



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 23, 2016 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	X	Library	Danielle Kaprellian	X
						ACCESS	VACANT	
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas	X	Health Sciences	Carol Higashida	
Associated Students Representative (1)	VACANT		Chemistry/Earth Sciences	Vincent Crisostomo		Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	Darlene Melby	X	World Languages	Helga Winkler	X	Music/Dance	VACANT	
Classified Representatives (3)	Gilbert Downs	X	Social Sciences	Lee Ballestero	X	EOP&S	Marnie Melendez	X
	Linda Sanders	X		Hugo Hernandez (Alt)		EATM	Cynthia Stringfield	X
			Digital, Media & Visual Arts	Erika Lizée	X	Behavioral Sciences	Dani Vieira	X
Dean Appointees (3)	Norm Marten	X	English/ESL	Kara Lybarger-Monson	X	Life Sciences	Andrew Kinkella	X
	Amanuel Gebru	X	Child Development	Cindy Sheaks-McGowen	X	Athletics/HED/Kin	Vance Manakas	X
	Luis Gonzalez		GUESTS	Sydney Sims	X			
Director, Facilities, Maint. & Ops	John Sinutko			Johanna Pimental	X			
Executive Vice President (Ex-Officio)	Julius Sokenu	X		Rex Edwards	X			

AGENDA TOPIC	ACTION
o WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting called to order at 1:18 pm

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ MEETING NOTES <ul style="list-style-type: none"> ○ Approval of Meeting Notes April 26, 2016 	<p>Linda Sanders motions to approve minutes as they are. Sharon Manakas seconds. Abstentions: Nenagh Brown, Julius Sokenu, Vance Manakas, Sydney Sims, Chris Cole and Erika Lizée</p>
<ul style="list-style-type: none"> ○ REPORTS <ul style="list-style-type: none"> ○ Campus Environment Committee –No report. Committee has not yet met for this fiscal year. ○ Co-Curricular Committee – Darlene Melby Committee has not yet met for this fiscal year. All applications for Co-Curricular funds are due by September 09, 2016. The funds will be awarded on September 16, 2016. The form to apply for these funds is in the Portal under Business Tools. ○ State and Campus Budget Report – Silvia Barajas <ul style="list-style-type: none"> • At the last budget presentation during the Town Hall meeting in May it was reported that we were building the College’s tentative budget with the governor’s May revised allocation of \$52,101,385. However the Adoption Budget is \$54,203,937 an increase of \$2.1 million for Moorpark College. The reason for these increases can be attributed to three things that can all be seen on the Revenue Projections FY 17 sheet. • First, the final budget from the state increased our allocation by approximately \$1.6 million for the district. This was simply due to legislative action. • Secondly, to ensure that Unrestricted Lottery proceeds were used for instructional purposed, unrestricted lottery funds were moved back into the budget allocation model. This was about \$2.8 million for the district • Finally, In FY 16, the District did not fully achieve their FTES goal, however, State regulations give districts the ability to shift qualifying classes (those summer session classes ending on or before June 30) between fiscal years. This practice enables districts to manage enrollment fluctuations, while minimizing the impact on operations. The district as a whole shifted 685 FTES. For Moorpark the total FTES shifted was 292. As a result of the shift the college received an additional \$786,676. These funds have not been allocated for operations but have been set aside in case FTES growth for this fiscal year does not materialize. Achieving our target FTES of 292 will be our budget challenge for this year. This can be seen on the FY Credit and Non Credit FTES 26,468, if we hadn’t shifted we would see 25,783 FTE (credit and non-credit) • Where did the money go: • First, we set aside the \$786,676 to safeguard our FTED target. • Next we reinstated our College-wide contingency fund of \$565,000. • We increased our part-time faculty funding to address enrollment by about \$400,000. • We allocated \$179,000 to address several college obligations associated with Title IX/Clery Compliance, ADA Access, and Grant Development. • Another \$172,000 was allocated to address salary and benefit cost • The FY Adoption Budget Allocation is provided so that you see and share how the budget flows through the budget allocation model and to the district and colleges. A few elements to note in the budget, the budget includes an increase of over 1.7 million to fund the 3.02% salary increase, 13% increase in medical, and the increase cost in STRS and PERS. 	

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<ul style="list-style-type: none"> • The third sheet 2016-17 Adoption Budget provides a look at how we ended last year and the 2016/17 Adoption Budget. The item I would like to point out is our Salary and Benefit subtotal which makes up 92.7% of our budget that has increased by 1.7% from 2015/16. • While our current year budget is strong, developing a 2017/18 budget will be more difficult if enrollment remains flat and new revenue sources are not identified (enrollment growth or legislative action). • On Items approved by F/T CAP we have funded about \$780,000 in Tech Refresh, Equipment and Instructional Supplies. • FTES Shift and FTES Target for this year. In 2015/16 the district as a whole did not meet our FTES Base. We fell 685 short of our FTES base. For Moorpark College our base is 11,279 and we fell short by 292 FTES. This chart shows you our actual FTES for 2015/16. Our actual FTES was 10,987. We shifted 292 FTES from Summer 2016/17 to 2015/16 to report the 11,279 to the state. • The reason we did this was two-fold. First because the equivalent of 292 FTES for the college is 1,379,408, that would be a dramatic reduction to make over the course of 2 months. Secondly, the state will provide stability funding from one year to the next and gives you three years to grow back to base. This gives us the opportunity to try to maintain the highest FTES possible. For our next meeting I will bring a model on how that works. • What is important to understand right now is that if we don't meet our FTES target this year the state will provide funding to us for 2016/17 to our base of 11,279. In 2017/18 if we do not meet our base then we will see a reduction in allocation from the state. • By doing this we are giving ourselves this year and next to meet our FTES or begin to address the necessary reductions in our budget. • There has been an FTES Enrollment Workgroup formed by VC El Fattal that includes the EVP/VPs of Instruction, the Academic Senate presidents and the Deans of Institutional Effectiveness, this group is formed under the auspices of DCAP. The group is focused on developing the FTES goals for the colleges, communicating plans to the district on college strategies to meet FTES goals and identifying marketing needs to meet the FTES goals. I will ask Julius and/or Lisa to provide us updates at our future meetings. ○ Co-Chair Report/DCAS/FTES Workgroup – Nenagh Brown Dr. David El Fattal wants to look at how to budget and provide numbers and consistency. FTES Workgroup reports to DCAP. There is a meeting on Thursday, 08/25 to talk about how each college is going to chase FTES whilst at the same time working on improving productivity, which can conflict with each other. Two colleges are working on stability and one is working on growth. These need to be balanced for the district. Some short term changes are needed and being looked into. ○ Update on Hiring – Mid Year Faculty Hiring – Nenagh Brown This semester 4 full time faculty will be hired for Spring 2017: Psychology, Sociology, and two in English. 	
<ul style="list-style-type: none"> ○ DISCUSSION <ul style="list-style-type: none"> ○ Fiscal Planning 2015-16 Self Evaluation Outcomes ○ The committee's evaluations from last year showed it to be effective in achieving its charges according to its members. The written responses will be incorporated into our work for this 	<p>Minutes will be sent out earlier for committee to review.</p>

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> year. Discussion of Goals FY 2015-16 This item has been tabled to the next meeting. Recommended Goals FY 2016-17 This item has been tabled to the next meeting. 	
<ul style="list-style-type: none"> OTHER 	
<ul style="list-style-type: none"> ADJOURNMENT 	Meeting adjourned at 2:20 pm

HANDOUTS	FPC 2016-17 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 08/23/2016 - MCShare & Website	2016 - 08/23 ; 09/27 ; 10/25 ; 11/22
FPC Meeting Minutes 04/26/2016 (DRAFT) & 02/23/2016 (APPROVED) - MCShare & Website	2017 - 01/24 ; 02/28 ; 03/28 ; 04/25
FPC Approved Goals FY 2015-16	
FPC Draft Goals FY 2016-17	
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"> Campus Environment 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</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)