



EdCAP/ Fiscal Planning Joint Committee Minutes

April 28, 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	
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	
Dean members:	Oleg Bespalov	X
	VACANT	
	Carol Higashida	X
	Matt Calfin	
	Priscilla Mora	
	Khushnur Dadabhoy	X
	Monica Garcia	
	Robert Cabral	X

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	
Behavioral Sciences	Chad Basile / Dani Vieira	DV/CB
Business	Josepha Baca/Reet Sumal	JB
Chemistry/Earth Sci.	Tiffany Pawluk/Roger Putnam	TP
Early Childhood Dev.	Cindy Sheaks-McGowan	
Counseling	Jodi Dickey	X
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez/Marnie Melendez	
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	
Life Sciences	Audrey Chen	X
Mathematics	Phil Abramoff	X

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Performing Arts	Nathan Bowen	
Physics/Ast/Engr/CS	Farisa Morales	X
Social Sciences	Hugo Hernandez	
Student Health Center	Allison Barton	X
World Languages	Helga Winkler	X
<u>2 classified staff:</u>	Dina Pielat	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;~~



EdCAP/ Fiscal Planning Joint Committee Minutes
April 28, 2022, 1:00-3:00pm

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		
A. Call to order B. Public comments C. Approval of joint EdCAP/Fiscal minutes: March 22, 2022 D. ACCJC Annual Budget Report Follow-Up	<p>Meeting called to order at 1:08 p.m.</p> <p>Christina Lee reports that nursing had its continuing approval visit by the Board of Registered Nursing last week and the preliminary finding was no areas of non-compliance. Comments were received regarding the Chancellor’s recent email about vaccines which included the requirement for students’ vaccinations which would prevent students from enrolling and accessing services in the fall, and whether there were any modifications in the requirement for faculty vaccinations in order to be employed to teach online classes. The Board continues to support the necessity of vaccinations.</p> <p>Jennifer reached out to James and Emily at the District regarding the \$14 million deficit. The deficit includes an extra 2% carry over from the previous year. Other large dollar amounts are budgets from 113 and 114 accounts. These accounts are recorded at the end of year and do not show up as budgeted items; they carry over as funds not expended, and budgeted as expenses rather than revenue.</p>	<p>Rolland Petrello motions to approve minutes from March 22. Allison Case Barton seconds the motion. Motion passes with abstentions by Dani Vieira, Audrey Chen, Kim Korinke, and Farisa Morales.</p>
BUDGET AND PLANNING		
A. Integrated Planning Committee Charge and Membership— second read	<p>A vote was taken at the last meeting to integrate the EdCAP and Fiscal Planning committees. The charter was reviewed. Membership was discussed and the following was agreed on: one faculty dept chair, coordinator, or designees from each dept., 5 classified staff, Director of Equity or designee, CTE Director of Grants, or designee, FMO Director, Deans, 1 student appointed by ASMC, 1 faculty member appointed by AFT, 1 Classified staff representative recommended by SEIU and approved by College President. The draft document will</p>	<p>Rolland moves to approve the draft document. Kim Korinke seconds the motion. There was one abstention-Linda Sanders. Motion passes.</p>

<p>B. Program Plan Summary Report</p> <p>C. 2021-2022 Planning and Resource Allocation Gap Analysis Update</p> <p>a. Email to college president</p> <p>D. Strategic Planning Retreat debrief</p> <p>a. Survey results</p> <p>b. Mission, Vision, and Values</p> <p>i. Draft Vision and Values with track changes</p> <p>ii. Draft Vision and Values clean</p> <p>c. 2022-2023 Annual Work Plan</p> <p>E. Integrated Planning Model</p>	<p>move forward as a recommendation to all constituency groups followed by an approval by the College President.</p> <p>Mary Rees reports that 23 programs were reviewed. Almost all received “strengthen the program.” The Optical Technology program will be reviewed for discontinuance. Mary emphasized that receiving a “strengthen the program” is not negative, it may mean that additional funds are needed, review growth or changes in program. Dina Pielat suggested promoting the Optical Technology program through marketing.</p> <p>An email was sent to President Sokenu which included a document identifying gaps in the current Annual Work Plan that could benefit from more resources. The president acknowledged receipt and will be sending a formal response.</p> <p>The responses were similar to last year; most were positive in terms of being informative, organized, being able to interact, and contribute towards planning. The common theme in open ended responses was that people enjoyed interacting and being engaged through group exercises. In terms of improvement there were comments about break out rooms not being long enough, and a debate about whether the retreat be held on line or in person or hyflex.</p> <p>There was a presentation at the strategic planning retreat and input was received on the Vision and Values. There was a desire to revisit the Mission in light of changes to the Vision and Values. Conversations will continue through the fall.</p> <p>Oleg:Bespalov reports that over the summer, administrative council and a few faculty members will review the work plan for next year. They will be able to use the actions brainstorm and barriers from the work plan spreadsheet. A draft will be available for folks working on program plans.</p> <p>The Integrated Planning Model was reviewed and can be found in the participatory governance handbook.</p>	
---	--	--



EdCAP/ Fiscal Planning Joint Committee Minutes
April 28, 2022, 1:00-3:00pm

<p>F. Goals and Accomplishments</p>	<p>Goals and accomplishments were reviewed. Mary and Erik thanked the committee for the work accomplished this year.</p>	<p>Dani Vieira moves to accept the goals and accomplishments, Deb Brackley seconds the motion. No abstentions or nays. Motion passes.</p>
<p>ACCREDITATION</p>		
<p>A. ACCJC Advanced Training Debrief</p> <p>B. Fall Accreditation Update</p> <p>C.</p> <p>D. ISER Overview and Initial Review</p> <p style="padding-left: 20px;">a. Timeline & Summer Work</p> <p style="padding-left: 40px;">i. Student Learning Outcomes</p> <p style="padding-left: 40px;">ii. Regular and substantive interactions</p> <p style="padding-left: 20px;">b. Current Status Update: Standard IV.C</p>	<p>Mary Rees said the training went well. Catherine Webb with ACCJC answered specific questions, provided some best practices, and reviewed the timeline. A few people from the district attended.</p> <p>Mary and Erik report that we are in good shape for accreditation; some work will be done over the summer. Priscilla and Oleg will assist with the introduction narrative. The document should be put together this summer; evidence will be linked and language will be reviewed by a writing team.</p> <p>Over the summer there will be additional refining of the ISER that will then go through participatory governance in early fall. It has to get to the board for approval before December 15.</p> <p>This standard pertaining to the Board of Trustees will be re-edited using the same evidence.</p>	
<p>REPORTS</p>		
<p>A. DCAS Update</p> <p style="padding-left: 20px;">a. Infrastructure Model changes</p> <p style="padding-left: 20px;">b. District Allocation Model update</p>	<p>Infrastructure Model Changes reflect increases to funding rates for: scheduled maintenance and furniture based on square footage of facilities to be maintained, library materials and databases based on FTES, instructional and non-instructional equipment based on FTES, and technology refresh and replacement based on the number of computers. Rates have not increased since the infrastructure model was created.</p> <p>MC loses close to \$1M to the other colleges because of the funding model change, which is still largely based on FTES. The student-centered funding formula component which involves success metrics and an equity component caused a shift. Ways to decrease impact would be increase FTES, increase success metrics, and identify students who qualify for the Promise grant for first time students</p>	



EdCAP/ Fiscal Planning Joint Committee Minutes
April 28, 2022, 1:00-3:00pm

<p>c. DAC Positions Update</p> <p>B. Campus Environment Committee</p> <p>a. Committee Notes</p>	<p>from high school. Students need to complete the FAFSA to qualify. Kim Korinke commented that at this time, only 50% of the student population have applied.</p> <p>DAC put forward 15 positions to be funded and raise its percentage of the district allocation model. Final recommendation from DCAS was the allocation will increase from 7.1% to 7.3% and must be re-visited each year for any additional increase requests. This must also receive board approval.</p> <p>John Sinutko referred to the committee notes of April 19. A few things listed in Old Business will move to next fiscal year because they were not accomplished. Under new business, the committee decided their meetings will remain hybrid pending scale of return to pre-pandemic level of in-person attendance. Sydney Sims asked about the status of the Wayfinding project. John reports that they are in the process of submittals and reviewing signage. He anticipates seeing a schedule for installation in the next few days. Dina Pielat asked if there were plans to get rid of grass areas with upcoming drought restrictions. John replied the main area of concern is the area behind the library which would be where the amphitheater is being built. The college exceeded requirements in the last drought.</p>	
ANNOUNCEMENTS & FUTURE AGENDA ITEMS		
	<p>Please participate in the survey and fill it out depending on which committee you are on, either EdCAP or Fiscal Planning Committee. The survey will also be sent out via email. https://ventura.co1.qualtrics.com/jfe/form/SV_062WTrGtFc6wce</p> <p>Erik and Jennifer acknowledged and thanked everyone on the committee for a very productive year. Mary added that work done by faculty, staff, and management is the reason Moorpark is an Aspen finalist.</p>	
ADJOURNMENT	Meeting adjourned at 3:02 pm.	



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
Co-Chair: Academic Senate President	Erik Reese	X
Co-Chair: Classified Senate President	Linda Resendiz	
Co-Chair: VP Business Services	Jennifer Clark	X
AFT Faculty Appointee (1)	Hugo Hernandez	X
SEIU Classified Appointee (1)	Alejandra Gonzalez	
Associated Students Representative	Marina Bayless	
Classified Supervisors' Representative (2)	Michele Perry	X
	Johanna Pimentel	X
Classified Representatives (5)	Ruth Houston-Mudd	X
	Kris Romero	
	Linda Sanders	X
	Obalid Younan	
	Valerie Nicoll	X
Dean Appointees (3)	Carol Higashida	X
	Priscilla Mora	
	Khushnur Dadabhoj	X

DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Director, Facilities, Maintenance & Ops	John Sinutko	X
Financial Aid	Kim Korinke	X
Athletics/KIN/Health	Matt Crater	
Physics/Astronomy/CS Engineering		
Student Health Center	Allison Case Barton	X
Chemistry/Earth Sciences	Rob Keil	
Counseling	Rosa Sanchez	
	Wendy Berg (Alt)	
Social Sciences	Hugo Hernandez	X
	Lee Ballesterro (Alt)	
Library	Jackie Kinsey	
Visual Arts	Erika Lizée	X
Performing Arts	Nathan Bowen	
World Languages	Perry Bennett	
Business Admin	Ruth Bennington	
Library	Jackie Kinsey	

DEPARTMENT	CHAIR/DESIGNEE	ATTEND
English/ESL	Tamarra Coleman	X
	Kara Lybarger-Monson (ALT)	
ACCESS	Silva Arzunyan	X
Health Sciences	Christina Lee	X
Mathematics	Phil Abramoff	X
Child Dev	Cindy Sheaks-McGowan	
EOPS	Marnie Melendez	
EATM		
Behavioral Sciences	Dani Vieira	X
Life Sciences	Melia Tabbakhian	
Media & Comm Studies	Neal Stewart	X
Ex Officio (non-voting):		
VP AA	Mary Rees	X
VP SS	Amanuel Gebru	



EdCAP/ Fiscal Planning Joint Committee Minutes
April 28, 2022, 1:00-3:00pm

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)