



## 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, February 25, 2020**

**1:00 pm– 2:20 pm**

**CCCR**

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Nenagh Brown	X	Athletics/KIN/Health	Vance Manakas	X	English/ESL	Kara Lybarger-Monson	X
				Remy McCarthy (Alt)		Business Admin	Jeff Baker (Alt)	X
Co-Chair: Classified Senate President	Gilbert Downs	X	Physics/Astronomy/CS	Erik Reese	X	Library	Ruth Bennington	X
			Engineering			ACCESS	Danielle Kaprelian	X
Co-Chair: VP Business Services	Jennifer Clark	X	Student Health Center	Sharon Manakas	X	Health Sciences	Christina Lee	X
AFT Faculty Appointee (1)	Rex Edwards							
Associated Students Representative (1)	Sahil Vig	X	Chemistry/Earth Sciences	Rob Keil		Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (1)	Michele Perry	X	Counseling	Traci Allen		Child Dev	Cindy Sheaks-McGowan	
				Wendy Berg (Alt)				
Classified Representatives (3)	Johanna Pimentel		Social Sciences	Hugo Hernandez	X	EOPS	Marnie Melendez	X
	Linda Sanders	X		Lee Ballesterio (Alt)		EATM		
	Obalid Younan		Visual Arts	Erika Lizée	X	Behavioral Sciences	Dani Vieira	
Dean Appointees (3)	Carol Higashida	X	Performing Arts	John Loprieno		Life Sciences	Melia Tabbakhian	
			World Languages	Perry Bennett		Media & Comm Studies	Neal Stewart	X
	Khushnur Dadabhoy					Financial Aid	Kim Korinke	X
Director, Facilities, Maintenance & Ops	John Sinutko	X				Ex Officio:		
Guest	Kelly Petrash	X				Vice President Academic Affairs	Mary Rees	X
	Kristen	X				Vice President Student Support	Amanuel Gebru	

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b>	Meeting called to order by Nenagh Brown at 1:04 pm.
<b>2. PUBLIC COMMENTS</b> None	
<b>3. MEETING NOTES</b>	
3.1 Approval of Meeting Minutes   January 28, 2020	Motion to approve by Ruth Bennington, seconded by Sharon Manakas; spelling correction made. Motion carried
<b>4. REPORTS &amp; DISCUSSIONS</b>	
<p>4.1 Decision Making Handbook, presentation by Gilbert Downs, Classified Senate President Classified Senate requesting 2 additional members be added to the committee so its membership would total 5. This is both to reflect the charge of classified prioritization and to increase information reaching classified staff. In discussion of membership suggestion made to choose specific areas of classified representation rather than at-large members to bring different areas of expertise to the committee; concern raised whether classified staff would be willing and able to attend.</p> <p>Discussion of charge: suggestions for strengthening and clarifying of some of the words; will be added to document for committee's vote.</p> <p>Nenagh Brown introduced concept of a joint committee meeting to review prioritizations made across different standing committees; this is in response to desire to close the loop of our prioritization processes, align the results with our planning processes, enhance transparency, and respond to ACCJC and IEPI recommendations. Suggestion to have Fiscal meet once a year with EdCAP in a joint committee to review all prioritization requests in line with Annual Work Plan/Strategic Plan.</p> <p>Suggestions from members to include more people than just two committees (eg make it a Y'All Come too); to have meeting before Spring Planning Retreat so any gaps in resources identified; to emphasize importance of having more communication on resource prioritization.</p>	
4.2 Campus Environment Committee- Jennifer Clark As John was not present she will ask for a written report.	
4.3 Co-Curricular Committee- Jennifer Clark First round awards listed in handout. Second award applications due 3/13/2020.	
<p>4.4 Classified Prioritization General Fund Vote – Gilbert Downs Gilbert asked members to ratify the vote of the committee as recorded in this corrected spreadsheet from last meeting.</p> <p>Jennifer stated it was unknown how many we expected to hire from this list this year, where possible positions would be funded from other sources.</p>	<p>Motion to approve by Marnie Melendez, seconded by Kim Korinke. Motion carried unanimously</p>
<p>4.5 Classified Prioritization Categorical Vote – Gilbert Downs Gilbert asked members to ratify the vote of the committee as recorded in the corrected spread sheet.</p>	<p>Motion to approve by Marnie Melendez, seconded by Kim Korinke. Motion carried unanimously with the following abstentions: Erik Reese</p>

AGENDA TOPIC	ACTION
4.6 Classified Prioritization Debrief – Gilbert Downs Postponed to next meeting due to lack of time.	
4.7 FTES Report/Budget Report – Jennifer Clark FTES numbers presented; Jennifer to reorganize for further clarity from next meeting.	
4.8 DCAS Report Postponed to next meeting.	
<b>5. OTHER-</b> Discussion & Recommendation related to Committee Goals	
<b>6. Good of the Order</b>	
<b>7. ADJOURNMENT</b>	Meeting adjourned at 2:22 pm.

HANDOUTS	FPC 2019/20 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:00 p.m., CCCR
FPC Agenda   2/25/2020 – Website	<del>2019 – 08/27, 09/24, 10/22, 11/26</del>
FPC Meeting Minutes   1/28/2020 (DRAFT) – Website	<del>2020 – 01/28, 02/25, 03/24, 04/28 (Committee Evaluations)</del>
2019/20 FTES Report- Website	
Classified Prioritization- General Fund Final – Website	
Classified Prioritization- Categorical Final – 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"> <li>1. Campus Environment</li> <li>2. Co-Curricular</li> </ol>	<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"> <li>• Annually review the District Budget Allocation Model and make recommendations for changes as necessary</li> <li>• Receives reports on the development of the college General Fund budget in alignment with District processes</li> <li>• Review emergent budget needs and constraints, and</li> <li>• Implement the annual Classified Hiring Prioritization process.</li> </ul>	<p><b>Co-Chairs:</b> Vice President, Business Services Academic Senate President Classified Senate President</p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>▸ Faculty Appointed by AFT (1)</li> <li>▸ Associated Students Representative (1)</li> <li>▸ Classified Supervisors' Representative (1)</li> <li>▸ Classified Representatives (3)</li> <li>▸ Dean Appointees (3)</li> <li>▸ Director of Facilities, Maintenance &amp; Operations</li> <li>▸ All Department Chairs and Coordinators or Designees</li> <li>▸ Executive Vice President (Ex-officio)</li> </ul>

Goals 2019/20	Date of Action/Completion
<ol style="list-style-type: none"> <li>1. 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. <ol style="list-style-type: none"> <li>a. Student Centered Funding Formula (SCFF) – Educate ourselves so that we can adequately advocate on behalf of MC students at District Level.</li> <li>b. Track SCFF impact to college.</li> </ol> </li> <li>2. Participate and provide input to campus-wide response as it relates to ACCJC mid-term report.</li> <li>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.</li> <li>4. Provide information updates on fiscal and budget components to entire campus.</li> <li>5. Review Multi Year Budget Projections</li> <li>6. Review Infrastructure Model</li> <li>7. Review charge and membership of committee and make the appropriate recommendation for the Making Decision Documents.</li> </ol>	