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**MOORPARK COLLEGE
F**iscal **P**lanning **C**ommittee
*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, January 27, 2015**

**1:15 – 2:20 p.m.**

**Campus Center Conference Rooms**

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| **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 DavisRemy McCarthy |  | Library | Danielle Kaprelian | **X** |
| AFT Faculty Appointee (1) | Rachel Messinger |  | Behavioral Sciences | Dan VieiraCynthia Barnett (Alt) | **X** | Life Sciences | Norm Marten |  |
| Associated Students Representative (1) | Victoria Metzel |  | Business | Navreet Sumal |  | Mathematics | Chris Cole | **X** |
| Classified Supervisors’ Representative (1) | Darlene Melby | **X** | Chemistry/ Earth Sciences | Vincent Crisostomo | **X** | Music/ Dance | James Song | **X** |
| Classified Representatives (3) | Gilbert DownsValerie NicollLinda Sanders | **X****X****X** | Child Development | Cynthia Sheaks-McGowenKristi Almeida-Bowin |  | Physics/ Astronomy/Engineering | Ron Wallingford | **X** |
| Counseling | Wendy Berg | **X** | Social Sciences | Ray ZhangVictor Fontaine (Alt) |  |
| Dean Appointees (3) | Pat EwinsAmanuel GebruInajane Nicklas | **X** | EATM | Cynthia Stringfield | **X** | Student Health Services | Sharon Manakas | **X** |
| 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 |  |
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| **AGENDA TOPIC** | **ACTION** |
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| * **WELCOME, COME TO ORDER, INTRODUCTIONS**
 | The meeting was called to order by Co-Chair Ingram at 1:19 p.m. Introductions were made around the room. |
| * **MEETING NOTES**
	+ Approval of Meeting Notes | November 25, 2014
 | The meeting minutes were approved with discussed changes. |
| * **REPORTS**
* Co-Chair Report/DCAS – Mary Rees

Ventura College is asking for additional funding for spring and summer sessions. This means that there will be extra money for MC and OC. Continuing talks about international students. Co-chair Ingram gave a background of the role of DCAS. The committee is responsible for reviewing the allocation model. There are now calls for the reserves in order to meet the FTES targets. The reserves are now being handled differently at the District than in the past. The Reserves are the districts saving account. We need to fund our growth and question whether the 3 campus can achieve the 2.7% growth target. VC is far from achieving the growth goal. If we fall below our cap on FTES more than one year we lose money. If VC falls below making their numbers for a middle size college, the district as a whole would lose $600,000. That is why we need to work together to meet FTES. Because of the danger of VC not making their numbers, the vice chancellor wants to use some of the reserves to hire adjunct faculty to teach the additional classes needed to draw students. There is an agreement that each of the 3 colleges will get an amount based on our percentage of total district FTES. For us, that amounts to $200,000 to $250,000 to fund our 4 week summer session and replacing our contingency that were used for additional faculty positions hired this year to make our FTES goal. * Co-Curricular Committee – Ms. Darlene Melby

An announcement was put on the portal last week regarding the January 30th deadline for applications. The Committee will meet next week and start awarding the funds. February and March timelines are being revised. In February we will start taking applications for the March funds. Fall semester dates will be in September and November. The co-curricular committee requests that applicants not ask for funds for the same activities in the same year. * Campus Environment Committee – Mr. John Sinutko

The CEC met on January 20th and reviewed facilities updates. Water usage is 91% less than last December partly because we have had rain but mostly due to conservation efforts. Old Business: Reviewing PCR America which is a company that will recycle the campus printing cartridges. A proposal from MSS media which would advertise on campus and be a source of income. The committee decided that Ad Camp was a better fit then MSS Media for our campus. It could produce an income of $5000 per year if approved by Vice President Council. It will be replacing old paper kiosks on campus. New Business: Possibly looking at implementing for Earth Day, a week where students would hold on to papers and then recycle them that day. Co-Chair Ingram added that Moorpark College has been on the forefront of adding sustainability and green technology to our campus.  |  |
| * **GOVERNOR’S BUDGET OVERVIEW** – The Governor released his proposed budget last week. He proposes a budget mid-January of what he would like to see. Then the Legislature makes the final budget. Based on the Governor’s budget, there is a growth of 2% and an increase to the base allocation to assist the college districts with the increase cost of STRS. In addition to growth there is a 1.5% COLA. $200 million to SSSP and similar for Student Equity. Additionally, there is money for IELM, scheduled maintenance, and capital projects. If passed, it will fully fund adult education through K12 in which the community college will have a role. When the May revise is complete, Co-Chair Ingram will hand out the final budget.
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| * **DISCUSSION OF RESULTS OF CLASSIFIED PRIORITIZATION VOTE** – Co-chair Ingram is asking for an agenda place holder for spring and possibly fall in order to have an ongoing discussion on how to address and prioritize classified positions that have multiple funding. This year’s classified prioritization was challenging since we had to separate SSSP, Student Equity and unrestricted general funding. This committee’s charge is to only bring forward brand new positions funded from unrestricted and restricted general funds. Over ½ of this year’s positions added were for special funds because the state gave us certain about of money that had to be allocated to additional staff. In the future as we get more money from the state for special grants it will have an impact on our budget and how we plan for it. We have to figure out a way to include all the streams of money and plan for hiring for our planning allocation and assessment process for accreditation. These priorities are advisory and it is all dependent on funds. We are hoping to hire the top 4 or 5 classified positions off of this year’s list but we need enough faculty to meet our growth target first. The funds that are left are for adjunct faculty and classified staff.
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| * **ADJOURNMENT**
 | The meeting was adjourned at 2:17 p.m. |

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

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| **FISCAL PLANNING COMMITTEE** |
| **COLLEGE-WIDE COMMITTEE** | **CHARGE AND SOURCE OF AUTHORITY** | **MEMBERSHIP** |
| Fiscal Planning Reports:1. Campus Environment
2. Co-Curricular
 | Plans, monitors, and evaluates college-wide fiscal operations*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*The specific tasks of this committee are: * 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 ServicesAcademic Senate President **Members:*** 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)
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