

**College Council Minutes- amended as noted**

February 11, 2014, 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, Earl Davis, Kali Viker, Loran Walsh, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, CSEA Rep (vacant) ASMPC Rep. (vacant).

Absent: Mark Clements, Stephanie Perkins (joined), Kali Viker (joined).

Guests: Jon Knolle, Deborah Ruiz, Laura Franklin, Heather Faust, David Brown, Mary Johnson

The meeting began with all members introducing themselves.

1. **Minutes from [December 10, 2013](#).** Approved unanimously.

2. **Action items**

a) **Classified Position Replacements:**

- **[PSTC Admin Asst. II \(Celine\)](#):** This position was presented with further explanation that it is a replacement position with requested changes. The position was approved/ratified by MPCEA. The understanding is that the position will likely be held open pending any negotiation effects of layoffs. This position was vacated several months ago; **in the interim it has been** filled with temporary help **substitutes**. Given the position is ready to be moved forward, Celine reiterated the option for members to receive the position as a first reading, or waive the first reading and take action if members are adequately confident to recommend the position be filled. Discussion followed and members cited past practices where process was amended and the second reading waived. In those instances it is believed that the interests of the institution are best served.

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*College Council recommends that the 2<sup>nd</sup> reading for the position approval be waived.  
The motion was made, seconded and approved unanimously*

*College Council recommends that the [PSTC Admin Asst. II](#) position be forwarded to the Board for approval.*

*The motion was made, seconded and approved unanimously.*

- **[Online Instructional Technology Specialist](#) (pending CSEA approval & ratification Celine):** College Council was updated by CSEA member Loran Walsh that CSEA has approved and ratified the position, and an MOU signed. CSEA is asking that this position also be considered for being filled by internal candidates.

*College Council recommends that the 2<sup>nd</sup> reading for the position approval be waived.  
The motion was made, seconded and approved unanimously*

*College Council recommends that the [Instructional Technology Specialist](#) position be forwarded to the Board for approval.*

*The motion was made, seconded and approved unanimously.*

3. **Information Items:**

- a) **Classified Position Replacements:** The following positions were presented as straight replacement positions, no changes, and therefore requiring no action from College Council.

- [Library Circ. Desk Coord.](#) (Celine):
- [Life Sciences Div. Office Manager](#) (Celine):
- [Admissions and Records Evaluator](#) (Marty): Marty indicated that upon receiving a recent resignation, A&R will have a total of four vacancies within its six existent positions.
- [Career Transfer Center](#) (Marty):

b) **Baskin Foundation: Proposal for Women's Studies position (Celine):** (Information) The Baskin Foundation approached MPC in the interest of developing this position. Work is underway between Beccie Michaels (Foundation), Tom Logan (Social Science) and Laura Franklin (Academic Affairs), to try and secure funding for this three year, non-tenured, privately funded Women's (Gender) Studies position. In parallel with funding efforts, a committee has been identified and will work to promote the opening of this position. The intent is to move forward with processes of filling the position, pending funding approval. The final proposal is planned to go forward to the Foundation Board next week and the MPC Board on February 26. Further discussion outlined that this position has come up for consideration repeatedly over the last several years. Should this effort with the Baskin Foundation be successful, the position will likely become tenured track after the initial three years. At this time it is unknown as to the prospects of this grant's renewal in three years.

c) **Enrollment Update (Celine):** MPC looks to be approximately 5% behind overall in enrollment this year (approximately 3% in FTES). Cabrillo is experiencing similar enrollment figures. Celine reported on the following with respect to other districts:

- San Jose-Evergreen is down by about 7.8% overall,
- San Francisco City College is down by approximately 15%.

MPC is closely reviewing how it manages its budget with respect to average class sizes. Decisions are being made to cancel classes where warranted while adding other classes to meet demand. A surprising new realization is less demand in the world languages area. We are also finding low demand for English classes (301, 1A and 2). In Mathematics, classes filled well before semester start and additional sections were added. Speculation is that perhaps high schools are paying more attention towards offering core instruction. Other thoughts are that MPC should give closer review to the scheduling of classes based on a semester to semester comparison. We may need to establish relationships between the programs and the support courses; night classes are not filling as easily and this may be due to scheduling conflicts with other classes.

d) **Program Review – Student Services (Marty):**

- [Student Financial Services](#) – Marty presented the 2011-12 program review.
- [Matriculation](#) – Marty added that there is potential for additional money coming forward through the Student Success Act.

4. **College Council Recommendations Update (Dr. Tribley):** Dr. Tribley provided a verbal update on the *Recommendations to Cut Costs, Grow Enrollment, and Generate Revenue* brought forward:

- *Offer a retirement incentive (negotiable):* This was offered to both collective bargaining groups; three members from the classified group accepted ,no members from the faculty group accepted.
- *Explore ways to reduce college's benefit costs (negotiable):* Work in this area is ongoing.

- **Improve institutional efficiencies.** This is needed across campus.
  - **Scheduling-** In Student Services the admissions process has been streamlined from 48-72 hours to approximately 15 minutes. Financial Aid award letters previously took months and now takes only a few weeks, receiving the information in May which serves a better timeline. In Counselling, the drop-in lines which were often long are better organized to allow students more direct access to the services they need, significantly reducing the wait time. The Assessment process is being reviewed with consideration given as to how we bring in Basic Skills students, assess them and then place them into courses. Models of effective assessment processes exist from which we can benefit.
  - **Consolidating:** We are examining ways such as in Instructional Technology, where we could consolidate members into a centralized "Tech Support Dept. and Help Desk". Having imbedded "Techs" in various instructional departments is beneficial to those areas, however, this is difficult to do with limited resources.
  - **Efficient use of resources** (see above recap under Scheduling).
- **Create and implement a significant marketing plan-** A local company (David Armanasco) has submitted a proposal for a district-wide marketing plan. This plan will be reviewed and brought back to College Council.
- **Improve and enhance enrollment and retention rates-** Larry Walker and Dr. Knolle have increased their outreach efforts. MPC has been invited by several high schools outside of MPC's area. Retention rates in distance education are also being worked on and Dr. Knolle added that a statewide certificate program is being offered to MPC faculty to assist with the development and use of online courses. Online courses are popular and growing, but would benefit greatly from additional retention efforts.
- **Increase program development to meet the changing educational needs of the community-**
- **Develop and implement plan to increase the number of international students-** No additional plans have been formalized but plans are to build on existing connections as well as reestablish relations with CSUMB. An examination of our Academic Calendar as it compares to the calendars of our area higher educational institutions could reveal opportunities to better synchronize our calendars especially as it pertains to our international students.
- **Create opportunities to partner with public and private organizations** - Dr. Tribley provided a recap of the issues surrounding the RFP for the Lot A received from the Automotive Heritage Preservation Foundation (AHPF) after conferring with a land use attorney. Some of the issues outlined are:
  - As a state institution, the MPC board should always retain control of its property. The governance structure of the proposal does not favor MPC's interests.
  - Compensation based on a projected number of visitations to the AHPF does not offer adequate assurance of revenue/income as we would require. The projections were based on visitations to the Monterey Bay Aquarium.
  - Car restoration program – Our current Automotive Technology Program could be expanded now. However, we are limited in space. Vetting public/private partnerships will be an important role with the new Vice President, Administrative Services position. A campus survey was conducted using Survey Monkey; the resulting responses, while mixed, spoke well to the willingness of the campus to review diverse options.
  - **Obtain extramural funding-** An NSF proposal is going forward to help us with our engineering programs in conjunction with the MATE program. A USDA submission is also in place in support of nutrition as a preventative medicine pathway. Nutrition enrollments have been increasing. For AB86 (Adult Education), Celine and Mike have secured a leadership role within our school districts as being the lead institution to secure funding from the state along with planning and determining what Adult Education should look like within our community. Some examples of these courses include basic

*skills offerings, citizenship courses, CTE and DSPS efforts. Dr. Tribley reminded the group of the Title V Grant being pursued. The programmatic side is a ladder program which can serve as a career pathway to larger institutions. The four areas are Administration of Justice, Hospitality, Political Science and Business Administration which are all designed to open doors to underserved students. MPC, Hartnell and Gavilan colleges are in collaboration and together with area high schools, are working to identify career pathways for students and then to apply for state funding. The grant is then designed to support those pathways with resources including technology. The grant is creating a broad collaboration amongst many area schools and is believed to promote programmatic changes. The college will likely obtain a grant from the Baskin Foundation that will support gender studies.*

Dr. Tribley encouraged a review of our current annual schedule (Academic Calendar) for the purpose of creating a stable and reliable foundation for students in their planning. The process to establish this annual schedule should begin with data from the programmatic level within the divisions.

5. **Mission and 2011-14 Institutional Goals and Objectives:** The group will be working to forward an update on their work by the February 25<sup>th</sup> meeting, by first forwarding the information to Diane Boynton by February 20.
  - a. Mission – Marty, Gary, Loran
  - b. Objectives 1.1 and 1.2 – Fred, Elizabeth
  - c. Objective 1.3 – Celine, Mark
  - d. Objective 1.4 – Kali, Diane
  - e. Goal 2 – Michael, Dan
  - f. Goal 3 – Laura, Amelia
  - g. Goal 4 – DJ, Stephanie
  
6. **Planning and Resource Allocation Process – Review/Revise:** One of the charges of College Council is the establishment of the College’s Mission and Institutional Goals as well as to provide oversight to the College’s Planning and Resource Allocation Process. Many other processes/components to factor in include *Planning Assumptions (from the Supt./Pres.), Education Master Plan, Technology Master Plan, Program Reflections, Area Component Goals, Action Plans etc.* Diane suggested the group revisit the mapping of our processes and give consideration to “trimming the levels”. With the multiple changes in regulations and their effect on the planning calendar, it may be time to create a planning process where plans run parallel and allow for such changes (MPC Planning Processes-flowchart). Annually updating the Education Master Plan will support creation of evidence documents as a replacement for the area component goals process. Diane asked all to review and forward feedback/ideas. She will then forward the MPC Planning Process chart through the advisory groups. Ultimately, College Council will need to look at the Institutional Goals differently once we implement a new process.
  
7. **Flex Days-** As an institution committed to serve students, concerns were voiced that our ability to serve students is hindered given our current practice of closing various offices during flex days. Academic Senate has had this conversation, and responses from past questionnaires indicate an overwhelming support for flex days at the beginning of the semester. Several years ago, flex days were more lightly attended and since then, staff on all levels have been encouraged to attend. Some colleges conduct flex

day on a Saturday. Consensus was for a sub-committee to discuss and evaluate options and provide a recommendation for consideration. Diane will request assistance.

#### 8. Campus community comments

- **Celine**- As we prepare for our Accreditation visit, we have an opportunity to include our marketing and website consultants' efforts into the conversation as we develop and redefine our identity.
- **Marty** – The director of the K-16 Bridge program implemented by Hartnell will be working with Student Services' core management on Thursday. Feedback will be brought back.
- **Kali** – HR is conducting cross training efforts (closing office intermittently) and conducting internal process mapping to improve operations where doable.
- **Gary** – Cabrillo's Confederation of Teachers has issued a resolution (1/22/14) in response to the issues of repeatability. A copy of the Resolution was shared amongst the council.
- **Loran** – Would like to see *On Line Course Workshop* opened up to other than faculty.
- **Elizabeth Dilkes-Mullins** is now Dr. Elizabeth Dilkes-Mullins. Congratulations.
- **Amelia** – The Library has a display called *Blind Date with a Book* which features books covered with paper and patrons check them out without knowing anything about the books. The exhibit will run from Feb. 10<sup>th</sup> through 13<sup>th</sup>.
- **Fred** – At Academic Senate, Dr. Tribley spoke about the rationale behind the institutional decisions about where and how to fix our budget. The discussions will be continued on February 20<sup>th</sup>.  
MPC's Academic Senate will be taking the very same resolution as Cabrillo's to its executive committee.
- **Stephanie** – (EOPS) through recent outreach efforts, over 120 students were served with book vouchers
- **Diane** (Guest Author Series) - Craig Johnson, author of the best-selling Walt Longmire mystery novels (on which the television series *Longmire* is based), will read from his work and discuss the writing of fiction and mysteries at 7 PM on Wednesday, March 19 in The Monterey Peninsula College Theatre

#### *Items for future meetings:*

- Board policy adoptions
- Online student services
- Online application/registration process
- Policy/process for reorganization