

College Council Minutes-DRAFT

Tuesday, December 2, 2008

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, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons, ASMPAC Pres. Mike Dickey, ASMPAC Chief Justice William Manel)

Absent: Bill Jones, Brenda Kalina, Stephanie Perkins, Fred Hochstaedter, Susan Villa, ASMPAC Mike Dickey, ASMPAC Wm. Manel

Campus Community Comments:

- Gary Bolen reported that a successful performance of “Mrs. Bob Cratchet’s Wild Christmas Binge” at the studio. MPC Theater’s upcoming performance of “Merry Christmas George Bailey” will be showing Dec 12 – 21st.
- Lyndon reported that the Gym bleachers now in Oakland, are anticipated to be delivered next week and installation will take about 2 weeks to complete.
- Dr. Garrison and Dr. Gonzalez: Early registration for spring 2009 is underway and the response is very encouraging. The demand for General Education courses is a strong indication of future growth trends, and it is anticipated that by summer, we may have 7-8 classes at the Education Center at Marina.

1) **Minutes – Nov 18, 2008:** Approved as amended.

2) **Accreditation Update/Reports:** Dr. Gonzalez reported and shared the survey “Progress on Program Review, Planning, and SLOs” which was being disseminated campus wide and through the leadership groups (ASAG, SSAG, AAAG, the Academic Senate, and College Council). The survey takes about 20-30 minutes or so to complete and its return to either Dr. Gonzalez or Fred Hochstaedter is requested by December 9. The purpose of the survey is to determine how well the campus community is aware of the campus wide processes and how they dovetail with each other especially in long range planning, including the resource allocation process.

John shared a matrix that includes the status of each of the five recommendations given to MPC at the last Accreditation Site Visit and the action plans that were included in the last Accreditation Self Study. He reminded College Council members that MPC had addressed the five recommendations on the Progress Report submitted to ACCJC in spring 2008 for which we received a commendation. However, he pointed out that we need to compile updates on each of the action plans. He cautioned that in our current Self Study we should only include action plans that are truly warranted and appropriate. He recommended that College Council scrutinize each action plan in the Self Study to ensure that there is consensus on their inclusion. He reiterated the four components required for the Self Study:

- a) Description
- b) Evaluation
- c) Planning
- d) Evidence

The Steering Committee met on December 1 and it was emphasized that the distinction be made between Program Review and the Accreditation Self Study.

- Program reviews are more specific and in-depth in nature, whereas, self studies present an opportunity to evaluate the College based on how we meet the Accreditation Standards and whether the processes accomplish what is intended.
- Any shift in direction may require additional narratives.

Next semester, each of the standard committees will provide a report to College Council.

3) **Information Items(see available attachments):**

Classified Position Requests:

- a) **Instructional Technology Specialist-Cad Lab (John Gonzalez):** This position was presented and reviewed along with the attachment. This is a straight replacement with no fiscal impact unless additional hours are assigned.

Other:

- b) **Shared Governance Model:** Bernie, Mark, Michael, Julie and Carsbia will meet following today's College Council meeting to review and make adjustments as necessary.
- c) **2008-09 State Budget Update (Joe Bissell):** No budget news from the old legislative body. The Legislature is proposing approximately \$332 million in cuts to community colleges, whereas the Governor is proposing across the board cuts.
- d) **Tenure Faculty Position Replacements (John Gonzalez):** The following positions were presented and reviewed along with the attachments and additional comments:
 - Medical Assistant Program Coordinator: This field is identified as one of the top ten fields for potential growth.
 - Art Instructor: This position needs to be filled for fall 2009.

The search for both of these critical program positions must begin very soon. It was added that as Title V requires programs to have advisory groups, we will therefore be scheduling several programs to go through program review, some for the first time.

The chair of the Family and Consumer Science Dept. will be vacant next year. Discussions are underway as to how that assignment should be filled while maintaining both the focus on Fashion and continuing the development of the Hospitality Program.

4) Action Items (*see available attachments*):

- a) **Daily Parking Permit Fee** (Increase from \$1 to \$2) (*2nd reading*): Joe recapped the objective of increasing fees as outlined in the last meeting. ASMPCC needs to provide their input on this proposal as well. Additional comments/concerns today included:
 - Provide season passes (at cost) with theater and sports event season tickets.
 - Ticketing is halted in the event that ticket machine dispensers are malfunctioning.
 - Improved signage to quarter /ticket machines would support any increase in fees.
 Parking issues pose a challenge for nearly all colleges. The best option for MPC is to gather information and produce recommendations for consideration in the next semester.
- b) **BSI (Michael Gilmartin):** Michael presented the funding process which now contains the additional suggested changes from the last meeting and first reading.
 - i. **Proposed funding process** (*2nd reading*): Michael invited questions and input.

College Council recommends that the BSI Funding Request Form (Process) for FY 2008-09 be approved. A motion to approve was made and seconded, and the motion carried.

5) Other:

- a) **Committee Reports:** College council accepted the addition of "*Planning Assumptions – Fall 2009*" as presented by Dr. Garrison (see handout). These *Planning Assumptions*, presented to AAAG and SSAG are intended to support the District in a more proactive role in working with available information to its advantage. Additional key points shared during this presentation included the following:
 - Proposed fee increases are \$26 for spring and \$30 for fall semester.
 - Indications are that with a greater demand for GE classes, a growth trend is underway.
 - Greater efficiencies must be sought through increasing average class enrollments where possible, and where class participant numbers are not currently maximized.
 - AAAG will be asked to examine current levels of FTE and distribution within the different programs. Division chairs are beginning the process now to facilitate planning for fall 2009.
 - More critical now is that vacant positions be examined and scrutinized for efficiency and to avoid duplication of efforts.
 - Budget managers are asked to exercise a very conservative approach to spending discretionary budgets in an effort to preserve year end funds which will undoubtedly be needed.
- b) Next meeting (December 16th):