

Moorpark College Integrated Planning Committee (Tuesday, August 23, 2022)*Generated by Linda Sanders on Tuesday, August 23, 2022***1. CALL TO ORDER, TIMELY BUSINESS, READING OF MINUTES****1.01 Call to Order**

Meeting called to order at 1:14 p.m.

1.02 Brown Act Teleconference Suspension

Rolland Petrello moves to suspend the Brown Act in person requirement. Allison Case-Barton seconds the motion. Allison reports that covid cases are reported every day but in order for people who are quarantined to attend the meeting she would like to suggest continuation of virtual meetings. Tiffany states that convenience is not a viable reason to suspend Brown Act requirements of meeting in person. Comments include that quorum may not be possible without quarantined members and the CCCR is too small for this committee to meet safely. Rolland felt that this subcommittee should align with academic senate's decision which would be to continue the Brown Act suspension. After discussion, decision was put to vote. There were 26 votes to continue suspension and 6 abstentions. Motion carries to continue meeting hybrid.

1.03 Public Comments

Phil Abramoff commented that he would have liked to have seen new faculty and staff brought forward to be introduced and welcomed at convocation.

1.04 Student Report

Associated Students representative Abbey Austin-Wood introduced herself. She is the ASMC Director of Budget and Finance. ASMC recently adopted their budget for the year. This weekend they are having a team bonding retreat. She looks forward to being a part of this committee.

1.05 Approval of joint EdCAP/Fiscal minutes: April 28, 2022

Rolland Petrello moves to approve minutes. Allison Case-Barton seconds the motion. There were 23 votes to approve the minutes, with 6 abstentions. Motion carries, minutes are approved.

1.06 Participatory Governance at Moorpark College

Tiffany Pawluk reviewed the Academic Senate Organizational Chart which included the Moorpark College Mission Statement. She explained the progression of the joint EdCAP/FP committee. There is a newly drafted charter which is a combination and connection of the EdCAP and Fiscal Planning charters. It is noted that a member may not serve in two capacities, e.g., an AFT representative/member may not also represent a department; he/she can serve in one capacity. A department chair or coordinator would be a representative for an academic dept. or faculty service area. Tiffany reviewed the duties of standing committees and co-chairs as well as the term of office for faculty co-chairs which is two years and up to three terms consecutively.

2. BUDGET AND PLANNING**2.01 Review/Update Vision, Values and Mission**

Drafts of values statement and college vision were reviewed. The workgroup received overwhelming support at spring planning retreat and received feedback and suggestions. The group will meet this fall. If anyone is interested in joining this group, please contact Monica Garcia. The next step will be to review the college mission to include the idea of caring and support throughout the documents.

2.02 Program Planning**a. Three-year program evaluation meetings schedule**

Program plans are due every year but at least once every 3 years each program plan is asked to meet with the VPs and Academic Senate President. Oleg displayed a 3-year schedule chart. Programs are sometimes asked to return before the 3-year cycle for an update. please work through dean if you need to make any changes to the meeting.

b. Review of new program plan process

Program plans are due September 30. Priscilla Mora commented that the Tableau dashboards are phenomenal; data is disaggregated, available in multiple parameters and she encourages everyone to take a look at it. Student services data is in the dashboard under special populations. Oleg will be meeting with Jodi Dickey because Counseling is missing from dashboard. Linda Resendiz received confirmation that program plans do not automatically carry forward from one year to the next.

2.03 Annual Work Plan**a. EdCAP/Fiscal Joint Committee gap analysis from 2021-2022: status of recommendation**

For the last couple of years this committee has reviewed the annual work plan and at the end of the year a gap analysis was done. A response letter from Mary Rees regarding the gap analysis suggestions was reviewed.

b. Annual Work Plan 2021-22 status update

Our college has five-year goals and every year we set one-year actions to try to achieve those five-year goals. Oleg reviewed the status update for each of the annual work plan items. The average completion rate of the items was about 72%.

c. Annual Work Plan 2022-23; first read

The college has 5-year goals that are part of the Master Plan. Every year new goals are created through the annual work plan to help achieve the 5-year goals. People who were in charge of brainstorm items from the planning retreat were asked to consider and review items from the retreat. This is the first read.

Rolland Petrello moves to approve the current year annual work plan, Hugo Hernandez seconds the motion. Motion is approved unanimously.

2.04 Strategic Plan Status Update: 2019-20 to 2023-24

Oleg reviewed the dashboard which is a status check-up to view the college's progress with the 5-year master plan. The dashboard

is traffic light color coded: green is on target, yellow is we are falling behind, and red is we're very behind. For the various metrics, 41% are green, 45% are yellow, and 14% are red. The average completion rate for the annual work plan is 70%. The college has very ambitious goals. Some of the items in red may have been affected by covid, like the study abroad program and the international students program. The Planning Site at Moorpark College has an [appendix](#) that explains how the goals were set.

2.05 Classified Prioritization

a. Review of 2021-2022 approved positions

Linda Resendiz reports that last year 5 positions were approved: full-time custodian, admissions and records specialist, tutorial services specialist I, IT support specialist II, and an assistant director of FMO. All positions have been hired or are currently in process to be filled.

b. Classified Prioritization – January 24, 2023

Classified prioritization for this year will be in January. Voting was previously held during the week of Thanksgiving which created some voting conflicts.

2.06 Annual Institutional Research Agenda

Oleg reviewed the annual institutional research agenda which included the process for research prioritization, calendar of projects, and research questions. If there are any additional important topics for the college that may come up this year that the research office should look into, please contact Oleg. Rolland commented that Oleg and the research team are very responsive and helpful in providing data. Dina Pielaet commented that she should investigate where we are losing students in the funnel, e.g. are they having a difficult time with the portal? Oleg will add this to the list of items to study.

3. ACCREDITATION

3.01 Accreditation - ISER

Priscilla reports that the ISER draft will be going to committees for review and approval. It is 220 pages and reflects positively on the work that MC does on behalf of students. Current timeline is the end of August to beginning of September for relevant groups to take a final look and endorse the ISER. With the confirmation and approval from all groups it will go to the district committee and Chancellors' Cabinet for review. The goal is that it will be on the Board agenda on Oct. 11 for first read.

Phil Abramoff moves to support the ISER document, Rolland Petrello seconds the motion. The committee unanimously votes to support the ISER document.

4. COMMITTEE GOALS

4.01 Committee Goals 2022-2023

2021-22 goals and accomplishments were reviewed. Ruth Bennington comments that it is still important to discuss budget and expenditures at each meeting. Phil Abramoff agrees and in addition to the budget report, FTE and enrollment reports should be reviewed. Silva Arzunyan comments that some of the goals are still ongoing. Ruth suggested changing DEI in document to IDEAA. Goals discussion will continue to the next meeting. Please reach out to tri-chairs regarding any goals suggestions.

5. REPORTS

5.01 DCAS/Budget Updates

Jennifer Clark reports that we have a strong budget which is being funded on FTES higher than what we actually have. The new funding floor is 2024-25 and will be based on FTES or whatever funding formula is in place at that time. If we are funded on hold harmless there would be no COLA in 2025-26. but if the Student centered funding formula calculation is higher than we will get COLA. The goal for the next couple of years is enrollment management and success numbers. There is a Townhall scheduled in October. COLA goes towards fixed expenses then the rest of the monies go through the allocation model. This year COLA is 6.56. The state has used several calculations to give the district revenue, whatever is the highest is what they use to calculate. Rolland asked if the college is receiving FTES from the POCR process exchange. John responded that we get the FTES but we are not a teaching college yet and this has been moved up on the priority list in cabinet to make it happen.

5.02 FTES Report

John Forbes said we are not quite through census yet and reminds faculty to be sure to drop students by census date. We are down about 2% to date compared to a year ago. There is hope that late starts and 8-week classes may increase enrollment. Tiffany expressed concerns about waitlisted students not being able to enroll in late start and 8-week classes until after the course starts so some students are not counted as full time students until then. Concerns expressed about losing students for non-payment and the change in the enrollment system. John suggests students contact counselors.

6. ANNOUNCEMENTS & FUTURE AGENDA ITEMS

6.01 Meeting Schedule

Future Meetings
Fall semester: August 23; September 27; October 25; November 22
Spring semester: January 24, February 28, March 28, April 25

7. ADJOURNMENT

7.01 Adjournment

Tiffany Pawluk moves to adjourn meeting, Rolland seconds the motion. Meeting adjourned at 3:13 p.m.

8. RESOURCES

8.01 IPC Representatives

8.02 IPC Committee Charge