

## College Council Minutes

January 26, 2016

2:00 pm

Karas Rm

**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, Steve Crow, Suzanne Ammons, Walter Tribley, ASMPC Pres. Maria Lopez, ASMPC Rep. Santos Gonzales.

**Absent:** Walter Tribley, Maria Lopez, Santos Gonzales.

**1. Call to order:** The meeting was called to order at 2:05pm.

**2. Education Moment:**

- DJ Singh (Computer Science) was working for an IT company in New Jersey and then joined a grant program to teach. He later moved to Maryland and worked at a community college as a full time instructor. Approximately seven years ago, an opportunity arose to move and work in California and he has been here ever since.
- Laura Franklin (Dean of Instruction) comes from a family of educators. While travelling in Europe, she recognized that one could earn a living teaching English as a foreign language. After living in Europe studying French and Spanish, she earned a teaching certificate, then returned to the U.S. to continue her education, earn a master's degree and joined the California Community College system.

**3. Public comments (3 minutes):** None

**4. Approve minutes:**

- December 8, 2015: *Larry motioned to approve the minutes and Scott seconded; the minutes were approved with all in favor and no abstentions.*
- December 15, 2015: *Kiran motioned to approve the minutes as amended and Wendy seconded; the minutes were approved with all in favor and one abstention due to absence (Fred Hochstaedter).*

**5. Board policies (matrix):**

- BP 2410- Board Policy and Administrative Procedures-Policy (2nd reading): Elizabeth provided an updated version for review. Discussion followed with additional changes as suggested as well as an additional meeting of the subcommittee. A revised version (including changes in Section III<sup>1</sup>) will come forward following a meeting by the subcommittee. Member comments included that Board Policy and Administrative Procedures should be linked and available on the public pages of the website.

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<sup>1</sup> Section III: Should any member of the college community whether they be faculty, staff, management, or students or their respective organizations, identify a needed change or amendment to board policy or administrative procedure, they may present their proposed change(s) to College Council for review and recommendation for either further study through shared governance groups or other constituencies or directly to the Superintendent/President. At the end of the consultative process, any recommendation to Board Policy will be presented to the Board for approval or in the case of an Administrative Procedure, as an Information item.

6. **Action Items:** None presented.

7. **Information Items/Reports:**

a. **Classified Positions:**

i. **Accounting Specialist II** (straight replacement) Steve Crow:

ii. **Custodian** (straight replacement) Steve Crow:

iii. **Custodian – Pool Operator** (straight replacement) Steve Crow:

Steve presented the above straight replacement positions, indicating also that cross training is intended for Custodian and Pool Operator responsibilities.

b. **Financial Aid Management System-Power FAIDS, Francisco Tostado:** Steve prefaced the update to indicate that the recent audit produced one finding related to a delay of the return of Title IV funds. This two day delay is attributable to challenges in working with our current management system.

Francisco reported that in November, we received notification that MPC Financial Aid Management System (FAMS) was going to end effective June 30, 2015. Therefore, we had to move quickly to find a solution in order to avoid losing Title IV financial aid. We typically award about 10-12million dollars in financial aid every academic year.

**Enrollment Budget:**

Product Name	Start Date	End Date	Quantity	Total Cost
PowerFAIDS Initial Software License Fee Per User	01/01/2016	08/31/2017	10	\$109,888.00
PowerFAIDS Initial Web Client License Fee Per User	01/01/2016	08/31/2017	10	\$21,634.00
PowerFAIDS Initial Net Partner License Fee per enrollment	01/01/2016	08/31/2017	9999	\$59,094.09
PowerFAIDS Maintenance & Support Annual Subscription	09/01/2017	08/31/2018	10	\$25,063.00
PowerFAIDS Net Partner Maintenance & Support Annual Subscription	09/01/2017	08/31/2018	10	\$2,506.00

Total Cost: \$218,185.09

1. **WHAT:** Our Financial Aid Management System (FAMS) gave us 120 day notice that we would no longer be supported after June 30, 2016. Without a financial aid management system we would not be able to award the \$10-12 million in financial aid every year. We would then not be able to award Title IV aid and in addition, risk awarding aid in a timely manner.
2. **WHY:** FAMS has reached the end of their cycle and wanted us to upgrade to their new system at an approximate cost of \$380K. They would then charge per student (processed) at an estimated \$100K per year.
3. **WHEN:** We are in the process of implementing the new PowerFAIDS and go live by May 1.
4. **FUNDING Sources**
  - a. \$42K from Categorical FA aid budget
  - b. \$41K in refund from money that we had paid to FAMS for 16-17
  - c. Technology Committee Funds
  - d. 1-time Salary Savings (VPSS budgeted funds)

**TIMELINE:**

December: We entered into contract in December to save about \$20K in fees.

January: We have had several meetings with IT and PowerFAIDS.

February: We will be accessing 16-17 testing database.

March 7-9, 2016: Two staff members attend training conference.

March 14-18, 2016: Set-up and implementation meeting.

April 2016: TESTING phase.

May 1<sup>st</sup>: GO LIVE FOR 16-17.

## **8. Discussion Items:**

- a. [College Council bylaws](#) (Diane): Discussion followed regarding how members have come to serve on College Council, whether due to their leadership roles at the College, representation of the bargaining units, or as chosen by their constituent groups (Classified, Faculty and Administration). Any member can recommend an item to be placed on the agenda through the cochairs or recorder. The cochairs meet with the President regarding the agenda and as such all three groups are represented. Cochairs have historically been classified and faculty members. Diane invited input as to whether the representation and selection process should be written into the bylaws. She asked the group to review so we can take action and approve a current version of the bylaws.
- b. [College Council Membership Terms](#) (Diane):

## **9. Next meeting:** February 9, 2016

## **10. Announcements:**

- Diane reminded us that CBT will meet with College Council on February 9 (1<sup>st</sup> meeting of the month).
- Connecting with CBT members – need to contain costs in connection with CBT contract, while supporting the flow of inquiries to them. College Council cochairs will serve as the conduit for that flow of information.

## **11. Adjournment:** Meeting adjourned at 3:35 pm.

### ***Items for future meetings:***

- 12.** College Council annual report (Diane)
- 13.** Shared governance evaluation (Diane)
- 14.** College Council communication
- 15.** Campus forums to discuss Ed Master Plan and Resource Allocation
- 16.** Technology Bond
- 17.** Institutional Action Plans
- 18.** Auditing courses: exploration of opportunities/challenges
- 19.** Policy/process for reorganization