



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, April 24, 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'Attile		EOP&S	Cesar Flores	
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis	X	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)	Krysten Jones	X	Business	Tim Weaver		Library	Faten Habib	X
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	
Classified Representatives (3)	Dominga Chavez (Felicia Torres) Maureen Rauchfuss Patricia Bergman	X	Chemistry/ Earth Sciences	Deanna Franke Robert Keil	X	Mathematics	Chris Cole	X
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Inajane Nicklas	X X	Computer Science/ CNSE	Martin Chetlen		Music/ Dance	James Song	
Director, Facilities, Maint. & Ops.	John Sinutko		Counseling	Corey Wendt	X	Physics/ Astronomy	Clint Harper	
Academic Senate: Treasurer	Kathryn Adams	X	Digital Media Arts	Joanna Miller		Student Health Services	Sharon Manakas	X
GUESTS	Darlene Melby	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications	John Loprieno	
			EATM	Brenda Woodhouse		Visual & Applied Arts	Tim Stewart	
			English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)		World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS Co-Chair Dwyer welcomed everyone in attendance.	Meeting began at 1:28pm.
2. MEETING NOTES <ul style="list-style-type: none"> ○ Approval of Meeting Notes March 27, 2012 Review of previous meeting notes. No changes. 	Meeting notes are adopted with no objections
3. REPORTS <ul style="list-style-type: none"> ○ Environmental Committee – Mr. John Sinutko Mr. Sinutko could not be here, he is attending a meeting at the District office. ○ Co-Curricular Committee – Ms. Darlene Melby There is nothing to report on Co-Curricular. The criteria and application form are posted on the web which happens two times per year in the fall and spring. She will post a reminder on the portal. Ms. Melby confirmed that co-curricular money comes from the bookstore. We will continue to have a bookstore, but revenue will be reduced. ○ Status of State & Campus Budget FY12 – Ms. Iris Ingram Nothing new with the State budget until May revise released by the governor around 5/15. 	
4. DISCUSSION <ul style="list-style-type: none"> ○ Classified Staff Prioritization Process For your information: Michelle Castelo will be temporarily stepping in for Kim Watters. Kim will still tally the votes from this meeting and post them on the website. ○ Budget Process Presentation-review of Planning/Allocation Process and how it relates to the District. (see handout: Description of Process) The State budget takes 18-24 months after fiscal year has ended to show results. Budget discussions begin mid-summer and in June/July the Vice President's meet with Vice Chancellor Johnson to discuss what we believe the projections will be for the following January to present to the Board of Trustees. Discussion regarding revenue assumptions. Iris does a recap budget presentation to see what the current plan for revenue/expenditures for the current year. Always working 1-2 years ahead. Same time working on adoption budget which occurs in September depending on when the legislature will adopt the budget (tentative budget prior to June 30th, required by law), permanent budget waits until September 4th Board of Trustees to adopt, provided the state legislature adopts the State budget. 	<p>#20 was removed from the list...an additional nurse is not needed, voting took place, voting forms collected.</p> <p>A copy of the presentation will be posted to the website.</p>

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<p>Within the California Community College's we are required to maintain a certain number of faculty (certain ratio of p/t and f/t must be maintained). FON (Faculty Obligation Number): the three colleges within this district negotiate which campus will hire certain numbers of faculty. Over the last 3 years, MC typically hires to fill our own vacancies for each full-time faculty member who leaves. We get money to cover the salaries based upon our obligation number. Faculty prioritization: a list is formally presented to the President who either agrees/disagrees, writes a letter to academic senate, at the same time we're bringing in a preliminary budget and the two should come together. ED CAP meets in fall (September/October) to review faculty prioritizations, discuss, and vote on prioritized vacancies. . At the same time, workgroups begin discussions of technology and facilities requests, on behalf of larger committees, to weed out and analyze data.</p> <p>By mid-fall, we start to create/re-fine preliminary campus budget models. There will probably be another \$8 million cut in FY14. Next October we will have to put together a model based on that assumption. Oxnard & Ventura are doing the same, apportioned out to 3 campuses and based on each campus's portion of district FTES. Our percentage equals 44% roughly. Presidents, 2 Vice-Chancellors and Chancellor meet weekly to monitor the number of FTES because that's how we're funded.</p> <p>There will be a Spring Budget Forum in late January, early February depending on how much information we have. We are completing our local prioritization processes also prepping to go to Board of Trustees for the following fiscal year, when reduction announcements go out. Staff look at operating budgets, and make projections. Excess amounts are scooped up and reallocated to other areas where needed. We're allowed to keep up to 2% of our general fund allocation to fold back into our operating budget come July 1st (carryover). If we end up with more than 2%, that money goes back to the district.</p> <p>We do our marathon program plan review with Academic Senate President and Vice Presidents to review every program on campus, this year it is approximately 74-76.</p> <ul style="list-style-type: none"> ○ Future Agenda Items <ul style="list-style-type: none"> ○ Suggestion to set aside time at September meeting to discuss part of assessment (what is assessment? What are we assessing?) ○ Impact of planning and allocation process on Campus operations ○ Impact of planning and allocation process on Campus priorities 	
5. ACTION	
6. ADJOURNMENT	Meeting adjourned at 2:30pm.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 03/27/12 – MCSHare & Website	2011 09/27, 10/25, 11/22 (cancelled)
FPC Meeting Notes 02/28/12 – 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
<p>Fiscal Planning</p> <p><u>Reports:</u></p> <ol style="list-style-type: none"> 1. Campus Environment 2. 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) ▸ Dean Appointees (3) ▸ Director of Facilities, Maintenance & Operations ▸ All Department Chairs and Coordinators or Designees ▸ Executive Vice President