



## 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, April 26, 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	
						Business	VACANT	
Co-Chair: Academic Senate President	Mary Rees	X	Physics/Astronomy/ Engineering	Ron Wallingford	X	Library	Danielle Kaprellian	X
						ACCESS	Sherry D'Attile	
AFT Faculty Appointee (1)	Renee Fraser		Student Health Services	Sharon Manakas	X	Health Sciences	Carol Higashida	X
Associated Students Representative (1)	Ashley Rasmussen		Chemistry/Earth Sciences	Vincent Crisostomo		Mathematics	Chris Cole	
Classified Supervisors' Representative (1)	Darlene Melby	X	World Languages	Helga Winkler		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	X	Digital, Media & Visual Arts	Lydia Etman	X	Behavioral Sciences	Dan Vieira	X
Dean Appointees (3)	Norm Marten	X	English/ESL	Kara Lybarger-Monson	X	Life Sciences	Andrew Kinkella	
	Amanuel Gebru	X	Child Development	VACANT		Athletics/HED/Kin	Vince Manakas	
	Inajane Nicklas		<b>GUESTS</b>					
Director, Facilities, Maint. & Ops	John Sinutko	X						
Executive Vice President (Ex-Officio)	Lori Bennett							

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> <li><b>WELCOME, COME TO ORDER, INTRODUCTIONS</b></li> </ul> Public Comments: Academic Senate End of Year Breakfast information will be going out soon. May 5, 2016	Meeting called to order at 1:18pm

AGENDA TOPIC	ACTION
<p>is the start of the MC Food Share. Bags of Hope is running this with Ventura County Food Share. They will be here on Thursdays from 1:00 pm - 2:30 pm and 5:00 pm - 7:30 pm distributing food. Thanks to Sharon Manakas, Darlene Melby, John Sinutko, and Amanuel Gebru for getting this effort coordinated.</p>	
<ul style="list-style-type: none"> <li>○ <b>MEETING NOTES</b> <ul style="list-style-type: none"> <li>○ Approval of Meeting Notes   February 23, 2016</li> </ul> </li> </ul>	<p>Lydia Etman moves to approve minutes as amended. Carol Higashida seconds the motion. Abstentions: Danielle Kaprellian, Dan Vieira, Linda Sanders, and Sharon Manakas.</p>
<ul style="list-style-type: none"> <li>○ <b>REPORTS</b> <ul style="list-style-type: none"> <li>○ Campus Environment Committee – Mr. John Sinutko  <b>Campus Wayfinding Project – planning for this project is underway and a committee has been formed. Campus Grounds Projects – hydrometers have been installed on all backflows in order to shut down any leaks that may occur after hours. A concrete pad was also poured near the trailers at the green warehouse in preparation for future battery storage units; the current trailers will be relocated. Softball Backstop Project – this area must be updated in order to be in compliance with NCAA regulations. Upcoming Campus Smoking Policy Change – before the start of the fall semester there will be new “No Smoking” signage applied throughout the campus, which will become completely nonsmoking as of August 1st, 2016. Administration Secondary Effects – this project will begin with renovation of the restrooms, which is largely being done in-house except for the flooring. A requisition was entered last week to order the approved hydration stations for the campus. Stations will be installed as soon as all parts arrive. A new AdCamp kiosk was also recently installed near the bus stop, so all six agreed-upon kiosks are now established at the college. Committee members discussed adding beautification of the fountain area to the list of goals for next year. Patrick Nordstrom also mentioned that more student representation could be a possibility at future meetings.</b> </li> <li>○ Co-Curricular Committee – Ms. Darlene Melby  <b>Next application due date for Co-Curricular funds is due the second week of September 2016. The committee is accepting applications starting now for this next due date.</b> </li> <li>○ State and Campus Budget Report – Silvia Barajas  <b>For the Tentative Budget, the District is recommending a budget based on an FTE target of 25,619. This is 450 less than this fiscal year target of 26,024. However, the FTE target of 25,619 is pretty close to where we will end the 2015/16 year. Another change that was made was the re-introduction of unrestricted lottery funds to the Allocation Model. In prior years the unrestricted lottery funds were allocated through the infrastructure model. However since unrestricted lottery funds cannot be used for capital projects the funds are now being distributed through the allocation model. Last year’s college budget was \$51,010,470 this year’s is \$52,101,385. A \$1,090,915 increase. While this looks positive, the increase will be used to cover the increases in negotiated increases, step and column obligations, and increased benefit cost. Departmental budget meetings were concluded in late March. Darlene and her staff received the allocation amount from the district about 2 weeks ago. They are in the process of tying both sets of information and building the budgets for each area of the campus. Once departmental budgets are completed, Darlene sends it out for review to the appropriate Dean, Director, VP, or President. Since about 90% (46.8 million /5.2 (OE&amp;E) of our budget is salaries, extra care is taken to ensure that all positions are accounted. Once this is</b> </li> </ul> </li> </ul>	<p>The committee would like to extend a thank you for the kind support of the Associated Students for funding half the costs to install the new hydration stations on campus.</p>

AGENDA TOPIC	ACTION
<p>completed it is compiled and the tentative budget is prepared for a final review and submitted to the District Office for inclusion on the Board Agenda. While we remain confident that we will be able to develop a budget for the 2016/17 it will be lean. Developing a 2017/18 budget will be more difficult if enrollment remains flat and new revenue sources are not identified (enrollment growth or legislative action).</p> <ul style="list-style-type: none"> <li>Co-Chair Report/DCAS – Mary Rees</li> </ul> <p>MC will have an accreditation visit September 26, 2016 through September 29, 2016. A large focus on reviewing the Self Study document for accreditation. Mary reviewed the current QFE and asked that all committee members take some time to become comfortable talking about the college's integrating planning process. DCAS - the freeze on classified hiring for non-categoricals was removed by the District. New district building purchase has been slowed down. The repairs needed on the new proposed building are far more than anticipated. District will gather more data on the purchasing of a new District building. The lease at the Stanley Avenue office (current DAC) ends at the end of 2016.</p>	
<ul style="list-style-type: none"> <li>OTHER <ul style="list-style-type: none"> <li>Survey</li> </ul> <p>All in attendance completed the committee survey for Academic Senate</p> </li> </ul>	
<ul style="list-style-type: none"> <li>ADJOURNMENT</li> </ul>	Meeting adjourned at 1:45 pm

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