

## College Council Minutes

November 24, 2015

2:00 pm

Karas Rm

**College Council Members:** Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Lyndon Schutzler for 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

Absent: Wendy Bates (Lyndon Schutzler attended),

Guests: Steve Crow, Jon Knolle, Lakisha Bradley, Rosaleen Ryan,

**1. Call to order:** The meeting was called to order at 2:04pm.

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

**Diane:** Diane suggested College Council meetings begin with an *Education Moment*, whereby members are invited to share why they are here at MPC and/or work in Education. Diane will look to hearing from 1-2 members (names drawn randomly) at each meeting.

**Fred:** It appears that from some recent hiring committees, there is an effort to move away from requiring three letters of recommendations from applicants. This is a great topic for discussion; processes should remain intact until such time as formalized discussion and decisions can be made for deliberate change to those processes.

**Francisco:** The MPC Job and Career Fair is May 12, 2016, 10 – 2pm at the Student Center.

**3. Approve minutes:**

a. [November 3, 2015:](#) Larry motioned to approve the minutes and Luz seconded; the minutes were approved with all in favor and no abstentions.

b. November 10, 2015: Deferred to future meeting.

**4. Board policies ([matrix](#)):** Diane drew attention to BP 2410 to assist with BP review.

a. [BP 2410- Board Policy and Administrative Procedures-Policy](#) Most policies will follow the CCLC recommended language very closely often as required by Ed Code and Government Code. Administrative Procedures will reflect how the institution goes about interpreting and carrying out those policies; some policies may be better illustrated when administrative procedures are reviewed alongside policies as they bear content and meaning. The ideal circumstance is to have the procedures at the time policies are reviewed; however, we will need to have the APs developed separately as they will need to be informed/approved/vetted through the appropriate advisory group and operational areas. It was suggested that a Policy and Procedure committee be resurrected which will require significant human resources. Diane identified two approaches to the board policies under consideration: (1) Can we identify a subcommittee to review BP 2410 and return with a proposal, and (2) Can we recommend the policies listed below? Dr. Tribley pointed out that reviewing how other institutions manage their board policies and administrative procedures is helpful; however, variations exist within the depth and level of participatory governance structures throughout the community colleges. Some structures are leaner, absent of the sub groups or advisory groups as we have at MPC. This information may be relevant information as we reference how different institutions conduct their policy and procedure review in conjunction with their unique shared governance structure.

b. Chapter 3 – General Institution (2nd reading / Action):

i. [3310 Records Retention & Destruction](#)

ii. [3440 Service Animals](#)

iii. [3500 Campus Safety](#)

- iv. [3505 Emergency Response Plan](#)
- v. [3515 Reporting of Crimes](#)
- vi. [3520 Local Law Enforcement](#)
- vii. [3530 Weapons on Campus](#)
- viii. [3810 Claims Against the District](#)
- ix. [3260 Sustainability](#)
- c. Chapter 6 – Business and Financial Affairs (2<sup>nd</sup> reading / Action)
  - i. [6910 Housing](#)

Following discussion on BP6910, members arrived at the following recommendation:

*That College Council create a small subcommittee to revise both BP and AP 2410, as well as to recommend Chapter 3 and Chapter 6 Board Policies. Elizabeth motioned to approve, and Monika seconded; the motion carried with all in favor, none opposed and one abstention (Kiran Kamath).*

It was determined that a subgroup—Scott Gunter, Elizabeth Dilkes Mullins, Luz Aguirre and Steve Crow—will review BP 2410 and return with a recommendation at the Dec. 8 College Council meeting.

## 5. Action Items:

- a. [Student Equity Plan 2015-16 DRAFT](#) – (1<sup>st</sup> reading--Lakisha Bradley): Larry initiated the review and together with Lakisha, provided the [SEP 2015-SG Group Presentation](#). They reported on how the Student Equity Plan connects to other reporting metrics or indicators (Access, Successful course completion, Degrees/Certificates, and Transfer). The two main parts to the Plan are (1) campus engagement in data analysis using key student success indicators to determine how certain groups are performing relative to the general student population, and (2) implementation of goals and activities targeting the identified groups in efforts to close the performance gaps.

All colleges must submit this report. Three years ago, no funding was received to address student equity. In 2014-15 MPC received \$330,000 and this year \$720,000. Caution must be used in implementing this program so as to wisely leverage available funding and not create on going unfunded costs as future funding remains uncertain. Funding is tied to applications for admissions

Rosaleen explained the target populations and data collections for examining Access, Course Completion, ESL and Basic Skills, Degree/Certificate completion, and Transfer. She explained that the CCCCCO is very prescriptive in standards and methodology used to identify indicators of where performance gaps exist. It was explained that the goals are to identify where the performance gaps are and implement various activities to address those gaps.

Member comments and inquiries focused on ensuring the collaborative use of Student Equity Funds toward combined Instructional and Student Services efforts to address the identified disproportionate impacts. Larry explained the challenges of being able to delve more deeply into the data in ways that would allow for better leveraging of the available resources across campus. This report underscores the need for teams working on the different initiatives such as BSI and Equity to work on contextualized curriculum since this improves student success.

Dr. Tribley underscored the importance of related conversations taking place on the state and national level as pertaining to successful or best practices for our consideration. They include:

- Examination of the number of levels in our pre-college curriculum and look to reduce those levels. Best practices in the industry suggest maximum of two levels. A student's performance in class determines how they will receive credit for the class as opposed to the student either failing or withdrawing.
- AB288 passed, allowing the offering of college curriculum in the high school without being required to open the offering beyond the high school enrollees. This offers ease of transfer to college and eliminates need to "matriculate".
- Assessment of Students – placement of students using a transcribed form "placement" for students emerging from high school would require faculty to faculty coordination between high school and MPC faculty, increasing student success.
- Cultural Competence –needed for our ENSL to reach underserved populations.

Members inquired about the SSSPAC (Student Success Advisory Committee), committee establishment and membership. Larry provided history and indicated that as this is the second year, many other schools are similarly challenged as with MPC, in establishing leadership roles to address the many initiatives.

- Classified Positions: [Human Resources Specialist II- new](#) (2<sup>nd</sup> reading/Action):** College Council took action on this item at the November 10<sup>th</sup> meeting.
- [Instructional Technology Specialist, ARC](#) (1<sup>st</sup> reading):** Larry indicated that this vacant position was brought back with funding through the ARC.
- [Categorical Services Coordinator II](#) (1<sup>st</sup> reading):** Larry provided a recap of how this position came to fruition with efforts running concurrently to amend the job description, while addressing meeting the needs of students through filling the needed position. This process began March 18, 2015. Larry invited the group to decide whether it wished to take action to approve today or conduct two readings.

Fred motioned to recommend the position in one reading, Laura seconded; the position is recommended to the President to be filled with all in favor except one. Elizabeth was uncomfortable with the fact that this position went to the Board before coming to College Council for consideration. Scott questioned whether this sets a precedent and Dr. Tribley replied that it does not.

Members remarked that this anomaly illustrates that the college's process is not always clear in how to handle a reclassification and the creation of a new position when these elements occur simultaneously.

- Categorical Services Coordinator (1<sup>st</sup> reading for following 3 positions):** Larry reviewed the following positions (note: The 3SP position is a replacement with changes, and the Cat Svc Coord (new) handout pertains to both the *EOPS/CARE/CalWorks* and the *Marina Ed Ctr* as new positions).
  - [3SP Follow-Up Services](#)
  - [EOPS/CARE/CalWorks](#)
  - [Marina Education Center](#)

## 6. Information Items/Reports:

- a. Classified Positions:
  - i. [Library Circulation Desk Coord.](#) (Jon Knolle): This is a straight replacement.
  - ii. [Unit Office Manager, A & R](#) : Larry reported on this straight replacement.
  - iii. [Student Financial Services Coordinator](#): Francisco reported on this straight replacement position following the retirement of the incumbent. Some turnover savings will be generated.

## 7. Discussion Items:

- a. [Working with CBT](#): Dr. Tribley reported that the Board approved the Institutional Review Consulting Services Proposal (Audit Proposal) at the November 18<sup>th</sup> meeting. He welcomed input based on the concept that College Council be the point body in working with CBT and referenced the Proposal's Elements and Process. Discussion followed regarding the scope of work, periodic updates and when to invite CBT to meet with College Council (Dec. 8 is next meeting). The Proposal contains general and overall guidance without prescriptive details. Following discussion on the underlying interest for transparency and preparation, consensus was reached to revisit the Proposal's "list" with CBT present as a beginning point for CBT's work. Following this meeting, CC could schedule periodic check-ins throughout the course of their work with MPC. The co-chairs and President will work to invite CBT to College Council in the near future.
- b. [Letter to College Council](#) (Diane)
- c. [College Council bylaws](#) (Diane)
  - i. [College Council annual report](#) (Diane)
  - ii. **Shared governance evaluation (Diane)** – Diane again requested members to do their homework and offer feedback on ways to evaluate our shared governance process.
- d. College Council communication

8. **Next meeting:** Calendar Check for: December 8, 2015

9. **Announcements**

10. **Adjournment:** Adjourned at 4:18.

### *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