

## College Council Minutes

February 23, 2016

2:00 pm

Karas Rm

**College Council Members:** Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Lyndon Schutzler (for 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, ASMPAC Pres. Maria Lopez, ASMPAC

**Absent:** Elizabeth Dilkes Mullins, Fred Hochstaedter (Lyndon Schutzler instead), Paola Gilbert, Stephanie Perkins, Maria Lopez, Santos Gonzales.

1. **Call to order:** The meeting was called to order at 2:07.
2. **Education Moment:** Diane invited members from the P.E. Department to share the story of how they came to work in education and MPC:
  - Wendy Bates was inspired by her fifth grade teacher to pursue a career in education as well as her coaches in college (Lyndon included). She has since wanted to have this same impact on others.
  - Lyndon Schutzler has lived in Monterey all his life. His mom was the third person to enroll at MPC in 1947. His dad graduated from Bethany Bible College, then MPC and while at MPC, completed his education to also receive his high school diploma. Since elementary school, Lyndon and his dad attended college games together, which inspired Lyndon to pursue a career and work at MPC.
3. **Public comments (3 minutes):**
  - Francisco reported that on Saturday, MPC was represented at the Monterey County Office of Education (MCOE) parent conference. Approximately 600 people attended (parents and students). Francisco presented on financial aid processes and about eight Salinas area students indicated they plan on attending MPC.
  - Lyndon reported that on Saturday, MPC hosted one of its biggest track meets with about 10 colleges. MPC's men's basketball performed well against Hartnell this year. MPC plays at Chabot on Saturday.
  - Scott reported that at AAAG, mention was made of MPC's ranking as number one in the state for its online education; he wasn't able to identify the organization and source of this information.
  - Dr. Tribley advised all members that MPC will be making parking available during the roundabout construction at Highway 1 and 68 W (Holman Highway), over the summer.
  - Steve announced that the Health and Welfare Cost Containment Committee will be meeting again. Currently work is underway on various reports from the medical broker.
  - Larry announced that on Saturday MPC will be hosting the African American Theater Arts Troupe in the performance of Ma Rainey's *Black Bottom*.
  - Kiran reported that enrollments for Spring 2016 show a 1.5% decline from Spring 2015 and that many colleges in the state have also declined.
4. **Approve minutes:**
  - a. **February 9<sup>th</sup>, 2016 Draft minutes:** The Draft Minutes were approved as amended. *Steve motioned to approve the minutes and Kiran seconded; the minutes were approved with all in favor and one abstention (Lyndon Schutzler).*
  - b. **February 16, 2015 Draft minutes:** Defer to next meeting.
5. **Board policies:**

## 6. Action Items:

- a. **College Council bylaws - Diane Boynton:** Diane recapped the changes incorporated into this latest version as per the previous meeting and invited questions and comments were shared.

*Laura motioned to approve the Bylaws and Monika seconded; the motion was passed with all in favor and one abstention (Kiran Kamath).*

- b. **College Council Annual Report DRAFT – Diane Boynton:** Diane recapped the changes based on suggestions from Council members. This report has been scheduled for each spring; however, scheduling this report to follow the academic year seems to be more appropriate, so it will be scheduled for fall. Diane invited questions and comments. She then invited a motion:

*Lyndon motioned to approve the College Council Bylaws and Scott seconded; the Bylaws were approved with all in favor and three abstentions (Kiran, Monika and Laura).*

## 7. Information Items/Reports:

- a. **CBT Summary – Diane Boynton** provided the summary to Rocky (CBT) from College Council’s February 16<sup>th</sup> discussion at which time College Council members supported the plan with a few modifications. Today, Diane provided that summary with responses from CBT (Rocky) in red and invited questions.
- b. **Network Technician (first reading) Steve Crow:** Steve reviewed the job description for this position indicating that efforts have been made to follow process in the correct order. ASAG and the Technology Committee have reviewed this position. Funding will come from the Network Engineer position which was not filled; there will be no net cost differential within the department. Member comments included that the job description reflect the position as reporting to the Director of Information Systems rather than “Under general direction...”.
- c. **Instructional Technology Specialist (Replacement with changes-first reading) Steve Crow:** Discussion followed regarding how coverage for job duties within audio visual capacity would be supported under this area. Steve indicated he would provide the Audio Visual Technology job description at the next meeting. Member comments included that the job description reflect the position as reporting to the Director of Information Systems rather than “Under general direction...”.

### d. Subcommittee Reports:

- i. **Budget Advisory Committee - Steve Crow:** Steve shared the Budget Development Calendar from the February 3 meeting and provided a recap of the activities. The calendar’s dates reflect meetings and various budget development activities, including the Governor’s May Revise. He indicated that the calendar will be populated with additional Budget Advisory Committee (BAC) charges where appropriate. He reported briefly on today’s Budget Forum presentation. Discussion followed regarding regular updates from BAC; Steve indicated that the BAC would forward to College Council any information appropriate to be reported out to College Council.

## 8. Discussion Items:

### a. College Council Oversight – Diane Boynton

- i. **Shared governance evaluation:** Diane researched tools used by other community colleges to evaluate their shared governance process. She invited

two volunteers to participate in evaluating such potential tools. Monika volunteered and Diane will find a second volunteer.

- ii. Institutional Action Plan update:** Diane said she has updated the most recent version (in Word) to simplify it and has shared it with the VPs for input. The new spreadsheet incorporates work already done on the previous spreadsheet version and only needs verification for accuracy.
- iii. Staffing planning/process:** Discussion underscored the need for clearer planning and processes without adding layers to the process. The difficulty is in identifying the process to follow in moving positions forward. The process needs to define the path to be used to (1) fill positions left vacant for long durations, (2) new and needed positions and (3) the appropriate approval path to follow in filling them (which advisory group and how many readings). In the discussion came the suggestion that a **staffing plan** (human resources plan) be instituted with a twice annual review of the organizational chart. This plan would help with understanding needs of new classified and administration positions, as well as currently vacant positions.. Dr. Tribley suggested that an organizational chart discussion be agendaized for a future meeting (March 22). Dr. Tribley informed College Council that Dr. Jane Wright of the CCLC is being hired to facilitate the writing of policies and procedures.

**9. Next meeting:** March 8, 2016 (CBT visit).

**10. Announcements:**

- Francisco: Cash for College workshop at Marina Ed. Center on Saturday from 9 a.m. to 1pm. Cal Grant checks available for pick up beginning February 24. Checks not picked up are required to be returned in 21 days. Last year, nearly \$450K in unclaimed checks was returned. Several communications have been sent to alert and remind students.
- Maria Lopez announced that Lobo Day is Feb. 24. An election box will be accessible to students and faculty in an effort to gather information on what they think of this year's presidential election.

**11. Adjournment:** Meeting adjourned at 3:55.

***Items for future meetings:***

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