



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, February 26, 2013 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	X	ACCESS	Sherry D'Attile		History/ Institutions	Ranford Hopkins	
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis		Library	Mary LaBarge	
AFT Faculty Appointee (1)	Rachel Messinger		Behavioral Sciences	Dan Vieira	X	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 Valerie Nicoll Linda Sanders	X X X	CIS	Mary Mills	X	Physics/ Astronomy	Clint Harper	
			Computer Science/ CNSE	Martin Chetlen	X			
Dean Appointees (3)	Pat Ewins Inajane Nicklas Kim Hoffmans	X X	Counseling	Anitra Evans	X	Student Health Services	Sharon Manakas	
Director, Facilities, Maint. & Ops.	John Sinutko	X	Digital Media Arts	Joanna Miller	X	Theater Arts/ Communications	Rolland Petrello	
Executive Vice President (Ex-officio)	Jane Harmon (Interim)	X	EATM	Brenda Woodhouse		Visual & Applied Arts	Lydia Etman	
GUESTS	Darlene Melby	X	English/ ESL	Sydney Sims	X	World Languages	Raquel Olivera	
			EOP&S	Cesar Flores	X			
			Health Sciences	Carol Higashida	X			

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS	The meeting was called to order at 1:05 p.m.
2. MEETING NOTES	

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> Approval of Meeting Notes January 22, 2013 	Meeting notes were approved as amended.
<p>3. REPORTS</p> <ul style="list-style-type: none"> <u>Co-Curricular Committee – Ms. Darlene Melby</u> Handout - List of Co-Curricular Spring 2013 awards. Ms. Melby said that \$8,822 was requested, with \$4,295 awarded. An announcement for this money is made every semester. The funds come from the bookstore, an amount reaching over \$20,000 per year. Please share as we are still looking for more applications. <u>Campus Environment Committee (CEC) – Mr. John Sinutko</u> The committee met February 19th with 3 people in attendance. Talked about the non-smoking policy and the accompanying signage. The CEC has membership problems with low attendance but still they are going to move forward and try to get something done this year. Mr. Sinutko says time slots for the committees are assigned and that could be the problem. Co-chair Ingram said to check with committee and see if another time would be better and she will see if it can be changed. Co-Chair Ingram suggested Campus Environment Committee and Wellness/Safety could combine since Wellness/Safety has a strong membership and there is some overlap on what goes to the committees. She asked John to check with both committees to see if they would be willing to combine. Anitra Evans asked about the process to get more filtered water stations added around the campus. Pat Ewins replied that the Associated Students is working on this and would be funding it. 	
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> <u>DCAS</u> – Co-Chair Dwyer talked about the full time faculty obligation number (FON), how close we are to that number and how growth dollars may or may not affect FON. Allocations model was discussed but since budget follows planning, we need to develop the Educational Master Plan first. Focus groups are being set up now to complete the Master Plan. Co-Chair Ingram further explained what FON is and how Proposition 30 affects it. We would be penalized for falling below our FON number. This is the reason that at each campus faculty members are replaced as they retire or leave. There will be a “Ya’ll Come” on Monday, March 4th to discuss the process of the Facilities Master Plan with Jim Rogaski from the State Chancellors Office. The Facilities Master Plan and the Technology Master Plan flow into the Educational Master Plan. Co-Chair Ingram reiterated that the allocation model issue is not dead, just delayed until Educational Master Plan is complete and will be continually brought forward at DCAS for discussion and review. <u>Classified Requests</u> - Co-Chair Ingram told the committee that we have made a couple of corrections to the classified requests spreadsheet that was sent out to this committee last week. Note that if the classified request is not in the program plan then it is not considered. Since we are now using TracDat to create program plans, we are still working out kinks. We have a total of 64 plans across campus. Chemistry requested to have 12 month technicians reinstated and we went back to look and they were not on the program plan, but it was under budget stabilization instead of staffing. So it was ok to add onto the request list. This list will make the determination of prioritization. The criteria have been sent out to the committee and we will need to reaffirm that list today. Co-Chair Ingram reminded the committee that this committee is for new positions, not for filling vacancies. Budget issues have kept us from hiring new positions these past few years. The Technicians are not new positions. District wide reclassified all those classifications. More than one person in that classification then the position was reduced 1 month. Request to change time in months is not a new classification but is a restoration. Co-Chair Ingram is fine with these being on list but asked the committee to weigh in on the decision to let restorations of positions remain on this list. Patricia Ewins said this is the most logical placement. A discussion followed regarding the possibility of have 2 separate lists and how the committee would prioritize these lists followed along with the possibility of not allowing restoration of positions to be part of this committee. After some discussion a motion was made and passed by the committee. 	<p>Motion made to:</p> <ol style="list-style-type: none"> 1) follow our already established process to prioritize new classified positions 2) recommend that previously reduced classified positions be restored if requested through the program review process 3) create a process through which Fiscal prioritizes requests too or also in case established classified positions <p>Motion was approved by the committee</p>

AGENDA TOPIC	ACTION
5. ACTION - <ul style="list-style-type: none"> Classified Position Criteria – Vote to reaffirm criteria A-J to examine current prioritization. 	Moved, seconded, motion passed.
6. ADJOURNMENT	Adjourned at 2:25 p.m.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 04/23/13 – MCShare & Website	2012 09/25, 10/23, 11/27
FPC Meeting Notes 02/26/13 – MCShare & Website	2013 1/22, 2/26, 3/26 CANCELED, 4/23
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"> Campus Environment Co-Curricular 	<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"> Annually review the District Budget Allocation Model and make recommendations for changes as necessary Receives reports on the development of the college General Fund budget in alignment with District processes Review emergent budget needs and constraints, and Implement the annual Classified Hiring Prioritization process. 	<p>Co-Chairs: Vice President, Business Services Academic Senate President</p> <p>Members:</p> <ul style="list-style-type: none"> Faculty Appointed by AFT (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 (Ex-officio)