

College Council Notes-Approved as amended

May 28, 2013, 2pm

Karas Room, LTC

College Council Members: Walter Tribley, Carsbia Anderson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, DJ Singh, Stephanie Perkins, Fred Hochstaedter, Elizabeth Dilkes Mullins (for Adria Gerard), Alan Haffa, Lyndon Schutzler, Loren Walsh, Paula Norton (for Amelia Converse), Kali Viker, Suzanne Ammons, ASMPC Pres. (vacant), ASMPC Rep. (vacant)

Absent: Julie Bailey, Mark Clements, Stephanie Perkins, Elizabeth Dilkes Mullins (for Adria Gerard), ASMPC Pres. and ASMPC Rep.).

Guests: LaRon Johnson, Nicole Dunne, Mike Midkiff, Eric Ogata, Alethia DeSoto, Terria Odom-Walter, Laura Franklin, Rosaleen Ryan, Francisco Tostado

Campus Community Comments:

- Carsbia announced the following ceremonies: Latino on June 6, 6pm LF 103, Kente on June 7th, 7 pm at Music Hall, Graduation on June 8th at Noon the Amphitheatre, Nursing Pinning Ceremony at 3pm.
- The Employee BBQ was a success with a great turnout.

1) **Minutes – May 15, 2013-** Approved as recorded.

2) **Information Items:**

a) **Program Reviews (Student Services-Carsbia):**

- **CalWORKS**
- **CTRC,**
- **Counseling,**
- **EOPS/CARE**
- **Supportive Services & Instruction**

The above Student Services areas participated in a program review process which includes a self-study process using information from program reflections and annual updates as well as participating in a peer review evaluation process. Each review includes a summary which identifies strengths, current challenges, trends, area goals and a summary of findings.

b) **SIS Update 3pm –Nicole Dunne (A & R), Rosaleen Ryan (Institutional Research), and Mike Midkiff (Information Systems):** College Council requested a presentation/review come forward relative to the current SIS (Student Information System) and its compatibility with MPC's Information System's needs. The following is a recap from each reporting member:

A&R –

- Several programming features of Santa Rosa suggest it was custom built for a system other than MPC. As a result the system does not address or support many of MPC's needs resulting in loss of integration and duplication of efforts in order to fill the gaps. An integrated ERP would solve many problems including providing a large user group, integration with Fiscal Services, reporting for state and other, including Degree Works.
- An added feature such as "wait list" for students would require students to pay unless we could successfully modify this feature within the SIS programming.
- SB1456, Orientation, Assessment, Education Plans prompt us to constantly ask Santa Rosa how they use the system to fulfill various functions in these areas. Since Assessments are linked to funding, so it is imperative that we successfully input students into the system. Manual inputting of student records into the system introduces problems which could result in loss of funding.
- SIS is designed for SRJC, so their programmers continue to improve it for their specific needs, which often differ than MPC's. We continue to spend time and effort to modify what SJRC has added in order to make it work for us.

- DOMS are unable to view reports by division and must view each individual department within the division.
- No support other than SRJC, no user group such as CCC A&R Listserve.

Institutional Research –

- Through various data collection efforts this department has identified several disconnects. Rather than gathering information and data from the many sources, it would be ideal to be able to have software programming which extracts data from the system into a spreadsheet format. In order to utilize the existing SIS, MPC must modify the programming with “add ons” in order to make it compatible to our needs.

Information Systems:

- Banner and Datatel are larger systems and can offer a more integrated and encompassing software package. Though costly (\$5M+), other schools have indicated that they were satisfied at the end of implementation.

3) Action Items (see available handouts):

a) **Tentative Budget (first reading-Steve Ma):** Steve presented with a PPT to include updates and highlights from the ACBO May Revise conference he attended last week. He reviewed and explained the key points to include:

- Reminder – Proposition 30 provided no new monies, rather it avoided additional cuts and it is a temporary tax.
- EPA (Educ. Projection Account) Funds of \$5M (approx.) now represent approximately 16% of the apportionment revenue. This revenue must be accounted for separately and posted to the website.

Steve gave a recap of the *2012-13 Budget Year* to include the following:

- Ongoing expenses exceeded ongoing apportionment and concessions, unfilled vacant positions and funds from the Reserve were used to balance the budget, creating a structural deficit.
- P2 projections reflected we may not make cap for the 2nd year. A “hybrid” estimate was used to establish apportionment revenue which provided some cushion.
- District Reserve funds of approx. \$565,000 were used to purchase 275 additional FTES from SBRPSTC in attempts to reach cap.
- CCCCO’s investigation of SB and use of ISAs is not yet completed.
- Recent improvement in state revenues is likely one time in nature and attributable to capital gains taken in 12-13 by high income earners. Other signs of improvement come from stock market gains, housing prices and construction activity improving and slight declines in long term unemployment figures.
- LAO and DOF revenue estimates differ by approximately \$2.8B which may materialize into additional funding for categorical programs. This has been an interest to restore Categoricals which sustained significant cuts in 2009-10.

Steve reviewed recapped recent changes in matriculation, in particular, how the Student Success Task Force recommendations and SB1456 have put in place the steps which will be the basis of future educational funding. SSTF recommendations and SB1456 link funding to support using the Student Success Scorecard to implement accountability and centralized assessment.

Steve moved on to explain the 2013-14 Budget and key factors forming its basis:

- 1.57% COLA is likely, (not tied to FTES generation).
- Apportionment revenue will be less than 12-13 as we are below cap for the 2nd successive year. This funding could go even lower due to repeatability issues and ISAs such as with Cabrillo Fire, SB contract, and community theatre.

- Commitment with SBRPSTC is at 475 FTES.
- Student Success funding will help in some areas (counseling, education planning).
- Deferral buy down will only shrink reliance on internal borrowing but will produce no new funding for MPC.
- Wage concessions and the 3-phase medical plan will expire June 30 if not renewed.
- (SIF) Savings from the Self Insurance Plan have been used to offset the structural deficit in the last 2 years and will again be used to do the same in 13-14. Claims experience over the last few years reflect reduced utilization which may be attributable to a number of factors such as changes in employee behavior and re-negotiated terms with care providers.
- The H&WCCC recommends reducing the current funding rate of \$1,280 per employee to \$1,200 due to the last 2-3 years of experience. The benefits consultant, however, is recommending a 12.9% increase based on national trends. If the consultant is correct, we could be facing a 20%+ increase in 2013-14.

In conclusion, the structural deficit remains ongoing, complicated by the district's inability to reach cap and its increased reliance on SBRPTC and other areas' ISAs.

- b) Technology Expenditures for 2013-14 budget development (Tech Committee recommendations) 2nd/additional reading:** At the May 15 CC meeting, Mike Midkiff reported on the Technology Master Plan, indicating this is more of a *Work in Progress*. The Technology Committee will need to stay engaged in this effort, given the dynamic environment of Technology in order to build efficiency and sustainability into the District's technology. Mike reminded the group of the urgency to pursue FTES and the many services used by students, faculty and staff which need to be made more efficient and reliable in order to support functionality and keep pace with the needs of these end users. Upon formulating the Technology Master Plan (Update and Work in Progress), it became all too apparent that the approach to making progress would require a multi-faceted and multi-layered one. As a result, Steve has asked the Tech. Committee to evaluate immediate Technology needs in order to formulate a prioritized list of expenditures which could best position the District to move forward with needed improvements. The Tech Committee produced the *Recommendations for Allocation of One-time funding (FY 13-14)* for a total of \$300,000 which outlined the three critical pieces to be included in the 2013-14 Budget Building effort. Steve invited questions, input and asked the committee to take action to approve the Tech. Committee's recommendation.

College Council recommends that the "Allocation of One-time funding (FY13-14) for Technology for \$300,000 as recommended by the Technology Committee" be forwarded for approval..

The motion was made, seconded, and approved with one opposed.

- c) **Laboratory Specialist II-Chemistry. (first reading – Celine):** The position was presented as a first reading with explanation that the General Classroom's swing space Chem. Lab should be utilized to maximize current demand for the lab and potential FTES generation. A second reading is scheduled for June 11.
- d) **Instructional Specialist - Library-(first reading) Celine:** The position was presented as a first reading. This proposed position is cost neutral. A second reading is scheduled for June 11.
- e) **SLO Committee Platform/Direction (first reading - Fred):**
- From ASCCC President Michelle Pilati's March 2013 update.
http://www.asccc.org/newsletter_archive

Fred reviewed the Platform Direction, indicating this has been brought to all advisory groups. He reviewed the various steps MPC will need to embrace in order to respond effectively in this environment of new accountability measures. Rather than regard this as a specific plan, the platform should be regarded as a series of pathways in which MPC:

- 1) Uses SLOs to build and improve the Reflections process by integrating SLOs into all aspects of the shared governance structure (Institutional goals, component goals, job descriptions, handbooks etc.).
- 2) Include more adjunct faculty in the reflections process as they represent a significant share of the instructional staff and should be more involved in teaching using SLOs.
- 3) Demonstrate/communicate assessment results of the whole without abandoning the importance of individual assessment/success. In the push to report results on a more quantitative level, it is imperative that we do so without abandoning context with its nuances and complexities.
- 4) Provides context for student achievement/success data through utilization of Program Reflections/SLO results.

Alan Haffa observed that it is unfortunate that adjunct faculty, who are among our lowest paid employees, are being asked to do additional work outside the classroom for which they are unpaid, while at the same time the college is contemplating cutting their pay (Part-Time Parity Pay). With reductions in full-time faculty, adjunct are teaching nearly half of our classes, and even our current adjunct pay rates make it difficult to recruit new adjuncts in some areas.

A second reading is scheduled for June 11.

- 4) **Accreditation Progress/Update *standing item* (Fred/Celine):** (Covered in Item 3e which encompasses the importance of incorporating SLOs into various aspects of operations, integral to our accreditation efforts.)
- 5) **Planning and Resource Allocation Chart** (*update to chart*): *Defer to June 11 for action/closure.*
- 6) **Bylaws of College Council (updates to membership terms and bylaws):** *Defer to June 11 for action and closure.*
- 7) **Board Policy Adoptions:**
- 8) **Meeting Calendar:** June 11th (2nd reading Tent. Budget) June 26th is Board mtg for Tent. Budget. August 6th & 13th (1st, 2nd readings of Final Budget), August 19th & 20th is “On Course Workshop).
- 9) **Discussion items for *future* meeting:**
 - a. On line counseling/supportive service—(Fall 2013?)
- 10) **Other:** Next meeting June 11th, 2pm
 - a) **Committee Reports-Technology Committee will provide updates**