

College Council Minutes-DRAFT

Tuesday, September 1 2009

2:30 p.m.,
Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Nancy Goehring, Brenda Lee Kalina, Stephanie Perkins, Fred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, CSEA Rep. (vacant), Suzanne Ammons, ASMPC Pres. (vacant), ASMPC VP Org. Paulina Gamble

Absent: Stephanie Perkins, A.J. Farrar, Susan Villa, ASMPC Pres.

Guests: Laura Franklin, Anita Johnson, Barbara Lee, Rosaleen Ryan,

Campus Community Comments:

- Introduction was made for Nancy Goehring, as the new Academic Senate representative.
- Carsbia reported that despite a couple of glitches during the first week of school (power outage and Web Reg. problems), members of the counseling staff, admissions and records, facilities, IT staff and others all pulled together to assist students and lessen the impact of this unanticipated challenge.
- MPC Women's Soccer had its first victory of the season on August 28th against Canada College. Today, we are playing the City College of San Francisco.
- Lyndon requested that College Council receive a future agenda item pertaining to a policy issue "Dogs on Campus". Carsbia indicated that a draft is being reviewed and plans are to bring it to College Council.

1) **Minutes – August 18, 2009:** Approved as recorded.

2) **2009-10 Budget (first reading – Joe Bissell):** Joe reported that at this time, we are currently awaiting word from the State as to final numbers. Until such time, we can only make reductions based on a series of assumptions. The following recap was provided:

- Categoricals represent the primary unknown information piece containing "unknowns".
- Stimulus Funding—the original allocation amount continues to change, and may change more than predictions made.

Current plans are for the Final Budget 2009-10 to go to the Board on September 22. To facilitate that, College Council will receive the first reading at a special (additional) meeting on September 8, and the second reading on September 15th. A request was made that additional information be provided, which outlines the choices or options evaluated that lead to the decisions made. Efforts will be made to provide more information with the readings of the final budget.

3) **Accreditation Self Study (First Reading from CC members):**

<http://www.mpcfakulty.net/accreditation/home.htm>. In the interest of expediting first readings, all presenters are asked to limit their presentations to five minutes where possible. The following is a recap to include some of the comments/suggestions as delivered by the presenters:

- **Standard IA, Mission (John Gonzalez):** The district meets the standard. The Mission is the driving statement for planning and decision making.
- **Standard IB, Improving Institutional Effectiveness (Julie Bailey/Mark Clements):** While the institution does meet the standard, it seems apparent that more explanation should be offered with regards to why we have such variation in the timelines for program reviews and how the variation works to serve the institution. There appears to be adequate emphasis on instruction, however, is sufficient emphasis given to Student Services and Administrative Services areas to fulfill the need to address the Institutional aspect?

John indicated that we are leaning towards being more explicit on cycles with plans to present to AAAG for its consideration the idea to convert to a 6 year cycle coinciding with Curriculum Review. Discussion included that this suggests that a Plan is needed, and therefore the verbiage in the self study should perhaps include a lead up to a Plan.

- **Standard IIA – Instructional Programs (Gary Bolen/Joe Bissell):** Gary indicated that the write up appears complete, comprehensive and thorough, and indicated the following points for consideration:

- ✓ The Fitness Center should be mentioned.
- ✓ Student Satisfaction Surveys conducted should be elaborated upon to include how disseminated and collected, and how that information is later used.
- ✓ Other surveys mentioned should be elaborated to include how they were administered, collected and how the data are used.
- ✓ Reference to Drama should be amended to “Theatre Arts”.
- ✓ Since spring 2009, the duties of several administrative personnel in instruction have changed as a direct result of current economic challenges. It was explained that the Self Study should represent the “snapshot” of that time, and an addendum alluded to in the writing will provide support to an addendum with critical information for the reader.

Joe indicated the write up to be complete and comprehensive, with good information on statistics for vocational and graduate students obtaining jobs. Plans seem appropriate. Some inconsistencies exist to include sections 3, 6 & 7 which provided combined answers whereas if separated they could be more helpful to the reader.

- **Standard IIC – Library and Learning Support Services – (Steve Morgan):** Steve indicated that the district meets all criteria for the standard. Aside from a few suggested changes (to be forwarded for consideration), the write up appears to be thorough, accurate and consistently portrayed, with a couple of suggested changes.
- **Standard IIIA – Human Resources – (Lyndon Schutzler):** The write up depicts processes which do occur as described although timelines can become muddled in practice due to complications created by budget and staff shortages. With respect to diversity goals, it was explained that Proposition 209 changed the course of direction as far as goals are concerned. Currently we are waiting on “Availability Data” from the State to establish “Expected Representation”. Staff development funds have been greatly diminished, making it difficult to participate in collegial activities.
- **Standard IIIB – Physical Resources – (Fred Hochstaedter):** Fred indicated that the write up on this standard read fine. He indicated that the Facilities Committee was described twice, whereas once may be sufficient. Data provided from the survey on safety from students and safety information described later, could be combined and discussed together.
- **Standard IIIC – Technology Resources – (Mike Gilmartin):** Mike indicated that in this component the evaluations were too brief when compared to the descriptions, and offered several comments/suggestions to include the following:
 - The Technology Planning Process referenced needs additional in-depth clarification. There also needs to be information on the makeup and role of the Technology Committee in planning.
 - The section on college support of technology alludes to *increased support*. This should give detail by year.
 - The Technology Refreshment Plan needs to be described as to what it is, where those funds come from, and where this plan fits into the overall planning process. There also is mention of software. Is this part of the refreshment plan?
 - In the section on system reliability and backup, the student record system is referenced as being protected by a parallel system in the Bay Area. More information is needed as to what this means and what actually is backed up and how.
- **Standard IIID Financial Resources – (Brenda Kalina):** Brenda indicated that this portion of the write up looked to be well done, tying in the Planning and Resource Allocation Process, various fiscal reports (Long Term Financial Plan, and Fiscal Stability Report).
- **Standard IVB Board and Administrative Organization – (Carsbia Anderson):** The write up meets the standard, however, it should be edited for style, using one voice along with pagination adjustments to follow the table of contents (editors will work on this). Currently no Planning Agendas are included. Additional comments came forward from the group, commending the very extensive and diligent efforts on behalf of the Superintendent/President and the Board to establish a presence within the community. Feedback from various

individuals throughout the area reflects the positive relationship MPC has earned with its community through multiple and varied outreach activities and functions.

Standards IIB and IVA are planned for the Sept. 8 CC meeting.

Dr. Gonzalez asked that the comments/feedback shared today be forwarded to him as previously requested, so that the authors and editors can begin their work immediately. Plans are to incorporate the suggested comments/changes as “tracked changes” for the 2nd reading.

4) Action Items (see available attachments):

a) Emergency Instructional Equipment Funding Requests (John Gonzalez): The handout reflects the \$67,517 (includes the \$12,020 approved previously for the EMT class) is carried over from previous years, to be used for Instructional Equipment only. This was presented to AAAG in Spring 2009.

5) Information Items (see available attachments):

a) College Council membership review? Membership changes include- Academic Senate, ASMPC, and CSEA representatives, so an update will be forthcoming (future meeting).

b) Instructional Specialist – Reading Center p/time (replacement) John Gonzalez: The information for this replacement position was reviewed. While this is a replacement position, discussion followed along with a request that more information on currently vacant “chilled” positions be available.

c) Unbudgeted Positions (Joe Bissell): As requested, Joe provided a handout *Unbudgeted Positions – Positions budgeted in 08-09 but not in 09-10*, reflecting positions within Classified, MSC, Faculty and Administration. Discussion followed in which it was clarified that replacement positions, unlike new positions, are not processed through the advisory groups, PVP, and then College Council. Over the course of these last several months of economic uncertainty, vacant positions have been reviewed closely by the PVP group. To amend the current practice to also include review by the appropriate advisory groups, the PVP, and required two readings at College Council, would significantly impact the already lengthy timeline for replacing personnel. A *Draft* document will be forwarded from Human Resources, outlining the discussed change in process for consideration.

6) Other:

a) Committee Reports-

Next meeting—9/8 – 1st reading 2009-10 Budget

1stnd reading Components IIB and IV A of the Accreditation Self Study.

Future meeting: 2008-09 Area Component Goals *Annual Report*