

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 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 Fiscal Committee do not need to be present the entire time in order to vote.
- All voting will be done by electronic ballot
 - Name and phone number on ballot
 - Votes are high (5), medium (3), low (1)
 - Email completed ballot to Cynthia Osuna, cosuna@vccd.edu