



## 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, October 22, 2013**

**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		Health Sciences	Carol Higashida	X
Co-Chair: Academic Senate President	Mary Rees	X	Athletics/HED/Kin	Howard Davis Del Parker	X 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 Vince Crisostomo	X X	Mathematics	Chris Cole	X
Classified Representatives (3)	Dominga Chavez Valerie Nicoll Linda Sanders	X	Computer Science/ CNSE/CIS	Martin Chetlen		Music/ Dance	James Song	X
			Counseling	Anitra Evans		Physics/ Astronomy/Engineering	Ron Wallingford	X
Dean Appointees (3)	Pat Ewins Lisa Putnam Amanuel Gebru	X	Digital Media Arts	Joanna Miller		Student Health Services	Sharon Manakas	
		X						
Director, Facilities, Maint. & Ops.	John Sinutko	X	EATM	Brenda Woodhouse	X	Theater Arts/ Communications	Neal Stewart	X
Executive Vice President (Ex-officio)	Lori Bennett	X	English/ ESL	Sydney Sims	X	Visual & Applied Arts	Lydia Etman	X
GUESTS	Darlene Melby	X	EOP&S	VACANT		World Languages	Raquel Olivera	
	Mary Mills							

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b>	The meeting was called to order at 1:20 p.m. Introductions around the room and a quorum was established.

AGENDA TOPIC	ACTION
<b>2. MEETING NOTES</b> <ul style="list-style-type: none"> <li>Approval of Meeting Notes   September 24, 2013</li> </ul>	The minutes were approved as submitted with no changes.
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li><u>Co-Curricular Committee</u> – Ms. Darlene Melby The committee reviewed applications that were submitted. A report is online. Out of the \$21,000 we have in funding, \$8,000 was awarded with the recommendation of the committee. The next round of applications will be in January 2014. The applications will be online and a reminder will be on the portal. Everyone is encouraged to apply. Co-curricular funding comes from bookstore profits. The balance rolls over each year and is presently over \$60,000. A criteria sheet is included with the application but at the request of a Fiscal Planning committee member, Ms. Melby will put examples of what can be funded on the website.</li> <li><u>Campus Environment Committee</u> – Mr. John Sinutko Met on October 15<sup>th</sup> and Mr. Sinutko reported on Facilities and discussed old business such as the campus cell towers and the smoking policy. The committee is currently discussing hydration stations and additional sidewalks.</li> </ul>	
<b>4. PRESENTATION/DISCUSSION</b> <ul style="list-style-type: none"> <li><u>Budget Allocation Model</u> Three handouts (General Fund-Unrestricted Fund 111 Revenue Projections FY14, District Budget Allocation Model FY14 Adoption Budget Allocation, and the narrative) along with the PowerPoint slides of the handouts were presented by Co-Chair Ingram. All the handouts came from the district website and are public information. Co-Chair Ingram told the committee that she will not be going through the narrative but it was handed out for their information. The campus budget is then derived from the model. This committee reviews the allocation annually and makes recommendations, raises questions or concerns for any changes that they would like to see go before the Board. The presentation is an annual review to this committee of the district budget allocation model. This model is vital to how the campus operates.</li> <li><u>Handouts/PowerPoint</u> <ul style="list-style-type: none"> <li><b>General fund unrestricted FY14 revenue projections.</b> Co-Chair Ingram went over this document line by line. Funding from the state is on the basis of our FTES. The “base” allocation is derived from Senate Bill 361 by which the state gives an allocation based on our size. We are a medium college according to the state criteria. The state didn’t cut our FON so we will not need to hire more full time faculty this year. We were serving more FTES then we were getting paid for a few years ago but we are doing better now. We added more sections this fall and can add more in the spring. We are definitely growing and we will possibly be adding more summer classes this year.</li> <li>The District is in discussions about creating a district wide task force that will look into creating an international student program. Dr. Meznik placed a moratorium on the program while he was here. We do have a program at this campus and do have current students enrolled. We are the only college of the 3 with students but are not currently accepting new students.</li> <li><b>District Budget Allocation Model (FY14 Adoption Budget Allocation)</b> - Co-Chair Ingram went over this document line by line. The District wide expenses are taken right off the top of the budget before the money is divided among the 3 colleges for things used by all 3 campuses. Utilities are taken next for the district as a whole. The next expense off the top is the District Office. We consolidated all of IT and it now is taken out of the District Office budget. The rest of the funds are distributed among the 3 campuses. Lines 1-8 are based upon a calculation and function of years of negotiation. First 8 lines are what it should cost to deliver instruction on campus. This budget takes into account FTES, WSCH, release time, full time positions, and hourly faculty. Line 9 (Base Allocation) is the same 5% given to each campus regardless of the size of the campus since every campus needs the same things, i.e., a president, EVP, VP, Facilities, etc...to function. Base allocation is designed to cover those items. Lines 10-14 are those items we (the college) have the most</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Asking this committee for feedback.</b> Co-Chair Ingram asked the committee to bring any issues back to the next meeting to be discussed. This allocation has not gone through any structural changes in 6 years. DCAS does review it each year. She urged the committee to go online and go through the full document.</li> </ul>

AGENDA TOPIC	ACTION
control over. We are allowed to have a 2% carry over. We used it for extra sections for fall, spring and hopefully summer. The money gets re-budgeted to programs. The Productivity Factor number is supposed to help with class caps.	
<b>5. ADJOURNMENT</b>	The meeting was adjourned at 2:30 p.m.

HANDOUTS	FPC 2013-14 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   10/22/13 – MCShare & Website	<b>2013</b>   9/24, 10/22, 11/26
FPC Meeting Notes   09/24/13 – 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
<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>