



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, March 22, 2011 1 – 2:30 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'Attila		EOP&S	Paul Pagson	
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	Ray Zhang	
Associated Students Representative (1)	Sienna Thoughesen		Business	Tim Weaver	X	Library	Mary LaBarge	X
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	
Classified Representatives (3)	Dominga Chavez Maureen Rauchfuss Patricia Bergman	X X X	Chemistry/ Earth Sciences	Deanna Franke Dennis Gehri (alt.)	X	Mathematics	Chris Cole	
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Pat Ewins	X 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	Ed Knudson		Digital Media Arts	Stephen Callis	X	Student Health Services	Sharon Manakas	X
GUESTS	Nenagh Brown Darlene Melby	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications	Kathy Lewis	
	Sharon Miller		EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	
	Michlyn Hines		English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)	X	World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
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1. WELCOME, COME TO ORDER, INTRODUCTIONS Co-Chair Riley Dwyer welcomed everyone in attendance and indicated that Co-Chair Iris Ingram would arrive shortly.	Meeting began at 1:10pm.
2. MEETING NOTES <ul style="list-style-type: none"> ○ Approval of Meeting Notes February 22, 2011 The February 22, 2011 FPC Meeting Notes stand as distributed. 	Co-Chair Dwyer called for a motion to approve the February 22, 2011 FPC Meeting Notes. Mr. Daniel Vieira motioned for approval. Ms. Mary LaBarge seconded the motion. Motion carries.
3. REPORTS <ul style="list-style-type: none"> ○ Sub-Committees <ul style="list-style-type: none"> ▪ Environmental Committee – Mr. John Sinutko Mr. Sinutko reported that the Environmental Committee met last week. Meeting was subsequently cancelled as it was the week of Spring Break. ▪ Co-Curricular Committee – Ms. Darlene Melby Ms. Darlene Melby reported that the Co-Curricular Committee met and reviewed requests for funding totaling approximately \$24K. The Committee awarded \$10K from those requests, which leaves a budget balance of \$25K. Ms. Melby reminded FPC members that those who were awarded need to get their requisitions in before April 15, 2011. It was suggested to advertise that funding for Co-Curricular is available for an Academic Year not just per semester. ○ Status of State Budget FY11 – Ms. Iris Ingram Co-Chair Ingram reported that there was no significant news with regards to the state budget. Co-Chair Ingram stated that the governor is still attempting to round up votes to get a measure on the ballot to extend taxes. She reiterated that there could be dire consequences if the tax extensions are not passed. 	
4. DISCUSSION <ul style="list-style-type: none"> ○ Classified Employee Prioritization Process Co-Chair Ingram reviewed the 2010-11 Program Plan Human Resources Requests – Classified List with members of FPC. Co-Chair Ingram indicated that she had thoroughly reviewed each request and identified, as closely as possible, a classification that best fit the request. In some instances, a classification did not exist. A new column was added, titled “Comments” to account for the suggested classified title and relevant salary. Additionally, duplicative requests were removed and placed on a separate list. Brief conversation was held regarding the various requests. Co-Chair 	Several positions were removed from the 2010-11 Program Plan Human Resources Requests – Classified List. The positions are as follows: Chemistry: ILT/ Earth Sciences, Economics: Clerical Assistant, History: Clerical Assistant, Nursing: Administrative

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<p>Ingram reminded members of FPC that they would be ranking the Classified Requests during the April meeting. Representatives (dean, department chair, manager) for each of the positions requested should be present to answer any questions related to the position.</p> <p>○ District Allocation Model Co-Chair Dwyer discussed the District Allocation Model with the members of FPC. Co-Chair Dwyer referred to several handouts regarding the District budget. Allocations of one-time funds, designated by the check marks on the handout titled "Revenue Projections FY12", are the funds that are proposed to be used for structural deficits within our colleges. These funds are volatile and could disappear at any time. Campuses should not rely on funds that fluctuate from year to year.</p> <p>Co-Chair Dwyer reiterated that the funds will not be going away; rather, they will be redistributed into a special fund and removed from the general fund. Once that occurs, specific triggers (as indicated in the handout titled "Structural Deficit Resource Triggers") will cause the special fund to allocate to designated budget line items (IELM/Scheduled Maintenance/Tech Refresh/etc.). It should be noted that the triggers won't happen every year. Additionally, this process is still under discussion and may not be completed prior to the end of the Academic Year.</p>	<p>Assistant, and TLC: Learning Resources Supervisor.</p>
5. ACTION	
6. ADJOURNMENT	Meeting ended at 2:10pm.

HANDOUTS	MEETING CALENDAR 10-11, 4 th Tuesday at 1 p.m., CCCR
FPC Agenda March 22, 2011 – MCShare & Website	2010 08/24, 09/28 (cancelled), 10/26, 11/23
FPC Meeting Notes February 22, 2011 – MCShare & Website	2011 01/25, 02/22, 03/22, 04/26
FPC Meeting Calendar 2010-11 – Agenda, MCShare & Website	
FPC Goals 2010-11 – MCShare & Website	
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>Subcommittees:</u></p> <ol style="list-style-type: none"> Campus Environment Co-Curricular 	<p>Plans, monitors, and evaluates college-wide fiscal operations</p> <p><i>Ed Code 53200(c): - processes for institutional planning and budget development</i></p>	<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)

		<ul style="list-style-type: none"> › Dean Appointees (3) › Director of Facilities, Maintenance & Operations › All Department Chairs and Coordinators or Designees › Executive Vice President
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