



## 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*

#### MINUTES

#### Tuesday, February 25, 2014

#### 1:15 – 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	X	Health Sciences	Carol Higashida	X
Co-Chair: Academic Senate President	Mary Rees	X	Athletics/HED/Kin	Howard Davis Del Parker	X	History/ Institutions	Ray Zhang Victor Fontaine	
AFT Faculty Appointee (1)	Rachel Messinger	X	Behavioral Sciences	Dan Vieira Leeann Luville		Library	Mary LaBarge	X
Associated Students Representative (1)	Andrew Brown Erin Nosco (alt) Diego Medina (alt)		Business	Janice Feingold	X	Life Sciences	Norm Marten	X
Classified Supervisors' Representative (1)	VACANT		Chemistry/ Earth Sciences	Rob Keil		Mathematics	Chris Cole	
Classified Representatives (3)	Dominga Chavez Valerie Nicoll Linda Sanders	X X X	Computer Science/ CNSE/CIS	Martin Chetlen		Music/ Dance	James Song	
			Counseling	Anitra Evans	X	Physics/ Astronomy/Engineering	Ron Wallingford	X
Dean Appointees (3)	Pat Ewins Lisa Putnam Amanuel Gebru	X	EATM	Brenda Woodhouse	X	Student Health Services	Sharon Manakas	
Director, Facilities, Maint. & Ops.	John Sinutko	X	English/ ESL	Sydney Sims Jeff Baker	X	Theater Arts/ Communications	Neal Stewart	X
Executive Vice President (Ex-officio)	Lori Bennett		EOP&S	Herbert English	X	Digital, Media & Visual Arts	Lydia Etman	X
GUESTS	Darlene Melby	X				World Languages	Raquel Olivera	
	Mary Mills							

AGENDA TOPIC	ACTION
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1. <b>WELCOME, COME TO ORDER, INTRODUCTIONS</b>	The meeting was called to order at 1:21 p.m. by Co-Chair Ingram.
2. <b>MEETING NOTES</b> <ul style="list-style-type: none"> <li>o Approval of Meeting Notes   January 28, 2013</li> </ul>	The minutes were approved with changes.
3. <b>REPORTS</b> <ul style="list-style-type: none"> <li>o <u>Co-Curricular Committee</u> – Ms. Darlene Melby Handout with the results of the co-curricular awards were given to the committee by Ms. Melby. The next round of applications will be accepted in September or October of 2014. Please email Darlene for further details.</li> <li>o <u>Campus Environment Committee</u> – Mr. John Sinutko <ul style="list-style-type: none"> <li>• The Campus Environment Committee met on 2/18 with very few people in attendance. The committee discussed the status of the parking structure and First Stop in Fountain Hall. Hydration stations were discussed. AT&amp;T continues to request a cell tower on campus. The New Student Parking Structure is set to open on the 24<sup>th</sup>. It will only have 10 staff spaces; the rest of the structure is student parking. The AA overflow parking lot will be permanently closed once the Parking Structure opens. The overflow lot will be given back to the bank that owns it. Anita Evans commented on what a wonderful job F, M&amp;O did on the move to Fountain Hall.</li> <li>• Measure S building projects at this campus are now complete. Co-Chair Ingram told the committee that the Administration Building and other buildings that were impacted by Measure S buildings will be addressed in the Facilities Master Plan and by the Facilities/Technology CAP committee. It will take about a year to decide what to do with space.</li> <li>• The selection of the architect for the Facilities Master plan is in March. Gensler is first on the selection list and if approved by the Board of Trustees will be the winning architect. Once contracted, we can then invite them on campus to meet with committee and master plan work group and attend a Y'all Come.</li> <li>• Electric vehicle charging station – 3 duel charging systems were written into the plans for the parking structure. Looking at grant opportunities offered through the state to add more charging stations. The Board of Trustees asked if we are having an opening for the parking structure. Mr. Sinutko replied that if we get the grant for the charging stations then maybe we have the opening then.</li> <li>• A question was asked regarding the turnover of the bookstore. Co-Chair Ingram told the committee that Barnes and Noble will manage the bookstores on all three campuses. The service will remain the same. Co-Chair Ingram will send out an email to the campus with information.</li> </ul> </li> </ul>	
4. <b>DISCUSSION</b> <ul style="list-style-type: none"> <li>o <u>Classified Prioritization Results</u> <ul style="list-style-type: none"> <li>• Advisory list will be taken to the President and Academic Senate. The positions in these results are new positions. Cabinet will then approve/disapprove the concept of the position. If cabinet approves the position we then work with HR to create the job description. Once that is completed then we create paperwork to create the position. It then goes to the Board of Trustees for approval. It goes into ORAP to fill the position on campus. It can be stopped at any time in the process if there is not enough money, etc... Student success money can possibly hire the positions requested in counseling. At this point there is no general fund money to take those positions forward when the student success money ends.</li> <li>• Classified Prioritization Process Survey– (from program plan to this committee) Feedback will be requested from this committee. Co-Chair Ingram will be sending out survey monkey to ask for</li> </ul> </li> </ul>	

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feedback and process.	
<b>5. INFORMATION</b> <ul style="list-style-type: none"> <li>Co-Chair Ingram gave background on budget growth and what it means for the college/district. Discussion followed.</li> <li>District allocation model will be brought back to this committee later this spring. A Task force at the district looking at international students. Co-Chair Rees informed the committee that the College President interviews will take place over the next couple weeks. Most likely in April we will have forums with the top candidates here on campus. Notices will be going out so that people from the campus can attend.</li> </ul>	
<b>6. ADJOURNMENT</b>	The meeting was adjourned at 2:20 p.m.

HANDOUTS	FPC 2013-14 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   02/25/14 – MCSHare & Website	<b>2013</b>   9/24, 10/22, 11/26
FPC Meeting Minutes   1/28/13 – MCSHare & Website	<b>2014</b>   1/28, 2/25, 3/25, 4/22
FPC Charge/Membership – Included on Agenda, Website	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning  <u>Reports:</u> <ol style="list-style-type: none"> <li>Campus Environment</li> <li>Co-Curricular</li> </ol>	Plans, monitors, and evaluates college-wide fiscal operations  <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>  The specific tasks of this committee are: <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>	<b>Co-Chairs:</b> Vice President, Business Services Academic Senate President  <b>Members:</b> <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>