



## 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*

### MEETING NOTES Tuesday, January 22, 2013 1:00 – 2:20 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'Attile		History/ Institutions	Ranford Hopkins	X
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis	X	Library	Mary LaBarge	
AFT Faculty Appointee (1)	Rachel Messinger	X	Behavioral Sciences	Dan Vieira	X	Life Sciences	Norm Marten	X
Associated Students Representative (1)	Kimberly Eder Bradley Krebs (alt)		Business	Bill Sgro		Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	VACANT		Chemistry/ Earth Sciences	Rob Keil		Music/ Dance	James Song	
Classified Representatives (3)	Dominga Chavez Valerie Nicoll Linda Sanders	X	CIS	Mary Mills	X	Physics/ Astronomy	Clint Harper	
		X	Computer Science/ CNSE	Martin Chetlen				
Dean Appointees (3)	Pat Ewins Inajane Nicklas Kim Hoffmans	X	Counseling	Corey Wendt	X	Student Health Services	Sharon Manakas	X
Director, Facilities, Maint. & Ops.	John Sinutko	X	Digital Media Arts	Joanna Miller	X	Theater Arts/ Communications	Rolland Petrello	
Executive Vice President (Ex-officio)	Jane Harmon (Interim)		EATM	Brenda Woodhouse	X	Visual & Applied Arts	Lydia Etman	X
GUESTS	Darlene Melby	X	English/ ESL	Sydney Sims	X	World Languages	Raquel Olivera	
			EOP&S	Cesar Flores	X			
			Health Sciences	Carol Higashida	X			

AGENDA TOPIC	ACTION
1. WELCOME, CALL TO ORDER, INTRODUCTIONS	The meeting was called to order at 1:08 p.m.

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<b>2. MEETING NOTES</b> <ul style="list-style-type: none"> <li>Approval of Meeting Notes   November 27, 2012</li> </ul>	Meeting notes were approved as submitted with 3 grammatical corrections
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li><u>Co-Curricular Committee</u> – Ms. Darlene Melby The deadline for filing an application for request of funds is the 31<sup>st</sup> of this month. Notifications are on portal and the completed applications go to Leanne or Allam. The committee will be meeting to discuss the requests and by the next meeting we will know who is awarded. Applications are on the portal and the website.</li> <li><u>Campus Environment Committee</u> – Mr. John Sinutko The committee met on 14<sup>th</sup> of January with 3 people in attendance. The committee discussed the facilities requests and the updated campus smoking policy. Question regarding what the updated smoking policy is and Sharon Manakas told the committee that they are moving permitted smoking out of the some of the parking lots that are too close to buildings. Co-Chair Ingram added that there was a very small fire by the Forum thought to be caused by smoker and that we are working on getting signage out to reflect the new smoking policy.</li> </ul>	
<b>4. DISCUSSION –</b> <ul style="list-style-type: none"> <li>Update and discussion about the Fiscal Planning committee's recommendation to pursue the continued discussion in DCAS regarding the allocation model basic principles. Co-Chair Ingram told the committee to note that the request of this committee has been taken seriously and the principles will be thoroughly discussed and passed to all the governance committees. At the last DCAS meeting they only managed to get through 10% of the first out of 12 principles. Once this process is completed, the revised principles will be emailed out to everyone in this committee to take a look at them and provide/send feedback to Co-Chairs Ingram and Dwyer. Once the final draft is approved it will be publicly posted with narrative regarding the budget. The Allocation Principles goes in the budget book which is looked at by accreditation. A decision was made at the last DCAS meeting to remove the first paragraph and the bullets that follow it. Another change was to exchange the numbering of the principles to bullets so that one item is not more significant than the other. Next month at DCAS we are hoping to start digging into the actual verbiage, not necessarily to change it, but to just thoroughly review it.</li> <li>This model only refers to the unrestricted General Fund based on the state apportionment. Co-Chair Ingram gave the committee in-depth information regarding general funding. At DCAS the Governors budget was discussed as it was released in mid-January. Analyst's way-in at the end of the month and by mid-February it goes before the State Legislature where it will be discussed, revised and released at mid-May.</li> <li>Proposition 30 did not create more money but it did generate the money to get us through the fiscal year. Proposition 30 will help us pay down the deferrals the state owes us.</li> <li>At DCAS a spreadsheet on FTES was handed out and Moorpark College has hit its target. Moorpark College has a fill rate of 95% as of this past Thursday. We have not hit census yet so this number will change but we have continued to maintain our fill rate. We have 219 additional FTES in growth. Interim Jane Harmon added that they are looking at adding to the summer schedule. Could pick up some FTES if we had an early summer 4 wk session that ends before June 30. President Pam Eddinger is lobbying to allow Moorpark College to make up the FTES because we should be able to</li> </ul>	

AGENDA TOPIC	ACTION
<p>do that quickly so we don't lose the State FTES money.</p> <ul style="list-style-type: none"> <li>Dan Vieira asked if this committee would be looking at the classified request priorities. The classified request will come out of TracDat. The process starts with the educational master plan and the classified priority process is for new positions. No new classified have been hired lately however there is some pressure to restore positions that were cut where workload demonstrates that it is needed. But, since these positions were abolished, they would still be considered new positions. We will put this topic on the agenda for the next meeting.</li> </ul>	
<b>5. ACTION</b>	
<b>6. ADJOURNMENT</b>	Adjourned 2:06 p.m.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   01/22/13 – MCShare & Website	<b>2012</b>   09/25, 10/23, 11/27
FPC Meeting Notes   11/24/12 – MCShare & Website	<b>2013</b>   1/22, 2/26, 3/26, 4/23
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"> <li>Campus Environment</li> <li>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</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>