



## 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 23, 2016 1:15 – 2:20 p.m. Campus Center Conference Rooms

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Theater Arts/ Communications/FTVM	Neal Stewart	X	Counseling	Wendy Berg	X
						Business	VACANT	
Co-Chair: Academic Senate President	Mary Rees	X	Physics/Astronomy/ Engineering	Ron Wallingford	X	Library	Mary LaBarge	X
						ACCESS	Sherry D'Attile	X
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas		Health Sciences	Carol Higashida	X
Associated Students Representative (1)	Ashley Rasmussen		Chemistry/Earth Sciences	Vincent Crisostomo	X	Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	Darlene Melby	X	World Languages	Helga Winkler	X	Music/Dance	Beth Megill	X
Classified Representatives (3)	Gilbert Downs	X	Social Sciences	Lee Ballestero	X	EOP&S	Marnie Melendez	X
	Valerie Nicoll			Hugo Hernandez (Alt)		EATM	Cynthia Stringfield	X
	Linda Sanders		Digital, Media & Visual Arts	Lydia Etman	X	Behavioral Sciences	Dan Vieira	
Dean Appointees (3)	Norman Marten	X	English/ESL	Kara Lybarger-Monson	X	Life Sciences	Andrew Kinkella	X
	Amanuel Gebru		Child Development	VACANT		Athletics/HED/Kin	Vance Manakas	X
	Inajane Nicklas		<b>GUESTS</b>	John Loprieno	X			
Director, Facilities, Maint. & Ops	John Sinutko	X						
Executive Vice President (Ex-Officio)	Lori Bennett							

AGENDA TOPIC	ACTION
o <b>WELCOME, COME TO ORDER, INTRODUCTIONS</b>	Meeting called to order at 1:20 p.m.
o <b>MEETING NOTES</b>	Lydia Etman moved the minutes be approved.
o Approval of Meeting Notes   January 26, 2016	Norman Marten seconded the motion, and the

AGENDA TOPIC	ACTION
	motion carried. Abstained: Beth Megill and Lee Ballestero
<ul style="list-style-type: none"> <li>○ <b>REPORTS</b> <ul style="list-style-type: none"> <li>○ <b>Campus Environment Committee – Mr. John Sinutko</b> Performing Arts Emergency Lighting Project – nearing completion. Crews must find an alternate location for the new transformer; this issue should be resolved by the end of the month. Performing Arts Dimmer Panel Replacement – a bid has been accepted for this project, which will be completed during spring break. LLR Emergency Lighting Project – currently out to bid. Once awarded, work should begin in April. Gym Renovation – a meeting for this project will take place tomorrow. Administration Building Renovation – a meeting for this project has been scheduled for later this month. Campus Center Renovation – Erlich Architects will provide a cost estimate for this project. The estimate should hopefully be completed before the end of the spring semester. Engineering Lab – work on this project will be completed in-house. John is awaiting further word from Lori Bennett on final plans. Water Use – the campus has seen a 44% reduction in water consumption this past year, saving 24 million gallons.</li> <li>○ <b>Co-Curricular Committee - Ms. Darlene Melby</b> Last week \$15,800 in funds committed; awarded \$7,300. 2<sup>nd</sup> round of applications through 3/11. Fall 2016 will be the next time to award.</li> <li>○ <b>State and Campus Budget Report – Silvia Barajas</b> A handout was provided along with the following presentation and discussion. Lines 1-5 Unrestricted/Undesignated Funds. Line 1 the reduction of \$104,053,000 is the amount that was allocated to the system for growth. You see that added back in Line 2 as \$114,668,000. The district is not growing so that is why you do not see anything in the VCCD column. Line 3 is the .47% for cost of living with an expected distribution to the district of \$673,739. Line 4 Full-Time Faculty – the governor does not provide any new funds for the addition of full-time faculty for the 2016/17 year. The faculty that are currently being hired are based on the 15/16 allocation. Lines 6-23 Designated Funds. Two of note Line 7 Basic Skills Innovation (30 million) and Line 10 Economic Development (248 million). Funding for these will be based on competitive proposals. Also of note is the line 19 and 20 which shows no new funds for 3SP or Equity. One-Time Adjustments Line 28-36. Line 28 Facilities and Instructional Equipment there is about a 95% increase in funding. Estimate an increase of 1 million for MC. Line 29 - Though mandated payments decreased from prior year there is some additional funds of 76 million and an estimate of 590K for MC. As you will see the District is currently predicting a 5.5 million dollar shortfall from current year expenditures. The back page which is numbered page 4 on the bottom left corner you will see additional expenses mostly associated with Salary and Benefits. These are preliminary estimates as negotiations are still on-going. In early April the District will be providing us with an initial estimate of the college's 2016/17 allocation. And we will begin to develop the budget. Darlene, her staff, and Silvia are currently meeting with the Deans and Directors to review budgets for current year and next year. Funds that we will be exploring as we develop the budget will be the 2% carry forward which is about 1 million and the \$500,000 in contingency funds. Also the match for 3SP has been reduced to 1 to 1 from 3 to 1 so there are opportunities there as well. The District also mentioned one time funds that could be used for this purpose. So for next year, in my opinion we will remain relatively flat. The option for new revenue will need to be explored, the options are as follows: Basic Skills, Economic Development, and other designated and one-time adjustments are noted. More importantly is enrollment growth and enrollment management. As for capital projects we will look at the capital projects to evaluate and</li> </ul> </li> </ul>	

AGENDA TOPIC	ACTION
<p>prioritize projects. Certainly on the top items include the student center (self-funded), the gym, EATM (self-funded) and the administration building.</p> <ul style="list-style-type: none"> <li>○ <b>Co-Chair Report/DCAS</b> – Mary Rees Aggressive Summer: the four week session will be in this fiscal year 2015-16 and the six to eight week session will be in the next fiscal year 2016-17. There are opportunities for growth to receive more funding, looking at enrollment management. MC is not growing right now; we are stable and flat. Growth/moving funds to categoricals and out of general. A lot of interest/concern on the interim Chancellor's salary/contract. It was voted to change from an 18 month contract to a 12 month contract.</li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>DISCUSSION</b> <ul style="list-style-type: none"> <li>○ <b>Accreditation standard (Darlene Melby)</b> Darlene &amp; Norman to work through this. We received some responses from district but there are areas where more or all content needs to be done by the district. It is indicated where evidence and analysis is needed by the district. We have identified 50 pieces of evidence. Would like another set of eyes on the document. Entire accreditation document needs to be approved by Academic Senate. Academic Senate is requesting to get the accreditation document by 03/01/2016.</li> </ul> </li> </ul>	<p>Requesting help to look at the doc. Darlene will summarize the gaps to give to Mary to bring to district on 2/26. Silvia to send to Dave Keebler to give the DAC pieces still missing. Committee to review and give feedback to Darlene to incorporate with the document.</p>
<ul style="list-style-type: none"> <li>○ <b>OTHER</b> <ul style="list-style-type: none"> <li>○ <b>Institutional Effectiveness Partnership Initiative (IEPI) Goals</b> MC has five years' worth of data. Need to set two goals; 1) one year and 2) five year. Needs to be finalized and submitted in May.</li> <li>○ <b>Survey</b> Will bring up at next meeting.</li> </ul> </li> </ul>	<p>Group reviewed and commented on IEPI goals.</p>
<ul style="list-style-type: none"> <li>○ <b>ADJOURNMENT</b></li> </ul>	<p>Meeting adjourned at 2:30 p.m.</p>

HANDOUTS	FPC 2015-16 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   02/23/2016 - MCShare & Website	2015   08/25, 09/22, <del>10/06</del> , 10/27, 11/24
FPC Meeting Minutes   01/26/2016 (DRAFT) & 11/24/2015 (APPROVED) - MCShare & Website	2016   01/26, 02/23, 04/26
FPC Charge/Membership - Included on Agenda, Website	
IEPI Proposed District Goals	

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</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>
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