

**Council Agenda Minutes**  
December 10, 2013, 2:00 pm  
Karas Room, LTC

**College Council Members:** Amelia Converse, Celine Pinet, Chris Marshall, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Gary Bolen, Joe Bissell Julie Bailey, Kali Viker, Loran Walsh, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep.

Absent: Celine Pinet, Chris Marshall, Gary Bolen, Lyndon Schutzler, ASMPC Rep.

Guests: Rosaleen Ryan, Mike Midkiff, David Clemens.

**1. Minutes**

- a) **November 12, 2013-** Amended with clarification on *Payoff of SunTrust Loan*; \*Approved as amended.
- b) **November 26, 2013** Approved as recorded.  
Both meeting minutes were approved with none opposed/five abstentions; however, the attendance for each meeting suggests it was the Nov. 26<sup>th</sup> meeting, not the Nov. 12<sup>th</sup> meeting, for which the abstentions would apply.

**2. Action items**

- a) **2012-13 Year End Transfers (second reading)- Joe Bissell:** Joe reviewed the document containing more details on the Unrestricted General Funds Budgets for Revenue and for Expenses by Main Object. These budget areas contributed to the overall year-end total. He explained the challenge in forecasting revenues and expenses to exact figures given the size of some budgets and their nature (adjunct hires, position turnover savings, property tax revenue etc.).

**Attachment- Year-End Transfers to Board December 2013:** The recommendation is for \$967,502 of the total \$993,193 be transferred to the Capital Outlay Fund; it is believed that the funds are more critically needed to help fulfill the commitment for Technology and the Ft. Ord infrastructure, while at the same time it is believed that the \$6.5 M Self Insurance Fund balance for 6/30/14 is adequate based on current needs. Joe also explained the four major transactions which include one time monies, underscoring that this transfer does not resolve our structural deficit.

***College Council recommends the 2012-13 Year End Transfer of \$967,502 from the Unrestricted General Fund to the Capital Projects Fund be forwarded to the Board for its approval.***

***The motion was made, seconded and approved with none opposed and one abstention.***

**3. Information Items:**

- a) **Budget Committee meeting November 15, 2013**– Joe provided an update from the Budget Committee to include the “linked” Draft Notes from its November 15, 2013 meeting. The Budget Committee’s charge is to focus on identifying and making recommendations on available funding. At the November 15<sup>th</sup> meeting, the committee reviewed the following:
  - Budget 2012-13 Year End Financial Report information.
  - Budget Update 2013-14 (Quarterly Financial Report) - In this review, the State does a *Recalculation*, which reflects that we owe \$1.7M as a result of monies that we were paid but did not earn (inability to grow). Beginning with February our fund balance will reflect less income from the State in order to offset the overpayment.

- 50% law---the District is performing well at the current 52.99%.
- The Budget Committee may request a presentation from Institutional Research on funding and regulatory changes as well as changes in demographics and future funding resources.

Diane invited questions and comments. There were no questions or comments.

- b) [Facility Master Budget – Agenda item to Board](#) Joe explained the process of Bond related expenditures and corresponding approval by the Board. Each year the updated Facilities Master Budget is recommended by the Facilities Committee, which is a subcommittee of College Council. The Facilities Committee’s role is to provide input on the Facility Master Plan as it pertains to project scope and fund allocations based on bid activity, plan development and progress on project completions. The Facility Master Plan budget is reviewed and updated yearly (as opposed to doing so monthly) relevant to changes in project scope and costs. Joe explained the chart reflecting Board Approved, Forecasted and the Variance figures depicted in the *Recommended Budget 11/22/13*. We are nearing the completion (approximately 95%) of our total bond funded projects, finishing with the Humanities/Business-Humanities/Old Student Services parking lot. Space adjacent to this area will be converted to gain 5-6 spaces for faculty/staff parking and 69 spaces for students (F lot is now set aside for students). Joe reminded the group that in 2002 we had a total of 1,425 spaces. We now have 1,976 spaces, a 35% increase. We are gathering quotes for additional sidewalk projects, which are planned for BC, PS and LF with completion by Fall 2014. Remaining buildings such as IC, Nursing, Drafting and AD will be reviewed for potential improvement once available remaining funding is identified. The Plan remains within the \$149M bond program budget.

[Facilities Projects update 11-22-13 – Joe Bissell](#): The district has completed \$82.46M in projects, has \$59.54M under construction, and has \$7.2M in future projects (planning or design). The Pool, Student Center and Art Complex projects were bid last spring. Construction is underway and all are anticipated to be completed before Fall 2014.

Joe invited questions and comments.

- c) **Title V activities – Rosaleen Ryan and Mike Gilmartin:**

[Title V Update - Prezi Link](#): Rosaleen provided background and an overview of the Title V Grant with the following key points:

- (Access) Title V was added in 1998 to the Higher Education Act in order to expand educational opportunities for Hispanic/Latino students, especially in postsecondary success as a means of enhancing academic programs/offering, student services and ensuring institutional stability.
- (Activities):
  - (1) Acquisition and implementation of an Enterprise Resource Planning system will allow the institution to operate more efficiently, with better access to data and improve online presence and experience for current/prospective students.
  - (2) Expansion of existing programs to create occupational to transfer pathways which:

- Should allow for job potential after students complete a 2 year certificate/degree and potential for transfer to 4-year institutions, These pathways will, in all likelihood, be a priority for the US Department of Education.
- Should include recruiting (outreach), student support (counseling), and transfer articulation.

Two MPC programs which meet US Department of Education qualifications have been identified as **Administration of Justice/Political Science** and **Hospitality**. Mike elaborated/explained some additional key factors which point to how these programs relate to Title V and potential program development:

- Aligns within the USDE requirements as well as the local community and business occupational (vocational) needs.
- CSUMB is developing a new Hospitality Program which could be an opportunity for MPC to get involved in a 4 year transfer program. The recent Japanese delegation suggests potential for involvement on a more international level.
- Growth potential could expand beyond the current programs to include computer science and more.
- Grant funds can be used to pay stipends to develop courses, set up internship programs, produce marketing materials and establish access pathways. (Growth potential exists in our northern district boundary areas where underserved populations have been identified.)
- Institutional Stability - the District's decline in FTES is a result of several factors, including inadequate data sources which results in the inability to gauge growth and accurate data. One example is that of ESL, which as a non-credit program intended to serve an underserved population, is not adequately handled by our SIS system.

Mike and Rosaleen summarized to say that the grant is estimated to support over 50% of an ERP expense. It is imperative that schools pursuing this grant be well prepared and in good position well before the federal government makes its grant announcement, perhaps as early as Spring 2014.

- d) **Upward Bound Faculty Position (categorically funded) – Marty Johnson:** Marty explained that there are two Upward Bound areas (Math Science and General). The general Upward Bound position is being vacated, as the faculty member filling this position is moving into the Math Science Upward Bound position. Both positions are categorically funded and non-tenured.
4. **Planning and Resource Allocation Process** – Diane reminded the group of its role within the PRAP. She asked Dr. Walt Tribley to share his planning assumptions and invited Marty Johnson, VP of Student Services, and Joe Bissell, VP of Administrative Services, to share their Area Component Goals Progress Reports as posted below.
- a) **Planning Assumptions – Walt Tribley:** Dr. Tribley reminded the group of its recommendations to him to work towards balancing our ongoing expenses with revenue, growing enrollment, and generating efficiencies and savings. He suggested that in light of this effort we adopt the nine recommendations embodied within the *Deficit Reduction Actions (Recommendations to Cut*

*Costs, Grow Enrollment, and Generate Revenue*), as our current year's *Planning Assumptions*. As part of these assumptions, no additional funding is anticipated.

- b) **Reviewing the Mission and 2011-14 Institutional Goals and Objectives** – **Diane Boynton** As per the Nov. 26<sup>th</sup> meeting, it was agreed that each member of College Council would be assigned a subcommittee to assist them in reviewing progress made or not made in meeting the college's goals and objectives. Diane provided the assignments, indicating that each subcommittee could enlist the help of other resources. College Council will likely evaluate the progress of each group at its first (February 11) meeting and further define its timeline thereafter. Diane also reported that she is working on a "visual" document which may lend a better understanding of how our various planning mechanisms work together (Education Master Plan, Facilities Plan, Technology Plan, etc.). A *draft* version will be shared with various groups for input.

Diane also announced that this would be Julie Bailey's last College Council meeting, as she will retire after this term. Julie was an instrumental founder of College Council

- c) **SSAG Component Goals** – **Marty Johnson** gave an overview of the progress on 2012-13 component goals using the prescribed format. He indicated that the 2013-14 SSAG goals will likely come forward in a different format.
- d) **ASAG Component Goals – Joe Bissell**- Joe reported on progress, underscoring the current efforts in place in connection with procurement of an ERP under Title V. He also noted that with the growth and activation of the Marina Education Center came additional need for resources and technology; however, no additional funds were available for this growth.
- e) **Reflections process – Fred Hochstaedter**  
[Reflections Process- Instructions to CC 12-10-13](#)  
[Reflections Process- Online form to CC 12-10-13](#)

Fred reminded the group that the question was raised as to whether Instructor Reflections could be accessed online. An online form was developed in order to help facilitate ease of access and to allow easier tracking of effort. The goal is that over the next few semesters, we will have all course level SLOs evaluated in some way prior to our accreditation visit (Spring 2016). Fred walked through the instructions online, indicating that instructors should begin using this during January's flex days to evaluate Fall 2013 semester. Instructor Reflections should be used as a framework by which to examine and measure student learning. Instructor Reflections can be used as a model for other areas where assessment is desired and required. Adjunct faculty are invited to participate as well. Fred credited Ayzza Camacho and Dr. Jon Knolle for their work to implement this system.

**5. Calendar check – Spring term begins February 3. Flex days are January 29-31. Next meeting will be Feb. 11<sup>th</sup> (2<sup>nd</sup>/4<sup>th</sup> Tuesday).**

## **6. Campus community comments**

### ***Items or future meetings:***

- Report from Student Success Initiative
- Board Policy adoptions
- Online student services
- Online application/registration process
- Policy/process for reorganization