



## 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 28, 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		ACCESS	Sherry D'Attile		Health Sciences	Carol Higashida	X
Co-Chair: Academic Senate President	Mary Rees	X	Athletics/HED/Kin	Howard Davis Remy McCarthy	X	Library	Danielle Kaprellian	X
AFT Faculty Appointee (1)	Rachel Messinger		Behavioral Sciences	Dan Vieira Cynthia Barnett (Alt)		Life Sciences	Norm Marten	X
Associated Students Representative (1)	Victoria Metzel	X	Business	Navreet Sumal		Mathematics	Chris Cole	
Classified Supervisors' Representative (1)	Darlene Melby		Chemistry/ Earth Sciences	Vincent Crisostomo	X	Music/ Dance	James Song	
Classified Representatives (3)	Gilbert Downs Valerie Nicoll Linda Sanders	X X X	Child Development	Cynthia Sheaks-McGowen Kristi Almeida-Bowin		Physics/ Astronomy/Engineering	Ron Wallingford	X
			Counseling	Donny Munshower	X	Social Sciences	Ray Zhang Victor Fontaine (Alt)	
Dean Appointees (3)	Pat Ewins Amanuel Gebru Inajane Nicklas	X X X	EATM	Cynthia Stringfield		Student Health Services	Sharon Manakas	
Director, Facilities, Maint. & Ops.	John Sinutko	X	English/ ESL	Jeff Baker Sydney Sims (Alt)		Theater Arts/ Communications/FTVM	Neal Stewart	X
Executive Vice President (Ex-officio)	Lori Bennett		EOP&S	Herbert English	X	Digital, Media & Visual Arts	Lydia Etman	X
GUESTS						World Languages	Helga Winkler	

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b>	The meeting was called to order at 2:17 p.m. by Co-Chair Rees. Co-chair Ingram is attending a conference. Introductions made around the room.

AGENDA TOPIC	ACTION
<b>2. MEETING NOTES</b> <ul style="list-style-type: none"> <li>○ Approval of Meeting Notes   September 23, 2014</li> </ul>	Meeting minutes approved with changes.
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li>○ <u>Co-Chair Report/DCAS</u> Co-Chair Rees combined this topic and 4. Discussion, bullet 3 - FY15 Allocation model below</li> <li>○ <u>Co-Curricular Committee – Ms. Darlene Melby</u> Nothing to report, Ms. Melby at a conference</li> <li>○ <u>Campus Environment Committee (CEC) – Mr. John Sinutko</u> The CEC met on 10/21. Under update on Facilities, the committee has been charged with looking into pest management in campus buildings. Under Old Business, they discussed painting staff parking spaces in the new parking structure yellow. That work has been completed. Discussion about the Verizon Wireless cell tower on Administration Building. IT said it could be a potential problem causing interference with antenna on roof but they are willing to move them to another location. The committee still has health related questions about the cell tower but Verizon was being evasive on that topic. They offered to give a chart to show comparisons but the committee asked for actual data on safety. Waiting on that now. This meeting meets from 1:00-2:00 on Tuesdays and they are still trying to get a student representative on the committee. ASB rep Victoria Meztel said she will bring it again to the ASB President in hopes of finding someone to serve.</li> </ul>	
<b>4. DISCUSSION</b> <ul style="list-style-type: none"> <li>○ <u>2013-14 Accomplishments</u> – went through accomplishments from 13/14. Comment was made to strengthen our survey process.</li> <li>○ <u>2014-15 Goals</u> – Will keep the three goals from last year and added one more.</li> <li>○ <u>FY15 Allocation model-possible changes</u> Co-Chair Rees told the committee that there are 4 potential changes to the allocation model and that with a lot of money in reserves and a lot of pressing costs coming up there were discussion of allocating funds. Any changes would have to go to the Board before any money gets spent. Equity model – changes potentially occurring off of the DRAFT-FY15 allocation model with productivity held at “525” handout, the 4 changes are as follows: <ol style="list-style-type: none"> <li>1. A request from the Chancellor to increase the amount under the District Office allocation (currently 7%) to pay for a Vice Chancellor of Academic Affairs which would have to come out of the 3 colleges budget (approx. \$100,000 from Moorpark College). Discussion followed and Co-Chair Rees asked for feedback to take back to DCAS. <ol style="list-style-type: none"> <li>a. Questions/Requests: Request for best practices and whether any other multi-college districts have a Vice Chancellor of Academic Affairs. In other multi-college districts what percentage of the budget goes to the district office? Also, the committee would like to see the consultant’s report.</li> </ol> </li> <li>2. Productivity for all three colleges would be set at 525 for the allocation model which would make a financial shift in funds. This shift in funds would be to Moorpark and would occur over a 3-4 year period.</li> <li>3. Reserve carryover currently says 1% and it should read 2%.</li> </ol> </li> </ul>	<p>Accomplishments were approved by the committee with no changes.</p> <p>The 2014/15 Goals approved by the committee.</p>

AGENDA TOPIC	ACTION
<p>4. International students – change how money comes to us. Rather than a district pot of money a higher proportion of the money would go to the actual school the student is attending. The District will be growing the international student program. The district committee has been meeting over the past few months and will be writing up their recommendations at their next meeting.</p>	
<p><b>5. OTHER</b></p> <ul style="list-style-type: none"> <li>o <u>Handout - Classified hiring request 2014/15</u> Co-Chair Rees handed out the Classified hiring requests to the committee and commented on what a great job everyone did on program plans this year. This was handed out at this meeting as an informational item. In the past, reps from each area would come and give a 2 minute blurb to help justify their requests before this committee voted on priority. The committee is in favor of doing it this way again and would like to start this process at the November meeting followed by do online voting like it was done last year.</li> </ul>	
<p><b>6. ADJOURNMENT</b></p>	The meeting was adjourned at 2:17 p.m.

HANDOUTS	FPC 2014-15 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   10/28/14 – MCShare & Website	<b>2014   9/23, 10/28, 11/25</b>
FPC Meeting Minutes   09/23/14 – MCShare & Website	<b>2015   1/27, 2/24, 3/24, 4/28</b>
FPC Charge/Membership – Included on Agenda, Website	

<b>FISCAL PLANNING COMMITTEE</b>		
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>