



MOORPARK COLLEGE Fiscal Planning Committee

Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for institutional planning and budget development

MEETING NOTES Tuesday, February 28, 2012 1:15 – 2:15 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'Attille		EOP&S	Cesar Flores	X
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis		Health Sciences	Carol Higashida	X
AFT Faculty Appointee (1)	Rex Edwards	X	Behavioral Sciences	Daniel Vieira	X	History/ Institutions	Patty Colman	
Associated Students Representative (1)			Business	Tim Weaver		Library	Faten Habib	X
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	X
Classified Representatives (3)	Dominga Chavez Maureen Rauchfuss Patricia Bergman	X X	Chemistry/ Earth Sciences	Deanna Franke Robert Keil	X	Mathematics	Chris Cole	X
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Inajane Nicklas	X	Computer Science/ CNSE	Martin Chetlen		Music/ Dance	James Song	
Director, Facilities, Maint. & Ops.	John Sinutko	X	Counseling	Corey Wendt	X	Physics/ Astronomy	Clint Harper	
Executive Vice President			Digital Media Arts	Joanna Miller	X	Student Health Services	Sharon Manakas	X
GUESTS	Kathryn Adams	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications	John Loprieno	X
	Darlene Melby	X	EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	X
			English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)	X	World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS Co-Chairs Iris Ingram & Riley Dwyer welcomed everyone in attendance. Introductions were made around the room.	Meeting began at 1:20pm.

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<p>2. MEETING NOTES</p> <ul style="list-style-type: none"> ○ Approval of Meeting Notes September 27, 2011 ○ Approval of Meeting Notes October 25, 2011 ○ Approval of Meeting Notes January 24, 2012 <p>The Fiscal Planning Committee Meeting Notes for the September 27, October 25, and January 24, 2012 meetings stand as distributed.</p>	<p>Co-Chair Dwyer called for a motion to approve the Meeting Notes from the September 27, 2011, October 25, 2011, and the January 24, 2012 meetings. M/S/A with Ms. Sydney Sims abstaining.</p>
<p>3. REPORTS</p> <ul style="list-style-type: none"> ○ Environmental Committee – Mr. John Sinutko Mr. John Sinutko reported that the Environmental Committee met on February 21; however, there were not enough members in attendance to constitute a quorum. During the meeting, Mr. Sinutko stated that he reported on the status of the various facilities to those in attendance. He also noted that the plans for the new Parking Structure were at DSA for corrections. Mr. Sinutko further reported that the HVAC project for the Physical Sciences building was also at DSA. A request to expedite this project through DSA has been made; however, as of today, he still has not heard back. Mr. Sinutko mentioned that the First Stop Project is continuing to move forward with end user (<u>deans and staff who will actually operate the student services programs and who will move into Fountain Hall</u>) interviews occurring soon. ○ Co-Curricular Committee – Ms. Darlene Melby Ms. Darlene Melby reported that the procedures, criteria, and application for the Co-Curricular funds were posted to the portal in January. Ms. Melby distributed and reviewed the Co-Curricular Awards List. She noted that the Committee often sees the same groups coming back each semester. Ms. Melby stated that the next go around for applications will be in September or October. All backup regarding the applications submitted is retained by Leanne Colvin and can be reviewed by contacting her. Ms. Kathryn Adams requested that the application, criteria, and procedures be posted to a designated place on the web. Ms. Melby reminded members of Fiscal Planning that the Co-Curricular funds are only awarded twice a year; spring and fall. ○ Status of State & Campus Budget FY12 – Ms. Iris Ingram Co-Chairs Ingram and Dwyer distributed several handouts regarding the budget: an email from Scott Lay on “Budget blues and where have the women gone?”; Budget Assumptions and Guidelines Fiscal year 2012-13; and Infrastructure and Scheduled Maintenance Funding Model. Discussion was held regarding each document. <p>Co-Chair Ingram reported that the District is looking at a \$16M revenue shortfall in the next two years. This equates to a \$3.2M shortfall or deficit for Moorpark College annually. Co-Chair Ingram noted that a Budget Forum is going to be held on March 7 where detailed information will be given.</p>	

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<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ○ Budget Discussion Co-Chair Ingram reminded members of Fiscal Planning that a presentation was made last fall about proposed changes to the District Allocation Model. The Fiscal Planning Committee agreed to, in concept, with what was talked about and the direction we were headed and why. Co-Chair Ingram addressed the distributed document "Infrastructure and Scheduled Maintenance Funding Model" by stating it had gone through DCAS and had reviewed and generally accepted it. Both Oxnard and Moorpark need to review it. Co-Chair Ingram stated that this is an amendment to the District Allocation Funding Model with the first half of the document describing the background and the second half of the document describing the action plan of what will possibly happen from year to year. Approval of the document will go to the Board of Trustees in April. <p>Co-Chair Ingram mentioned that Vice Chancellor Parham notified the classified union that the District plans on closing all three Food Courts. Food Court staff were informed today. Approval of the closures will go to the Board of Trustees in March. Furthermore, capital funds will be utilized to buy microwaves, to clean and to reorganize the areas. Additional vending machines will also be brought in. Portions of the Food Court will remain open as the eating areas are a recognized site for congregating. Questions were raised regarding the recent decision to close the three Food Courts. Specifically, were considerations made to eliminate the need for an external food services provider? ISSI. Co-Chair Ingram noted that ISSI significantly lowered the costs for the District. Without ISSI, the Food Courts would have closed 5 years ago. With the mass buying power of ISSI, food was purchased at a cheaper price. Additionally, ISSI kept the Food Courts in compliance as well as monitored the market and reviewed pricing strategies.</p> ○ Classified Staff Prioritization Process Co-Chair Ingram indicated that last year's prioritization lists, taken from TCAP, FCAP, and Fiscal Planning, were forwarded to the College President and were accepted. The same process will be followed again this year. Co-Chair Ingram also indicated that this process could be modified and that she was open to new ideas. Ms. Tricia Bergman suggested increasing the time allotted for the meeting. Co-Chair Ingram noted that the meeting used to go longer; however, the meeting always ended earlier than scheduled. Ms. Adams suggested reviewing the Goals for 2012-13 and really taking a look at the relevance and application to the College mission. It was also agreed that Committee would assess its effectiveness. Did you do what you sought out to do? How well did you do it? What was the efficacy? Define it. Measure it. Memorialize it. ○ Future Agenda Items 	

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5. ACTION <ul style="list-style-type: none"> 2011-12 Fiscal Planning Goals (Adoption) The 2011-12 Fiscal Planning Goals were adopted as amended. It was agreed that when the budget is under development to consider whether or not we are disabling our College mission. 2010-11 Fiscal Planning Accomplishments (Approval) The 2010-11 Goals & Accomplishments were approved as amended. 	<p>Co-Chair Ingram called for a motion to approve the 2011-12 Goals. Mr. John Sinutko motioned for approval. Mr. Rex Edwards seconded the motion. Motion carries.</p> <p>Co-Chair Ingram called for a motion to approve the 2010-11 Fiscal Planning Goals. Ms. Mary LaBarge motioned for approval. Dean Julius Sokenu seconded the motion. Motion carries.</p>
6. ADJOURNMENT	Meeting adjourned at 2:25pm.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 02/28/12 – MCShare & Website	2011 09/27, 10/25, 11/22 (cancelled)
FPC Meeting Notes 01/24/12, 10/25/11, 09/27/11 – MCShare & Website	2012 01/24, 02/28, 03/27, 04/24
FPC Meeting Calendar 2011-12 – Agenda, MCShare & Website	
FPC Goals 2011-12 – MCShare & Website	
FPC Charge/Membership – Included on Agenda, Website	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u> <ol style="list-style-type: none"> Campus Environment Co-Curricular 	Plans, monitors, and evaluates college-wide fiscal operations <i>Ed Code 53200(c): - processes for institutional planning and budget development</i>	<p>Co-Chairs: Vice President, Business Services Academic Senate President</p> <p>Members:</p> <ul style="list-style-type: none"> › AFT Faculty Appointee (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