# Fiscal Planning Committee

MOORPARK COLLEGE  
Fiscal Planning Committee  
Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for institutional planning and budget development

## MEETING NOTES  
**Tuesday, March 22, 2011**  
1 – 2:30 p.m.  
Campus Center Conference Rooms

<table>
<thead>
<tr>
<th>POSITION/DEPARTMENT</th>
<th>DESIGNEE</th>
<th>ATTEND</th>
<th>DEPARTMENT</th>
<th>CHAIR OR DESIGNEE</th>
<th>ATTEND</th>
<th>DEPARTMENT</th>
<th>CHAIR OR DESIGNEE</th>
<th>ATTEND</th>
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<tbody>
<tr>
<td>Co-Chair: Vice President, Business Services</td>
<td>Iris Ingram</td>
<td>X</td>
<td>ACCESS</td>
<td>Sherry D’Attile</td>
<td></td>
<td>EOP&amp;S</td>
<td>Paul Pagson</td>
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<tr>
<td>Co-Chair: Academic Senate President</td>
<td>Riley Dwyer</td>
<td>X</td>
<td>Athletics/PE/HED</td>
<td>Howard Davis</td>
<td></td>
<td>Health Sciences</td>
<td>Carol Higashida</td>
<td>X</td>
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<tr>
<td>AFT Faculty Appointee (1)</td>
<td>Rex Edwards</td>
<td>X</td>
<td>Behavioral Sciences</td>
<td>Daniel Vieira</td>
<td>X</td>
<td>History/ Institutions</td>
<td>Ray Zhang</td>
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<tr>
<td>Associated Students Representative (1)</td>
<td>Sienna Thoughesen</td>
<td></td>
<td>Business</td>
<td>Tim Weaver</td>
<td>X</td>
<td>Library</td>
<td>Mary LaBarge</td>
<td>X</td>
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<tr>
<td>Classified Supervisors’ Representative (1)</td>
<td>Kathy Colborn</td>
<td></td>
<td>CIS</td>
<td>Mary Mills</td>
<td>X</td>
<td>Life Sciences</td>
<td>Norm Marten</td>
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<tr>
<td>Classified Representatives (3)</td>
<td>Dominga Chavez</td>
<td>X</td>
<td>Chemistry/ Earth Sciences</td>
<td>Deanna Franke</td>
<td>X</td>
<td>Mathematics</td>
<td>Chris Cole</td>
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<td>Maureen Rauchfuss</td>
<td>Patricia Bergman</td>
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<td>Dennis Gehri (alt.)</td>
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<td>Dean Appointees (3)</td>
<td>Kim Hoffmans</td>
<td>X</td>
<td>Computer Science/ CNSE</td>
<td>Martin Chetlen</td>
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<td>Music/ Dance</td>
<td>James Song</td>
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<td>Julius Sokenu</td>
<td>Pat Ewins</td>
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<td>Director, Facilities, Maint. &amp; Ops.</td>
<td>John Sinutko</td>
<td>X</td>
<td>Counseling</td>
<td>Corey Wendt</td>
<td>X</td>
<td>Physics/ Astronomy</td>
<td>Clint Harper</td>
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<td>Executive Vice President</td>
<td>Ed Knudson</td>
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<td>Digital Media Arts</td>
<td>Stephen Callis</td>
<td>X</td>
<td>Student Health Services</td>
<td>Sharon Manakas</td>
<td>X</td>
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<td>GUESTS</td>
<td>Nenagh Brown</td>
<td>X</td>
<td>Early Childhood Development</td>
<td>Cynthia Barnett</td>
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<td>Theater Arts/ Communications</td>
<td>Kathy Lewis</td>
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<td>Darlene Melby</td>
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<td>Sharon Miller</td>
<td></td>
<td></td>
<td>EATM</td>
<td>Brenda Woodhouse</td>
<td>X</td>
<td>Visual &amp; Applied Arts</td>
<td>Tim Stewart</td>
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<td>Michlyn Hines</td>
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<td></td>
<td>English/ ESL</td>
<td>Sydney Sims</td>
<td>X</td>
<td>World Languages</td>
<td>Perry Bennett</td>
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## AGENDA TOPIC  

**ACTION**
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<thead>
<tr>
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<tbody>
<tr>
<td><strong>1. WELCOME, COME TO ORDER, INTRODUCTIONS</strong>&lt;br&gt;Co-Chair Riley Dwyer welcomed everyone in attendance and indicated that Co-Chair Iris Ingram would arrive shortly.</td>
<td>Meeting began at 1:10pm.</td>
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<tr>
<td><strong>2. MEETING NOTES</strong>&lt;br&gt;○ Approval of Meeting Notes</td>
<td>Co-Chair Dwyer called for a motion to approve the February 22, 2011 FPC Meeting Notes. Mr. Daniel Vieira motioned for approval. Ms. Mary LaBarge seconded the motion. Motion carries.</td>
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<td>Notes stand as distributed.</td>
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<td><strong>3. REPORTS</strong>&lt;br&gt;○ Sub-Committees</td>
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<td>▪ <strong>Environmental Committee – Mr. John Sinutko</strong>&lt;br&gt;Mr. Sinutko reported that the Environmental Committee met last week. Meeting was subsequently cancelled as it was the week of Spring Break.</td>
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<td>▪ <strong>Co-Curricular Committee – Ms. Darlene Melby</strong>&lt;br&gt;Ms. Darlene Melby reported that the Co-Curricular Committee met and reviewed requests for funding totaling approximately $24K. The Committee awarded $10K from those requests, which leaves a budget balance of $25K. Ms. Melby reminded FPC members that those who were awarded need to get their requisitions in before April 15, 2011. It was suggested to advertise that funding for Co-Curricular is available for an Academic Year not just per semester.</td>
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<td>○ <strong>Status of State Budget FY11 – Ms. Iris Ingram</strong>&lt;br&gt;Co-Chair Ingram reported that there was no significant news with regards to the state budget. Co-Chair Ingram stated that the governor is still attempting to round up votes to get a measure on the ballot to extend taxes. She reiterated that there could be dire consequences if the tax extensions are not passed.</td>
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<td><strong>4. DISCUSSION</strong>&lt;br&gt;○ <strong>Classified Employee Prioritization Process</strong>&lt;br&gt;Co-Chair Ingram reviewed the 2010-11 Program Plan Human Resources Requests – Classified List with members of FPC. Co-Chair Ingram indicated that she had thoroughly reviewed each request and identified, as closely as possible, a classification that best fit the request. In some instances, a classification did not exist. A new column was added, titled “Comments” to account for the suggested classified title and relevant salary. Additionally, duplicative requests were removed and placed on a separate list. Brief conversation was held regarding the various requests. Co-Chair</td>
<td>Several positions were removed from the 2010-11 Program Plan Human Resources Requests – Classified List. The positions are as follows: Chemistry: ILT/ Earth Sciences, Economics: Clerical Assistant, History: Clerical Assistant, Nursing: Administrative</td>
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AGENDA TOPIC

Ingram reminded members of FPC that they would be ranking the Classified Requests during the April meeting. Representatives (dean, department chair, manager) for each of the positions requested should be present to answer any questions related to the position.

- **District Allocation Model**
  Co-Chair Dwyer discussed the District Allocation Model with the members of FPC. Co-Chair Dwyer referred to several handouts regarding the District budget. Allocations of one-time funds, designated by the check marks on the handout titled “Revenue Projections FY12”, are the funds that are proposed to be used for structural deficits within our colleges. These funds are volatile and could disappear at any time. Campuses should not rely on funds that fluctuate from year to year.

Co-Chair Dwyer reiterated that the funds will not be going away; rather, they will be redistributed into a special fund and removed from the general fund. Once that occurs, specific triggers (as indicated in the handout titled “Structural Deficit Resource Triggers”) will cause the special fund to allocate to designated budget line items (IELM/Scheduled Maintenance/Tech Refresh/etc.). It should be noted that the triggers won’t happen every year. Additionally, this process is still under discussion and may not be completed prior to the end of the Academic Year.

5. ACTION

6. ADJOURNMENT

Meeting ended at 2:10pm.

<table>
<thead>
<tr>
<th>HANDOUTS</th>
<th>MEETING CALENDAR 10-11, 4th Tuesday at 1 p.m., CCCR</th>
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<tbody>
<tr>
<td>FPC Agenda</td>
<td>March 22, 2011 – MCShare &amp; Website</td>
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<td>FPC Meeting Notes</td>
<td>February 22, 2011 – MCShare &amp; Website</td>
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<tr>
<td>FPC Meeting Calendar 2010-11 – Agenda, MCShare &amp; Website</td>
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<td>FPC Goals 2010-11 – MCShare &amp; Website</td>
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<tr>
<td>FPC Charge/Membership – Included on Agenda, Website</td>
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| FISCAL PLANNING COMMITTEE |
|---|---|
| COLLEGE-WIDE COMMITTEE | CHARGE AND SOURCE OF AUTHORITY | MEMBERSHIP |
| Fiscal Planning |
| Subcommittees: |
| 1. Campus Environment |
| 2. Co-Curricular |
| Plans, monitors, and evaluates college-wide fiscal operations |
| *Ed Code 53200(c): - processes for institutional planning and budget development* |
| Co-Chairs: |
| Vice President, Business Services |
| Academic Senate President |
| Members: |
| • AFT Faculty Appointee (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 |