



## 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*

### MEETING NOTES Tuesday, September 25, 2012 1:00 – 2:30 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		History/ Institutions	Ranford Hopkins	X
Co-Chair: Academic Senate President	Riley Dwyer	X	Athletics/PE/HED	Howard Davis	X	Library	Mary LaBarge	X
AFT Faculty Appointee (1)	Rex Edwards		Behavioral Sciences	Dan Viera	X	Life Sciences	Norm Marten	X
Associated Students Representative (1)	Kimberly Eder Bradley Krebs (alt)	X X	Business	Bill Sgro		Mathematics	Chris Cole	X
Classified Supervisors' Representative (1)	Kathryn Adams		Chemistry/ Earth Sciences	Rob Keil		Music/ Dance	James Song	X
Classified Representatives (3)	Dominga Chavez Valerie Nicoll Linda Sanders	X X X	Computer Science/ CNSE	Martin Chetlen		Physics/ Astronomy	Clint Harper	
Dean Appointees (3)	Pat Ewins Inajane Nicklas Lori Bennett		Counseling	Corey Wendt	X	Student Health Services	Sharon Manakas	X
Director, Facilities, Maint. & Ops.	John Sinutko	X	Digital Media Arts	Joanna Miller		Theater Arts/ Communications	Rolland Petrello	X
Executive Vice President (Ex-officio)	Jane Harmon (Interim)		EATM	Brenda Woodhouse		Visual & Applied Arts	Lydia Etman	X
GUESTS	Darlene Melby	X	English/ ESL	Sydney Sims	X	World Languages	Raquel Olivera	
			EOP&S	Cesar Flores	X			
			Health Sciences	Carol Higashida	X			

AGENDA TOPIC	ACTION
<b>1. WELCOME, COME TO ORDER, INTRODUCTIONS</b> <ul style="list-style-type: none"> <li>Co-Chair Iris Ingram welcomed the group and asked for everyone to introduce themselves. Iris then told everyone that in accordance to the Brown Act requirements, all handouts will be posted on web and mcshare monthly and that in the future everyone must print out their own agenda, meeting notes,</li> </ul>	The meeting was called to order at 1:17 p.m.

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handouts, etc and bring them to the meeting.	
<b>2. MEETING NOTES</b> <ul style="list-style-type: none"> <li>Approval of Meeting Notes   April 24, 2012</li> </ul>	The meeting notes were approved with no changes.
<b>3. REPORTS</b> <ul style="list-style-type: none"> <li>Co-Curricular Committee – Ms. Darlene Melby               <ul style="list-style-type: none"> <li>Applications and guidelines on the table, there is a link on the website and on portal along with documents. All applications need to be submitted by October 31st to Allam. There is currently \$52,000 available.</li> </ul> </li> <li>Campus Environment Committee – Mr. John Sinutko               <ul style="list-style-type: none"> <li>John told everyone that the committee has laid out the groundwork and things to accomplish such as another hydration station on campus. Other things going on is the parking structure is going to break ground soon, the vending area is about complete, the parameter lighting was completed over the summer, Fountain Hall's First Stop is through schematic design. The agenda for the committee meeting is posted on the web.</li> <li>Question regarding the evacuation of AC bldg. earlier today. The students on the 2<sup>nd</sup> floor didn't know where to gather. John replied by saying we need to look at that for more appropriate space because it was difficult for the 1<sup>st</sup> responders to get in since everyone was in the parking lot. Iris added that when there is an incident on campus such as this, all administrators look at what can be done to improve the circumstances. So they are looking at it and the EOC will be addressing it as well. A larger fire drill is planned for this year.</li> <li>Another question - Should students take their gear and should instructors lock the classroom? Iris responded that the students should take their materials and the instructor should take the class roster but leave classroom unlocked.</li> </ul> </li> </ul>	
<b>4. DISCUSSION</b> <ul style="list-style-type: none"> <li><u>Review of Committee Charge</u> <ul style="list-style-type: none"> <li>Riley addressed the committee in regards to inconsistencies on documents being sent out (agendas), in previous agenda's the Title V reference refers to Fiscal and Planning. This is not a planning committee but a fiscal committee. Each of our PG committees are planning committees. The charge of this committee is on the agenda as opposed to just the Title V wording. Riley reviewed the charge and source authority with the committee that is on the agenda for this meeting:                   <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> </li> </ul> </li> </ul>	

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<p>Last year questions were brought to this committee about what we do and don't do. Sue discussed the allocation model during her last budget forum. DCAS reviews policy and budget related policy. This committee is a good place to start vetting those. We would only bring only those budget related items to DCAS. It is important to understand AP's and BP's and how they relate to the budget. Academic senate reviews these and some of the people in this group are in Academic Senate so the information might be redundant for them. But there are people in this committee that are not on Academic Senate or DCAS. Iris will bring this information to the October meeting. Also bring allocations model and review proposed changes to this model. That decision will not be made for some time so we have time to discuss how it works and what the impact will be. We haven't had a stable year recently in order to talk about the stages given the States volatility in terms of revenue, it changes daily, monthly and certainly year to year. Deadlines don't fit within the schedules of the committee meetings. Some of the informational process in building a budget would be problematic to discuss openly and would not be appropriate at this committee, although it does have an impact on this committee. Cabinet at district level makes the final decision on what happens with the budget we just give input. Adoptions of our prior goals now lead into our goals this year.</p> <ul style="list-style-type: none"> <li>○ <u>Committee Goals and Accomplishments 2011/12</u> <ul style="list-style-type: none"> <li>○ The committee looked over the goals and accomplishments handed out for 2011/12. A question regarding #1 what are the operations in the goal "Continue to review implementation of the revised District Allocation Model for its impact on College operations"? Iris replied that last year she did a presentation on allocation model to the committee. Since this has been implemented we will now see the impact. The interest income, lottery and student fees are taken out of allocation and put in separate fund and we then apply a different allocation algorithm. In the original model it is generated by FTES. The money we took out will be distributed among the three colleges in differed maintenance, equipment and some technology, new incentives, library materials and some specialized equipment. Still using FTES allocation bases, differed maintenance using assigned square footage and for technology and material the money is based on number of stations. Will bring back more information regarding this in October.</li> </ul> </li> <li>○ <u>Committee Goals for 2012/13</u> <ul style="list-style-type: none"> <li>○ The committee looked over the goals presented for 2012/13. A question about #2 "In light of current budget conditions, review current Classified Hiring Prioritization Process for relevance effectiveness of feedback loop." Are you saying that the classified hiring priority process may be an exercise that has passed in terms of its relevance? Iris replied by saying that her 1<sup>st</sup> year here there was a motion to drop the whole process but it was fought and stayed. This is the 4<sup>th</sup> year that there will be no significant number of staff hiring so we should develop a different goal that is more relevant. No new jobs have been created, just restructuring that has been done at the district level and this committee has nothing to do with it. But this committee should have</li> </ul> </li> </ul>	<p>Goals and Accomplishments 2011/12 approved with changes.</p> <p>Goals for 2012/13 approved with changes.</p>

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<p>some role in what this campus should look like. Should we look at a different process or stay with what we have been doing? Question: Will what we decide affect program planning? Iris responds that it will, but program plans are set not in stone and will continue to evolve. Program plans feed the need for jobs. Riley adds that the academic senate has had the same discussion and they have continued to go forward in the process even though they wouldn't be hiring. It is about process and maintaining plans and Riley proposes to continue to plan and review and prioritize but with particular view with how do we get the info that matters, what is the purpose and how do we know the balance between what we are prioritizing and what we are getting.</p> <p>Remove number #3 since it is stated in #4.</p> <ul style="list-style-type: none"> <li>○ District Budget Allocation Model: Under annual review</li> <li>○ Future Agenda Items – this meeting will be held in the future from 1:00 – 2:20 p.m.</li> </ul>	
<b>5. ACTION</b>	
<b>6. ADJOURNMENT</b>	The meeting was adjourned at 2:26 p.m.

HANDOUTS	FPC 2011-12 MEETING CALENDAR, 4 <sup>th</sup> Tuesday at 1:15 p.m., CCCR
FPC Agenda   09/25/12 – MCShare & Website	<b>2012</b>   09/25, 10/23, 11/27
FPC Meeting Notes   04/24/12 – MCShare & Website	<b>2013</b>   1/22, 2/26, 3/26, 4/23
FPC Meeting Calendar 2012-13 – Agenda, MCShare & Website	
FPC Goals & Accomplishments 2011-12 – MCShare & Website	
FPC Goals 2012-13 – 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>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>