### MEETING NOTES
**Tuesday, April 24, 2012**
**1:15 – 2:15 p.m.**
**Campus Center Conference Rooms**

#### POSITION/DEPARTMENT | DESIGNEE | ATTEND | DEPARTMENT | CHAIR OR DESIGNEE | ATTEND | DEPARTMENT | CHAIR OR DESIGNEE | ATTEND
--- | --- | --- | --- | --- | --- | --- | --- | ---
Co-Chair: Vice President, Business Services | Iris Ingram | X | ACCESS | Sherry D’Attille | | EOP&S | Cesar Flores | 
Co-Chair: Academic Senate President | Riley Dwyer | X | Athletics/PE/HED | Howard Davis | X | Health Sciences | Carol Higashida | X
AFT Faculty Appointee (1) | Rex Edwards | X | Behavioral Sciences | Daniel Vieira | X | History/ Institutions | Patty Colman | 
Associated Students Representative (1) | Krysten Jones | X | Business | Tim Weaver | | Library | Faten Habib | X
Classified Supervisors Representative (1) | Kathy Colborn | | CIS | Mary Mills | X | Life Sciences | Norm Marten | 
Classified Representatives (3) | Dominga Chavez (Felicia Torres) Maureen Rauchfuss Patricia Bergman | X | Chemistry/ Earth Sciences | Deanna Franke Robert Keil | X | Mathematics | Chris Cole | X
Dean Appointees (3) | Kim Hoffmans Julius Sokenu Inajane Nicklas | X | Computer Science/ CNSE | Martin Chetlen | | Music/ Dance | James Song | 
Director, Facilities, Maint. & Ops. | John Sinutko | | Counseling | Corey Wendt | X | Physics/ Astronomy | Clint Harper | 
Academic Senate: Treasurer | Kathryn Adams | X | Digital Media Arts | Joanna Miller | | Student Health Services | Sharon Manakas | X
GUESTS | Darlene Melby | X | Early Childhood Development | Cynthia Barnett | | Theater Arts/ Communications | John Loprieno | 
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| **1. WELCOME, COME TO ORDER, INTRODUCTIONS**  
Co-Chair Dwyer welcomed everyone in attendance. | **Meeting began at 1:28pm.** |
| **2. MEETING NOTES**  
- Approval of Meeting Notes | **Meeting notes are adopted with no objections** |
| Notes | March 27, 2012  
Review of previous meeting notes. No changes. |
| **3. REPORTS**  
- Environmental Committee – Mr. John Sinutko  
Mr. Sinutko could not be here, he is attending a meeting at the District office. | |
| - Co-Curricular Committee – Ms. Darlene Melby  
There is nothing to report on Co-Curricular. The criteria and application form are posted on the web which happens two times per year in the fall and spring. She will post a reminder on the portal. Ms. Melby confirmed that co-curricular money comes from the bookstore. We will continue to have a bookstore, but revenue will be reduced. | |
| - Status of State & Campus Budget FY12 – Ms. Iris Ingram  
Nothing new with the State budget until May revise released by the governor around 5/15. | |
| **4. DISCUSSION**  
- Classified Staff Prioritization Process  
For your information: Michelle Castelo will be temporarily stepping in for Kim Watters. Kim will still tally the votes from this meeting and post them on the website. | **#20 was removed from the list...an additional nurse is not needed, voting took place, voting forms collected.** |
| - Budget Process  
Presentation-review of Planning/Allocation Process and how it relates to the District. (see handout: Description of Process)  
The State budget takes 18-24 months after fiscal year has ended to show results. Budget discussions begin mid-summer and in June/July the Vice President’s meet with Vice Chancellor Johnson to discuss what we believe the projections will be for the following January to present to the Board of Trustees. Discussion regarding revenue assumptions. Iris does a recap budget presentation to see what the current plan for revenue/expenditures for the current year. Always working 1-2 years ahead. Same time working on adoption budget which occurs in September depending on when the legislature will adopt the budget (tentative budget prior to June 30th, required by law), permanent budget waits until September 4th Board of Trustees to adopt, provided the state legislature adopts the State budget. | **A copy of the presentation will be posted to the website.** |
Within the California Community College's we are required to maintain a certain number of faculty (certain ratio of p/t and f/t must be maintained). FON (Faculty Obligation Number): the three colleges within this district negotiate which campus will hire certain numbers of faculty. Over the last 3 years, MC typically hires to fill our own vacancies for each full-time faculty member who leaves. We get money to cover the salaries based upon our obligation number. Faculty prioritization: a list is formally presented to the President who either agrees/disagrees, writes a letter to academic senate, at the same time we're bringing in a preliminary budget and the two should come together. ED CAP meets in fall (September/October) to review faculty prioritizations, discuss, and vote on prioritized vacancies. At the same time, workgroups begin discussions of technology and facilities requests, on behalf of larger committees, to weed out and analyze data.

By mid-fall, we start to create/re-fine preliminary campus budget models. There will probably be another $8 million cut in FY14. Next October we will have to put together a model based on that assumption. Oxnard & Ventura are doing the same, apportioned out to 3 campuses and based on each campus’s portion of district FTES. Our percentage equals 44% roughly. Presidents, 2 Vice-Chancellors and Chancellor meet weekly to monitor the number of FTES because that’s how we’re funded.

There will be a Spring Budget Forum in late January, early February depending on how much information we have. We are completing our local prioritization processes also prepping to go to Board of Trustees for the following fiscal year, when reduction announcements go out. Staff look at operating budgets, and make projections. Excess amounts are scooped up and reallocated to other areas where needed. We’re allowed to keep up to 2% of our general fund allocation to fold back into our operating budget come July 1st (carryover). If we end up with more than 2%, that money goes back to the district.

We do our marathon program plan review with Academic Senate President and Vice Presidents to review every program on campus, this year it is approximately 74-76.

**Future Agenda Items**
- Suggestion to set aside time at September meeting to discuss part of assessment (what is assessment? What are we assessing?)
- Impact of planning and allocation process on Campus operations
- Impact of planning and allocation process on Campus priorities

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### 5. ACTION

### 6. ADJOURNMENT

Meeting adjourned at 2:30pm.
FISCAL PLANNING COMMITTEE

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| Fiscal Planning        | Plans, monitors, and evaluates college-wide fiscal operations | 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 |
| Reports:               | Ed Code 53200(c): - processes for institutional planning and budget development |             |
| 1. Campus Environment  |                                 |             |
| 2. Co-Curricular       |                                 |             |