

College Council Minutes DRAFT-revised

November 12, 2013, 2:00 pm

Karas Room, LTC

College Council Members: Joe Bissell, Loran Walsh, Amelia Converse, Celine Pinet, Chris Marshall, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Eric Foster (ASMPC), 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 (ASMPC), Kali Viker, Stephanie Perkins

Guests: David Clemens, Rosaleen Ryan, Laura Franklin, Jon Knolle, Nicole Dunne, Mike Midkiff, Alethea DeSoto

1. Minutes – November 5, 2013- Approved as amended.

November 5 2013 Minutes

2. Action items (2nd reading):

a) Strata Information Group (Statement of Work-Agrmt) Technology Committee presentation (Nicole Dunne):

MPC Business Process Analysis - SIG 2nd reading.pdf- Nicole presented a ppt outline to continue/further explain the BPA and the ERP (Enterprise Resource Planning). An ERP can be defined as computer software which allows a more global perspective and clearer connections between functions such as Admissions and Records, Financial Aid and Institutional Research. An ERP does the following:

- provides an integrated real time view of core business processes,
- facilitates information flow across all business functions and manages connections to outside stakeholders,
- provides a database supporting all applications as well as a consistent look and feed across modules.

Ca. Community College Districts' selections in ERP providers reflect the following:

- 46% use Datatel
- 36% use Banner
- 11% use PeopleSoft
- 7% are Other; MPC is included among the Other along with Santa Rosa.

Listservs (communication network forums) for A&R, Financial Aid, etc. often reference Banner or Datatel when exchanging information relative to their operations.

Other CCC Districts were surveyed as to their satisfaction with SIG, and feedback returned has been favorable.

MPC SOW-02 ERP BPA and Evaluation Teams 09 13 13 2nd reading.pdf

Strata Information Group (SIG) is the suggested/recommended consultant to help us select from the many plans and modules best suited to our needs. The cost for the consulting work is estimated between \$33,100 and \$42,700; contingency funds have been identified to pay for this. It was further explained that as there are a variety of integrated modules available within Datatel and Banner, pursuing a purchase directly from either company must be done carefully so that we purchase only the product that we need rather than overpay for

something not needed. In comparing like-size schools, MPC and Shasta College are exactly the same in size; however, Shasta College from an enrollment standpoint has very few positive attendance classes and independent contracts. The two schools' financial systems are very different and therefore their selection of an ERP would be based on entirely different needs regardless of size similarities.

Title V funding (as identified in the grant) is estimated to provide approximately \$600,000 for each of five years; some of this funding will support the ERP's total estimated cost of between \$5M and \$6M which includes software licensing, professional services and hardware costs. Annual maintenance is estimated at \$320,000 per year initially.

Additional comments (or questions) included:

- A parcel tax to help fund an ERP could be considered; the college would need to determine whether campaign costs and related factors would be a wise use of funds.
- A solution to our current software dilemma is needed now to set us on course.
- Relative to the Strata Information Group Statement of Work (SIG-SOW), the question was asked as to which BPAs (business processes analysis) workshops and services are included in the actual SOW (Statement of Work). This question was answered as per the SIG-SOW 9-13-13 document pertaining to the following tasks:

“SIG will provide senior consultants familiar with ERP selections in the California Community College environment to conduct business process analysis (BPA) workshops on selected processes and assist in the establishment of the organization and evaluation teams that MPC will use during the ERP procurement process.”

Activity one - Conduct BPA workshops in the following areas (80-100 hrs):

- Application to enrollment
- Registration/Student AR/FA/Refunds

**Optionally, additional BPAs could be considered for the following (40-50 hrs each):*

- Requisitions to accounts payable checks
- Schedule development
- Hiring process

**These additional BPAs are not included in this initial SOW.*

Activity two and **Activity three** as outlined are included in this initial SOW.

College Council recommends that the Statement of Work (SOW-02 ERP BPA-hiring of consultants) be forwarded to the Board for their approval.

The motion was made, seconded, and approved by thirteen members, with one opposed and no abstentions.

b) Faculty Prioritization Vote from AAAG 10/23 second reading (Celine Pinet):

<http://mympc.mpc.edu/Committees/AAAG/Pages/default.aspx>

Clarification was made that the *Faculty Replacement Positions 2014-15 “priority list”* is being recommended for approval with the understanding that 5-7 positions are anticipated to be filled.

*College Council recommends that the **Faculty Replacement Positions 2014-15** priority list be forwarded to the Board for their approval.*

The motion was made, seconded, and approved by fourteen members, with none opposed and no abstentions.

3. Information Items:

- a) **Update on budget progress for 2014-15 (Dr. Tribley):** Dr. Tribley thanked the members of College Council for meeting the deadline and providing an extensive list of *Recommendations to balance the 2014-15 budget*. The challenge is in keeping abreast of the relevant timetable with respects to the many actionable items included within the recommendations while also keeping the Board up to date. Dr. Tribley reported that a special board meeting was held on Nov. 6 regarding potential reductions in force. Among the actionable items to be implemented (or soon to be) are the following items and cost saving (non-personnel) ideas, which he elaborated on:
- Marketing Plan: A marketing plan will be formulated with the help of external expertise. Action has already been taken outside of that Plan to include 10,000 copies of the spring schedule as well as several ongoing outreach efforts.
 - Payoff of \$1.1M in SunTrust loans for energy savings projects implemented several years ago will save approximately \$275,000 in annual loan payments. (Clarification on this statement is forthcoming at Dec. 10 or future CC meeting.)
 - Approximately \$240,000 of the funds received from the State which were directed towards Student Success can be appropriately directed to save on personnel and other costs.
 - Reduction will be made to the adjunct budget. We will be hiring full time faculty. The cost savings information is not yet available.
 - Reductions to the Child Development Center to include efficiencies in the Teaching Lab are forthcoming. Many CDCs in the State have made dramatic changes and many have closed. We are committed to our mission of providing higher education and our Child Education Program. No savings figure is available at this time.
 - Athletics is working with the Foundation to begin a booster club. The District has 12 athletic programs.
 - *(As a separate bulleted item):* Dr. Tribley underscored the need to be mindful to engage the Foundation towards a focused set of goals rather than try to direct the small but loyal fund raising efforts to pursue a broad spectrum of interests. The resulting likelihood is for several small-focused campaigns.
 - Reduction of the Board elections expense from \$100,000 to \$50,000.
 - Energy conservation funding for each of the next 5 years under Proposition 39 will likely save approximately \$50,000 per year in energy savings.
 - Reduction of \$50,000 from contingency (budgets) funding. Each VP area has a contingency budget to address unforeseeable expenses/shifts in expenses.

- Reduction of \$30,000 from the Deductibles budget. (This budget is used to address insurance liability and claims where deductibles must be paid. This reduction will generate a savings.)

In summary, discussion with the bargaining units continues. There will be reductions in force. The targeted goal is still for a reduction of \$2.5M in our structural deficit. In January we will ask the Board to approve the *Reductions in Force* notifications. The individuals most affected will likely be notified before the end of this semester. Dr. Tribley indicated that the *Reductions in Force are anticipated to be more “vertical” in nature (targeted in certain areas), rather than across the board.*

- b) **Replacement Position – Admissions and Records Specialist (Marty Johnson):**
Marty reported on this straight replacement position request approved at SSAG.

4. Campus community comments:

- College Council members introduced themselves.
- Fred reported on last Thursday’s Academic Senate in which the group thought it would be a good idea to forward four recommendations for College Council to review/approve in preparation for the institution’s Accreditation Self-Evaluation. These recommendations pertain to the Mission Statement and Institutional Goals and Objectives. This will be placed on the Nov. 26th CC agenda.
- Gary reported that last weekend’s studio production of Huck Finn was sold out.
- Celine reported on activities within Academic Affairs to include a new transfer agreement with Shimer College in Chicago. Several efforts are being funded through the Foundation to support curriculum development for online classes.
- Eric Foster (ASMPC) reported that the first publication of the MPC student paper *The Pipeline* is now in print. It is also available online. Many thanks to the faculty advisor, Jamie Dagdigian, for his help.
- Loran requested that CC agendaize the topic *Auto Museum: Private and Public Partnerships* as a future agenda item.

Items for future meetings:

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