

## College Council Minutes

November 3, 2015

2:00 pm

Rm 216 in LTC

**College Council Members:** Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Kevin Haskin, Monika Bell, Paola Gilbert, Larry Walker, Kiran Kamath, Laura Franklin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, Vice President-Admin. Svc., ASMPC Pres. Maria Lopez, ASMPC Rep. Santos Gonzales

**Absent:**

**Guests:** Steve Crow (Prof Exp.-Admin Svc), Alan Haffa, Lakisha Bradley, Michael Beck, Susan Kitagawa, Catherine Webb, Rosemary Barrios, Lyndon Schutzler

1. **Call to order.** The meeting was called to order at 2:06pm. Members introduced themselves.

2. **Public comments (3 minutes):**

**Alan Haffa** (Faculty): Dr. Haffa encouraged all to think carefully about their objectives in making the decision to go forward with the operational audit. Concerns which prompted the request for an operational audit arose from budget and trust related concerns. Unless there is trust in the process of conducting the audit and “buy in” from stakeholders, there will not be buy in and support for the outcome and recommendations from the audit.

**Catherine Webb** (Faculty-Accreditation Liaison Officer): The Self Study review process is available for review and feedback. College Council should pay particular attention to Standard 1 and Standard IV.

**Merry Dennehy** (English Instructor): Ms. Dennehy indicated she was concerned about the shared governance process as related to the selection of the Operational Audit, implementation of block scheduling and the Google project. She indicated that she and some colleagues feel the decision process has not been transparent and that there appear to be communication gaps.

**Georgia Van Dam** (Adjunct- Humanities Instructor): Ms. Van Dam endorsed Ms. Dennehy’s comments.

3. **Approve minutes:**

- a. September 22, 2015: Francisco motioned to approve the minutes and Fred seconded; the minutes were approved as amended with all in favor and no abstentions.
- b. October 13, 2015: Elizabeth motioned to approve the minutes and Monika seconded; the minutes were approved with none opposed and two abstentions (Luz Aguirre and Larry Walker).

4. **Board policies: (2<sup>nd</sup> reading):** After discussion, Diane clarified that College Council will continue in its role of approving policies upon a second reading/action. She asked whether Administrative Procedures are part of College Council’s jurisdiction or is it just the Board Policies. Dr. Tribley indicated that Board Policies definitely are and in some cases, Administrative Procedures will come forward as they relate to 10+1.

a. Chapter 3 –General Institution

- i. [3720 Computer and Network Use](#) [AP 3720](#)

b. Chapter 6 – Business and Financial Affairs (2<sup>nd</sup> reading):

- i. [6100 Delegation of Authority](#)

- ii. [6150 Designation of Authorized Signatures](#)

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| iii. <a href="#">6200 Budget Preparation</a>             | xiii. <a href="#">6520 Security of District Property</a>         |
| iv. <a href="#">6210 General Fund Reserve</a>            | xiv. <a href="#">6540 Insurance</a>                              |
| v. <a href="#">6250 Budget Management</a>                | xv. <a href="#">6550 Disposal of Property</a>                    |
| vi. <a href="#">6300 Fiscal Management</a>               | xvi. <a href="#">6600 Capital Construction</a>                   |
| vii. <a href="#">6320 Investments</a>                    | xvii. <a href="#">6700 Civic Center and Other Facilities Use</a> |
| viii. <a href="#">6330 Purchasing</a>                    | xviii. <a href="#">6750 Parking</a>                              |
| ix. <a href="#">6340 Contracts</a>                       | xix. <a href="#">6800 Safety</a>                                 |
| x. <a href="#">6400 Audits</a>                           | xx. <a href="#">6900 Bookstore</a>                               |
| xi. <a href="#">6450 Wireless/Cellular Telephone Use</a> |  |
| xii. <a href="#">6500 Property Management</a>            |  |

Discussion followed regarding whether College Council should take action on the board policies in their groupings (batches) approving all or none, or whether it should take action to approve the policies in their groupings with exceptions for those policies which require added discussion. The latter option would allow board policies to progress forward.

*Fred motioned to recommend the above board policies with the exception of BP 6210 General Fund Reserve, be forwarded to the President for his recommendation to the Board; BP 6210 will be “agendized” for discussion at the next College Council meeting for action as planned for today. Francisco seconded the motion and the recommendation carried with all in favor, none opposed and no abstentions.*

## 5. Action Items:

- a. **Operational Audit- [Collaborative Braintrust Consulting](#):** Dr. Tribley provided a handout on the CBT proposal and asked for members support. He gave a brief overview of the past several College Council meetings in which extensive discussion was carried on the consulting groups for the operational audit. Laura motioned for approval to recommend to the President that CBT be awarded the operational audit and Kiran seconded the motion. Discussion was invited. Paola provided a handout “[A Note from MPCTA Representative on College Council, Paola Gilbert](#)” representing her objection to the audit using CBT.

Member comments included concerns that the group process (College Council) may be being undermined when members separately seek information separate from what the group had agreed to gather. Comments were shared as to whether the process was adequately transparent and had had sufficient vetting in identifying CBT as the consultant group to conduct the operational audit. Other members reminded the group that selection of the auditing firm was preceded by several meetings of College Council; members were encouraged to research candidate companies based on provided services, timetable and expertise as aligned with the identified needs of the College. Some members indicated a lack of trust in the process. Others encouraged that progress be allowed to continue given the high regard CBT places on the reputation and integrity of its work in the industry. Members encouraged all to trust and support the process in going forward.

Diane invited the question for a vote in favor and opposed to recommend the awarding of the Operational Audit to the President. The votes were as follow:

***In favor (12):*** Diane, Larry, Kiran, Elizabeth, Francisco, Wendy, Laura, Monika, Luz, Fred, Santos, Maria.

*Opposed (3): Stephanie, Paola, Scott.*

*Abstained (2): DJ Singh, Kevin.*

- b. Full-time Faculty Position Prioritization Rankings plus rubric (Laura Franklin):**  
Dr. Tribley provided an overview of the process for establishing prioritization, resulting in a net-new five full time positions being recommended. He indicated that two additional positions were included as a matter of good practice to prepare for potential expansion and retirements. The added two positions are FTES driven. Dr. Tribley reminded all to regard the scores as a ranking tool rather than read “value” into the scores. AAAG has extensive information on this ranking function and has discussed and arrived at their ranking decisions after careful consideration. Members reviewed the role expected of College Council and whether a summary statement supporting the rubric from AAAG would be helpful. Diane reminded the group of the option of a 2/3 vote to take action today, vs. taking action at the November 10<sup>th</sup> meeting.

*Elizabeth motioned for 2/3 vote to take action today, Fred seconded and the motion passed with all in favor and no abstentions.*

*Fred motioned to recommend the Full time Faculty Position Prioritization Rankings to the President; DJ seconded and the motion passed with all in favor and no abstentions.*

## **6. Information Items/Reports:**

- a. 2015-2016 Student Success & Support Program Plan (Credit), (Non-Credit)-  
Lakisha Bradley:** Lakisha explained the Program indicating the report has been submitted to the CCCCO. She explained the timeline and results/outcomes for 2014-15. She reported that the changes to the 2015-16 plan were minimal and included items such as an expansion of the in person workshop orientation. New in 2015-16 are plans to improve the application process using 3SP funds. 3SP funds can be used to conduct orientation, academic advising, education planning, assessment, and follow up services. The goal is to ensure success through better informed students.
- b. Classified Positions:** The following positions were presented with background on each. Dr. Tribley presented for Susan Kitagawa. The HR Specialist position will be presented for action at a future meeting.
- i. Replacement -HR Benefits and Retirement Coord. (Susan Kitagawa)
  - ii. Replacement – HR Specialist (Susan Kitagawa). This position had been put on hold for a few years and is needed to help to partially address current workload.
  - iii. Replacement – Acad Affairs Admin Assistant III (Laura Franklin):
- c. Other Post-Employment Benefits (OPEB) Dr. Tribley and Steve Crow:** Dr. Tribley provided information on ongoing costs in connection with the hiring of an employee. GASB 43 and 45 standards require California community colleges to accrue the cost of retiree health benefits and establish plans to fully fund these future costs. The Board will receive information at the October meeting for future action to authorize the District’s participation in the CCLC Retiree Health Benefit Program Joint Powers Authority. The District began funding this liability many years ago but was unable to continue during

the difficult economy. The District's participation in an irrevocable trust in accordance with GASB will provide better return in interest earnings. Participation in the Program meets best practices, is legally advisable and protects future budgets. The actuarial being conducted will provide info on the annual required contribution.

**7. Discussion Items:**

- a. College Council bylaws (Diane):** The Bylaws need to be reviewed for accuracy since we have changed some processes.
  - i. College Council annual report (Diane)** A draft annual report will be prepared for review.
  - ii. Shared governance evaluation (Diane):** Diane will need some assistance with this.
- b. College Council communication-** Institutional Action Plans are also needing completion.

**8.**

**9. Next meeting:** November 10, 2015 (future regular recurring schedule-Nov 24<sup>th</sup>, Dec 8)

**10. Announcements**

**11. Adjournment**

*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