

College Council Minutes

May 13, 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, Scott Gunter, Kali Viker, Loran Walsh, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Triblev, ASMPC Rep.

Absent: Chris Marshall, Elizabeth Dilkes-Mullins, Loran Walsh, Mark Clements, Stephanie Perkins

Guests: Rosaleen Ryan, Jon Knolle, Laura Franklin, Mike Midkiff, Erik McDonald, Mike Boreland

1. **Minutes** – [April 8](#) : Approved unanimously.

Minutes - [April 22, 2014](#) Approved with one abstention- Amelia Converse.

2. **Board Policies:** None presented.

a.

3. **Action items:**

a. [Technology Plan \(first reading\)](#)- *Mike Midkiff*: Mike presented the Technology Plan and acknowledged the hard work and efforts of the subcommittee members Erik MacDonald, Robert Boardman, and Monika Bell, as well as the Technology Committee as a whole. He gave a PPT presentation containing an overview and key points within The Plan. Mike underscored several essential components of The Plan, including that it provide a roadmap to transition MPC technology from a reactive to a proactive mode. For MPC, this means addressing the most pressing issues first, while allowing a transition to a sustainable model of technology support and services. In order to be effective, The Plan must be a working/living document subject to ongoing and periodic updates. Mike explained how The Plan was developed utilizing input and feedback from various MPC committees, surveys (students and staff), Business Process Analysis, interviews with IT leaders and colleagues, and reports from experts and consultants. He also explained how The Plan aligned with institutional goals. Mike invited comments, questions and the following input was recognized:

- Infrastructure pieces most key are (1) age of equipment, (2) skillsets in place to bring up standards, and (3) refreshment strategy in place.
- Distance Education relies on adequate technology for support and centralizing/standardizing technology support.
- A recent feasibility study conducted at DLI was effective and supports a centralized model of tech support and services.
- Implement a feasibility study in reference to centralizing/standardizing technology support to determine how staff can best be utilized. We must be mindful to not “pre-suppose” the results. Page 35 as written may allude to results in a presupposed light, rather than suggest we study staff utilization for feasibility.
- From a resource standpoint we recognize that our current Student Information System (SIS) is woefully inadequate. Currently, centralization allows IT to

address mission critical needs best in a climate where we cannot add resources. The centralized model allows for us to tap in to the skillsets held across the tech team members.

- The Network Operations Manager position is essential for work needed in preparation for the ERP; hiring an ERP specialist would require hiring a database administrator. Both positions demand salaries beyond what is feasible for MPC. This position is needed for achieving Goal #4 of the Education Master Plan. The suggestion was made that an initiative be included within the Tech Plan in support of hiring the essential Network Operations Manager.

The Tech Plan will go to Academic Senate this Thursday, May 15.

- b. [Integrated Planning Model/12 Step Planning and Resource Allocation Process](#): Diane reminded the group that as per step #6, the advisory groups are to review action plans and share this information with College Council in April.

4. Information Items:

- a. [Title V Update](#) (Rosaleen Ryan): Preparations for the Title V Grant Application began with brainstorming activities in spring 2013, followed by application development in fall 2013. Rosaleen Ryan is the Coordinator, and Michael Gilmartin and Mike Midkiff are Component Leaders. The announcement of the application was made April 9 and the due date was May 9; this demonstrates the importance of having begun the planning efforts many months ago. The Grant is intended to provide access for the Hispanic Community by providing (1) access-outreach, (2) retention-support for Basic Skills, and (3) success/completion. The maximum amount of the reward was reduced to \$525,000 from the original \$650,000.

The Core Components of the Grant are:

Component 1: *Develop Improved Academic Pathways for Student Success.* One example of this is the “step in” step out” feature which uses contextualized education. Hospitality and Administration of Justice are the two programs which MPC will be offering and they are believed to be good models for this component.

Component 2: *Implement Efficient Technology Solutions to Improve Institutional Effectiveness.* The ERP is costly and following discussions it was decided that Title V funds would be well suited in support of essential hardware and technology remodeling, and MPC funds would be appropriate in support of software.

Rosaleen reviewed some of the Project Management and Outcomes aspects, including the accountability reporting obligations and external evaluation.

- b. **MPC Website (Jon Knolle):** Kristen Darken presented an overview of the front page of the new website design. The new website is being designed from the ground up with students’ needs at the forefront and with the focus to make access clear and logical. A needs assessment was conducted first to inform the vendor, followed by faculty/staff

feedback. To the students, the question was “What three changes would you like to see in the current web site?” The responses returned were largely:

- Design/visual appeal
- More intuitive
- Better links

At this time we need to determine the desired look and feel of the website; content will be developed later. The new website should include a more “feature focused” orientation, as indicated by the students. It should be customized for mobile devices so it will have a “responsive design”. It is also recognized that the public portion of the web should be reserved for those aspects used almost exclusively by the public and internal functions should be kept within the intranet portion. The next phase will be content gathering and updated visuals for the site. Although the redesign is on a very aggressive schedule, with the launch date of July 30, the redesign team will keep all informed.

c. Budget Update (Dr. Tribley)

This item was moved to the May 27, 2014 agenda to allow Earl Davis time to explore budget implications of the governor’s May Revise.

5. Discussion Item:

a. Institutional Goals, Values and Objectives (The following documents will be used to inform the process.)

- i. [Proposed Mission Statement: feedback](#) (Diane, Fred) Feedback was reviewed. The feedback from Academic Senate as it relates to the definition of *Lifelong Learning* prompted the suggestion that a smaller representative group get together and further define the term, then report back to College Council.

College Council recommends that the Proposed Mission Statement be forwarded to the President for his recommendation to the Board, with the understanding that a definition be provided for the term “Lifelong Learning”.

- ii. [2011-2014 Goals, Values and Objectives](#) – College Council members agreed to meet May 20th to further discuss and define. The group is asked to do the following:
- Examine the Institutional Goals and Objectives of 2014-17
 - Consider wording
 - Consider removal or addition of items listed.

Items for future meetings:

- Budget Update
- Online student services
- Online application/registration process
- Policy/process for reorganization