

## College Council Special Meeting

### Minutes

February 16, 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: Maria Lopez (Stephen Lambert in place of), Santos Gonzales*

*Guests: Susan Kitagawa, Lyndon Schutzler*

- 1. Call to order** The meeting was called to order at 2:05.
- 2. Public comments (3 minutes):** Elizabeth read from a handout on behalf of Alan Haffa.
- 3. CBT Project Discussion:** Today's meeting is intended to facilitate feedback as requested by Collaborative Brain Trust following their February 9<sup>th</sup> presentation. The group commented on what is missing, what may not be needed as identified in the "Project Specifics" document from CBT, and prioritization if any. Following is a recap of the discussion and areas the group would like CBT to review (see [white board notes](#)):
  - CBT will not work in depth on the writing of our policies and procedures.
  - Staffing Analysis – add/verify the inclusion of (what it is and what it should be).
  - Planning and Processes
  - Integrated Planning Process
  - Strategic Enrollment Management
  - Finance – ways to deal with structural deficit/where does the money go? What is the structural deficit.
  - Increasing FTES- how do we know 6,500 FTES is MPC's new size?
  - ERP- Impact and need- how to purchase and implement.
  - What is spent on consulting fees and how does this compare to other colleges?
  - Comparable colleges – what is being compared? Are the comparable colleges good choices for comparison?

The CBT team will be offering comparisons to reveal ideas and tools that may lead to solutions. The cost per FTES is a difficult figure to determine and at MPC the difficulty is where the data located and how it is extracted due to the way we do business (course outlines with load factors, plus grading factors, granting of TLUs), making it difficult to calculate. Currently there is the equivalent of 18 full time faculty not generating FTES.

Discussion followed regarding budget related conversations and the charge of the Budget Advisory Committee as a subcommittee is to carry those budget related conversations.

ERP – There was a discussion about weighing the cost of an ERP vs. cost of not having an ERP and consideration given to the pressure placed on an institution for not having one (plus required additional personnel). Considerable review is needed to determine how the District would budget for the initial estimated \$5M cost followed by an annual licensing fee of at least \$400K, plus implementation and transitional expenses.

*Fred motioned for the group to endorse the "Project Specifics" list with the addition of the "Staff Analysis-What it is and what it should be" as presented to College Council; Larry seconded the*

*endorsement; all voted in favor with one abstention (Paola Gilbert). Steve Crow departed prior to the ERP conversation.*

The following guide was provided to College Council from CBT as to the positions which should serve on the review teams meeting on the week of February 22-26th:

**Integrated Planning –** Vice President, Academic Affairs,  
Vice President, Administrative Services  
Academic Senate President,  
College Council cochairs,  
Accreditation Liaison Officer  
ASMPC Student Rep.

**Planning and Processes, Decision Making and Governance –**  
Vice President, Academic Affairs,  
Vice President, Administrative Services  
Vice President, Student Services (Interim)  
Academic Senate President,  
Incoming Academic Senate President,  
College Council cochairs,  
Accreditation Liaison Officer  
ASMPC Student Rep.

Dr. Tribley suggested that we add members from ASMPC. Discussion followed regarding the list of persons CBT has asked to meet with.

Dr. Tribley spoke to the group about preparing to accept recommendations that will place the College on the path towards solutions. He encouraged everyone to prepare for this journey and the resulting action which will need to be taken as we implement changes.

**4. Next meeting:** February 23, 2016

**5. Announcements**

**6. Adjournment**

***Items for future meetings:***

1. College Council Bylaws
2. College Council Communication
3. College Council Annual Report
4. Shared governance evaluation
5. Campus forums to discuss Institutional Action Plan and Resource Allocation
6. Technology Bond
7. Institutional Action Plan
8. Auditing courses: exploration of opportunities/challenges
9. Policy/process for reorganization