



## MOORPARK COLLEGE Fiscal Planning Committee

*The Fiscal Planning Committee makes recommendation on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development*

### MEETING NOTES Tuesday, October 23, 2012 1:00 – 2:20 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		ACCESS	Sherry D'Attile		History/ Institutions	Ranford Hopkins	
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis	X	Library	Mary LaBarge	X
AFT Faculty Appointee (1)	Rex Edwards		Behavioral Sciences	Cynthia Barnett		Life Sciences	Norm Marten	X
Associated Students Representative (1)	Kimberly Eder Bradley Krebs (alt)	X	Business	Bill Sgro		Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	VACANT		Chemistry/ Earth Sciences	Rob Keil	X	Music/ Dance	James Song	X
Classified Representatives (3)	Dominga Chavez (Felicia Torres alt) Valerie Nicoll Linda Sanders	X X X	CIS	Mary Mills	X	Physics/ Astronomy	Clint Harper	
			Computer Science/ CNSE	Martin Chetlen				
Dean Appointees (3)	Pat Ewins Inajane Nicklas Lori Bennett		Counseling	Corey Wendt		Student Health Services	Sharon Manakas	X
Director, Facilities, Maint. & Ops.	John Sinutko		Digital Media Arts	Joanna Miller	X	Theater Arts/ Communications	Rolland Petrello	X
Executive Vice President (Ex-officio)	Jane Harmon (Interim)	X	EATM	Brenda Woodhouse		Visual & Applied Arts	Lydia Etman	X
GUESTS	Darlene Melby		English/ ESL	Sydney Sims	X	World Languages	Raquel Olivera	
			EOP&S	Cesar Flores	X			
			Health Sciences	Carol Higashida	X			

AGENDA TOPIC	ACTION
1. <b>WELCOME, COME TO ORDER, INTRODUCTIONS</b> Co-Chair Dwyer welcomed the committee and informed them that Co-Chair Ingram was at a mock accreditation for LA Valley College.	The meeting was called to order at 1:06 p.m.
2. <b>MEETING NOTES</b>	Minutes were approved as

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> <li>○ Approval of Meeting Notes   September 25, 2012</li> </ul>	amended
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li>○ Co-Curricular Committee – Ms. Darlene Melby No report</li> <li>○ Campus Environment Committee – Mr. John Sinutko No report</li> </ul>	
<b>4. DISCUSSION</b> <ul style="list-style-type: none"> <li>○ <u>Review of DCAS documents</u> <ul style="list-style-type: none"> <li>○ <b>Budget Allocation Basic Principles</b> – General discussion the basic principles currently under review at DCAS. Regarding #2, centralization, example: printing being done at MC is a form of centralization. #5, if we followed it to the letter of the law it would change how we distribute funds. Referred to handout FY13 Adoption Budget Allocation and questions regarding Basic Principles and the budget assumptions.</li> <li>○ <b>Districtwide Resource Budget Allocation Model General Fund-Unrestricted Budget FY 12/13</b> – Some Background...Effective in fiscal year 2003-04, the District set aside the then-existing budget allocation model, which had been used to distribute district resources for the prior six years. The model was primarily revenue-driven while providing for college base allocations and other fixed costs which did not necessarily equate directly to FTES generation. During fiscal year 2006-07 the District Council on Administrative Services (DCAS) and the Cabinet worked simultaneously toward identifying the features of a model that would reflect the unique characteristics of each college, while August 2011 Recognizing how we are funded by the state, and be perceived as more equitable than the then existing arrangement. The allocation model was adopted for use in the 2007-08 fiscal year. Discussion regarding the class schedule delivery allocation (page 5) is the base allocation issue of economies of scale...each college needs president, vice president, etc. State funds allocated primarily by FTES.</li> <li>○ <b>Infrastructure Funding Model</b> – Currently, the District distributes nearly all its unrestricted general fund resources through a single funding allocation model. Those resources include state apportionment (enrollment fees, property taxes and state appropriation), non-resident tuition and fees, lottery revenue, interest income, and miscellaneous other fees and revenues. Several years ago, faced with its own funding constraints, the District eliminated the majority of General Fund – Unrestricted (Fund 111) support for library books and materials, instructional materials and equipment (IELM), scheduled maintenance, and technology equipment refresh and replacement and relied primarily on restricted (categorical) funding provided by the State for those purposes as well as college carryover of general funds unspent from the prior year. Over approximately a two-year period, DCAS has diligently studied and discussed this matter extensively and now, after months of review and deliberation, the Infrastructure Funding Model (IFM) is in place and was rolled out this fiscal year.</li> <li>○ <b>Budget Assumptions and Guidelines</b> – This document delineates the current budget and state of the District. Co-Chair Dwyer lead discussion on the document, specifically pages 5 &amp; 6, Reserves and Budget Carryover. The District has designated its ending balance into four categories: State Required 5% Minimum Reserve, Revenue Shortfall Contingency Reserve, Budget Carryover, and Unallocated. As a part of the current Budget Allocation Model, funds designated for Budget Carryover are currently limited to 1% of the prior year budget per college. Because of the uncertainty of the state fiscal condition and the expected magnitude of the FY13 budget shortfall following the significant reductions in the prior three years, the sites will be allowed to carryover (into FY13) up to 2% of their prior year budget if those funds are available at the end of this year (FY12). The limitation of 1%-2% has been a topic of discussion at DCAS. The committee requested the Co-Chairs return with information and data relating to the assumption that designated equal base funding for the three colleges.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Committee requests data from the Co-Chairs that would demonstrate to what extent the cost of operations of the 3 colleges is reflected in the 5.3 million basic allocation line of the model between the 3 colleges</li> <li>2. Committee asked that Co-Chairs Dwyer and Ingram revisit the Districtwide Resource Budget Allocation Model document for possible revision</li> </ol>

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<ul style="list-style-type: none"> <li>○ <b>FY13 Adoption Budget Allocation</b> – This document was handed out by Co-Chair Dwyer. Discussion and review of the budget allocation for the 3 campuses and the District office.</li> <li>○ <b>VCCCD Proportional Expenses</b> – This document shows that District uses 16.7% for Institutional Support and over ½ of that comes out of the District office. Discussion regarding the districts percentage of the budget ensued. The committee requested that the Co-Chairs return with additional information and data related to the proposal that the DAC may request additional funds from the allocations model.</li> </ul>	
<b>5. ACTION</b>	
<b>6. ADJOURNMENT</b>	Meeting adjourned at 2:10 p.m.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   10/23/12 – MCSHare & Website	<b>2012</b>   09/25, 10/23, 11/27
FPC Meeting Notes   09/25/12 – MCSHare & Website	<b>2013</b>   1/22, 2/26, 3/26, 4/23
FPC Charge/Membership – Included on Agenda, Website	
VCCCD Proportional Expenses - MCSHare & Website	
VCCCD FY13 Adoption Budget Allocation - handed out at the meeting (will be put on website and MCSHare)	
VCCCD Budget Assumptions and Guidelines FY 12-13 - MCSHare & Website	
VCCCD Budget Allocation Basic Principles - MCSHare & Website	
VCCCD Infrastructure Funding Model - MCSHare & Website	
VCCCD Districtwide Resource Budget Allocation Model General Fund-Unrestricted Budget – FY 2012-13 - MCSHare & 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"> <li>1. Campus Environment</li> <li>2. Co-Curricular</li> </ol>	<p>Plans, monitors, and evaluates college-wide fiscal operations</p> <p><i>The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development</i></p> <p>The specific tasks of this committee are:</p> <ul style="list-style-type: none"> <li>• Annually review the District Budget Allocation Model and make recommendations for changes as necessary</li> <li>• Receives reports on the development of the college General Fund budget in alignment with District processes</li> <li>• Review emergent budget needs and constraints, and</li> <li>• Implement the annual Classified Hiring Prioritization process.</li> </ul>	<p><b>Co-Chairs:</b> Vice President, Business Services Academic Senate President</p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>▸ Faculty Appointed by AFT (1)</li> <li>▸ Associated Students Representative (1)</li> <li>▸ Classified Supervisors' Representative (1)</li> <li>▸ Classified Representatives (3)</li> <li>▸ Dean Appointees (3)</li> <li>▸ Director of Facilities, Maintenance &amp; Operations</li> <li>▸ All Department Chairs and Coordinators or Designees</li> <li>▸ Executive Vice President (Ex-officio)</li> </ul>