

## College Council Minutes

August 6, 2013, 2pm

Karas Room, LTC

College Council Members: Walter Tribley, Marty Johnson, Celine Pinet, Steve Ma, Michael Gilmartin, Paula Norton for Julie Bailey, Gary Bolen, Mark Clements, DJ Singh, Stephanie Perkins, Fred Hochstaedter, Elizabeth Dilkes Mullins (for Adria Gerard), Alan Haffa, Lyndon Schutzler, Loren Walsh, Amelia Converse, Kali Viker, Suzanne Ammons, ASMPC Pres. (vacant), ASMPC Rep. (vacant)

Absent: Julie Bailey (Paula Norton instead), Mark Clements, Fred Hochstaedter, Elizabeth Dilkes Mullins, ASMPC Pres., ASMPC Rep.

Guests: Laura Franklin

### Campus Community Comments:

- Dr. Tribley reported that the Board had met last week for a special session to approve the Pool Contract and to receive the study session on the 2013-14 Budget.
- Alan welcomed everyone back. MPC's current production of Les Miserables is quickly gaining notoriety amongst many active Theatre goers. As stated by one Gentrain student who has seen ten different performances, he stated that this is the best performance they have seen—even as compared to Broadway. Tickets may still be available for this Friday/Saturday only show which runs through August 18<sup>th</sup>.

1) **Minutes – June 11, 2013:** Approved with one abstention.

### 2) Information Items:

a) **Election of co-chair-** Alan reminded all that a faculty cochair is still needed and encouraged faculty to consider this role as time is running out.

b) **Admin Assist III-Instr. Contract Coordinator (Celine Pinet):** This position was brought to College Council In February, a person hired, however, they are now leaving.

### 3) Action Items (see available handouts):

a) **Final Budget (1st reading-Steve Ma):** Dr. Tribley opened the presentation indicating that the Board had requested a special study session to more fully understand the district's predicament as it enters into its third consecutive year of deficit spending. He summarized several key underlying components which form the basis of our current fiscal standing:

- FTES generation has declined, urging need to increase number of credit FTES. The FTES trend depicts a widening gap between the UGF and UGR with an increasing reliance upon South Bay contracted FTES.
- Current information reflects an approximate 9% decline in the headcount for fall.
- The 2015-16 budget will be presented to the board as a balanced budget, however, without reliance upon deficit spending. The current deficit as a result of the past three years is estimated at \$2.85M.
- Use of one-time funds to close the deficit gap could otherwise be reinvested into capital investments (instructional equipment, technology and other infrastructural needs).
- 2014-15 budget goals will be to reduce ongoing/structural expenses by \$1.4M and College Council (along with other campus populations) will be asked to review/ evaluate and make recommendations to the President to find savings.

Steve continued the presentation to update the group as to what has changed from the Tentative Budget to the Final Budget with the following:

- The Chancellor's Office budget workshop of Aug. 8<sup>th</sup> (Thursday) will help to confirm how much funding will be lost with the loss of stability funding, COLA funding of 1.57% in the current year, EPA funds (Prop. 39), and deficit coefficient potential for 2013-14.
- Mandated Reimbursement Block Grant will provide \$28/FTES or \$190K based on the 2012-13 P2 FTES in one-time unrestricted funds.

- Utility expenses near the end of 12-13 budget suggested a savings of approximately \$50,000 which could be built into the 2013-14 Tentative budget. Unfortunately, the final utility bills showed an overrun of approximately \$60,000.
- SUI- County Office of Education publishes many of our statutory benefits rates, one of which is the State Unemployment rate. Recent notification shows a decline in this expense by approximately \$229,487 from last year.
- Marketing/Advertising (\$50,000) - following many discussions to increase the district's outreach and marketing efforts, it seems logical to budget for such one-time expenses such as this and board elections expenses using one time funding from the Mandated Reimbursement funds.
- Restricted Revenues – At least two categorical funding sources have been restored:
  - 1) Instructional Equipment and Library –in the Tentative Budget we did not budget for it but we will be receiving \$109,000 for Instructional Equipment and Library.
  - 2) Scheduled Maintenance will be funded at \$109,713 using matching district funds to replace “in-kind” equipment.

Steve summarized the update to say that the estimated deficit for the UGF before transferring funds to balance the budget is approximately \$2.8M. Following the Chancellor's Office Budget Workshop, Steve expects to return with information that reflects a slight decline in expenses, along with confirmation on the estimated revenue. While this information suggests an overall decline in the deficit figure of approximately \$307,000, we will have confirmation after Thursday's workshop. This year's apportionment estimate calculation is made more complicated by the loss of stability funding.

Dr. Tribley reminded the group to review the larger landscape of efforts in place and areas where positive changes are coming about such as increases in online instruction, development of FORA properties and other long term investments. Whether there is enough growth to offset issues such as repeatability, is unknown, however there is not enough to dodge our expense issues. The campus will be asked to participate in surveys and other idea-gathering instruments.

Currently “process mapping” is in place in which the President has asked his VPs to outline their processes to identify where unintended barriers/obstacles exist. Such examples include on-line registration, waiting period to enroll, loss of enrollment status after one year and even utility cost saving ideas.

- b) Workability Contract (1<sup>st</sup> reading – Marty Johnson):** This contract funded by the Department of Rehabilitation provides vocational rehabilitation services through the Workability III Program. MPC's Workability staff consists of one fulltime Program Coordinator, funded by DOR through the contract, and two part time positions (Job Developer and Admin. Assistant). The staff work with DOR counselors through the referral, eligibility, planning and follow up process towards successful employment outcomes to prepare students for gainful employment. This contract represents a social service provided to the community and participation by community colleges has dropped approximately 50% over the last year. This contract serves a population which is difficult to place and is diverting staff resources away from other student services. Plans are to have HR meet with CSEA leadership to clarify any issues of concern in conjunction with elimination of positions with cancellation of this contract.

- 4) Accreditation Progress/Update standing item (Fred/Celine):** The District has met and fulfilled its requirement in writing its responses to the Accreditation Team's recommendations. Efforts can now be

drawn together to focus efforts towards the upcoming accreditation evaluation. The focal point of our efforts in preparation for our evaluation will hinge on tackling the structural budget deficit.

- 5) **Enrollment Management Update (Celine):** Enrollment for fall suggests a decline of approximately 9% from last fall.
- 6) **Board Policy Adoptions (see handout):**
  - a) **12-14 BPs from Academic Affairs:** Celine reported that AAAG reviewed these BPs twice and with the exception of the College Catalog, is recommending they be forwarded to the board for approval.  
The motion was made, seconded, and approved unanimously.

**7) Meeting Calendar: PLEASE MARK YOUR CALENDARS**  
**August 13<sup>th</sup> 2pm (2<sup>nd</sup> readings of Final Budget-due to Aug 19-20 “On Course Workshop”),**  
**Beginning with Sept. 3<sup>rd</sup>, CC returns to regularly recurring 1<sup>st</sup>/3<sup>rd</sup> Tuesdays at 2pm.**

BSI Annual Rpt to Chancellor’s Ofc ( 9/17 & 10/1 1<sup>st</sup>/2<sup>nd</sup> readings).

- 8) **Discussion items for *future* meeting:**
  - a. **On line counseling/supportive service—(LaRon or??)**
  - b. **Online Applications and Registration Process:** Current requirement is for students to apply for readmission again if they are absent from the college for one semester.
  - c. **Policy / process for reorganization (added back).**
- 9) **Other:**
  - a) **Committee Reports-Tech. Committee will provide updates**