



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, October 26, 2010 1 – 2 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	Paul Pagson	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	Ray Zhang	X
Associated Students Representative (1)	Sienna Thoughesen		Business	Tim Weaver		Library	Mary LaBarge	X
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	X
Classified Representatives (3)	Dominga Chavez Maureen Rauchfuss Mark Clements	X	Chemistry/ Earth Sciences	Deanna Franke Dennis Gehri (alt.)	X	Mathematics	Chris Cole	
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		Physics/ Astronomy	Clint Harper	
Executive Vice President	Ed Knudson		Digital Media Arts	Stephen Callis	X	Student Health Services	Sharon Manakas	X
GUESTS	Nenagh Brown	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications	Kathy Lewis	
	Inajane Nicklas	X	EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	
			English/ ESL	Sydney Sims		World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS Co-Chair Ingram and Co-Chair Dwyer welcomed everyone in attendance. Introductions were made around the room.	Meeting began at 1:10pm.

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2. MEETING NOTES <ul style="list-style-type: none"> ○ Approval of Meeting Notes August 24, 2010 Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the Meeting Notes from the August 24, 2010 Fiscal Planning Committee meeting. Ms. Mary Mills motioned for approved. Ms. Sharon Manakas seconded the motion. Motion carries.</p>
3. REPORTS <ul style="list-style-type: none"> ○ Status of State Budget FY11 Co-Chair Ingram stated that the Board of Trustees approved the Adoption Budget for the 2010-2011 Fiscal Year. The District's Budget was formulated on the State's reality and that the budget objectives were built on sustainability. The Adoption Budget has been published and is available online. Co-Chair Ingram reported on the status of the State Budget via a presentation in PowerPoint and reviewed it with the Committee. She indicated that it was similar information presented at the Board of Trustees meeting. Co-Chair Ingram reported that nothing has changed regarding the State Budget; however, there is language in the State budget allowing for it to be reopened mid-year. The funds that Moorpark College receives are generated from the Allocation Model. Moorpark College receives the largest portion of the allocation at 36% which equates to approximately \$49M. Almost 88% of the entire budget is salaries. Co-Chair Ingram discussed the funding for auxiliaries and indicated that because they are self-funding organizations, they cannot use General Funds to augment operations. With regards to Categorical Programs, Co-Chair Ingram mentioned that they will continue to refine the implementation of the Student Services Integration Model, look for savings in the Categorical Programs, and perhaps backfill from the General Fund. Ms. Nenagh Brown asked what the plans were to reduce Unfunded FTES. Co-Chair Ingram stated that they will continue to reduce Unfunded FTES but they will not entirely eliminate it as to avoid having to chase enrollment in the future. Plans are to reduce another one-thousand Unfunded FTES. This would be done in the following ways: enrollment management, compressing the schedule, and offering fewer sections. It's important that when students begin their academic career at Moorpark College, they have a plan to finish it. Additionally, there will no longer be a 4-week summer session. ○ Sub-Committees <ul style="list-style-type: none"> ▪ Environment Committee Mr. Sinutko indicated that although he wasn't present for the last Environment Committee meeting; the meeting did occur. 	<p>Kim Watters will post the PowerPoint Presentation on McShare under the date of this meeting.</p> <p>Mr. Sinutko will give the Environment Committee Meeting Notes to Kim Watters to post to McShare for the Fiscal Planning Committee to review.</p>

AGENDA TOPIC	ACTION
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ○ Goals and Objectives Work Plan Brief discussion was held regarding Goals and Objectives Work Plan. ○ Classified Prioritization Process (and documenting process) Co-Chair Ingram indicated that we would continue the Classified Prioritization Process that was affirmed last year; however, with a couple of modifications. Co-Chair Dwyer suggested that the process be more closely in line with Faculty Prioritization; document the process, implement and evaluate the effectiveness of it. A set of ground rules and criteria should be created, including a 3-5 minute time limit on discussion per position. It was suggested to change the amount of time it should take to rank a position; ranking should occur all in the same meeting. Discussion was held regarding this process. Ms. Dominga Chavez indicated that a couple of years ago, a set of criteria had already been established for Classified Prioritization. Ms. Kim Watters displayed the Classified Prioritization Criteria on the projection screen for the Committee to review. It was agreed to keep the process the same. Co-Chair Ingram indicated that she would document the process and timeline (April prioritization), and then send it out the Committee. 	<p>Co-Chair Ingram will have a draft of the Work Plan which will consist of various objectives including the Classified Prioritization Process and the District Allocation Model (to gain a better understanding). Co-Chair Ingram will invite Mr. Jeff Baker to a future Fiscal Planning Meeting to review the District Allocation Model with the Committee.</p>
<p>5. ACTION</p>	
<p>6. ADJOURNMENT</p>	<p>Meeting adjourned at 2:25pm.</p>

HANDOUTS	MEETING CALENDAR 10-11, 4 th Tuesday at 1 p.m., CCCR
FPC Agenda October 26, 2010 – MCSHare	2010 08/24, 09/28 (cancelled), 10/26, 11/23
FPC Meeting Notes August 24, 2010 – MCSHare	2011 01/25, 02/22, 03/22, 04/26
FPC Meeting Calendar 2010-11 – MCSHare & Agenda	
FPC Goals 2010-11 – MCSHare	
FPC Charge/Membership – Included on Agenda	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Subcommittees:</u> <ol style="list-style-type: none"> 1. Campus Environment 2. Co-curricular 	Plans, monitors, and evaluates college-wide fiscal operations <i>Ed Code 53200(c): - processes for institutional planning and budget development</i>	Co-chairs: Vice President, Business Services Academic Senate President Members: <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