

# *Committee on Committees Directory*

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# *Committee on Committees Directory*

## **Academic Affairs Advisory Group (AAAG)**

### **Composition of AAAG – 19 members:**

- Academic Affairs Vice-President
- 2 students appointed by ASMPC
- 2 classified appointed by MPCEA
- 1 MSC
- 7 Division Chairs
- 1 Supportive Services Representative
- 1 Counseling/Student Services Representative
- 1 Women's Programs representative
- Nursing Director
- Library Director
- 2 Instructional Deans

### **Functions of AAAG:**

This is one of three College Council advisory groups under the current administrative organization – Academic Affairs, Administrative Services and Student Services. Each advisory group is chaired by the vice president of that area. It is each group's responsibility to see that campus issues are communicated to all members of that area, to gather and consider input, and to make recommendations to the College Council for action if necessary. The Advisory Groups in no way substitute for the Academic Senate in those areas which are under Senate purview. All meetings are open to anyone wishing to attend.

### **Each Advisory Group will be responsible for:**

- Making recommendations on policy and procedures in its own area;
- Making recommendations in a timely manner;
- Writing operating procedures (to be approved the College Council), setting terms, posting agendas and publishing minutes;
- Organizing open forums as needed for discussion of important or controversial issues;
- Communicating with the College Council and with each other regarding current issues being discussed. Communication may be via exchange of minutes or any other kind of communication between members. For example, a computer bulletin board may be set up for dialogue among council and advisory group members.
- Maintaining regular communication is to be in the hands of specified members of each group.

**Meeting times:** 2nd & 4th Wednesdays, 12:15 – 2:00

**Meeting place:** Humanities Conference Room

# *Committee on Committees Directory*

## **Committee Members**

John Anderson, Creative Arts Division Chair  
Bill Cochran, Academic Affairs Vice-President (interim)  
Diane Boynton, Humanities Division Chair  
Sal Cardinale, Counseling/Student Services Representative  
Caroline Carney, Social Science Division Chair  
Homer Bosserman, Physical Sciences  
Leandro Castillo, Business and Technology Division Chair  
Gary Fuller, Life Science Division Chair  
Michael Gilmartin, Dean of Instruction, Occupational & Economic Development  
Bill Cochran, Dean of Instruction, Liberal Arts  
Bruce Wilder, Classified Representative  
Phyllis Peet, Women's Programs Representative  
Kathleen Rozman, Supportive Services Representative  
Debra Schulte-Hacker, Nursing Director  
Lyndon Schutzler, Physical Education Division Chair/Athletic Director  
Mary Anne Teed, Library Director  
Sharon Colton, Associate Dean, Instructional Technology and Development  
Jeannie Kim, Director, English and Study Skills Center  
Pat Xavier, Assistant to Vice President (Resource)  
Vacant – 2 Student representatives

# *Committee on Committees Directory*

## **Academic Council**

### **Functions of the Academic Council:**

This committee reviews petitions from students regarding the following:

Readmission after dismissal;

Academic renewal

Course repetition;

Grade changes;

Refunds of fees;

Change of CR/NC grades;

All other petitions for “exceptions to rules and regulations.”

### **Committee Members:**

Sal Cardinale

Vera Coleman

Sharon Coniglio (Chair)

Marilyn Wilcox

**Meeting times:** 2nd & 4th Tuesday 1:30

**Meeting place:** Student Services Building

# *Committee on Committees Directory*

## **Academic Senate**

### **Composition of the Academic Senate – 19 members:**

One faculty representative from each of the following with the exception of the 3 Faculty-at-Large:

- Business & Technology
- College Readiness
- Creative Arts
- Humanities
- Library / Learning Resources
- Life Sciences
- Nursing
- Physical Education
- Physical Sciences
- Social Sciences
- Student Services
- Supportive Services
- Part-Time Faculty-At-Large
- Immediate Past President of the Senate
- Student Representative (ASMPC)
- State Delegate (ASCCC)
- 3 Faculty-At-Large

### **Functions of the Academic Senate:**

The primary function of the “Academic Senate”, as the representative of the faculty, is to make recommendations to the administration of the college and to the governing board with respect to academic and professional matters. “Academic and professional matters” means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines; (2) degree and certificate requirements; (3) grading policies; (4) educational program development; (5) standards or policies regarding student preparation and success; (6) district and college governance structures, as related to faculty roles; (7) faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) policies for faculty professional development activities; (9) processes for program review; (10) processes for institutional planning and budget development; and (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate.

**Meeting times:** 1st and 3rd Thursdays, 2:30 – 4:30

**Meeting place:** Library & Technology Center, Sam Karas Room

# *Committee on Committees Directory*

## **Committee Members**

- Alfred Hochstaedter
- Heather Faust
- Laura Loop, Secretary
- Anita Johnson
- Alexis Copeland
- Alan Haffa
- Debbie Anthony
- Lauren Michel
- Jon Mikkelsen
- Chris Calima
- Susan Joplin
- Mark Clements
- Jonathan Osburg
- Marguerite Stark
- Stephanie Tetter

## **Bylaws**

<http://www.mpcfaculty.net/senate/SenateByLawsRev0407.doc>

# *Committee on Committees Directory*

## **Academic Senate Executive Board**

### **Composition of the Academic Senate Executive Board – 5 members:**

President  
Vice-President  
Secretary  
Chairperson of the COC (Committee of Committees)  
Immediate Past President  
ASCCC representative

### **Functions of the Academic Senate Executive Board:**

The Executive Board shall develop and approve the agenda for each meeting of the Senate.  
The Executive Board shall refer matters of business to appropriate groups or individuals.  
The Executive Board shall be responsible for seeing that the work of Senate committees is progressing satisfactorily and that committee reports are scheduled with the Senate.

Terms for Executive Board: 1 year

### **Committee Members**

- Alfred Hochstaedter, President- FH
- Heather Faust, Vice President - HF
- Laura Loop, Secretary--LL
- Anita Johnson, ASCCC Representative – AJ
- Mark Clements, COC Chair – MC

**Meeting times:** Last Thursday of the month, 2:30 – 3:30

**Meeting place:** Room 232 Library & Technology Center

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## **Accreditation Writing Team**

### **Functions:**

In the fall of 1999, Dr. Kirk Avery formed a writing team to work with the Accreditation Steering committee in preparing the “Focused Midterm Report”. The writing team consisted of the co-chair of the Steering Committee, the Vice President of Academic Affairs and the President of the Academic Senate, the former Academic Senate president and Steering Committee Co-chair, and the Dean of Occupational Education and Economic Development.

### **Committee Members**

Carole Bogue-Feinour (Co-chair)

Mark Clements (Co-chair)

Bob Donovan

Michael Gilmartin

# *Committee on Committees Directory*

## **Administrative Steering Committee**

College Council Advisory Group

### **Composition of ASAG – 13 members:**

Vice President, Administrative Services

2 Faculty members appointed from the Academic Senate

2 Classified employees appointed by MPCEA

1 Student appointed by ASMPC

1 Resource

Purchasing Agent

Budget Analyst

Managers from:

Fiscal Services

Information Systems

Facilities

Security / Evening Campus Support

Human Resources

### **Functions of ASAG:**

This is one of three College Council advisory groups under the current administrative organization – Academic Affairs, Administrative Services and Student Services. Each advisory group is chaired by the vice president of that area. It is each group's responsibility to see that campus issues are communicated to all members of that area, input is gathered and considered, followed by a recommendation to College Council for action if necessary. The Advisory Groups in no way substitute for the Academic Senate in those areas which are under Senate purview. All meetings will be open to anyone wishing to attend.

### **Each Advisory Group will be responsible for:**

Making recommendations on policy and procedures in its own area;

Making recommendations in a timely manner;

Writing operating procedures (to be approved the College Council), setting terms, posting agendas and publishing minutes;

Organizing open forums as needed for discussion of important or controversial issues;

Communicating with the College Council and with each other regarding current issues being discussed.

Communication may be via exchange of minutes or any other form of communication between members. For example, a computer bulletin board may be set up for dialogue among council and advisory group members.

Maintaining regular communication is to be in the hands of specified members of each group.

**Meeting times:** 3rd Monday of each month, 10:00 - 11:00 am or by arrangement

**Meeting place:** Administration Conference Room

# *Committee on Committees Directory*

## **Committee Members**

[Joe Bissell](#) Vice President - Administrative Services - Chair

[Suzanne Ammons](#) - Committee Resource

[Gary Rollinson](#) - Faculty Representative

[Stephanie Tetter](#) - Faculty Representative

Vacant - Classified Representative

[Brenda Kalina](#) - Classified Representative

[Peter Buechel](#) - Administrative Services - Purchasing

[Connie Andrews](#) - Administrative Services - Budget

[Barbara Lee](#) - Administrative Services - Human Resources

[Steve Morgan](#) - Administrative Services - Facilities

[Rosemary Barrios](#) - Administrative Services - Fiscal Services

[Steve Brownlie](#) - Administrative Services - Evening Program Support

[Sharon Colton](#) - Administrative Services – Instructional Technology & Development

Vacant - Student Representative

# *Committee on Committees Directory*

## **Budget Committee**

College Council Subcommittee

Composition of the Budget Committee:

The Vice-Presidents

Two Deans – one Academic Affairs and one Student Services

CTA President and one CTA representative

MPCEA President and one MPCEA representative

Academic Senate President and one Senate representative

ASMPC President and one ASMPC representative

MSC President

Controller (Resource Person)

Budget Analyst (Resource Person)

Functions of the Budget Committee:

The Budget Committee makes recommendations to the College Council regarding budget development, budget timelines, and budget implementation. The Budget Committee recommendations will take into consideration the College's Comprehensive Master Plan, which includes the Education Plan, the Human Resources Plan, the Fiscal Plan, the Technology Plan, and the Facilities Plan.

Roles of the Budget Committee:

Develop initial timelines, basic document and directions to budget managers.

Make recommendations on expenditures.

Review the budget to see that priorities have been met and that the process was followed.

Organize the budget process evaluation.

Review budget adjustments throughout the year.

Meeting times: Twice per month, dates to be determined by committee agreement.

Meeting place: Varies.

### **Committee Members**

[Joe Bissell](#) - Vice President of Administrative Services (Chair)

[Carsbia Anderson](#) - Vice President of Student Services

[Bill Cochran](#) - Vice President of Academic Affairs (Interim)

[Michael Gilmartin](#) - Dean, Academic Affairs

[Karen Engelsen](#) - Dean, Student Services

[Rosemary Barrios](#) - Controller (Resource)

[Connie Andrews](#) - Budget Analyst (Resource)

[Suzanne Ammons](#) - Administrative Services (Resource)

[Steve Morgan](#) - MSC Representative

[Robert Donovan](#) - Faculty Representative

[Gary Jepson](#) - Faculty Representative & CTA President

[Marlene Martin](#) - Academic Senate President

[Gary Fuller](#) - Academic Senate Representative

# *Committee on Committees Directory*

[Ron Rinehart](#) - Classified Representative

[Sean Willis](#) - Classified Representative

David Gessinger - ASMPC Representative

# *Committee on Committees Directory*

## **Building Standards Committee**

# *Committee on Committees Directory*

## **College Council**

Composition of COLLEGE COUNCIL – 15 voting members; 5 non-voting members:

2 Student members  
7 Faculty members  
4 Classified members  
1 MSC  
1 Academic Director  
5 Non-voting members  
College President  
3 Vice Presidents  
Resource person (to take minutes)

### **Functions of the College Council:**

The College Council is the central campus body of the shared governance process. It serves to confirm the institutional support for recommendations brought to the Board by the President/Superintendent and is a key component of MPC's integrated planning and institutional review processes. College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals, in concert with the Governing Board and Accreditation Standards.

### **College Council subcommittees are:**

Budget Committee  
Technology Committee  
Website Committee  
Facilities Committee

### **The three advisory groups to College Council are:**

Academic Affairs Advisory Group (AAAG)  
Administrative Services Advisory Group (ASAG)  
Student Services Advisory Group (SSAG)

### **Meeting Dates & Times for 2008 - 2009:**

Meeting times: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 2:30 p.m. to 4:30  
Meeting place: Library & Technology Center, Sam Karas Room

### **Committee Members**

- **Doug Garrison** - President/Superintendent (ex-officio member)
- **Carsbia Anderson** - Vice President, Student Services
- **John Gonzalez** - Vice President, Academic Affairs
- **Joe Bissell** - Vice President, Administrative Services
- **Michael Gilmartin** - Dean of Instruction
- **Alfred Hochstaedter** - Faculty (Academic Senate President)
- **Bernie Abbott** - Faculty (Co-Chair)

## *Committee on Committees Directory*

- **J Farrar** - Faculty
- **Mark Clements** - Faculty
- **Gary Bolen** - Faculty
- **Bill Jones** - Faculty
- **Lyndon Schutzler** - Faculty
- **Susan Villa** - Classified
- **Julie Bailey** - Classified
- **Brenda Kalina** - Classified (Co-Chair)
- **Stephanie Perkins** - Classified
- **Steve Morgan** - MSC
- **Lendz Elliot (VP Finance)** - ASMPC President
- **Antron Williams (Senator)** - 1 ASMPC Representative
- **Suzanne Ammons** - Resource Person - Minutes (non-voting)

# *Committee on Committees Directory*

## **Committee on Committees**

Senate Committee

Composition of Committee on Committees (COC):

3 faculty members	3 years
One senate member	3 years
2 faculty members	3 years

Terms:

Chair of Committee on Committees (COC) is elected by:

COC members	1 year
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Functions of the Committee on Committees:

The COC may recommend to the senate the establishment of new senate standing committees and the elimination of existing senate committees.

It shall determine the interest, suitability, and availability of faculty toward service on committees and make recommendations [in accordance with #3 and 4] to the end that committee assignments be as equitable as possible, consistent with particular needs.

It shall make recommendations to the senate for faculty appointments to senate standing committees and to all campus committees.

It shall make recommendations for membership on senate ad hoc committees.

It shall make recommendations to the senate for replacements for vacancies on all other senate and campus committees that occur during the academic year.

It shall continue to work with all senate and campus committees to see that the faculty membership is active and that replacements are made for inactive members.

### **Committee Members**

- Mark Clements
- Alexis Copeland
- Chris Calima

Meeting times: As needed.

Meeting place: Varies.

# Committee on Committees Directory

## Curriculum Advisory Committee (CAC)

### Campus Committee

#### Composition:

- 2 Faculty members appointed by the Academic Senate
- 1 Counselor selected by the Counseling Staff
- 1 Faculty member from the Library
- 1 Faculty member from the Academic Senate
- 1 Administrative representative (non-voting)
- 1 member from Articulation/ Matriculation
- 1 member of the Academic Affairs Advisory Group (AAAG)
- 1 student appointed by the ASMPC

#### Terms of members:

- 3 years
- 3 years
- 3 years
- 3 years
- Discretion of Office
- 3 years
- 3 years
- 1 year

#### Chairperson elected by:

CAC Committee members

#### Functions:

The Curriculum Advisory Committee reviews and recommends new courses and academic programs. It also reviews curricular revisions and supplements. The Committee recommends new curriculum to the administration. The Governing Board gives final approval for courses.

Meeting times: Wednesday 3:00 – 5:00

Meeting place: Library & Technology Center, Room 232

### Curriculum Advisory Committee

#### 2005-2006 Members

Member	Year in Term
Bernadine Abbott – Library Representative	4th
Richard Abend – ESL Representative	6th
Bill Cochran – Dean, Administrative Representative, Liberal Arts	On-going
Elizabeth Harrington – Articulation Officer	7th
La Ron Johnson – Senate Faculty Representative	1st
Tom Logan – Divisional Faculty, Social Science	3rd
Kate Marechal – Supportive Services	1st
Beth Penney – Basic Skills Representative	2nd
Tom Rebold – Divisional Faculty, Business & Technology	2nd
Debra Stakes – Divisional Faculty, Physical Sciences	1st
Eleanor Szaszy – Divisional Faculty, Humanities	3rd
Susan Walter – Counseling Representative/Chairperson	5th
Jason Walters – Student Rep.	1st
Vacant (Student Rep.)	

# *Committee on Committees Directory*

## **Enrollment Advisory Committee**

### Composition:

The Committee membership is functionally based and appointed by the Superintendent/President to ensure an institutional focus.

### Charge:

The Enrollment Advisory Committee functions as a strategic advisory committee on enrollment issues, with an emphasis on recommending strategies to enhance student enrollment and participation rates across the district. The Committee recommends to the Superintendent/President. The Committee membership is functionally based and appointed by the Superintendent/President to ensure an institutional focus.

### Scope:

The Enrollment Advisory Committee is charged with recommending:

- Strategies to increase or improve the effectiveness of student recruitment, retention, and student success efforts
- Class scheduling strategies to increase enrollment through attracting and serving a new segment of students, e.g., an early morning schedule or afternoon schedule
- Strategies to increase minority student enrollment
- Ideas for instructional programs to meet student/employer/community needs and/or serve a new segment of students
- Strategies to increase participation rates
- Strategies for collaborative efforts between Academic Affairs and Student Services to support and promote student recruitment, retention, and student success, e.g., develop early intervention strategies or involving instructional faculty in student recruitment efforts.

### Activities:

The Enrollment Advisory Committee activities include:

- Review the demographics of the college's current student population
- Review the demographics of district population
- Identify all current student recruitment and retention efforts in place at MPC
- Identify all current minority student recruitment and retention efforts in place at MPC
- Review educational needs assessment data
- Review the current class scheduling time matrix
- Identify best practices at MPC.

Enrollment Advisory Committee

### **Committee Members**

Carsbia Anderson - Vice President of Student Services (CHAIR)

Bill Cochran - Interim Vice President, Academic Affairs/Dean of Instruction,  
Liberal Arts

Michael Gilmartin - Dean of Instruction of Occupational Education and Development

## *Committee on Committees Directory*

Karen Engelsen - Dean of Student Services  
Larry Walker - Associate Dean of Student Services  
Mike Torres - Counselor  
Eric Ogata - Counselor  
John Anderson - Division Chair, Creative Arts  
Lynn Iwamoto - Mathematics Faculty  
Jeanette Haxton - Division Office Manager, Humanities  
Brenda Kalina - Financial Aid Advisor  
Vicki Nakamura - Assistant to the President  
Helen Stemler - Director of Development and Institutional Advancement  
Rosaleen Ryan - Director of Institutional Research

# *Committee on Committees Directory*

## **Equal Employment Opportunity Advisory Committee**

(formerly Staff Diversity/Affirmative Action Advisory Committee)

Composition:

7 community members

7 members of the college

Functions:

This committee's functions are to review the hiring practices of the college and to make recommendations to the President as appropriate.

### **Committee Members**

Ms. [Barbara Lee](#) - Equal Employment Opportunity Officer

Mr. [Joe Bissell](#) - Administration Representative, Vice President, Administrative Services

Ms. Susan Villa - Classified Representative, WorkAbility Job Developer - Supportive Services

Ms. [Claudia Martin](#) - MSC Representative, Director - Student Financial Services

Ms. [Debbie Anthony](#) - Academic Senate Representative, Director - Career/Transfer Center

Mr. [Mark Clements](#) - Academic Senate Representative, Instructor - Adaptive Physical Education Dept.

Mel Mason, President - American Civil Liberties Union (ACLU) NAACP

Currently Vacant - ASMPAC Representatives (2)

Currently Vacant - League of United Latin American Citizens (LULAC)

Mr. Bob Glewicks - Department of Rehabilitation

Mr. Sal Horquita - National Filipino American Council of Monterey County (NFAC)

Currently Vacant - League of Women Voters, Monterey Peninsula ([Beverly Bean](#), President)

# *Committee on Committees Directory*

## **Equivalency Committee**

Functions:

The task of the committee is to review equivalency for faculty hires.

### **Committee Members**

- Alfred Hochstaedter
- Anita Johnson,
- Kim Fujii,
- Debbie Anthony
- James Lawrence

# *Committee on Committees Directory*

- **Facilities Committee**

Administrative Services Advisory Group Subcommittee

Composition of the Facilities Committee:

- One Administrator – Chair of the committee
- Director of Facilities
- Events Coordinator/Classroom Scheduler
- Two faculty appointed by the Academic Senate
- Two classified employees appointed by MPCEA
- One MSC employee appointed by the MSC group
- One Academic Director
- One Student appointed by ASMPC

Functions of the Facilities Committee:

The Facilities Committee makes recommendations to the Administrative Services Advisory Group. The committee recommendations will take into consideration the Monterey Peninsula College Comprehensive Master Plan.

The duties and responsibilities of the Facilities Committee are to:

Develop a long range Facilities Plan. The Facilities Plan should be driven by the college's Education, Technology and Strategic Plans.

Review requests for facility changes (remodeling, new construction).

Prioritize and recommend minor Capital improvement projects.

Review and recommend Scheduled Maintenance Projects

Make recommendations on minor capital improvement projects and scheduled maintenance projects made after consultation with each of the Advisory Groups.

Meeting times: 1st Wednesday, 12:10 – 1:00 p.m.

Meeting place: Administration Building Conference Room

Facilities Committee

Administrative Services Advisory Group Subcommittee

## **Committee Members**

Carsbia Anderson - Vice President, Student Services (Co-Chair)

Steve Morgan - Director, Facilities (Co-Chair)

Rosemary Barrios - MSC Group

Dan Beck - Classified, CSEA representative

Joe Bissell - Vice President, Administrative Services

Vacant - Events Coordinator/Classroom Scheduler

Anna Lowery - Classified (Resource)

Gary Quinonez - Faculty, Academic Senate

Vacant - Faculty, Academic Senate

Vacant - Student representative

# *Committee on Committees Directory*

## **Fort Ord Committee**

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## **General Education Requirements Committee**

### Functions:

This committee meets during month of November to review courses for placement on the General Education lists for MPC, CSU, and IGETC.

### **Committee Members**

Karen Engelsen - Dean of Student Services  
Elizabeth Harrington - Classified/Articulation Officer  
Susan Walter - Faculty (Chair)  
Mike Torres - Faculty  
Carolyn Carney - Faculty  
Eleanor Szaszy - Faculty  
Eric Ogata - Faculty

Meeting times: November

Meeting place: Varies.

# *Committee on Committees Directory*

## **Health and Safety Committee**

Administrative Services Advisory Group (ASAG) Subcommittee

Composition:

Vice President of Administrative Services

Director of Plant Services

MPC Nurse

Evening Campus Supervisor

Security

Director of Children's Center

Human Resources Representative

Chemical Hygiene Officer

2 Senate appointed Faculty Members

2 MPCEA appointed Classified Staff Members

1 MSC Staff Member appointed by the MSC Group

2 ASMPA appointed Student Members

Functions:

The Health and Safety Committee's charge is to review safety and health procedures. Recommendations are made by the committee chairperson(s) to the Vice President of Administrative Services who then brings it forward to the Administrative Services Advisory Group.

The duties and responsibilities of the committee include:

Review safety and health procedures including the Emergency Preparedness Plan;

Monitor and facilitate feedback on unsafe conditions;

Recommend improvements.

Chair is elected (annually) by: Committee members

Meeting times: 1st Wednesday of each month, 12:15 – 1:00

Meeting place: Administration Building Conference Room

## **Committee Members**

- Arthur St. Laurent
- Arthur St. Laurent (artbureau@redshift.com)
- Catherine Nyznyk
- Deborah Ruiz
- Joe Bissell
- Joe McCarley
- L J Thomas (tjleven.educate@prodigy.net)
- Linda M. Bruno
- Mark Clements, Chair
- Pete Olsen
- Richard Weigle
- Ron Rinehart
- Steve Brownlie
- Suzanne Ammons

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- Theresa Lovering-Brown
- Tina Rondez

# *Committee on Committees Directory*

## **Institutional Research Advisory Committee**

Advisory Committee to the College President

Membership:

Director of Institutional Research

2 Senate representatives

2 classified

1 MSC

Vice President, Student Services

Dean of Instruction

Information Systems representative

### **Functions:**

The role and function of the Institutional Research Advisory Committee (IRAC) is to support, advise, and recommend action policies and procedures to the President's Office and the Office of Institutional Research (OIR). The committee acts as an advisory committee and is not directly responsible for the actual research practices and procedures implemented by the Office of Institutional Research. The committee provides guidance in prioritizing research tasks to be undertaken at Monterey Peninsula College and assumes the role as a "buffer" and/or "ear" between the OIR and the various campus constituents. The committee may recommend policy and procedures; suggest a paradigm for project priorities; review research materials for publication; provide research suggestions and comment; develop/recommend an annual research agenda; and, in general, provide a forum to be used at the discretion of the President's Office and the Director of Institutional Research. The control, authority, and responsibility for the institutional research efforts at Monterey Peninsula College is delegated to and remains with the Office of Institutional Research under the discretionary authority of the President's Office.

The IRAC is comprised of nine members meeting on a bi-monthly schedule. Members include the dean of instruction, occupational education, and economic development; the dean of counseling/admission/records; a community representative; a representative from computing services; a strategic planning representative; and three members of the faculty. The ex-officio members of the committee include the college president and the director of institutional research. The consensus model of resolution will be utilized as the basis for any committee recommendations.

Meeting times: 1st and 3rd Thursdays, 2:30 – 4:00

Meeting place: Administration Building Conference Room.

### **Committee Members**

- Kirk Avery - Superintendent/President (Ex-officio)
- Michael Gilmartin - Dean of Instruction, Occupational & Economic Development
- Elizabeth Cipres - Dean of Enrollment Services
- J.P O'Brien - Information Systems Programmer
- Wanda Lockwood - Faculty, Academic Senate
- Stephanie Tetter - Faculty, Academic Senate
- Fred Hochstaedter - Faculty, Academic Senate (on leave from the committee for Fall 2002)
- Rosaleen Ryan - Director of Institutional Research (Ex-officio)
- Bryndie Beach - Community Representative (AMBAG)
- Nicolas Papadakis - Community Representative (Director of AMBAG)

## *Committee on Committees Directory*

- Langston Johnson - Program Specialist, Office of Institutional Research (committee resource)

### **Library Advisory Committee**

# *Committee on Committees Directory*

## **Matriculation Committee**

### Functions:

This committee meets to discuss and review matriculation needs. Components of this committee include:

Admissions

Orientation

Assessment

Counseling/Advisement

Student follow-up

Coordination & Training

Research & Evaluation

Prerequisite, Co-requisite & Advisory

Times: 4th Monday of each month from 2:30 p.m. - 3:30 p.m.

Meeting place: Assessment Center HU 207

### **Committee Members**

- Dr. Sharon Coniglio - Dean, Student Services/Matriculation Coordinator - Co-Chair
- Molly May - Instructional Faculty/ENSL Department, Co-Chair
- Jeanne Costello - Instructional Faculty/Women's Programs/Re-Entry
- Eleanor Szaszy - Instructional Faculty/ English Department
- To Be Named - Faculty (Senate)
- To Be Named - Student Services Faculty
- Christine Vincent - Faculty EOPS/Student Services
- Richard Weigle – Faculty / Supportive Services
- Jenny Cattanach - Matriculation Assistant Coordinator
- Linda Ransom - Matriculation Specialist Assessment Center
- Vera Coleman - Admissions & Records Manager (Resource)
- Dr. Rosaleen Ryan - Director of Institutional Research (Resource)
- Two students to be named

# *Committee on Committees Directory*

## **Professional Recognition Board**

### Functions:

The PRB is responsible for making recommendations to the Superintendent / President regarding sabbatical leaves. The PRB also approves professional growth applications, and screens and recommends applications for the Allen Griffith Award.

Terms: 3 years

### **Committee Members**

- Susan Steele
- Theresa Lovering-Brown
- Caroline Carney
- Ed Migliore
- Molly May
- Tina Rondez

# *Committee on Committees Directory*

## **Program Initiation & Discontinuance Committee**

# *Committee on Committees Directory*

## **Public Info Advisory Group/Marketing Committee**

Advisory Committee to the College President

Functions:

Enhance MPC's image within our community

Enrollment goals

Institutional Pride:

Internal operations

Institutional prestige

Campus environment:

Cleanliness

Grounds

Retention

Meeting times: As needed.

Meeting place: Varies.

### **Committee Members**

Diane Boynton - Humanities Faculty

Shelby Bright – Public Information Office Assistant

Sonia Lizano – Humanities

Gary Fuller – Life Sciences

Darien Payne – Creative Arts

Stephanie Tetter – Liobrary

Michael Torres – Counseling

Paul Emenhiser – Information Systems

Richard Montori – Office of the President

Sharon Colton – Associate Dean, Instructional Technology Development

Coy Williams – ASMP

Grace Anongchanya – EOPS

Claudia Martin – Financial Aid

Kathleen Rozman – Learning Disabilities Specialist

Susan Villa – Workability Job Developer

# *Committee on Committees Directory*

## **Senate Committee on Diversity**

### **Functions:**

The Academic Senate of Monterey Peninsula College formed the Senate Committee on Diversity in May 1999.

The committee was charged to:

Review current state-wide and local policies and procedures;

Identify the unique needs of our community, faculty and staff, and students;

Review affirmative action, faculty and staff hiring procedures;

Identify activities for administrators and management, faculty and staff, and students which promote an appreciation for diversity.

### **Committee Members**

Debbie Anthony

Anita Arellano

Stacy Bernaugh

Mark Clements

Rodolfo Nava

Carl Pohlhammer

Christine Vincent

# *Committee on Committees Directory*

## **Student Learning Outcomes (SLO) Committee**

### **Functions:**

To advise the SLO coordinator on issues related to SLOs.

### **Committee Members:**

- Alfred Hochstaedter
- Diane Boynton
- Marilyn Wilcox
- John Gonzalez

# *Committee on Committees Directory*

## **Staff Development Advisory Committee**

Composition of the Staff Development Advisory Committee:

Members are recommended by employee groups, and appointed by the President. Most members serve for 2-year terms, although the actual length of terms may vary slightly less due to unit rules and/or member availability.

Associate Dean, Instructional Technology

5 Faculty Representatives

2 Classified Representatives

2 MSC (Management/Supervisory/Confidential) Representatives

Functions of the Staff Development Advisory Committee:

Develop staff development programs for the campus;

Appropriate AB 1725 monies to staff and faculty;

Work with all staff and faculty for in-service development.

Meeting times: Varies as needed related to flex activities

Meeting place: Library & Technology Center, Room 219

### **Committee Members**

Sharon Colton - Associate Dean of Instructional Technology & Development (Co-chair)

Vacant – Classified EOPS (Co-chair)

Susan Villa - Classified

Bill Easton – Faculty (Library)

Alexis Copeland – Faculty (Supportive Services)

Lisa Gonzalez – Faculty (Student Services)

Vacant – Faculty

Marlene Martin – Faculty (Humanities Division)

Vacant – Faculty

Barbara Lee – MSC

Val Lanos – MPC Foundation

# *Committee on Committees Directory*

## **Strategic Planning Steering Committee (SPSC) **Now College Council****

Advisory Committee to the College President

Composition (12 members):

The committee membership is primarily selected by the Superintendent/President to ensure an institutional perspective. Members are selected according to experience and expertise, rather than as representative members of specific groups on campus. The Superintendent / President will appoint approximately 12 members to the committee, including a committee chair or two chairpersons. The Superintendent/President and the Director of Institutional Research will serve as ex officio members of the committee and will provide administrative support and/or assistance.

Functions:

The Strategic Planning Steering Committee (SPSC) provides overall leadership and direction in the campus planning process. The committee makes recommendations and reports directly to the Superintendent/President. The SPSC provides direction in both the planning process as well as the components of the strategic plan. The SPSC gathers campus and community input and feedback and reviews relevant data to develop long-term institutional goals and annual objectives. The SPSC also evaluates the strategic planning process and the goals and objectives and uses the evaluation to inform future planning endeavors.

Meeting times: Varies

Meeting place: Library & Technology Center, Room 232

### **Committee Members**

Carl Ehman - Superintendent/President - Interim (Ex officio)

[Carsbia Anderson](#) - Vice President, Student Services

[Joe Bissell](#) - Vice President, Administrative Services

[Bill Cochran](#) - Vice President, Academic Affairs

Michael Gilmartin – Dean of Instruction, Occupational & Economic Development

Andres Durstenfeld – Faculty

Vicki Nakamura – Assistant to the President/Superintendent

[Jim Hall](#) - Faculty (Co-chair)

[Mark Clements](#) - Faculty

Marilyn Wilcox – Faculty

Grace Anongchanya - Faculty

Jeff Procive – Child Development Specialist

– Public Information Office

[Paula Norton](#) - Classified

[Rosaleen Ryan](#) - MSC (Co-chair)

[Paul Emenhiser](#) - MSC

# *Committee on Committees Directory*

## **Student Services Advisory Group**

College Council Advisory Group

Composition (23 members):

Student Services Vice-President

2 faculty members appointed by the Academic Senate

2 classified employees appointed by MPCEA

2 students appointed by ASMPC

1 MSC appointed member

1 representative from Women's programs

The managers from all the Student Services areas:

Health Services

Counseling

Supportive Services

Student/Financial Aid Services

EOPS

Admissions and Records

Athletics

International Students Programs

Matriculation

Children's Center

Job Placement

TRIO

Academic Support (Center)

Functions of SSAG:

This is one of three College Council advisory groups under the current administrative organization – Academic Affairs, Administrative Services and Student Services. Each advisory group is chaired by the vice president of that area. It is each group's responsibility to see that campus issues are communicated to all members of that area, input is gathered and considered, followed by a recommendation to College Council for action if necessary. The Advisory Groups in no way substitute for the Academic Senate in those areas which are under Senate purview. All meetings will be open to anyone wishing to attend.

Each Advisory Group will be responsible for:

Making recommendations on policy and procedures in its own area;

Making recommendations in a timely manner;

Writing operating procedures (to be approved the College Council), setting terms, posting agendas and publishing minutes;

Organizing open forums as needed for discussion of important or controversial issues;

Communicating with the College Council and with each other regarding current issues being discussed.

Communication may be via exchange of minutes or any other form of communication between members. For example, a computer bulletin board may be set up for dialogue among council and advisory group members.

Maintaining regular communication is to be in the hands of specified members of each group.

# *Committee on Committees Directory*

Meeting times: 2nd & 4th Thursday of the month, 12:30-2:00

Meeting place: Almaden Room

## **Committee Members**

Carsbia Anderson - Vice President, Student Services

Karen Engelsen - Dean, A & R, Counseling

Susan Osirio – Associate Dean, Supportive Services

Laurence Walker – Associate Dean, EOPS/TRIO

Vera Coleman – Registrar, Admissions & Records Manager

Sal Cardinale – Counseling

Johnny K. Johnson - International Students Program Director

Lynden Schutzler – Physical Education, Athletic Director

Jeanne Costello - Women's Program representative

Mary Eileen Kiniry - Health Services

Linda Ransom – Assessment Center Classified (MPCEA)

Stephanie Perkins – EOPS/CARE Classified (MPCEA)

Marilyn Wilcox - Academic Support Center

Cathy Nyznyk - Children's Center Director

Claudia Martin - Student Financial Services

Diane Boynton – Humanities Faculty

Deborah Ruiz – Library Faculty

# *Committee on Committees Directory*

## **Technology Committee**

College Council Subcommittee

Membership:

Associate Dean of Instructional Technology & Development (Co-chair)

Director of campus Information Systems (Co-chair)

3 Administrative representatives:

Vice President of Academic Affairs

Vice President of Student Services

Vice President of Administrative Services

1 Library faculty representative

1 Student Services faculty representative

3 Academic Affairs division faculty representatives

2 Classified representatives

Functions:

This committee is responsible for the development, review, and update of institutional technology planning for the college. The Technology Committee reports directly to the College Council but may also make recommendations to the college's Academic Affairs Advisory Group, Student Services Advisory Group, and Administrative Services Advisory Group regarding technology related issues that may pertain to those specific areas. The committee may also be tasked with evaluation and review of specific equipment, software and/or training which the college requires in order to fulfill its mission as an instructional institution.

Duties and responsibilities:

Develop an annual update of the college's technology plan;

Act as recommending resource to the College Council regarding technology issues;

Act as resource to the college's Staff Development Committee regarding technical training;

Recommend specifications for campus technology purchases (e.g., PCs, data projectors, etc.)

Develop and recommend campus policy regarding use and control of technical property.

Meeting times: Every other Tuesday of the month, 9:30 – 11:00

Meeting place: Life Science Division Conference Room

### **Committee Members**

- Diane Boynton
- Tom Rebold
- Randy Smith
- Jamie Dagdigian
- Stephanie Tetter
- Cheryl Jacobson