



## 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*

### DRAFT - MINUTES Tuesday, August 25, 2015 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:<br>Vice President, Business Services | Darlene Melby                                    | X      | ACCESS                       | Sherry D'Attile      |        | Health Sciences                      | Carol Higashida                        | X      |
| Co-Chair:<br>Academic Senate President         | Mary Rees  | X      | Athletics/HED/Kin            | Howard Davis         |        | Library                              | Danielle Kaprellian                    | X      |
| AFT Faculty Appointee (1)                      | Renee Fraser                                     |        | Behavioral<br>Sciences       | Dan Vieira           | X      | Life Sciences                        | Norm Marten                            |        |
| Associated Students Representative (1)         | Ashley<br>Rasmussen                              |        | Business                     | Navreet Sumal        |        | Mathematics                          | Chris Cole                             | X      |
| Classified Supervisors' Representative (1)     | VACANT   |        | Chemistry/ Earth<br>Sciences | Vincent Crisostomo   |        | Music/ Dance                         | Beth Megill                            |        |
| Classified Representatives (3)                 | Gilbert Downs<br>Valerie Nicoll<br>Linda Sanders | X<br>X | Child<br>Development         | Dan Vieira           |        | Physics/<br>Astronomy/Engineering    | Ron Wallingford                        |        |
| Dean Appointees (3)                            | Norm Marten<br>Amanuel Gebru<br>Inajane Nicklas  | X      | Counseling                   | Wendy Berg           | X      | Social Sciences                      | Lee Ballestero<br>Hugo Hernandez (Alt) | X      |
| Director, Facilities, Maint. & Ops.            | John Sinutko                                     |        | EATM                         | Cynthia Stringfield  | X      | Student Health Services              | Sharon Manakas                         | X      |
| Executive Vice President (Ex-officio)          | Lori Bennett                                     |        | English/ ESL                 | Kara Lybarger-Monson | X      | Theater Arts/<br>Communications/FTVM | Neal Stewart                           | X      |
| GUESTS   |  |        | EOP&S                        | VACANT               |        | Digital, Media & Visual<br>Arts      | Lydia Etman                            | X      |
|  |  |        |                              |                      |        | World Languages                      | Helga Winkler                          | X      |

| AGENDA TOPIC  | ACTION   |
|---|--|
| <ul style="list-style-type: none"> <li>WELCOME, COME TO ORDER, INTRODUCTIONS</li> </ul> | The meeting was called to order at 1:22 p.m. by Co-chair Rees and introductions were made around the room. |

| AGENDA TOPIC   | ACTION   |
|--|--|
| <ul style="list-style-type: none"> <li>○ <b>MEETING NOTES</b> <ul style="list-style-type: none"> <li>○ Approval of Meeting Notes   April 28, 2015</li> </ul> </li> </ul>   | <p>Motion to Approve: Co-Chair Melby<br/> Second Motion: _____<br/> Opposed: 0<br/> Abstentions: 3</p> <p>Meeting notes approved as amended.</p> |
| <ul style="list-style-type: none"> <li>○ <b>REPORTS</b> <ul style="list-style-type: none"> <li>○ Campus Environment Committee – Mr. John Sinutko<br/>Committee has not convened yet.</li> <li>○ Co-Curricular Committee – Ms. Darlene Melby<br/>As of last year, it was agreed to do two disbursements per semester. The deadline for the first disbursement is September 11. Awards will be communicated by September 18<sup>th</sup>. Deadline for the second award applications are due by October 9 with awards being communicated by October 16. There are guidelines on how to apply and an actual application. Applications are to be submitted to either Allam or Leanne in the Administration building. The URL is noted at the bottom of the first sheet of the handout where you can go online to print the application if needed. Co-Chair Rees added that this funding would be a good opportunity to do an event on campus such as constitution day or student activities. Everyone is encouraged to apply.</li> <li>○ State and Campus Budget Report – Ms. Darlene Melby<br/>Co-Chair Melby reviewed a small presentation on the current budget. She stated that this is a very high level review. She mentioned that the DAC has still not taken the adoption to the Board for approval. She stated that state funding is in flux and has not finalized some of the new money for mandated fees, SSSP, and a couple other categoricals. All numbers are estimations.</li> <li>○ Co-Chair Report/DCAS – Mary Rees<br/>Co-Chair shared that DCAS will be meeting this Thursday. An item on the agenda is mandated claims. She mentioned that the Board wants the colleges to get the biggest share of the \$2.5 million potential new money for next year. She informed the committee that now would be the perfect time to grow their programs. She stated that with the change to the infrastructural model the college would keep the majority of the money coming in for international students. She stated that Dean Gebru is working on the recruitment for international students. She said that it does not help our FTE numbers, but does help the bottom line. Mr. Gebru mentioned that he is in the process of hiring a full-time person for the international student program. He's hoping to have this person start in the next two weeks. He also mentioned that he is also working on concurrent enrollment.</li> </ul> </li> </ul> |  |
| <ul style="list-style-type: none"> <li>○ <b>DISCUSSION</b> <ul style="list-style-type: none"> <li>○ Update on hiring - Classified Prioritization<br/>The list for FY15 will be posted on the website.</li> <li>○ Recommended Goals FY 2015-16<br/>Co-Chair Rees mentioned that there are a couple of small changes; defining the prioritization process and accreditation.</li> </ul> </li> </ul>  | <p>Approved.</p>   |

| AGENDA TOPIC   | ACTION                   |
|--|--------------------------|
| <ul style="list-style-type: none"> <li>Meeting on 11/24/2015: cancel or change date<br/>Co-Chair stated that there are many plans that are coming and are being due this semester that have gone through input. There are four meetings schedule this semester. She mentioned that program plans are due September 15<sup>th</sup> and that the list for funds for staff comes to this group. She said she hopes that the needs will be heard on October 27 when groups come in to provide an explanation. Hopefully by then we will also have our SSSP and equity plans. In November, we will meet again to see about any additional questions, issues, or anything that was missed. People will then do electronic prioritization. On January 26, we will see what the votes are. People can vote for categoricals in November and general fund in January.</li> </ul> |                          |
| <ul style="list-style-type: none"> <li><b>OTHER</b><br/>There was a question if DAC has considered lowering per unit fee for students. Co-Chair Rees will mention this at a state meeting she'll be attending.</li> </ul>  |                          |
| <ul style="list-style-type: none"> <li><b>ADJOURNMENT</b></li> </ul>   | Meeting adjourned at 210 |

| HANDOUTS  | FPC 2015-16 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR |
|---|--|
| FPC Agenda   8/25/15 – MCShare & Website            | 2015   8/25, 9/22, 10/27, 11/24  |
| FPC Meeting Minutes   4/28/15– MCShare & Website    | 2016   1/26, 2/23, 4/26  |
| FPC Charge/Membership – Included on Agenda, Website |  |
| FPC Recommended Goals FY 2015-16                    |  |
| FPC Classified Prioritization FY 2014-15            |  |

| 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><br/>Vice President, Business Services<br/>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> |