

College Council Minutes

March 22, 2016

2:00 pm

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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, ASMPCC Pres. Maria Lopez, ASMPCC Rep. Santos Gonzales.

Absent: Elizabeth Dilkes Mullins, Fred Hochstaedter (Lyndon Schutzler instead), Laura Franklin, Maria Lopez (ASMPCC), Santos Gonzales (ASMPCC).

Guests: Susan Kitagawa, Jaye Luke

1. **Call to order:** Meeting called to order at 2:07.
2. **Public comments (3 minutes):**
 - Dr. Tribley offered thanks in appreciation of the hard work being done during an important time of necessary change for the College. He stressed the importance of team work, partnerships and sharing of ideas as critical functions.
 - Francisco reported on over 3,300 FASAs for 2016-17. An e-mail will go out with updates on the BOG waivers to encourage students to complete their FASA and pick up disbursements. Disbursements not retrieved by awardees must be returned.
 - Steve reported that the Board will be asked to consider a resolution for the refinancing of the G.O. Bond. Refinancing will render a savings of approximately \$10M to \$12M to property tax payers, although it will not render any additional funding to the District.
 - Larry reminded all of the change in BOG fee waiver requirements effective fall 2016. Approximately 1,100 students could lose their BOG waiver eligibility. Efforts are in place to publicize this information to the students.
3. **Education Moment:** Diane invited the following members to share how they arrived working in education and at MPC:
 - Paola began work at a writing lab at Sacramento State where she developed an interest in writing. This led to part time instruction when she then relocated to the Monterey area and was hired into the Reading Program.
 - Scott had previously worked in the retail industry until the company he worked for downsized. A job search in the two years that followed brought him to consider a temporary position in the Business and Technology Division where he was later hired as full time Division Officer Manager. Scott is pursuing a Master of Arts degree in History.
4. **Approve minutes:**
 - a. **March 8, 2016 Draft minutes:** the Draft Minutes were approved as recorded.

Scott motioned to approve the minutes and Larry seconded; the minutes were approved with all in favor and two abstentions (Kevin Haskins and Lyndon Schutzler).
5. **Board policies – first reading:** Susan reported on the Board Policies which are direct versions from the CCLC site. The Administrative Procedures will be produced later.

BP 5005 Employment and 5100 Equal Employment Opportunity & Commitment to Diversity: Last updated several years ago and being replaced with BP's

 - a. **BP 3410 Non Discrimination:** Legally required.
 - b. **BP 3420 Equal Employment Opportunity:** Legally required.

- c. [BP 7100 Commitment to Diversity](#) Legally required.
- d. [BP 7120 Recruitment and Hiring](#): Recommended.

The Board approved a contract for Jane Wright to help drive the new Board Policies' completion as well as Administrative Procedures and assist with outdated language.

6. Information Items/Reports:

- a. [EEO Plan 2016 –first read \(Susan Kitagawa\)](#): In 2013 the Chancellors Office worked to address several issues, including decreases in staffing in our area, diversity, changes regarding Proposition 209, and revisions due to Title V Regulations (Code of Regulations), commonly known as Section 53000 et. seq. Susan specifically pointed out changed language on page 6, #4, *Component 4: Delegation of Responsibility, Authority and Compliance* with regard to the participatory role shared governance groups may play in reviewing proposed EEO Plans. The EEO Plan is being updated and is intended to go to the Board in May for adoption before being submitted to the CCCCCO by June 1. The CCCCCO is looking at multiple measures to base funding on, where previously funding had been based on FTES. An updated EEO Plan will help the District qualify for up to \$45K in funding in 2016-17.
- b. [Annual Demographics Report 2015 first read \(Susan Kitagawa\) plus Title 5 Regulations with Revisions](#): Susan referenced *Component 13: Additional Steps to Remedy Significant Underrepresentation* and explained the difficulty the CCCCCO has in identifying an adequate applicant pool and as a result, they have asked for a longitudinal analyses. She reviewed the information charts for MPCs total workforce demographics including adjuncts, applicant pool and best practices. This report is submitted each May to the Board and monitored for progress.
- c. [Substantive Change Proposal for ACCJC \(Jon Knolle\)](#): Jaye Luke reviewed the report on behalf of Jon, including the following key points:
 - Approval by the ACCJC is required to allow programs to be offered where 50% or more of a program can be offered through a mode of distance or electronic delivery. The report is due April 1.
 - MPC sought similar approval in 2013 in response to growth in on line course offerings, especially in general education. Since most general education requirement are offered online, it is possible to complete most degrees (at least 50% or more) online.
 - The Proposal document reflects current operations and performance.Jaye invited inquiries, inviting inquiries and feedback to be directed to Jon.

7. Action Items:

8. Discussion Items:

- a. **Staffing/Planning (Walt Tribley)**: Dr. Tribley spoke about the responsibilities of administrators as they review balancing resources with needs throughout the organizational structure. He asked College Council members to examine and talk about functions and unmet needs. Group members engaged in an active discussion of the many needs and functions. Dr. Tribley collected input and documented with notes to the [white board](#).

Dr. Tribley shared Draft versions of Proposed Organizational Charts for the President's Office and for the Human Resources area. He noted two areas of concern—**Safety** and **Workflow**. Workflow bottlenecks are greatly hindering the school's ability to stay current with new laws mandated by Title IX and more general updating of safety features on campus (doors, locks). The Organizational Charts reflect needed positions and Dr. Tribley explained each. He invited input and discussions were held on the following points:

- Marketing and Public Relations—marketing for programs, student outreach, hiring and recruitment. Public Relations for media and events that contribute to the College's community image.
- The Vice Presidents are reviewing their areas for staffing efficiencies.
- Foundations at colleges are sometimes auxiliary organizations to a college; it is best to have a foundation that is closely linked to its college. The the current structure is being reviewed and consideration is being given to making the Executive Director of the MPC Foundation a position at the College.
- Review and development of a staffing plan could help address area functions and support refilling of positions as turnover occurs.

Diane thanked all members for contributing to the Staffing Plan discussion.

b. College Council Responsibilities (Diane Boynton):

- i. Shared governance evaluation:** Diane reported that the workgroup consisting of herself, Monika, and Luz met regarding the Shared Governance Evaluation and decided that an evaluation conducted “outside the committee” evaluation using a survey would be helpful. The decision was made to see what CBT suggests for an evaluation.

9. Next meeting: April 12, 2016

10. Announcements: Diane reported on CBT's planned meetings for updates to College Council:

- **April 12** – Mike and Eva will be bringing findings and update from CBT.
- **April 25th** – Rocky may come to share information.
- **May 10th** – Pam and Rocky will attend College Council.
- **May 17th** – Special College Council meeting with CBT's verbal recommendations presented
- CBT and Board for Study Session- date to be determined.
- The third and final Vice President of Student Services Forum

11. Adjournment: The meeting adjourned at 3:52.

Items for future meetings:

1. Campus forums to discuss Ed Master Plan and Resource Allocation
2. Technology Bond
3. Policy/process for reorganization