



## 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, October 25, 2011 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'Attila	X	EOP&S	Cesar Flores	
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis		Health Sciences	Carol Higashida	
AFT Faculty Appointee (1)	Rex Edwards	X	Behavioral Sciences	Daniel Vieira	X	History/ Institutions	Patty Colman	X
Associated Students Representative (1)			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 X	Chemistry/ Earth Sciences	Deanna Franke	X	Mathematics	Chris Cole	X
Dean Appointees (3)	Kim Hoffmans Julius Sokenu Inajane Nicklas	X X X	Computer Science/ CNSE	Martin Chetlen		Music/ Dance	James Song	
Director, Facilities, Maint. & Ops.	John Sinutko	X	Counseling	Corey Wendt	X	Physics/ Astronomy	Clint Harper	
Executive Vice President			Digital Media Arts	Joanna Miller	X	Student Health Services	Sharon Manakas	X
GUESTS	Micaela Aguilar	X	Early Childhood Development	Cynthia Barnett		Theater Arts/ Communications		
			EATM	Brenda Woodhouse	X	Visual & Applied Arts	Tim Stewart	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-Chairs Ingram and Dwyer welcomed everyone in attendance. All agenda items were tabled in order to	<b>Meeting began at 1:42pm due to a scheduling</b>

AGENDA TOPIC	ACTION
review the District-wide Allocation Model.	<b>conflict.</b>
<b>2. MEETING NOTES</b> <ul style="list-style-type: none"> <li>○ <b>Approval of Meeting Notes   September 27, 2011</b></li> </ul>	<b>Tabled.</b>
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li>○ <b>Environmental Committee – Mr. John Sinutko</b></li> <li>○ <b>Co-Curricular Committee – Ms. Darlene Melby</b></li> <li>○ <b>Status of State &amp; Campus Budget FY12 – Ms. Iris Ingram</b></li> </ul>	<b>Tabled.</b>
<b>4. DISCUSSION</b> <ul style="list-style-type: none"> <li>○ <b>Changes to District-wide Allocation Model</b> <ul style="list-style-type: none"> <li>▪ <b>Structural Deficit Modifications</b> <p data-bbox="394 532 1398 703">Co-Chair Ingram reviewed the Annual Operating Budget with the Fiscal Planning Committee members via a PowerPoint Presentation. Co-Chair Ingram distributed a narrative, written by the State Chancellor's Office, of the FTES calculation titled <i>Primer on Computing Full-Time Equivalent Student (FTES)</i>. Co-Chair Dwyer distributed a glossary of terms titled <i>Program Planning Data Report Glossary</i>.</p> <p data-bbox="394 743 1398 1052">Co-Chair Ingram indicated that as a means to address the Accreditation Team findings, the Allocation Model revision would set aside money for scheduled maintenance &amp; capital furniture by building a sinking fund. A sinking fund can only be used for a specific purpose and is restricted only for that designation. Because they are sinking funds, they are allowed to accumulate. The District Committee on Administrative Services proposes that this money be set aside for scheduled maintenance, capital furniture, library materials &amp; databases, instructional/non-instructional equipment, technology refresh, research, new program/process start-up, staff innovation, and program accreditation fees.</p> <p data-bbox="394 1092 1398 1401">There are certain programs that we are required by law to engage in; however, the State doesn't pay for it. We submit a claim to the State of our cost of state-mandate programs, and the State may decide to reimburse us for a portion of the cost, but it's at their discretion as to how much and when. We would propose, in a year that we get the reimbursement check and if it is above what was anticipated, that we put the difference into the aforementioned areas. This would also apply to the differences from lottery funds, interest income, local share of enrollment fees, etc. There would be no difference to the campus budget; it would just be allocated differently to designated areas.</p> <p data-bbox="394 1442 1398 1474">The allocation per each college will vary depending on the assigned square footage,</p> </li> </ul> </li> </ul>	<p data-bbox="1423 524 1927 581"><b>Kim Watters will upload the PowerPoint Presentation to MShare.</b></p>

AGENDA TOPIC	ACTION
<p>total FTES, number of computers, and/or by an equal distribution of 1/3. Movement of this revenue would be triggered by a set of timed criteria. When certain conditions exist, this or that would occur. This is a gradual accumulation that could take anywhere from 1 to 8 years to build. The three campuses through the DCAS proposed this change. The Board of Trustees has to approve the Allocation Model revision.</p>	
<p><b>5. ACTION</b></p> <ul style="list-style-type: none"> <li>○ FPC 2010-11 Goals &amp; Accomplishments (Approve)</li> <li>○ FPC 2011-12 Goals (Adopt)</li> </ul>	<p><b>Tabled.</b></p>
<p><b>6. ADJOURNMENT</b></p>	<p><b>Meeting adjourned at 2:22pm.</b></p>

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   October 20, 2011 – MCSHare & Website	<b>2011</b>   09/27, 10/25, 11/22
FPC Meeting Notes   September 27, 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><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>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>