**XMission Statement**

*Grounded in equity, social justice, and a students first philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.*

**EdCAP Committee Charter**

*The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and student services.*

*The planning component under the purview of EdCAP includes:*

* *Program Plans: Evaluating the program planning process and recommending modifications as needed;*
* *Educational Master Plan: Defining the format of the Educational Master Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Strategic Plan: defining the strategic directions and goals of the Strategic Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Annual Work Plan: reviewing the goals and metrics of the Annual Work Plan and recommending approval of the final document; and*
* *Annually with the Fiscal Planning Committee, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.*

*The accreditation component under the purview of EdCAP includes:*

* *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC;*
* *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC; and*
* *Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards.*

***Goals for 2021-22:***

*Forthcoming*

**EdCAP Membership / Attendance**

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| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Nenagh Brown |  | Faculty Dept Chair, Cord, or designee from each department: |  | Comm Studies & Media Arts | Rolland Petrello | X |
|  | Oleg Bespalov | X | ACCESS | Silva Arzunyan |  |  | Visual Arts | Erika Lizee | X |
| VP Academic Affairs\* | Mary Rees | X | EATM | Gary Wilson |  | Performing Arts | John Loprieno |  |
| VP Business Services\* | Jennifer Clark | X | Kin/Health/Athletics | Adam Black |  | Physics/Ast/Engr/CS | Farisa Morales |  |
| VP of Student Support\* | Amanuel Gebru |  | Behavioral Sciences | Chad Basile / Dani Vieira |  | Social Sciences | Hugo Hernandez |  |
| Academic Senate Pres.\* | Erik Reese | X | Business  | Josepha Baca/Reet Sumal |  | Student Health Center | Allison Barton |  |
| Classified Senate Pres\* | Linda Resendiz |  | Chemistry/Earth Sci. | Tiffany Pawluk/Roger Putnam | TP | World Languages | Helga Winkler |  |
| Dean members: | Oleg Bespalov | X | Early Childhood Dev. | Cindy Sheaks-McGowan |  | 2 classified staff: | Kristen Robinson |  |
|  | Howard Davis | X | Counseling | Jodi Dickey |  |  | Deb Brackley |  |
|  | Carol Higashida |  | English/ESL | Sydney Sims |  |  |  |  |
|  | Matt Calfin |  | EOPS | Angie Rodriguez/Marnie Melendez |  | ASMC | Jin Kim |  |
|  | Priscilla Mora |  | Health Sciences | Christina Lee |  |  |  |  |
|  | Khushnur Dadabhoy |  | Library | Danielle Kaprelian |  | \* Ex-officio, non-voting members |
|  | Monica Garcia |  | Life Sciences | Audrey Chen |  | **Guests:** |  |  |
|  | Robert Cabral |  | Mathematics | Phil Abramoff | X |  |  |  |

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| **Future Meetings** |
| Fall semester: ~~August 24;~~ September 28; October 26; November 23Spring semester:January 25; February 22; March 22; May 10 |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to orderPublic commentsApproval of Fiscal minutes: May 11th, 2021Approval of joint EdCAP/Fiscal minutes: August 24th, 2021 | Concern was shared about planning not in place for unvaccinated students or faculty and unable to attend classes.Please share with students that there will be a Vaccine Clinic on October 29th in the Observatory parking lot from 10 am to 2 pm. Those with Pfizer vaccinations may be eligible for a third shot.The Child Development Center was awarded the CCAMPIS Grant and will receive $114,000 every year for the next four years. This will allow students to bring their children for free or reduced tuition.Bill AB 361 was passed and the concern of health and safety issues will allow governance committees to continue teleconferencing. The committee will vote to keep the meeting as HyFlex during the pandemic during every meeting. | Postponed until next meetingRolland Petrello moved to Approve and Tiffany Pawluk seconded. Minutes were approved with Linda Sanders abstaining. |
| **PREVIOUS BUSINESS** |  |  |
| 1. Budget Allocation Model
	1. [BAM document](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/FY22%20allocation%20model.pdf)
2. Annual Work Plan 2021-22: second read
	1. [Annual work plan](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/2021-2022_Annual_Work_Plan_draft_as_of_2021-08-18.xlsx)
3. Accreditation Update (no documents)
	1. [Sign-ups!](https://vcccdventura.sharepoint.com/%3Ax%3A/s/Moorpark/Outreach/EQRD0DlZRVdFpBpzLD_SdB8BHSQUtobPiAEAyUtTqg0tKQ?e=bxXMsp)
4. IEPI PRT Plan: second read
	1. [PRT plan](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/PRT%20%20IE%20Plan%2009-02-21%20v.%2012%20ML%20Com1.pdf)
 | DCAS recommended a new budget allocation model (BAM) and the board approved it. The new BAM will be phased in over five years, starting with the fiscal year 2022. The amount available for distribution to Ventura County Community College for FY22 was $155M, with $75M going to instructors' costs and the remaining $80M for base, supplemental, and student success allocation. Base allocation is based on FTES which Moorpark College had 44% of the district's FTES last fiscal year. The Supplemental funding depends on how many college students are Pell grant and Promise grant recipients and how many are AB540 students. Student success allocation is based on the student success of all students, Pell Grant recipients, and California Promise Grant recipients.The Annual Work Plan is back for a second read with no edits and no furtherdiscussion.There is still time to sign-up to work on the ACCJC ISER. In addition to adding your name to the sign-up sheet, please email Oleg Bespalov, Gabby Chacon, or Priscilla Mora if you would like to join a group or have questions about the ISER process. The goal is to have the gap analysis done in the fall and the writing done in the spring to complete the document this academic year. The ISER will go through the participatory governance groups in fall 2022 before it is mailed to ACCJC in January 2023 for their review. ACCJC will then give their feedback on the areas the fall 2023 visit will be focused.Moorpark College requested support from peers across the state to help us improve our DI populations and distance education, particularly with the DI population. A group from Moorpark College used the Peer Review Team suggestions to complete the IEPI PRT Plan with objectives, leads, action steps, and deliverables. Once the document is received, they will give us $200,000 to help us create an inclusive campus and eliminate equity gaps in student outcomes. | Rolland Perello moved to recommend the adoption of the Annual Work Plan to the Academic Senate and Howard Davis seconded. The motion was approved unanimously.Howard Davis moved to recommend the IEPI PRT for approval by the Academic Senate and Rolland Petrello seconded. The motion was approved unanimously |
| **NEW BUSINESS** |  |  |
| 1. Joint Committee Goals for 2021-2022
	1. [Draft goals for conversation](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/joint_edcap_fiscal_draft_goals_2021-09-28.v1.docx)
2. Enrollment Management Plan 2021-2022
	1. [Enrollment management plan](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/2021-2022%20Enrollment%20Management%20Plan_draft%20as%20of%202021-08-18.xlsx)
3. Classified Prioritization Meeting: Date and Process
	1. [Classified prioritization assumptions](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/New%20Classified%20Prioritization%20Assumptions%20October%202020.pdf)
4. Vision and Values Discussion
	1. [Current vision and values](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/Mission%2C%20Values%20and%20Vision%20_%20Moorpark%20College.pdf)
5. DCAS Update
6. Annual Institutional Research Agenda
	1. [IR agenda](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/Research_Agenda_2020-2021_draft_2021-09-14.docx)
7. Campus Environment Committee
	1. [Committee Notes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/9-21-21%20CEC%20Notes.pdf)
	2. [Goals](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/CEC%20Goals%20for%202020-21.pdf)
 | Committee Co-chairs shared some ideas they brainstormed as draft goals for conversation. **Goal #4** Applying equity lens to planning and budget.* Use a different word that "apply."

**Goal #6** Review program planning process for efficiency and ensure student learning.* Provide sessions for people to discuss ideas on how to approach program plans before program plans are due. Get an idea of trends of recommendations and concerns coming from programs.
* After the submission of program plans, there is a discussion amongst the whole program.

The goals will be coming back for further discussion.The Enrollment Management Plan is a subset of the Annual Work Plan with items covering new degrees, increasing retention, and new markets to pursue. The district is establishing a District Council on Enrollment Management, and this plan will help inform that committee of comprehensive solutions to enrollments.Classified Prioritization is tentatively scheduled for November 23rd from noon to 2 pm, and the joint committee meeting continues after. Prioritization assumptions, suggested criteria, discussion ground rules were shared. Updates to the document will include the committee name change, voting can be done in person and electronically, and a typo in assumption V. will be revised.The Fiscal Committee was roughly 24% classified and the EdCAP/Fiscal Joint Committee has approximately 21%. Membership of the Committee can be discussed further and will possibly be reflected as a goal.Feedback was requested on whether there is a need to form workgroups to revisit the Vision and Values or if they still align with the Mission. The committee will take more time to review the Vision and Values before making a decision. There are areas in the district that are behind on board policies and administrative procedures. There is usually a five-year review cycle for board policies, but that has been extended for two years to complete the current review cycle.The District Administrative Center restructure will go to DCAS for further consideration. This request consists of many priority new positions at the district as recommended through the Collaborative Brain Trust.There was a discussion of partial travel reimbursement for management position interviews that require significant travel. There was also a suggestion to include faculty and classified positions.The change of healthcare benefits plan has reduced long-term liability for healthcare by roughly $50M. This discussion will come back to the committee once more details become available.Oxnard College made a request for $1.5M over three years to add 100 sections and a satellite location. This discussion and demographic studies will be coming to all college participatory governance committees. | Rolland Perello moved to recommend the approval of the Enrollment Management Plan to the Academic Senate and Howard Davis seconded. The motion was approved unanimously.Postponed until next meetingPostponed until next meeting |
| **ANNOUNCEMENTS** |  |  |
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| **FUTURE AGENDA ITEMS** |  |  |
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| **ADJOURNMENT** |  |  |
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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

**Fiscal Planning Membership / Attendance**

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| **POSITION/DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |
| Co-Chair: Academic Senate President | Erik Reese | X | Athletics/KIN/Health |  Matt Crater |  | English/ESL | Jeff Baker |  |
|  Kara Lybarger-  Monson (ALT) |  |
| Business Admin | Ruth Bennington | X |
| Co-Chair: Classified Senate President | Linda Resendiz |  | Physics/Astronomy/CS Engineering | Loay Alnaji |  | Library | Jackie Kinsey |  |
| ACCESS | Silva Arzunyan |  |
| Co-Chair: VP Business Services | Jennifer Clark | X | Student Health Center | Allison Case Barton | X | Health Sciences | Christina Lee |  |
| AFT Faculty Appointee (1) |  Hugo Hernandez | X |
| Associated Students Representative (1) | Marina Bayless |  | Chemistry/Earth Sciences | Rob Keil |  | Mathematics | Phil Abramoff | X |
| Classified Supervisors’ Representative (2) | Michele Perry |  | Counseling | Traci Allen |  | Child Dev | Cindy Sheaks- McGowan |  |
| Johanna Pimentel | X | Wendy Berg (Alt) |  |
| Classified Representatives (5) | Deborah Brackley |  | Social Sciences | Hugo Hernandez | X | EOPS | VACANT |  |
| Kris Romero |  |
| Linda Sanders |  | Lee Ballestero (Alt) |  | EATM |  |  |
| Obalid Younan |  | Visual Arts | Erika Lizee | X | Behavioral Sciences | Dani Vieira |  |
| Dean Appointees (3) | Carol Higashida |  | Performing Arts | John Loprieno |  | Life Sciences | Melia Tabbakhian |  |
|  Priscilla Mora |  | World Languages | Perry Bennett |  | Media & Comm Studies | Neal Stewart |  |
| Khushnur Dadabhoy |  |  |  |  | Ex Officio (non-voting): |  |  |
| Director, Facilities, Maintenance & Ops | John Sinutko |  |  |  |  | VP AA |  Mary Rees | X |
|  Financial Aid |  Kim Korinke |  |  |  |  | VP SS | Amanuel Gebru |  |

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|  **FISCAL PLANNING COMMITTEE** |
| **COLLEGE-WIDE COMMITTEE** | **CHARGE AND SOURCE OF AUTHORITY** | **MEMBERSHIP** |
| Fiscal PlanningReports: | 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;
* Reviewing reports on the development of the College General Fund budgets in alignment with District processes, and relaying information to constituent areas;
* Reviewing emergent budget needs and constraints;
* Implementing the annual Classified Hiring Prioritization process; and
* Annually with the Education Committee on Accreditation and Planning, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.
 | **Co-Chairs:**Vice President, Business Services Academic Senate President Classified Senate President**Members:** Faculty Appointed by AFT (1) Associated Students Representative (1) Classified Supervisors' Representative (2) Classified Representatives (5) Dean Appointees (3) Director of Facilities, Maintenance & Operations All Faculty Department Chairs and Coordinators or Designees Executive Vice President (Ex-officio, non-voting) |