



## MOORPARK COLLEGE Fiscal Planning Committee

*Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for institutional planning and budget development*

### MEETING NOTES Tuesday, January 24, 2012 1:15 – 2:15 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		EOP&S	Cesar Flores	
Co-Chair: Academic Senate President	Riley Dwyer		Athletics/PE/HED	Howard Davis	X	Health Sciences	Carol Higashida	X
AFT Faculty Appointee (1)	Rex Edwards	X	Behavioral Sciences	Daniel Vieira	X	History/ Institutions	Patty Colman	
Associated Students Representative (1)	Krysten Jones	X	Business	Tim Weaver		Library	Faten Habib	
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	
Classified Representatives (3)	Dominga Chavez Maureen Rauchfuss Patricia Bergman	X X	Chemistry/ Earth Sciences	Deanna Franke Robert Keil (alt.)	X	Mathematics	Chris Cole	X
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Inajane Nicklas	X	Computer Science/ CNSE	Martin Chetlen		Music/ Dance	James Song	
Director, Facilities, Maint. & Ops.	John Sinutko	X	Counseling	Corey Wendt		Physics/ Astronomy	Clint Harper	
Executive Vice President			Digital Media Arts	Joanna Miller	X	Student Health Services	Sharon Manakas	X
GUESTS	Darlene Melby	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications		
	Michael Walegur	X	EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	X
	John Loprieno	X	English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)	X	World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b> Co-Chair Iris Ingram welcomed everyone in attendance. Introductions were made around the room. Co-	<b>Meeting began at 1:19 p.m.</b>

AGENDA TOPIC	ACTION
<p>Chair Ingram indicated that due to an apparent lack of quorum, action items would be tabled until the next Fiscal Planning meeting in February.</p>	
<p><b>2. MEETING NOTES</b></p> <ul style="list-style-type: none"> <li>○ <b>Approval of Meeting Notes   September 27, 2011</b></li> <li>○ <b>Approval of Meeting Notes   October 25, 2011</b></li> </ul> <p>Due to lack of quorum, no action could be taken regarding the approval of the Fiscal Planning Meeting Notes; however, Co-Chair Ingram asked those members who were present to review the Meeting Notes and to let her office know of any corrections that need to be made. Review of the membership was discussed and alternates may serve. Mr. John Loprieno will be serving as the representative for Performing Arts.</p>	<p><b>Tabled until February 28, 2012.</b></p>
<p><b>3. REPORTS</b></p> <ul style="list-style-type: none"> <li>○ <b>Environmental Committee – Mr. John Sinutko</b> Mr. John Sinutko reported that the Environmental Committee met on January 17. During their meeting, discussion was held regarding the facilities update, parking structure, and the Fountain Hall One Stop project. Mr. Sinutko stated that M.E.R.G.E. (student group) discussed recycling. Although there is interest in a possible campus garden, a proposal has not been presented. There was a request from M.E.R.G.E. to put signs up at three identified locations to inform students and the campus community about the newly installed hydration station in the Campus Center. Mr. Sinutko mentioned that a request was made to look into the cost for a charging space for electric vehicles in the A lot. The campus smoking policy was presented to the Committee by Sherry D’Attile.</li> <li>○ <b>Co-Curricular Committee – Ms. Darlene Melby</b> Ms. Darlene Melby reported that the Co-Curricular Committee takes applications twice a year; Fall (September/October), and again in the Spring (January/February). She indicated that the application was placed on the Portal earlier last week. As a reminder, completed applications must be received by February 3. Hard copy applications can be found with Mr. Allam Elhussini and Ms. Leanne Colvin.</li> <li>○ <b>Status of State &amp; Campus Budget FY12 – Ms. Iris Ingram</b></li> </ul>	
<p><b>4. DISCUSSION</b></p> <ul style="list-style-type: none"> <li>○ <b>Budget Discussion</b> Extensive discussion was held regarding the status of the State and District Budgets. Mr. Timothy Stewart asked how much closer the District was to solving the budget deficit given the recent discontinuance of programs and cuts to sections. Co-Chair Ingram stated that program discontinuance was not a budget issue and was not meant to save money. However, savings were made in the section cuts. Each campus was given a dollar target and each campus handled it in the way that they felt was appropriate.</li> </ul>	

AGENDA TOPIC	ACTION
<p>With the current enrollment management plan, are we close to the numbers we need, or will we have to continue that with future semesters? Co-Chair Ingram mentioned that balancing FTES with the right mix of programs, so that students can continue with their courses, is an art. This needs to be done in concert with the other two campuses. Whenever the state has a reduction in workload, the number for the “Medium” classification of a college is also reduced. However, we do not want to fall to close to that number because then we will be chasing FTEs again.</p> <p>Co-Chair Ingram noted that a Budget Forum was in the process of being scheduled. She asked the members of the FPC to identify potential questions that the campus community might ask. The following are those questions:</p> <ul style="list-style-type: none"> <li>• What are MC’s budget plans for FY13?</li> <li>• How can we create a budget based on potential tax revenue increases that won’t be decided on until November?</li> <li>• Enrollment caps - do they really cost the students more or harm the College/District?</li> <li>• Review the proposed changes to the Allocation Model.</li> <li>• Review Reserves and how the District plans on utilizing them.</li> <li>• Why are we building things (structures) when we are cutting classes?</li> <li>• Review program discontinuance, secondary effects (specifically, classified).</li> <li>• Summer School – how will it look this semester, will it be cut again?</li> </ul> <p>Co-Chair Ingram commented on the District Allocation Model and noted that the only body that can change the Allocation Model is the Board of Trustees. Currently, a proposal has been made to revise it. The proposal was circulated among the campus constituencies, including this Committee, for feedback. Additionally, the District Committee on Administrative Services (DCAS) is charged with reviewing the Model annually. The last published version is dated 2009. If the proposed changes are adopted, they will be folded into document.</p> <ul style="list-style-type: none"> <li>○ <b>Classified Staff Prioritization Process</b> Co-Chair Ingram reminded members of the Committee about the Classified Staff Hiring Prioritization Process. She indicated that the Process has been affirmed every year in this Committee and that it is something that needs to be done, irrespective of the District’s budget situation. As the annual department program plans are revised and requests for new classified positions are identified, those positions are then extracted from the plans, placed into a document and brought to this Committee for prioritization. Although there was a lack of quorum at today’s meeting, present members agreed that they would like to move forward with the process for FY 13.</li> </ul> <p>Co-Chair Ingram reviewed the assessment aspect of the Classified Hiring Prioritization Process.</p>	

AGENDA TOPIC	ACTION
<p>She reminded the Committee that once the prioritizations are complete, the list is moved forward to the Vice President's Council for review with a cover memo from the Vice President. Once the Vice President's Council has reviewed the recommendations, the College President then writes a letter to the Academic Senate President indicating acceptance or rejection of the list. Co-Chair Ingram indicated that she would bring a copy of the letter that was written to the Vice President's Council last year to make sure the language aligns with the overall accomplishments of the Committee.</p> <ul style="list-style-type: none"> <li>○ <b>Future Agenda Items</b></li> </ul>	
<p><b>5. ACTION</b></p> <ul style="list-style-type: none"> <li>○ <b>2011-12 Fiscal Planning Goals (Adoption)</b></li> <li>○ <b>2010-11 Fiscal Planning Accomplishments (Approval)</b></li> </ul>	<p><b>Tabled until February 28, 2012 (lack of quorum).</b></p>
<p><b>6. ADJOURNMENT</b></p>	<p><b>Meeting adjourned at 2:10pm.</b></p>

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   January 24, 2012 – MCSHare & Website	<b>2011</b>   09/27, 10/25, 11/22 (cancelled)
FPC Meeting Notes   October 25, 2011 – MCSHare & Website	<b>2012</b>   01/24, 02/28, 03/27, 04/24
FPC Meeting Calendar 2011-12 – Agenda, MCSHare & Website	
FPC Goals 2011-12 – MCSHare & Website	
FPC Charge/Membership – Included on Agenda, Website	

FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>Fiscal Planning</p> <p>Reports:</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>Ed Code 53200(c): - processes for institutional planning and budget development</i></p>	<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>▸ AFT Faculty Appointee (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</li> </ul>