



EdCAP/ Fiscal Planning Joint Committee Minutes

March 22, 2022, 1:00-3:00pm

Mission 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:

- 1) Provide leadership for accreditation—draft ISER by end of academic year
- 2) Develop vision for planning committee, including charge and membership
- 3) Provide transparency for budget and fiscal expenditures
- 4) Ensure equity in planning and budget
- 5) Perform gap analysis on prioritizations that will inform the planning processes for the following academic year and includes alignment with support of disproportionately impacted groups
- 6) Review program planning process for efficiency and to support student learning and equitable outcomes
- 7) Clarify relationships among the planning documents
- 8) Review and recommend updates to the Moorpark College Vision and Values as appropriate

EdCAP Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Bespalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Jennifer Clark	X
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	
Dean members:	Oleg Bespalov	X
	Josepha Baca	X
	Carol Higashida	X
	Matt Calfin	X
	Priscilla Mora	X
	Khushnur Dadabhoy	
	Monica Garcia	X
	Robert Cabral	

Position	Name	Present
<u>Faculty Dept Chair, Cord, or designee from each department:</u>		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Adam Black	X
Behavioral Sciences	Chad Basile / Dani Vieira	DV
Business	Josepha Baca/Reet Sumal	
Chemistry/Earth Sci.	Tiffany Pawluk/Roger Putnam	TP
Early Childhood Dev.	Cindy Sheaks-McGowan	X
Counseling	Jodi Dickey	X
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez/Marnie Melendez	MM
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	X
Life Sciences	Audrey Chen	
Mathematics	Phil Abramoff	X

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Performing Arts	Nathan Bowen	X
Physics/Ast/Engr/CS	Farisa Morales	
Social Sciences	Hugo Hernandez	X
Student Health Center	Allison Barton	X
World Languages	Helga Winkler	X
<u>2 classified staff:</u>	Dina Pieleat	X
	Deb Brackley	X
<u>ASMC</u>	Jin Kim	
* Ex-officio, non-voting members		
Guests:		

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



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Agendas and documents are available on the [EdCAP meeting information website](#) and through the links below.

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER, TIMELY BUSINESS, READING OF MINUTES		
<p>A. Call to order</p> <p>B. Public comments</p> <p>C. Brown Act Teleconference Suspensions During a State of Emergency (Government Code Section 54953)</p> <p>D. Approval of joint EdCAP/Fiscal minutes: February 22, 2022</p> <p>E. April Meeting Options: May 4 3pm; May 11 1pm or 3pm</p>	<p>Meeting began at 1:03 p.m.</p> <p>All are encouraged to attend this last weekend of Kinky Boots' performance. Nenagh Brown commented that March 16 is the 2-year anniversary of when we all moved online.</p> <p>Return to on ground meeting discussed. Concerns expressed regarding new variant and its current spread in Asia and Europe. Tiffany Pawluk said that students are safely meeting in person and it may be time that we all return to campus.</p> <p>Hugo Hernandez appreciates the linked documents for on-line meetings.</p> <p>The next meeting was originally scheduled for April 26 which is a flex day and the Distance Education Summit will also be held on April 26. In addition to the dates listed on the agenda, April 28th at 1 pm is also suggested.</p>	<p>Rolland Petrello moves to continue the option of meeting on-line. Ruth Bennington seconds the motion. Tiffany Pawluk opposes, no abstentions. Motion passes.</p> <p>Hugo Hernandez moves to approve the minutes. Rolland Petrello seconds the motion. Ruth Bennington abstains. Minutes are approved.</p> <p>Rolland Petrello moves to approve April 28th at 1 pm. Phil Abramoff seconds this motion. Motion passes.</p>
BUDGET AND PLANNING		
<p>A. Joint EdCAP/Fiscal Committee Charge and Membership—first read</p>	<p>Nenagh Brown presents the first read of the Integrated Planning Committee document. The goal would be that the final document would go into the Participatory Governance Handbook as an adjustment or update, and move to approvals from Academic and Classified Senates, Associated Students MC, and finally President Sokenu would need to sign off on it. The charge was reviewed and integrates charges of Fiscal Planning and EdCAP Committee. Proposed membership was reviewed. Discussion included: change Classified Supervisors to Supervisors/Managers, including Assistant Deans in membership, AFT should have representation, same people are in every committee, committee membership is too large, term limits or</p>	<p>Priscilla Mora moves to endorse the integrated planning committee with membership and charge returning for review and discussion at next meeting. Silva Arzunyan seconds the motion. Vote taken with 20 in favor, 7 oppositions, 2 abstentions. Motion passes.</p>



<p>B. Program Plan Process Review—Update</p> <p>C. 2021-2022 Planning and Resource Allocation Gap Analysis</p>	<p>membership rotation, returning to 2 separate groups, suggestion to meet twice a month since previous separate committees met for an hour and a half. Tiffany Pawluk supports the joint EdCAP/FP committee structure which allows flexibility to prioritize fiscal at certain times of the year and EdCAP when needed.</p> <p>The Program Plan Process went to Academic Senate for final review and received overwhelming support.</p> <p>The college has an educational master plan, within the master plan are 5-year goals and metrics. Within the metrics, actions are set (annual work plan). New this year is inclusion of resources needed to implement actions. A dashboard is being used to update progress. Majority of items are in green status or on target. Committee broke out into groups for the gap analysis. Committee directed to choose from strategic direction groups 1-5. Files are open to add comments to Strategic Directions. The updated document will be sent as a recommendation to Executive Council, Academic Senate and Classified Senate presidents.</p>	
ACCREDITATION		
<p>A. ISER Overview and Initial Review</p> <p style="padding-left: 20px;">a. Timeline</p> <p style="padding-left: 20px;">b. Current Status Update:</p> <p style="padding-left: 40px;">i. Full gap analysis</p> <p style="padding-left: 40px;">ii. Gap analysis summary</p> <p style="padding-left: 20px;">c. Reminder: Folder Structure</p> <p>B. ACCJC Annual Report and Annual Budget Report</p> <p style="padding-left: 20px;">a. Institution-Set Standards</p>	<p>Initial review needs to be completed by the end of the semester.</p> <p>Oleg created an ISER gap analysis spreadsheet, each standard contains suggested items of evidence and review criteria that the ACCJC teams use to grade. There are 127 standards. Most standards are met (black), there are a few in progress (green) and a few that may require an improvement plan (red) that are Board of Trustees related items. 116 meet standards, 6 meet the standard but follow-up is needed, and 5 possible improvement plans. The hope is that these will go from improvement plans to work in progress. Everyone has access to provide additional feedback.</p> <p>The Annual ACCJC Report covers a variety of basic information. The ACCJC looks for dramatic changes in information. With the exception of the increase in distance education courses offered, which is happening at every college during covid, no alarms should be raised with ACCJC. In the past, ACCJC said our set standards were too low because we were doing very well, specifically Standard I.B.3, so 2</p>	<p>Rolland Petrello moves to support items on gap analysis. Ruth Bennington seconds the motion. Vote taken, motion passes.</p>



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	<p>years ago we redefined our institution set standards at 95% of the last 3-year average. Course success rates went up during the pandemic but we lost 20% of students. Stretch goals were also set and we surpassed our stretch goal. Traditionally this would be a time to increase stretch goals if met but Oleg suggests holding to see if course success rates return post-pandemic to our current levels. Some of the other institutional set standards related to completion of degrees and certificates are a lagging indicator. The number of degrees awarded decreased between 2019-20 and 2020-21.</p> <p>For the Annual Budget report, ACCJC is also looking for red flags in this report. Jennifer Clark reports that nothing stands out to her in this report. Expenditures increased a little, revenue decreased a little but not significantly. A question was asked regarding the estimated unrestricted deficit of \$14 million. Jennifer will check with the district regarding the \$14M because this is a district level report.</p>	<p>Nenagh Brown proposes to extend the meeting by 15 minutes. Jodi Dickey and Phil Abramoff second the motion. Motion passes.</p> <p>Rolland Petrello moves to advance the ACCJC Annual Report and the Annual Budget Report to Academic Senate. Ruth Bennington seconds the motion. There were two oppositions by Phil Abramoff and Ruth Bennington, and one abstention by Silva Arzunyan. Motion passes.</p>
REPORTS		
<ul style="list-style-type: none"> A. Vision and Values Update <ul style="list-style-type: none"> a. Draft Vision and Values with track changes b. Draft Vision and Values clean B. DCAS Update <ul style="list-style-type: none"> a. Infrastructure Model changes b. District Allocation Model update C. Campus Environment Committee <ul style="list-style-type: none"> a. Committee Notes 	<p>Due to lack of time, committee members are encouraged to review the vision statement prior to the planning retreat. Tiffany Pawluk commented that the vision and values statement have been retooled. The main focus was on caring, community, equity, and inclusion. Committee members are requested to take another look at the mission statement.</p>	
ANNOUNCEMENTS & FUTURE AGENDA ITEMS		
ADJOURNMENT		

Meeting adjourned at 3:15 p.m.



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

Fiscal Planning Membership / Attendance

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	X	English/ESL	Tamarra Coleman	X				
						Business Admin	Ruth Bennington	X				
Co-Chair: Classified Senate President	Linda Resendiz		Physics/Astronomy/CS Engineering			Library	Jackie Kinsey					
						ACCESS	Silva Arzunyan	X				
Co-Chair: VP Business Services	Jennifer Clark	X										
AFT Faculty Appointee (1)	Hugo Hernandez	X	Student Health Center	Allison Case Barton	X	Health Sciences	Christina Lee	X				
Associated Students Representative (1)	Marina Bayless		Chemistry/Earth Sciences	Rob Keil		Mathematics	Phil Abramoff	X				
Classified Supervisors' Representative (2)	Michele Perry		Counseling	Rosa Sanchez	X	Child Dev	Cindy Sheaks-McGowan	X				
	Johanna Pimentel			Wendy Berg (Alt)								
Classified Representatives (5)	Ruth Houston-Mudd	X	Social Sciences	Hugo Hernandez	X	EOPS	Marnie Melendez	X				
	Kris Romero	X										
	Linda Sanders								Lee Ballestero (Alt)		EATM	
	Obalid Younan	X							Visual Arts	Erika Lizee	X	Behavioral Sciences
Dean Appointees (3)	Carol Higashida	X	Performing Arts	Nathan Bowen	X	Life Sciences	Melia Tabbakhian					
	Priscilla Mora	X	World Languages	Perry Bennett		Media & Comm Studies	Neal Stewart	X				
	Khushnur Dadabhoy					Ex Officio (non-voting):						
Director, Facilities, Maintenance & Ops	John Sinutko	X				VP AA	Mary Rees	X				
Financial Aid	Kim Korinke					VP SS	Amanuel Gebru	X				



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FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u>	Plans, monitors, and evaluates college-wide fiscal operations <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> The specific tasks of this committee are: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ▸ 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)