



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, March 27, 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		ACCESS	Sherry D'Attile		EOP&S	Cesar Flores	
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis	X	Health Sciences	Carol Higashida	
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	X
Classified Supervisors' Representative (1)	Kathy Colborn		CIS	Mary Mills	X	Life Sciences	Norm Marten	X
Classified Representatives (3)	Dominga Chavez (Felicia Torres)	X	Chemistry/ Earth Sciences	Deanna Franke		Mathematics	Chris Cole	X
	Maureen Rauchfuss Patricia Bergman	X						
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Inajane Nicklas	X X	Computer Science/ CNSE	Martin Chetten		Music/ Dance	James Song	
Director, Facilities, Maint. & Ops.	John Sinutko	X	Counseling	Corey Wendt	X	Physics/ Astronomy	Clint Harper	
Academic Senate: Treasurer	Kathryn Adams	X	Digital Media Arts	Joanna Miller	X	Student Health Services	Sharon Manakas	
GUESTS	Darlene Melby	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications	John Loprieno	X
			EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	
			English/ ESL	Sydney Sims Tracy Tennenhouse (alt.)	X	World Languages	Perry Bennett	

AGENDA TOPIC	ACTION
<p>1. WELCOME, COME TO ORDER, INTRODUCTIONS Co-Chair Dwyer welcomed everyone in attendance and announced that Co-Chair Ingram would not be at the meeting today.</p>	<p>Meeting began at 1:20pm.</p>
<p>2. MEETING NOTES</p> <ul style="list-style-type: none"> ○ Approval of Meeting Notes February 28, 2012 Ms. Sydney Sims questioned the terminology used by Mr. Sinutko when reporting on the status of the Environmental Committee. Specifically, the last sentence of that paragraph read... “Mr. Sinutko mentioned that the First Stop Project is continuing to move forward with end user interviews occurring soon.” Ms. Sims asked what end users were. Per Mr. Sinutko, end users are the deans, and staff who will actually operate the student services programs and who will move into Fountain Hall. Ms. Kim Watters will correct the sentence to include the above. 	<p>Co-Chair Dwyer called for a motion to approve the February 28, 2012 Fiscal Planning Committee Meeting Notes. Mr. Dan Vieira motioned for approval. Ms. Brenda Woodhouse seconded the motion. Motion carries as corrected.</p>
<p>3. REPORTS</p> <ul style="list-style-type: none"> ○ Environmental Committee – Mr. John Sinutko Mr. Sinutko reported that the Environmental Committee met on March 20, 2012; however, there wasn't a quorum, so the meeting was quiet and short. ○ Co-Curricular Committee – Ms. Darlene Melby Ms. Darlene Melby confirmed that the Fiscal Planning Committee members were in agreement to post the Co-Curricular Application to the webpage as it is already posted to the Portal. Ms. Melby expressed concerns regarding possible confusion if the application were posted too early or all year long. Ms. Kathryn Adams indicated that it should be posted to the website because it allows faculty, who are planning early or who might not be around, an opportunity to review it. It was agreed that Ms. Watters would post the Co-Curricular documentation to the Fiscal Planning Committee webpage. ○ Status of State & Campus Budget FY12 – Ms. Iris Ingram None. 	
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ○ Classified Staff Prioritization Process Co-Chair Dwyer reminded the Fiscal Planning Committee that all of the positions up for prioritization are pulled from the Department Program Plans and are new positions only. The requests are not meant to replace positions that are vacant. <p>Review of the 2011-12 Program Plan Human Resources Requests – Classified List was held. Co-Chair Dwyer asked members in attendance to review their respective department requests for consideration of removal. Several positions were removed from the list.</p>	

AGENDA TOPIC	ACTION
<ul style="list-style-type: none"> ○ Budget Process Co-Chair Dwyer noted that she and Co-Chair Ingram reviewed the budget process in the Making Decisions document. Co-Chair Dwyer asked to table this discussion until she had an opportunity to discuss it further with Co-Chair Ingram. The idea is that this Committee is doing some of the budget process review and will be making recommendations for changes if deemed necessary; all of which should be included in the Making Decisions document somehow. ○ Future Agenda Items None. 	<p>Tabled for further discussion with Co-Chair Ingram.</p>
<p>5. ACTION</p>	
<p>6. ADJOURNMENT</p>	<p>Meeting adjourned at 2:02pm.</p>

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 th Tuesday at 1:15 p.m., CCCR
FPC Agenda 03/27/12 – MShare & Website	2011 09/27, 10/25, 11/22 (cancelled)
FPC Meeting Notes 02/28/12 – MShare & Website	2012 01/24, 02/28, 03/27, 04/24
FPC Meeting Calendar 2011-12 – Agenda, MShare & Website	
FPC Goals 2011-12 – MShare & 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><u>Reports:</u></p> <ol style="list-style-type: none"> 1. Campus Environment 2. Co-Curricular 	<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>Co-Chairs: Vice President, Business Services Academic Senate President</p> <p>Members:</p> <ul style="list-style-type: none"> › AFT Faculty Appointee (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