per students this resulted in an increase to the district for this category of \$1,371,382. - Non Credit FTES increased from \$3,010 to \$3,050. This resulted in an increase to the district for this category of \$2,869. - Base allocation increased from \$4,039,200 to \$4,243,321 for an increase to the district of \$204,121. - Full-Time Faculty Hire increased from 0 to \$1,549,122. This line item is given to districts to support FON goal. This line item is not always funded. - COLA increased from \$2,035,879 to \$2,197,699 for an increase to the district of \$161,820. - PT Faculty Equity decreased from \$547,717 to \$531,183 for a decrease \$16,354 	

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> - Total increase to the District is \$3,433,906 - Distribution to the district entities are as follows: DAC - \$239,687 MC - \$1,330,322 VC – \$ 1,173,408 <p>FTES for 2017/18 was also reduced by 69 which is not part of the budget allocation model. Silvia has inquired about the reduction in FTES from adoption to adjusted as this is not aligned with the District Budget allocation. As this could result in an additional \$349,968 to be distributed Silvia will continue her inquiry.</p> <p>Questions were asked regarding the 1.5 million for increase for full-time faculty hires and if the additional hires could be made with those funds. Silvia explained that the funds are given to districts in support of the FON however they are not given categorically or in other words to be used for that specific purpose and nothing else. The funds are received as a revenue to the district and then allocated in accordance with the District Allocation Model.</p>	
<ul style="list-style-type: none"> o FTES Report – Silvia Barajas Moorpark is still on track to reach our Operational Budget FTES of 11,248. We are actually on target to surpass operational budget FTES by 82. There was a question about Dual Enrollment and what the total number of FTES we get from Dual Enrollment. Silvia will get the answer to that question. There was a question about summer FTES and how we are doing in comparison to last year. Silvia said she would get the answer and send it to the group. There was a question about why line 16-19 totaled more than 100%. Silvia explained that it was because it included the 6.98% to the district. The group also requested that Silvia Make the Estimated Distribution of Available FTES clearer and she agreed to do so. 	
<ul style="list-style-type: none"> o DCAS – Update – Nenagh Brown and Silvia Barajas Nenagh reported that Districtwide Services includes \$15,000 (\$5,000 per college) in support of the great teachers’ seminar. This amount has not changed over the years and has resulted in the colleges sending less faculty to the great teachers’ seminar. Nenagh advocated on behalf of the academic senate that this amount should be increased by \$15,000 (\$5,000 per college) so that the colleges could send 4 faculty members to the conference. Nenagh’s request was unanimously supported by DCAS. In 2018/19 Great Teachers’ Seminar will be increased by \$15,000 and Districtwide Services Contingency will be reduced by \$15,000 to support this effort. Jeff Baker advised the group originally the funds where not split up but rather it was one pot of funds as MC and VC have significantly more faculty than OC thus the funds were not split equally. Nenagh thanked him for the information and will discuss with the other Academic Senate Presidents but is not hopeful for a change. <p>Silvia reported that the remainder of DCAS was focused on the 2018/19 tentative budget allocation. Silvia walked the committee through the revenue projections for the 2018/19 budget. Silvia pointed out three items in particular. The first was the reduction in FTES for FY18 and FY19. The second was the Hold Harmless</p>	

AGENDA TOPIC	ACTION
<p>allocation of \$6,441,020. And finally that the tentative budget did not include and funding for Full-Time Faculty hires. The revenue projections for 2018/19 results in an increase to the district of \$4,888,207 Silvia then walked the group through the Budget Allocation Model for 2018/19 Tentative Budget. Once the projected revenue is put through the allocation mode Moorpark will receive \$653,283 more than prior year.</p> <p>Silvia cautioned the group that when you look at the estimated increases for the college the college is expecting an increase in payroll cost of \$2,255,984 with several items still not quantified (Faculty Chair Increase, PT faculty Office Hours, and results of the Classified negotiations for 2018/19). Silvia then outlined the plan to address the increases as follows:</p> <p>\$1,330,322 New Revenue \$653,283 – New Revenue total 1,983,605 \$271,965 – Contingency leaving around 300k</p> <p>A question was asked if there 300K in contingency would be enough to address the outstanding items not yet quantified. Silvia replied that there would probably be enough for the faculty chair and PT faculty items but not enough for the classified settlement. Silvia's initial estimate is between \$350,000 to just over \$1,000,000.</p> <p>A question was asked if the projected increase costs for the next 4 years were estimates. Silvia replied that they were and that the one area we could get relief on was in the Retiree Health Care Cost as MC proposal to begin to use the irrevocable trust was approved.</p>	
<ul style="list-style-type: none"> o VCCCD Budget Allocation Model Update – Nenagh Brown and Silvia Barajas Handout on status was provided to the group 	
<ul style="list-style-type: none"> o Infrastructure Model Silvia presented the Infrastructure Model which represents a methodology to provide infrastructure funds for the maintenance of facilities, technology, library material/databases and other such expenses. The funding for this model mostly comes from interest from the District Reserves and from fund balances from districtwide services and utilities. Silvia walked the committee through the components of the infrastructure model and the fund balance for the college. There was a question to define assignable sq. ft. and John Sinutko advised that it was space that could be occupied by a student, faculty, or staff member. There was a question regarding if COWS (Computer on Wheels) were included in the computer count. Silvia said she didn't know but she would look into it. There was a question regarding what the "other category" funds could be used for. Silvia replied that for pretty much any allowable GF expense. She also advised the committee that the primary purposed of the other category for Moorpark College was for funding the renovation of the gym. The funds have typically been used for the purchase of instructional furniture, IT Upgrades, and FRAWG/TRAWG items. Questions regarding the Student Center were addressed in particular if food services are part of the plan (yes), where will the funding come from (3.5 million for student fees that have been collected for the last 17 	

AGENDA TOPIC	ACTION
years and 3.5 million from bookstore revenue). This will still not be enough so we may need to use infrastructure funds for this purpose after we find out the true cost of the gym.	
o Committee Evaluation – Silvia will send out the committee evaluation please complete it as soon as possible.	
o Update and Discussion on 2017/18 Goals	Dani Viera moved, Erik Seconded that we approve the completion of the committee goals as outlined at the bottom of the agenda.
o Town Hall The Committee agree that we should hold a town hall after the May revise. If there is no new information, then we will have at least given out the latest information. Silvia will send and all faculty and staff advising of the town hall as well as any new updates that may come up subsequent to the town hall.	
o ADJOURNMENT	

HANDOUTS	FPC 2017/18 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 04/24/2018	2017 - 08/29 ; 09/26 ; 10/24 ; 11/28
Minutes 02/27/2018	2018 - 01/23 ; 01/30 ; 02/27 ; 03/27(cancelled due to spring break); 04/24
Infrastructure Model	
Budget Allocation Model Update – Final Resolution	
2017/18 Revenue Projection and Budget Update	
2018/19 Revenue Projections and Tentative Budget	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u> <ol style="list-style-type: none"> Campus Environment Co-Curricular 	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"> 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. 	Co-Chairs: Academic Senate President Classified Senate President Vice President, Business Services Members: <ul style="list-style-type: none"> Faculty Appointed by AFT (1) All Department Chairs and Coordinators or Designees Associated Students Representative (1) Classified Representative (3) SEIU Classified Representative (1) Classified Supervisors' Representative (2) Dean Appointees (3) Director of Facilities, Maintenance & Operations Vice President, Academic Affairs (Ex-officio) Vice President, Student Support (Ex-officio)

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.	09/26/2017; 10/24/2017; 11/28/2017; 1/23/2018, 02/27/2018, 04/24/2018
2. Define the committee's role in strengthening the connections among planning, resource allocation, and assessment processes.	02/27/2018
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.	09/26/2017, 10/24/2017; 11/28/2017; 1/23/2018, 1/30/2018, 02/27/2018
4. Provide information updates on fiscal and budget components to entire campus.	Town Hall Meeting in May 2018
5. Set IEPI goals as related to Fiscal Planning – for the next 3 years	Chancellor's Office suspended the Requirement and Process for Adopting Institutional Effectiveness Partnership Initiative (IEPI) Goals Framework and Setting Year-Four IEPI College/District Goals
6. Review Multi Year Budget Projection	1/23/2018, 02/27/2018, 04/24/2018
7. Review Infrastructure Model	04/24/2018
8. Participate in the PRT Process and Consider the Recommendations for Fiscal	11/9/2017, 03/15/2018