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College Council

2008-09 Annual Report

June, 2009

This is the third year that College Council has worked under revised bylaws and a new composition. The College Council is the central campus body of the shared governance process for MPC. College Council encourages dialogue and open communication at all of its meetings.

Some of the actions reviewed by College Council this year include:

- 1. The Planning and Resources Allocation Process was revised again. This is the fourth revision indicating that this is a living document subject to change as we examine the process as a part of continuous quality improvement.**

- 2. Education Center at Marina:**
 - Laura Franklin was hired as the new Dean of Economic Development and Off-Campus Programs.
 - A full-time Unit Office Manager was hired to handle the administrative responsibilities at the Center.
 - A part-time administrative support position was approved.
 - Enrollment at the Center grew from 303 in spring 2008 to 676 students in the spring 2009 semester.
 - The number of courses offered in spring 2009 at the Center was 53 and the number of courses for fall 2009 will be 64.
 - The permanent structure for the MPC Education Center at Marina is expected to be completed in fall, 2010 or spring, 2011.
 - Joe shared the schematics of the permanent structure.
 - Learning support services are now available at the Ed Center and include:
 - Library reserve materials
 - English as a Second Language instruction
 - Business skills computer lab.

- 3. Facilities:**
 - Tree Replacement Plan was reviewed at the August 12, 2009 meeting.
 - Construction is underway on the Public Safety Training Center on Colonel Durham Road in Seaside.

- Plans to renovate the Business/Computer Science building are underway.
 - Facilities Committee has revised the FPP for the Math-Science project to only include the Physical and Life Science buildings.
 - Construction of a new greenhouse and related structures are underway to be located on the south side of the Life Science building.
 - Renovation of Parking lot J is underway.
 - Construction is about to begin on the new Student Services building.
 - The new Administration building opened in April 2009. In addition to administrators moving into the building, Information Technology, Fiscal Services and the Foundation also moved into the building.
 - Construction is about to begin on the old Administration building where swing space will be made available.
 - Plans have been submitted for phase 1 of the Education Center at Marina to the Division of the State Architect (DSA).
- 4. Dr. Garrison presented his “Planning Assumptions – fall 2009” at the December 2, 2008 meeting.**
 - 5. Academic Affairs Re-Organization was proposed.**
 - 6. CurricUNET Specialist was hired to provide training and support for faculty and staff in connection with the new CurricUNET software.**
 - 7. New Staff Development Committee Guidelines were developed.**
 - 8. The Basic Skills Initiative:**
 - The Action Plan and Expenditure Plan for 2008-09 were approved.
 - The Action Plan 2009-10 was approved.
 - 9. Technology Refreshment Plan was presented.**
 - 10. Component Goals from AAAG, ASAG and SSAG were presented. Some recommendations include the following:**
 - Academic calendar options were presented.

- Revise when appropriate curriculum and curriculum approval process to ensure compliance with Title 5 guidelines.
- Deans' Council was formed.
- Upgrade Santa Rosa Student Records system to Windows.
- Improve campus security.

11. Budget:

- The Budget Development Process was revised to reflect that the Budget Committee makes recommendations to the College Council who in turn takes action on recommended budget items.
 - The Budget Committee identifies available funds but does not prioritize funding allocation requests.
 - Advisory groups prioritize and submit action plans from their areas to the P/VP.
- The vice president of Administrative Services gave regular Budget Updates for 2008-09 and 2009-10.
 - 2009-10 Unrestricted General Fund Budget Projections were approved February 26, 2009.
 - Budget Balancing Strategies for 2009-10 were reviewed and approved (June 2, 2009).
 - In fall of 2008, there was a shortfall of approximately \$676,000.
 - In April it was projected that there would be a \$1.2 million shortfall.
 - At the end of spring 2009, with the economic problems in the state of California, the shortfall could reach \$4.7 million for 2009-10.
 - The May revise budget is scheduled for June 10, 2009.
- The Long Term Financial Planning document was reviewed and approved.
- College Council has received an initial report on the projected 2009-2010 budget.

12. Web Page:

- College Council has all agendas, minutes and other important documents on the new website: <http://www.mpc.edu/collegecouncil/>.

13. Accreditation:

- The Accreditation Self-Study is currently underway. A member of each component gave a report to College Council throughout the year.

- Accreditation surveys:
 - A Student Satisfaction Survey was distributed in spring 2009.
 - A Faculty/Staff Survey was also distributed in the fall 2009.
 - Results of both surveys are available from the Institutional Research Office.

14. Board Policies reviewed:

- Board Policy 5100 – Equal Employment Opportunity and Commitment to Diversity is being reviewed along with the EEO Plan.
- Board Policy 4105 – Admissions Policy was reviewed.

Other:

- Program Review executive summaries were brought or will be brought to College Council for review:
 - Nursing
 - Humanities
 - Business and Technology
- Several replacement faculty positions were reviewed and prioritized:
 - Math Learning Center Coordinator
 - Medical Assisting Coordinator
 - Political Science Instructor
 - Psychology Instructor
 - Fashion/Hospitality Instructor
 - Graphic Arts Instructor
 - Creative Writing Instructor (filled)
 - Library Director
- The following replacement administrative positions were reviewed:
 - Associate Dean of Student Services
 - Dean of Liberal Arts
- Several classified replacement positions were reviewed:
 - Executive Assistant to the Superintendent/President and the Governing Board (full-time)
 - Administrative Assistant III to replace Sue Skipper (full-time)
 - Instructional Technology Specialist for the CAD lab in Life Sciences (part-time)
 - Student Financial Services Coordinator (full-time)
 - Student Financial Services Coordinator (part-time)
 - Matriculation Services Specialist (full-time)
 - Assessment Specialist in Matriculation/Counseling (full-time)
 - Secretary for Administration of Justice (full-time)

- Human Resources Specialist (full-time)
- Student Activities Coordinator (full-time)
- Instructional Specialist in the Reading Center (part-time)
- Research Specialist (full-time)
- Human Resources Analyst (full-time)
- Library Specialist for Circulation (full-time)
- Library Systems Technology Coordinator (full-time)
- New classified positions were reviewed and approved:
 - Custodian for the Education Center at Marina (full-time)
 - CurricUNET Specialist (full-time)
 - Administrative Support for the Education Center at Marina (part-time)
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What's coming?

- **Board Policy 3530 – Weapons on Campus**
- **Educational Master Plan**
- **Faculty Position Prioritization Process**
- **Revised Shared Governance Model**

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College Council

Institutional Goals, 2007 – 2010

Approved by College Council December 18, 2007

Monterey Peninsula College is committed to promoting Academic Excellence and Enrollment Growth based on the following Institutional Goals.

1. Promote academic excellence and critical thinking across all areas and disciplines.

Objectives:

1. Support faculty and staff development for effective teaching, learning, and service delivery
2. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms
3. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC

2. Foster a climate that promotes diversity throughout the institution.

Objectives:

1. Actively seek and enhance diversity in all college programs, curricula, extra-curricula, outreach and community events, and in the college population, students, employees and Board of Trustees
2. Recruit and retain a diverse college-wide community

3. Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.

Objectives:

1. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment
2. Establish and strengthen industry, government, and community partnerships
3. Establish and strengthen partnerships with high schools and transfer institutions
4. Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services

4. Create pathways to success that address the diverse, holistic needs of all MPC students.

Objectives:

1. Identify barriers that prevent students from achieving their goals
2. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students
3. Improve the delivery of academic support for diverse student learners

5. Provide educational programs and services in Seaside and Marina that meet community needs.

Objectives:

1. Develop class and service delivery schedules based on assessment and analysis of community needs
2. Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings

6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth.

Objectives:

1. Provide adequate levels of well-trained support personnel to meet the needs of learning, teaching, college-wide communications, research and operational systems
2. Attract and retain the best-qualified employees by continuing to increase compensation for full and part-time staff and faculty

7. Maintain and improve district facilities.

Objectives:

1. Create safe, attractive, functional facilities through the allocation of bond funds
2. Provide a stable and secure technical environment for the entire institution

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Mission Statement

Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.

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