



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, November 25, 2014 1:15 – 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		Health Sciences	Carol Higashida	X
Co-Chair: Academic Senate President	Mary Rees	X	Athletics/HED/Kin	Howard Davis Remy McCarthy		Library	Danielle Kaprellian	X
AFT Faculty Appointee (1)	Rachel Messinger		Behavioral Sciences	Dan Vieira Cynthia Barnett (Alt)	X	Life Sciences	Norm Marten	X
Associated Students Representative (1)	Victoria Metzel	X	Business	Navreet Sumal		Mathematics	Chris Cole	
Classified Supervisors' Representative (1)	Darlene Melby	X	Chemistry/ Earth Sciences	Vincent Crisostomo	X	Music/ Dance	James Song	X
Classified Representatives (3)	Gilbert Downs Valerie Nicoll Linda Sanders	X	Child Development	Cynthia Sheaks-McGowen Kristi Almeida-Bowin		Physics/ Astronomy/Engineering	Ron Wallingford	
		X	Counseling	Donny Munshower	X	Social Sciences	Ray Zhang Victor Fontaine (Alt)	
Dean Appointees (3)	Pat Ewins Amanuel Gebru Inajane Nicklas	X	EATM	Cynthia Stringfield	X	Student Health Services	Sharon Manakas	
Director, Facilities, Maint. & Ops.	John Sinutko	X	English/ ESL	Jeff Baker Sydney Sims (Alt)	X	Theater Arts/ Communications/FTVM	Neal Stewart	X
Executive Vice President (Ex-officio)	Lori Bennett	X	EOP&S	Herbert English		Digital, Media & Visual Arts	Lydia Etman	
GUESTS						World Languages	Helga Winkler	

AGENDA TOPIC	ACTION
○ WELCOME, COME TO ORDER, INTRODUCTIONS	Meeting was called to order at 1:20 p.m. Introductions were made.
○ MEETING NOTES ○ Approval of Meeting Notes October 28, 2014	Meeting minutes approved without changes.

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ REPORTS <ul style="list-style-type: none"> ○ <u>Co-Chair Report/DCAS</u> Co-Chair Rees reported that they are continuing discussion on modifications to the allocation model. The district will be using \$250K in reserves to advertise spring and summer semesters. Ventura College is requesting additional funding of more than \$200K for growth from reserves. Co-Chair Rees reported that this request is not the district's funding model. Discussion of enrollment management and how it affects growth. In 2016, there will be a new model focusing on target groups (lower income groups? fewer degrees?), based on labor market data. Curriculum will be affected with the new model. ○ <u>Co-Curricular Committee – Ms. Darlene Melby</u> Ms. Melby said there was no report from Co-Curricular. Question was raised about the application process for Co-Curricular funding and the process was reviewed. The application form can be found on the portal. For the spring semester, funds are awarded at the end of January. Request was made for an online fillable form. Questions about the possibility of additional deadlines for funding were raised, this would be to accommodate events that occur after the deadline. Ms. Melby said she would bring these suggestions to the committee. Co-Chair Ingram emphasized that decisions for funding an event are made solely by the committee. ○ <u>Campus Environment Committee – Mr. John Sinutko</u> Committee discussed pest management, the Verizon Wireless cell tower proposal and other possible revenue sources, and recycling. Under New Business, the committee would like to initiate conservationism with students. Advertising kiosks as a potential revenue source was discussed. Oxnard and Ventura campuses receive an additional \$30-40K in additional funding from cell towers. A question regarding electric car charge stations was raised. There are presently 4 on campus. Additional funding is needed, contract is in process. 	
<ul style="list-style-type: none"> ○ BUDGET OVERVIEW <ul style="list-style-type: none"> ○ PowerPoint presentation-- General Funds Allocations: Unrestricted vs.Restricted 	

○ **DISCUSSION**

- Classified Priorities/Ranking – Handouts: Classified Prioritization Ranking Sheet 2014-15 & Classified Hiring Requests 2014/15
- Guidelines for the Classified Hiring Requests—new positions, newly designated or reduced positions to be restored.
- Classified Prioritization Ranking Sheet (ballot): yellow highlighted lines are student success funded, blue highlighted lines are categorical
- Corrections:
 - #1 & 2 --general fund positions, not SSSP
 - #12—General Fund position , not SSSP
 - #31—should be blue highlighted??
 - #40—Position to be added for 3 library assistants to increase to 12 months (p. 26 of last month's hiring requests)
- Deletions/duplicates:
 - #3—position filled
 - #6—duplicate to position #1
 - #34—duplicate to #33
- Position Support:
 - Mary Rees—support for custodians and IT
 - Darlene Melby-expressed support for Student Business Office/Fiscal Svc position, positions were decreased a few years ago and also recent resignation.
 - John Sinutko—recently hired a couple positions, but still not sufficient to maintain standards
 - Lori Bennett—support for IT, Business Services, International Students positions to support growth in program
 - Danielle Kaprelian—library assistants increase to 12 months from 11 months, to accommodate 4 week summer classes
 - Donny Munshower-support for counseling positions

Motion to approve positions funded by student success was made and approved by vote. Revised ballot will be emailed and to be returned before the holiday break.

○ **ADJOURNMENT**

Meeting adjourned at 2:40 p.m.

HANDOUTS		FPC 2014-15 MEETING CALENDAR, 4th Tuesday at 1:15 p.m., CCCR	
FPC Agenda 11/25/14 – MCShare & Website		2014 9/23, 10/28, 11/25	
FPC Meeting Minutes 10/28/14 – MCShare & Website		2015 1/27, 2/24, 3/24, 4/28	
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"> 1. Campus Environment 2. 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)