



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, April 22, 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		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		Life Sciences	Norm Marten	X
Classified Supervisors' Representative (1)	VACANT		Chemistry/ Earth Sciences	Rob Keil	X	Mathematics	Chris Cole	X
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		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	X
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					World Languages	Raquel Olivera	
	Mary Mills							

AGENDA TOPIC	ACTION
1. WELCOME, COME TO ORDER, INTRODUCTIONS <ul style="list-style-type: none"> The meeting was called to order at 1:25 p.m. Introductions made around the room. A quorum was established. 	
2. MEETING NOTES <ul style="list-style-type: none"> Approval of Meeting Notes March 25, 2013 	Minutes were approved with changes to page 4.

AGENDA TOPIC	ACTION
<p>3. REPORTS</p> <ul style="list-style-type: none"> ○ Co-Curricular Committee – Ms. Darlene Melby Nothing to report ○ Campus Environment Committee (CEC) – Mr. John Sinutko The CEC met on 4/15. <ul style="list-style-type: none"> • <u>Facilities</u> – The final walk through was done at the parking structure. Discussed the paving repair project. • <u>Old Business</u> – The committee discussed the AT&T cell towers design. The revenue of the cell towers and how it would be spent. • <u>New Business</u> – Discussed Ad Camp and requested more information from them. Co-chair Ingram gave a review that Ad Camp is a company that places advertising kiosk around the campus directed at the students. The campus would get some revenue from having these on campus. There is currently a push district wide for campuses to get additional revenue. She also added that cell towers are already at OC and VC. Mr. Sinutko concluded that the cell towers don't necessarily work on our campus because of hills which is why there is an ongoing discussion as to add them to our campus. 	
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ○ Completion of review of the District Allocation Model & Budget for FY15 <ul style="list-style-type: none"> • Co-Chair Ingram handed out an updated copy of the Preliminary Revenue and Costs as well as the Revenue Projections. These are updated from the handouts that were handed out at last month's meeting. She told the committee that the deficit of \$1.79M that was on last month's sheet has now changed to \$1.245 million. The additional \$500,000 is not a difference from revenue but is due to cost reductions. Health and welfare cost are not going up to the extent that were originally anticipate but these are still preliminary numbers. We will know more after the May revise and then will bring the tentative budget to the Board. Co-Chair Ingram went through the SB361 allocation formula after being asked a question about lottery funds. In the last couple of years only one change has taken place in the infrastructure support allocation model in order to deal with an accreditation problem due to lack of total cost of ownership in facilities. Lottery funds change each year. These funds are considered a onetime nonsteady income. Interest income changes too, so it is added to infrastructure as well. We still get the money, it is just distributed differently. District allocation models are based solely on FTES whereas infrastructure is distributed on assigned square footage. Co-Chair Rees added that the first page of the handouts are the changes that are occurring this year from last year. Change in financial condition statement and cash position statement. <ul style="list-style-type: none"> • District wide services budget is the not the same thing as district office budget. These are district wide services that are used across all three campuses. • Allocation model – FY15 adoption revenue of \$132,300,215 is the amount of revenue that we receive from the state for apportionment. From that the district wide expenses are deducted. Utilities are also deducted because they are district wide. Then less the district office and that is where the staff and operations are taken from. This is held to 7% from the total. Because of movement in IT staff from district to the campuses, dollars are put back into our budget. ○ Re-cap of Classified Hiring Process <ul style="list-style-type: none"> • Co-Chair Ingram told the committee that she would like to use the money that would have gone to hiring hourly faculty to hire more classified. She sent a list of our personnel hiring needs comprised of 26 positions including faculty and staff, to Chancellor. Co-Chair Rees added that the reason the Chancellor asked for the list is that she is looking at hiring a Vice Chancellor of Instruction but needs to know the needs of all 3 colleges before doing so. 	

AGENDA TOPIC	ACTION
5. OTHER <ul style="list-style-type: none"> Survey Results on Classified Position Prioritization and Fiscal Committee Processes The questionnaire that Co-Chair Ingram sent out to the committee last month only had 3 responses come back completed. <ul style="list-style-type: none"> Co-chair Rees added that the feedback that she has heard from faculty is as follows: <ul style="list-style-type: none"> People would like to see the process formalized Every department or division would give more information about their own requests for positions Formalize the feedback so the committee could hear what happened with the results; did someone get hired. <p>Normally the president sends out an email to the campus after Fiscal Planning and FCAP/TCAP recommend their priorities. Co-Chair Ingram will be assisting him with these emails.</p> <ul style="list-style-type: none"> Some feedback from the committee was given: <ul style="list-style-type: none"> TracDat cannot be seen by the classified so they cannot see the outcomes once they are available. All student outcomes need to be accessible to public and those that are not instructional are not accessible. Once program plans are in TracDat, there should be a day where said program can come and present to the committee why they need the position they have asked for so that the committee can make a more informed decision. Committee asked that they get feedback over the summer regarding what positions were hired. Send out a draft calendar to everyone with due dates. Co-chair Ingram concluded this discussion by adding that this committee will be going over the goals and accomplishments at our first fall meeting. 	
6. ADJOURNMENT <ul style="list-style-type: none"> The meeting was adjourned at 2:30 p.m. 	

HANDOUTS	FPC 2013-14 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 04/22/14 – MCShare & Website	2013 9/24, 10/22, 11/26
FPC Meeting Minutes 3/25/13 – MCShare & Website	2014 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"> Campus Environment Co-Curricular 	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"> 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. 	Co-Chairs: Vice President, Business Services Academic Senate President Members: <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)