

College Council Minute-DRAFT (corrected language)

August 13, 2013, 2pm

Karas Room, LTC

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

Absent: Dr. Tribley, Julie Bailey, Mark Clements, DJ Singh, Elizabeth Dilkes Mullins, Alan Haffa, ASMPAC Pres., ASMPAC Rep.

Campus Community Comments:

Gary Bolen:

- Les Miserable enjoyed a complete sell out at every show as well as a standing waiting list.
- A Celebration of Life ceremony was held for Camila de la Llata at the MPC Theater, August 12th with over 300 in attendance. Camila passed away June 9th after a lengthy battle with leukemia.

Lyndon Schutzler:

- Physicals are done for fall sports, with over 80 in football. Practice starts Thursday. We are currently advertising for a softball coach, following notice of our current coach departing for Santa Clara University.

Lara Franklin:

- August 19, 20 are an all-day offering On Course Faculty Professional Development workshop. We will have the same presenter as last year.
- Faculty orientations also take place Monday and Tuesday.

Marty Johnson:

- A "Process" meeting is scheduled for Thursday, Aug. 15, 10 a.m. in an effort to put in place some quick responses/actions to address ways to ease and assist the student registration process and overall accessibility to services. In attendance will be A&R, Financial Aid, Fiscal Services and IT.
- Extended hours have been implemented for several areas of student services' operations.

1) **Minutes – August 6, 2013:** Approved as recorded with one abstention.

2) Information Items:

- Election of co-chair-** Although not the responsibility of Academic Senate, Fred indicated that while person(s) have been identified, nothing is confirmed. Elizabeth Mullins was to replace Adria who left in spring, however, could not come on board until fall. Update to follow.
- Admin Asst. II- Marina (classified position replacement – Laura Franklin):** This position was explained as presented.
- MLC Instructional Specialist (classified position replacement – Laura Franklin):** This position was explained as presented.
- Student Services Realignment (Marty):**
 - Admissions and Records had previously reported to the Dean of Student Services (Larry Walker). The current (temporary) realignment will have A&R report directly to the VP Student Services similar to how Financial Aid has been. This will allow the Dean position to concentrate on outreach efforts needed to support enrollment.

3) Action Items (see available handouts):

- Final Budget (2nd reading-Steve Ma):** Steve gave an overview of final numbers and what was learned since last week's CCCCCO Budget workshop:
 - 2012-13 Budget's deficit coefficient is still being negotiated between the Dept. of finance and CCCCCO; this could range from a \$250,000 to \$816,000 or .07% to 2.5%. We will know more at the time of the "Recalculation" in September/October. Added to the loss of stability funding, will result in an ending balance of the UGF of well below 10%. This underscores the benefit of maintaining a 10% rather than a 5% Reserve.
 - 2013-14 – MPC is amongst 20 districts on stability funding (\$56.3M). Workload restoration from 09-10 and 11-12, has provided approximately \$86 M into the system.

2009-10 restoration must be earned in 2013-14, otherwise funds are redistributed to districts with unfunded FTES.

Steve outlined change made from the Tentative Budget as follows:

UGF Revenues:

- The Apportionment estimate of \$34,056,599 is confirmed.
- Mandate Reimbursement Block Grant will produce approximately \$190,000 (\$28/FTES) in one time funds.

UGF Expenses:

- *(Increase)*: Utilities increased by \$61,880 unexpectedly after Tentative Budget forecasts.
- *(Decrease)*: MCOE published SUI (State Unemployment Insurance) rates which are \$229,487 less than forecasted in the Tentative Budget.
- *(Increase)*: Marketing and Advertising increased by \$50,000.
- *(Decrease)*: Library budget by \$68,000 for Instructional Equipment, due to the new Instructional Equipt., Library Grant of \$109,000 which will *likely provide some backfill.
- *(Increase)*: Due to apprenticeship funds no longer being flexible in 2013-14, the UGF will need to backfill Matriculation and Supportive Services by \$48,000.

Steve then went on to outline changes since the Tentative Budget for:

Restricted Revenues:

- *(Increase)* Instructional Equipment and Library- \$109,705.
- *(Increase)* Scheduled Maintenance - \$109,713 (matching funds).
- *(Decrease)* Loss of Apprenticeship Allowance - \$68,000.

In summary, the net change between the UGF Revenues and Expenses is an overall reduction in the deficit by approximately \$100,000, placing the overall total deficit at approximately \$2.74M.

Funding sources for 2008-09 included only property taxes, general fund of the state, and enrollment fees. In 2012-13, the sources for estimating apportionment were complicated with the inclusion of two sources ---the Education Protection Account (16%) and RDA Dissolution (6%). The RDA piece of the funding is still an uncertainty and the reason for the large fluctuation in the deficit coefficient.

Steve reviewed Academic Salaries, Classified and Other non-academic Salaries, and Employee Benefits expenses which make up the 86% portion of our expenses, as is typical in community colleges.

2013-14 final Budget Assumptions included the following recap:

- MPC apportionment cap reduced to \$34M (3rd year of being below cap). This is based on our maintaining FTES level of 2012013 and includes a COLA of 1.57%.
- Some restoration of categorical funding,
- New Student Success funding

Summary: The \$2.74 million deficit is a result of revenues having fallen faster than expenses over the last three years.

- Reserves and one time funds were used to close the gap. This includes the salary concessions which generated approximately \$400,000 and concluded in June 2013. Had the District generated FTES as forecasted, the \$250K used to balance the budget might instead have been allocated to fund OPEB (Other Post-Employment Benefits), sabbaticals, and Technology Refreshment as had been done in years earlier.

**PPT handout reflects the language "the new Instructional Equip/Library (grant) will likely provide some backfill." In the verbal review/presentation, the following statement was made "...the new Instructional Equipment/Library Grant (\$109,000 restricted dollars) will likely provide some backfill, although there has not been discussion as to how these dollars will be allocated."*

Steve invited discussion and questions. Comments in response included the following:

- How will the District budget for new IT (ERP)?
- ~~When general fund dollars cannot be budgeted for the Library doesn't materialize, it leaves the Library bereft. (This sentence makes no sense.)~~

Instead: Concern was expressed over the absence of General Fund support for the Library during the years where no Instructional Equip/Library funding is available to the College. Upon learning of the availability of this year's Instructional Equip/Library grant, the budget was built recognizing the potential for backfill using these grant funds, however, the decision as to the amount of backfill is one to be made elsewhere (shared governance).

- Budget Committee's charge is to review available resources/confirm their allocation, however, given the recent budget climate it has met less frequently for that purpose.

College Council recommends that the 2013-14 Final Budget be forwarded to the Board for approval.

- b) Workability Contract (2nd reading – Marty Johnson):** We are approximately 1 year into this three year contract with the Department of Rehabilitation. The recommendation is to eliminate this contract and this will go forward to the August 28th Board meeting for their concurrence.

College Council recommends that the Workability III Contract be terminated and that this recommendation be forwarded to the Board for their concurrence.

The motion was made, seconded, and approved by nine members, with one opposed and one abstention.

- 4) Accreditation Progress/Update if applicable (Fred/Celine):** Plans are underway to develop teams and build placeholders for evidence documentation. Fred added that it is known that ACCJC standards will be slightly revised and that update will be forthcoming.
- 5) Enrollment Management Update (Celine) - Update given during Campus Community Comments):** Enrollment (headcount) is behind by approximately 7%. Efforts are in place to work with divisions to add students to classes wherever possible and retain students in order to buffer enrollment losses. Census date will reveal more information and similarly, more is likely to be known at the August 21 AAAG meeting.

Compliments came forward on the flyer for the Marina Education Center.

6) Board Policy Adoptions:

- 7) Proposed change for 2013-14 College Council meeting calendar(see attachment):** The proposed calendar change is for College council to meet the 2nd and 4th Tuesday, as opposed to its current 1st/3rd Tuesday. This is believed to work better with surrounding shared governance meeting schedules.

8) Items for future meeting:

- BSI Annual Report** to Chancellor's Ofc (9/17 & 10/1 1st/2nd readings).
- On line counseling/supportive service—(LaRon or??)**
- 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.
- Policy / process for reorganization (added back).**

9) Other:

- Committee Reports-Tech. Committee will provide updates**