

College Council Minutes

August 11, 2015

2:00 pm

Rm 216, LTC

College Council Members: Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Kevin Haskin (for Loran Walsh), Monika Bell, Lyndon Schutzler (non-voting), Paola Gilbert, Larry Walker, Kiran Kamath, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMP Rep.

Absent: Loran Walsh, Wendy Bates (Lyndon Schutzler in place of), Elizabeth Dilkes Mullins.

Guests: Jon Mikkelsen, Rosemary Barrios, Connie Andrews and Susan Kitagawa.

Introductions.

June 23, 2015: Fred motioned to approve the minutes and Scott seconded; the minutes were approved with change as noted to 4c (reference to 2015-16 Tentative Budget ppt presentation), none opposed and two abstentions due to membership status at time of meeting (Kiran Kamath and Monika Bell).

- a. **June 30, 2015:** Fred motioned to approve the minutes and Francisco seconded; the minutes were approved as amended with none opposed and four abstentions (Larry Walker, Monica Bell, Kiran Kamath and DJ Singh).

2. **Board Policies:** Board policies will be brought forward at a future meeting.

3. Information Items - Personnel:

- a. **Classified Positions:** The nine replacement positions were presented and questions invited. Documents for the Custodial Position are moving through the signature process and will be made available to the group.
 - i. **Budget and Operations Analyst (Rosemary Barrios):**
 - ii. **Administrative Assistant II – Marina Ed. Center (Laura Franklin):**
 - iii. **Custodian (Dr. Tribley):**
 - iv. **Human Resources Analyst (Susan Kitagawa):**
 - v. **ESSC Instructional Specialist (2 positions – Kiran Kamath):**
 - vi. **Reading Ctr. Instructional Specialist (3 positions - Kiran Kamath):**

4. Information Item - Business:

- a. **Resource Allocation State Funds-2015-16 Budget 1st reading (Dr. Tribley):** Walt reported that the Board approved the Tentative Budget at its June 23rd meeting. The Final Budget is scheduled for presentation at the special board meeting of September 14, 2015. He reminded the group that the Tentative Budget deliberately did not balance; the budget identified but did not provide further definition on allocation of the new monies (\$6,000,000). Since the board meeting, more is known as to the impact of the negotiations in collective bargaining decisions with respect to retroactive and ongoing raises. Rosemary was invited to provide an overview to include the *changes made to the Tentative Budget since board approval of June 23* as outlined in the [Chart 1-UGF Rev Expenses 15-16 Budget 1st Reading](#), and [Chart 2-UGF Rev Expenses 15-16 Budget 1st Reading](#):

- 2015-16 Tentative Budget reflected an out of balance of \$3,115,798. In preparation of the Final Budget, additional revenue of approximately \$300,000 has been added based on the Final P2 submitted to the State for a new total of \$41,684,235. No additional significant revenue is anticipated.
- Expenses are \$39,060,130 plus \$2,616,820 in new expenses to be added (see expenses Subtotal) for a new total of \$41,676,950 and include changes to salaries and benefits since the Tentative Budget approval. The 5000 item includes only \$426,503 of the new monies from the \$6,715,911 figure.
- Expenses Subtotal - One time and ongoing expenses were explained.
- Total Ongoing and One Time Budgeted Revenue minus Budgeted Expenses equals \$7,285. Dr. Tribley reviewed the Expenses Subtotal portion relative to the 2.02% Restoration payments (one time), 1.08% for salary and rollups (new ongoing), 1.08% (one time) payment, salary and rollups, and faculty overload back pay(one time). He then reviewed the remaining expenses including Consultants-Software and Process Improvements, explaining the variety of options and fees. He explained the \$200,000 for Staffing/Reorganization as an ongoing expense, reminding all that the budget does not reflect the true cost of operations (absence of key positions); it is too lean and therefore not sustainable. Steve Crow, Professional Expert, has been hired to begin work in the area of Administrative Services. The District is committed to facilitating continued training in Interest Based Bargaining for its two labor groups. Lastly, he reported the identified need for replacement of three vans.

Dr. Tribley reminded the group of the task to recommend the 2015-16 Final Budget for board adoption, and invited questions and concerns for which answers could be returned to the group if not provided today. Discussion resulted in the decision to meet August 25th to further discuss the Budget.

Members requested clarification on the status of the budget deficit (structural), currently estimated at \$1,087,008, due to the use of ongoing and one time funds in budget balancing. An additional spreadsheet will be produced to better outline this information. Also asked was how the Base Allocation number is represented in the budget. More information on this will be provided.

Dr. Tribley also reported that all three board members will be running unopposed, which will reap some savings for the 2015-16 Budget. The TracDat purchase expenses will be included in the budget. The District is aiming to spend the discretionary one time funds (\$1M) in ways to help find efficiencies and bring in new revenue as a path to financial solvency. Through efficiencies (scheduling), the District could uncover \$1M in savings. We will conduct a mid-year *Actuals to Budget* comparison for campus presentation. A monthly report of this comparison is included in the monthly board packets.

Discussion included FTES growth and how we would obtain efficiencies. On July 24th a team composed of members from various instructional areas attended an Enrollment Management seminar. The following observations/comments revealed several areas where we can look to improve efficiencies:

- FTES/FTEF = Productivity. Reports are complicated due to the way we load our classes. One example is the NOEs. It is also apparent that our class sizes are lower

than state average. SCORE card reflects average class size for MPC at 19 vs. 32 for the state average. Class productivity reports reflect a productivity of 11 vs. a minimum 15-16 at the state level—a difference of 30%.

- Data Retrieval and Reliability – Currently we rely on a complicated system (as noted above) of retrieving data which has taken us 2-3 weeks to develop. The report would only take a few minutes if the loading of the classes did not have NOEs and other exceptions beyond the official Course Outline of Record.
- Most schools have 8% maximum FTEF faculty reassigned time, whereas, MPC has 16% (19 faculty – reassigned time). MPC uses reassigned time too liberally.
- Academic Affairs is examining the schedule to unpack it.

Comments from members included that staff outside of Academic Affairs be included in similar enrollment management seminars.

Clarification was requested on the P2 Final posted on the CCCCO (6,500 vs. 6,800 FTES).

Dr. Tribley emphasized the challenge presented to the District as one to move from an old inefficient model towards a new efficient model (right sizing the College), for example FTES production may then be only 6,000 FTES, and with less reliance on ISAs.

The absence of “Transfers In” and “Transfers Out” has allowed a clearer portrayal of the budget as it actually is.

Instructional Equipment – No funding is available in this fund and therefore support needed for increased cost of goods would have to come from other than Instructional Equipment.

5. Action Items:

a. Resource allocation: Contractual Obligations and Operational Audit (from June 30):

The recommendation was returned to be brought forward at today’s meeting to fulfill compliance with Brown Act requirements for two readings. Those opposed to the original recommendation were Fred Hochstaedter, Mike Gilmartin and Francisco Tostado with Larry Walker abstaining. Paola agreed to revise her recommendation as follows:

“College Council recommends the following with regards to resource allocation of the 2015-16 state funds: Complete an operational audit to include a review, recommendations, and implementation guidance.”

The motion was reaffirmed by Paola, seconded by Scott Gunter. The motion was approved with none opposed and no abstentions.

6. Meeting Calendar:

a. Next meetings: August 25th (in prep for Final Budget) and Sept 8. Special Board Mtg. for Budget Adoption on Sept 14.

7. Campus community comments

Items for future meetings:

- Campus forums to discuss Ed Master Plan and Resource Allocation
- Technology Bond
- Auditing courses: exploration of opportunities/challenges
- Policy/process for reorganization