



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, January 31, 2017

1:15 – 2:20 p.m.

Campus Center Conference Rooms

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Theater Arts/ Communications/FTVM	Neal Stewart	X	Counseling	Wendy Berg	
						Business	VACANT	
Co-Chair: Academic Senate President	Nenagh Brown	X	Physics/Astronomy/ Engineering	Ron Wallingford		Library	Danielle Kaprelian	X
						ACCESS	VACANT	
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas	X	Health Sciences	Carol Higashida	X
Associated Students Representative (1)	Teresita Rios		Chemistry/Earth Sciences	VACANT		Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	Darlene Melby	X	World Languages	Helga Winkler	X	Music/Dance	Beth Megill	
Classified Representatives (3)	Gilbert Downs	X	Social Sciences	Rex Edwards		EOP&S	Marnie Melendez	X
	Linda Sanders	X		Hugo Hernandez (Alt)		EATM	Cynthia Stringfield	X
	VACANT		Digital, Media & Visual Arts	Erika Lizée	X	GUESTS		
Dean Appointees (3)	Norm Marten	X	English/ESL	Kara Lybarger-Monson	X			
	Amanuel Gebru	X	Child Development	Cindy Sheaks-McGowan				
	Howard Davis	X	Behavioral Sciences	Dani Vieira	X			
Director, Facilities, Maint. & Ops	John Sinutko	X	Life Sciences	Andrew Kinkella				
Executive Vice President (Ex-Officio)	Julius Sokenu		Athletics/HED/Kin	Vance Manakas	X			

In accordance with the Ralph M. Brown Act and SB 75, minutes of the Moorpark College Professional Development Committee will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

AGENDA TOPIC	ACTION
o WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order at 1:18 PM
o PUBLIC COMMENTS	None

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ MEETING NOTES <ul style="list-style-type: none"> ○ Approval of Meeting Notes November 22, 2016 	<p>Sharon Manakas moved to approve minutes as is. Linda Sanders seconded the motion. Motion passes. Abstentions: Dani Vieira, Vance Manakas, Norman Marten, and Howard Davis.</p>
<ul style="list-style-type: none"> ○ REPORTS <ul style="list-style-type: none"> ○ Campus Environment Committee – Mr. John Sinutko HSS HVAC Renovation – complete except for a few minor tweaks to the new system. Karin Johansson reported a rattling sound from HSS-129, which John will investigate. Field Hockey Pitch – a preconstruction meeting for this project will take place next week. The contractor has been assigned. Project is entirely funded by the Field Hockey Federation. Project to start on 02/01/2017. Gym Swing Space – a meeting for this project took place this morning. Locations have been determined for the facility which will contain a temporary locker room, weight area, meeting room, office space and a restroom. DSA requires that the project be complete before work begins on the Gym renovation. Gym Renovation – engineers are meeting this Friday in order to walk the project space. Campus Center Renovation – the budget for this project is now limited to \$6 million, which will mostly encompass cosmetic features. However, the project does call for the installation of a kitchen, and the sewer needs replacement as well. SSA Building – this area is in need of a new roof, new doors and a new HVAC system. Crews will walk the site on January 30th. The Nature's Finest Club has begun grading on their approved plot of land for a campus garden and sanctuary. Materials have been delivered to the site and Steve has offered to supervise. He will soon meet with Peyton, the club's president, in order to review guidelines for student participants. An ice machine and hydration station would be well used in the M&O area, but the funding for those items should come from the department's own budget. Karin Johansson will write a proposal regarding the solicitation of student art submissions for the college's upcoming 50th anniversary. Possibly more seating areas on campus could be complementary to the art displays. John also suggested the implementation of a campus wide survey to gauge the best use of the empty fountain in front of Fountain Hall. An additional access loop should be built into the dirt by Technology, but the grade is steep and should be made ADA compliant. Crews will re-examine the area to establish costs and look for a funding source, and will conduct similar research for the east side of HSS. ○ Co-Curricular Committee – Darlene Melby Received the first set of applications for Spring 2017 semester. Everyone will be notified on Monday 02/06/2017 of their application status. Another set of funds will be awarded. Applications are due by 03/10/2017. They will be reviewed on 03/17/2017. ○ State and Campus Budget Report/FTES Update– Silvia Barajas Governor's Proposed Budget 2017/18. Overall a neutral budget proposal. Apportionment: COLA 1.48%: Estimate to VCCCD 2,201,940 Estimate to MC 872,552. Growth 1.84%: Estimate to VCCCD 0. Base Increase: Estimate to VCCCD 552,240 Estimate to MC 218,833. Educational Services: Guided Pathways 150,000,000 to the system; competitive Process. Innovation Awards 20,000,000 to the system; competitive Process. COLA for Categoryicals: Estimate to VCCCD 126,360 Estimate to MC 53,829. Full Time Student Success Grant (FTSSG Program): Estimate to VCCCD 72,540 	<p>Elizabeth to send out link for where to apply for Co-Curricular funds and the Cooney report.</p>

AGENDA TOPIC	ACTION
<p>Estimate to MC 30,902. Facilities and Equipment: Physical Plant and Instructional Equipment Program: Estimate to VCCCD 1,022,580 Estimate to MC 435,619</p> <p>This is a significant decrease from last year. For 2016/17 MC portion was 311,000 for Instructional Equipment and 1.2 million for Facilities. Prop 39: Estimate to VCCCD 1,223,820 Estimate to MC 521,347. Technology: Learning Management System (on-going) 10,000,000 to the Community College System for on-going cost to support Canvas (on-line Learning Management System) Integrated Library System (one-time) 5,000,000. This is to create a cloud base library for the community college system. VCCCD and MC Allocations are estimated based on historical percentages. Items to remember: Increase cost in STRS/PERS, health benefits, outcomes of negotiations. STRS/PERS cost are estimated to increase over six years (FY 14- FY 21) 10.22% for STRS and 7.88% for PERS. For FY 2017/18 STRS increase will be 1.85% and for PERS 1.60% Numbers are the Governor's proposal and this will now move through the legislature with a clear view in the May revise. Enrollment: In 2015/17 actual FTES was 10,987. 292 FTES was shifted from Summer to meet the 11,279 enrollment target. In 2016/17 - FTES Target is 11,279 and Growth FTES target is 334. The Doud 2016/17 Actual Column show FTES with the FTES Shift already occurring. The Cooney 2016/17 Actual Colum shows all FTES and then deducts the 292 FTES shift At the end the numbers equal however this is shared because sometimes you will see this information reported in either fashion so you will be aware when you see this information. Also this information is a moving target. This information is as of January 26 and yesterday January 30 enrollment dropped to 4960 after census. However, dual enrollments have not been recorded nor have the late starts. So more than likely this number will increase closer to the January 26 FTES information. The bad news is that we are not meeting our target of base 11,279 plus the 292 FTES that were shifted (11,571). The good news is that for 2016/17 we will receive funding for the Base FTES of 11,279. Also looking at the Cooney 2016/17 column MC has increased FTES by 284 from 2015/16 and we are close to meeting based without the shift. This is a good indicator for 2017/18.</p> <p>Strategies for 2016/17 - Spring Semester - maximize dual enrollment and late starts. 4 Week Summer sessions maximize enrollments and begin target marketing to CSU students.</p> <p>Strategies for 2017/18 – Summer Session maximize enrollment, target CSU students, HS graduates. Fall Semester Cal Lutheran Partnership. Students will be provisionally admitted to Cal Lutheran but would need to complete certain courses and/or perquisites at MC.</p> <ul style="list-style-type: none"> ○ Co-Chair Report/DCAS/FTES Workgroup – Nenagh Brown <p>FTES Workgroup is working towards creating an Enrollment Management District Committee. DCAS – lots of discussions about the allocation model for fiscal year 2017-18. Bulk of discussion was the district's proposal to have the DAC maintain their 6.98% of the funds allocation; see under "discussion – budget allocation model" below.</p>	
<ul style="list-style-type: none"> ○ DISCUSSION <ul style="list-style-type: none"> ○ Prioritization Results and Process <p>Results given to committee.</p>	<p>Move to discuss the prioritization process in consideration for next year to the next meeting.</p>

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ New DAC Financing Model The District has purchased a building with an expected occupancy of May 1, 2017. This will result in a reduction of \$420,000 in rent payments, and an increase of \$272,000 in rental revenue that will increase 3% for the next few years (5 Years). ○ Budget Allocation Model as it relates to the DAC The current Budget Allocation Model allows for the following: District Wide Expenses: 6,894,329 (Examples of expenses are on the attached handout) These are expenses that are attributed district wide. Utilities: 4,255,000. District Office (6.98% of Revenue): 10,577,884 plus 204,914 (2% carry over) for a total of 10,782,798. The 420,000 that is budgeted for rent is part of the 6.98%. With the purchase of the Administration Building the District Office's initial proposal is for the \$420,000 to remain as part of the 6.98% portion of the budget; for the Utilities cost of \$84,396 to be included with the Utilities expenses off the top; and for the \$272,000 to remain for maintenance of the building. Needless to say all three colleges objected to this proposal at DCAS and stated that this needed to be discussed at the college fiscal committees which brings us to today. After discussion the Fiscal Committee members voted to suggest three ways the district and colleges could move ahead in determining the allocation model for FY 18: 1) Infrastructure Funding Model: Since the District Office now has infrastructure needs include them as part of the infrastructure funding model. The rental revenue should be included in the infrastructure funding model. If we look at Rental revenue only using the model the funds would be distributed as DAC - 15,131, MC 94,707, OC 64,809, and VC 97,353. This also opens the door for DAC to participate in the infrastructure funding model in the future. DAC now has infrastructure so this is a fair proposal. 2) Utilities – only those utilities that are associated with District Office expenses should be applied to the model. Those for Rental should not be part of the model. 3) Escrow Account: For the 2017/18 Fiscal year set the \$272,000 rental revenue into the infrastructure model and the \$420,000 in an escrow account to allow more time for discussion. This would allow time for DCAS to reach a fully-informed and mutually agreed upon decision before the May budget revise Co-chairs to bring these suggestions forwards to DCAS. ○ Review Fiscal Planning Committee portion in the Making Decisions Document 	<p>Making Decisions document to be discussed at the next meeting.</p>
○ OTHER	
○ ADJOURNMENT	

HANDOUTS	FPC 2016-17 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 01/31/2017 - MCShare & Website	2016 - 08/23 ; 09/27 ; 10/25 ; 11/22
FPC Meeting Minutes 11/22/2016 (DRAFT) - MCShare & Website	2017 - 01/24 01/31 ; 02/28 ; 03/28 ; 04/25
Making Decisions Document 2015-2017 – pages 16, 26-28	
FPC Charge/Membership - Included on Agenda, Website	Prioritization Voting Results: Categorical and General Fund

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u> <ol style="list-style-type: none"> 1. Campus Environment 2. 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: Vice President, Business Services Academic Senate President Members: <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)

Goals 2016-17	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.	01/31/2017 Began discussion.
2. Look for opportunities to strengthen 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.	