

MOORPARK COLLEGE

New Classified Position Prioritization Assumptions

Assumptions for Prioritization

- I. The classified prioritization list is prepared each year in the event that funding is available to hire new classified staff.
- II. Positions for consideration are taken from program plan resource requests.
- III. The prioritization result serves as a recommendation to the President. If the President chooses to deviate from the order of the prioritization list, it is agreed that the President will advise the Joint EdCAP/Fiscal Planning Committee in writing or in person.
- IV. List of classified priorities does not carry over from one year to the next. This process will generate a new list each year in the Fall.
- V. Positions that are legally mandated (e.g. for accreditation) will not be in the prioritization cue, and will be automatically filled based on need.
- VI. Individuals do not need to be present the entire time in order to vote.
- VII. Classified positions from categorical funding will be provided as information.
- VIII. In order to be compliant with the Brown Act, all ballots must be signed by the voter.
- IX. Voters will provide a phone number on their ballot. This will be used in case there is a need to reconcile a ballot during the tally.

Suggested Criteria for Prioritization

- 1) Vital program will cease to exist if position not filled.
- 2) Need to fill position based on specific program need, such as specialization, area of expertise, or maintenance of program quality or safety concerns.
- 3) Projected increase in program demand, based on current program growth, increasing need in the community and workforce, and/or greater opportunities for transfer of courses to other colleges.
- 4) Programs or positions, which support other programs or positions.

- 5) Appropriate facilities, support staff, and other material resources are available to support the position.
- 6) Any other considerations implicit in the program plans related to college mission, college-wide needs, and strategic directions.
- 7) All requests should be viewed through an equity lens.

Ground Rules for Discussion

- We represent the interest of the college community as a whole. It is our expectation that decisions will be made based primarily on campus-wide needs and opportunities.
- Everyone has reviewed all relevant materials, thus no presentation or reading of program plans will be done by the co-chairs of the Prioritization Meeting.
- We spend a maximum of three minutes for each program plan discussion.
- Members of the Joint EdCAP/Fiscal Planning Committee do not need to be present the entire time in order to vote.
- Voting can be done in person or electronically by completing an electronic ballot:
 - Name and phone number on ballot
 - Votes are high (5), medium (3), low (1)
 - Email completed ballot to Cynthia Osuna at cosuna@vccd.edu no later than November 30.