

College Council Minutes
October 22, 2013, 2:00 pm
Karas Room, LTC

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

Absent: Chris Marshall, Dan Fox, D J Singh, ASMPC Rep.

Guests: Lyndon Schutzler, Mike Midkiff, Jon Knolle, Nicole Dunn, Laura Franklin, Rosaleen Ryan, Dave Brown

1. Minutes – October 15, 2013—Deferred to next meeting

2. Action items: No action items presented.

3. Information Items:

a. Review draft of College Council Recommendations to the President: Diane invited input from the groups in addition to what was sent. All advisory groups have met with the exception of SSAG. AAAG had requested that the use of the word “explore” remain in the list of recommendations. Comments shared expressed concerns over the lack of monetary figures; however, it is understood that while 85% of the college’s expenses is in people, the implication is that reducing expenses will affect people, compensation and/or benefits. The group was reminded that the introductory paragraphs state reasons as to why College Council’s review and discussions were relatively minimal and nonspecific.

Dr. Tribley indicated that monthly updates will be provided to College Council as to what progress has been made regarding the recommendations provided by College Council. In the instance when decisions affect positions, this update will come after proper notification is made to those affected. College Council members discussed how the timing of communication of potential layoffs should proceed with Dr. Tribley. While no formal action was taken, the consensus view was that College Council and the campus should not process layoff decisions for months. The decision should be made and communicated in a timely manner by the administrators. In the first week of November, there will likely be a preliminary plan for which the Vice Presidents will provide input. Discussions will then take place with those persons most closely affected, followed by an update provided to College Council. In February, the Board will be asked to approve the “Plan” as one package.

The group was reminded that there are processes which will be followed, and undoubtedly there will be media attention involved.

b. Strata Information Group (Statement of Work-Agrmt) Technology Committee presentation- Nicole Dunne:—Dr. Tribley prefaced the presentation with information on the Title V Grant. The Grant proposal is designed to assist Hispanic serving institutions, wherein Federal funds can be placed in institutions to help ease access and better serve the underserved. The Grant is designed to assist colleges with their core operating systems such as the ERP (Enterprise Resource Planning). Dr. Ryan added that MPC has been established as a Hispanic serving institution. This means that we can now apply to be designated as an eligible institution in order to apply for Title V funding. The funding is estimated to be approximately \$3M. Strata Information Group (consultants) is being

recommended by the Technology Committee to assist the college in preparation for purchase of a new ERP.

Nicole Dunne introduced herself as the Director of Admissions and Records and a member of the Technology Committee. She explained that prior to the purchase of an ERP, essential business process analysis workshops must be conducted to streamline processes and develop requirements to be used to evaluate the best ERP purchase for the college. She reviewed what a business process analysis is, explaining the theory, benefits, methodology and implementation. She underscored the need to examine processes (process mapping) utilizing consultants in order to maintain objectivity, keep an unbiased perspective and avoid placing undue pressures on existing staff.

Nicole recapped the District's position as it looks to procure a new ERP:

- The current SIS was built for an institution other than MPC, thus requiring modifications be continuously made to accommodate MPC's needs. SIS is one module of an ERP System whereas an ERP is a fully integrated system.
- Process mapping provides a tool which enables us to find an ERP which would provide the best fit for our needs. Ellucian, Banner and Datatel are three ERPs commonly used.
- Aligning our processes will enable us to streamline and eliminate redundancy.
- Grant writers indicate that using consultants to assist with process mapping and due diligence will position the District favorably for the Title V Grant. SIG will ensure we get modules we need, not what we do not need.
- SIG has serviced hundreds of colleges throughout the United States.

Costs for the SIG range from \$33,100 to \$42,700 and should greatly enhance the prospects of obtaining Title V Grant funds. A new ERP system is estimated at approximately \$5 to \$6M for which Title V funds may provide approximately 50%. The balance of the funding may be sought from several sources such as one time funds and loans. While it is understood that a new system is clearly needed to replace the current dysfunctional system which requires great effort in order to extract data and reports, transitions to new systems – however proficient they may be – is always difficult.

Members thanked the members of the Technology Committee for their work in providing the information on the SIG contract. This item will be presented for action at a College Council meeting in the near future.

4. Campus community comments:

- Joe reported that as a result of Proposition 39 (Clean Energy Act) in November 2012, the Chancellor's office has indicated that MPC's share of the allocation is approximately \$245,000 per year over a 5 year time frame. This estimate is based on FTES. The college will look to several energy-efficient projects as possibilities for use of these funds such as parking lot lights and controls, walkway lights, replacement of LED lights and other smaller scale retrofits. Some future projects may include energy savings retrofits such as double paned windows (Social Science and Administration buildings), automatic pool cover and cogeneration for the pool. Solar may be re-examined; however, it is still not believed to have a long range payback period.

- Gary Bolen announced that *You Can't Take it With You* opened last weekend and will run for two more weekends.
- Diane announced that the MPC Guest Authors Series will bring poet Brenda Hillman to the Karas Room for a public reading/discussion on Thursday, October 24 at 7PM.
- Fred announced that a mathematician “Adolfo Sanchez Valenzuela” will be coming to MPC to present a talk on “Symmetry and Sudoku’s”, next Wednesday, October 30th.
- Marty announced that a delegation from a college in Japan will be visiting November 1st to learn about training in hospitality, culinary and related.
- Julie announced that there was a memorial service for Pat Lewis last weekend and a strawberry tree (*Arbutus Marina*) planted in her honor.
- Celine reported on a collaboration with between Boston Reed and Allison Schillings, with the support of the Baskin Foundation.

Items for future meetings:

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