



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, September 27, 2011 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	
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		Behavioral Sciences	Daniel Vieira	X	History/ Institutions	Patty Colman Ray Zhang	X
Associated Students Representative (1)	Moe Moe Chace Jon Foote JT Mendoza	X X X	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 X	Chemistry/ Earth Sciences	Deanna Franke	X	Mathematics	Chris Cole	X
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Pat Ewins	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	Stephen Callis		Student Health Services	Sharon Manakas	
GUESTS	Darlene Melby	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications		
			EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	X
			English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)		World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	

AGENDA TOPIC	ACTION
<p>Co-Chairs Iris Ingram and Riley Dwyer welcomed everyone in attendance. Introductions were made around the room. Co-Chair Ingram informed the Committee members that she agreed to truncate the hours of this Committee to make room for the meeting after it.</p>	<p>Meeting began at 1:20pm.</p>
<p>2. MEETING NOTES</p> <ul style="list-style-type: none"> ○ Approval of Meeting Notes April 26, 2011 Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the April 26, 2011 Fiscal Planning Committee Meeting Notes. Mr. Jon Foote motioned for approval. Mr. Dan Vieira seconded the motion. Mr. Jon Foote abstained.</p>
<p>3. REPORTS</p> <ul style="list-style-type: none"> ○ Environmental Committee – Mr. John Sinutko Mr. John Sinutko reported that the first meeting of the Environmental Committee was well attended. MERGE, a student environmental club at MC, has been recycling the recyclable trash on campus as part of their effort to fund their operations. There is competition for the recyclable material on campus, and MERGE has requested for help in making it solely their right to use. Co-Chair Ingram believed that once the trash is in the receptacle, it's open to anyone who wants it. Mr. Sinutko mentioned that Lt. Escobedo will be invited to the next meeting to discuss what can or cannot be done. <p>Mr. Sinutko noted that they are moving forward with the installation of a water purifier in the Campus Center (filling station). This will be an alternative solution to just buying bottled water. A request was made to install additional bicycle racks on campus. Mr. Sinutko is reviewing possible locations and it will be discussed during the next Environmental Committee meeting. Additionally, a request was made to see if F, M&O would consider installing electrical vehicle charging stations. Mr. Sinutko indicated that this request would take some time as additional research is needed. A request was made for more non-smoking designated lots. Mr. Sinutko offered to take the request to the Safety Committee for further review. A request was made to identify areas on campus where a gardening operation/botanical garden/teaching garden could be implemented. The farming land in the valley close to the College is under consideration.</p> <p>Mr. Sinutko requested assistance from faculty who teach in the Academic Center to lower the draperies in the classrooms that are facing west as a way to help reduce the cooling costs.</p> <p>Ms. Chris Cole requested the status of the Academic Center windows (swallow droppings). Co-Chair Ingram stated that there is a plan to deal with the swallows; however, the request is prioritized on the basis of need as well as the available budget. Mr. Sinutko reported that the windows are scheduled to be cleaned on Fridays.</p> <p>Co-Chair Ingram indicated that in prior years, the Chairs of the Fiscal Planning Committee's Sub-Committees have reported out during the Fiscal Planning Committee (FPC) meeting. They are not sub-committees of this meeting. They are advisory committees and report to the Vice President of Business Services. All requests and recommendations are brought to the Vice President for review</p>	

AGENDA TOPIC	ACTION
<p>and approval.</p> <ul style="list-style-type: none"> ○ Co-Curricular Committee – Ms. Darlene Melby Ms. Darlene Melby reported that approximately \$47K in Co-Curricular funds was available to be awarded. An announcement with the guidelines and application form was posted to the Portal for those who would like to request these funds above and beyond normal instruction, i.e. special projects. The deadline for this Fall is Monday at noon. Announcements will be made on October 10. Only two applications have been received so far. Ms. Melby will provide a report to the members of Fiscal Planning, detailing the funds awarded, during the October FPC meeting. ○ Status of State & Campus Budget FY12 – Ms. Iris Ingram Co-Chair Ingram distributed a Legislative Update on the State Budget. She noted that a lot of information was delivered, regarding the status of the state budget, during her presentation at Flex Day on August 19th in the PAC. We are running significantly behind revenue projections. Mid-year cuts will be covered this year through District Reserves. Co-Chair Ingram reassured the FPC members that we're ok through Fiscal Year '12; beyond that, it is uncertain. 	
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ○ Classified Employee Prioritization Results Co-Chair Ingram reviewed the April 2011 Classified Employee Prioritization results. The results were posted to the FPC website. Co-Chair Ingram noted that the President has accepted those recommendations. As a reminder, this Committee prioritizes requests for new positions only and that it does not prioritize vacancies. Should new classified positions be created, the recommendations will be taken into account. This process will begin again in January 2012. ○ Changes to District-wide Allocation Model <ul style="list-style-type: none"> ▪ Overview of Model and its Components and Structural Deficit Modifications Co-Chair Ingram, assisted by Co-Chair Dwyer, reviewed changes to the District-wide Allocation Model through a PowerPoint Presentation. The PowerPoint was reviewed as well as printouts of the Presentation were distributed. She noted that the District Committee on Administrative Services (DCAS) is a District-wide governance committee that reviews the Allocation Model, budget, and other issues affecting the District as a whole. Responsibilities of DCAS include creating an equitable Allocation Model, a method for distributing the District's revenue across the entire District, as well as to annually review the Model, propose changes, and to tweak it. Co-Chair Ingram reviewed how the Allocation Model works. 	

AGENDA TOPIC	ACTION
<p>Discussion was held regarding the productivity factor and how it is derived. Bulk of the funding comes from FTES. How is the FTES calculated?</p> <p>Co-Chair Ingram stated that one-time revenues cannot be counted on; they change from year to year. We need to be consistent with matching principle by segregating it out of this model and putting it into a separate place, as one-time variable revenues. A proposal was made to create a “sinking fund”, a fund designated for specific purposes that cannot be touched and becomes a restricted pot of money. This will then go to the Board for approval. It is something that the Board has asked us to look at.</p>	<p>An example of how FTES is calculated will be distributed at the next FPC meeting in October.</p> <p>Due to time constraints, further discussion regarding Structural Deficit Modifications and the Allocation Model will occur during the FPC meeting in October.</p>
5. ACTION <ul style="list-style-type: none"> ○ FPC 2010-11 Goals & Accomplishments (Approve) ○ FPC 2011-12 Goals (Adopt) 	<p>Tabled until the FPC meeting in October.</p>
6. ADJOURNMENT	Meeting adjourned at 2:30pm.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda September 27, 2011 – MCShare & Website	2011 09/27, 10/25, 11/22
FPC Meeting Notes April 26, 2011 – 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

DRAFT