

College Council Agenda- Minutes DRAFT

November 26, 2013, 2:00 pm

Karas Room, LTC

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

Absent: Chris Marshall, Elizabeth Dilkes-Mullins, Eric Foster, Joe Bissell, Julie Bailey, Kali Viker, Mark Clements, Stephanie Perkins, Walter Tribley.

1. Minutes – November 12, 2013- (Revisions pending- deferred to next meeting)

2. Action items:

- a) **2012-13 Year End Transfers (first reading)- Joe Bissell:** Rosemary presented the information on the year end transfers as well as the December 11 Board Agenda item as information. Joe will speak to this and answer questions at the next College Council Meeting (12/10/13).
- b) **Attachment- YET to Board Dec 2013.** Rosemary read from the agenda item presented which will go forward to the board in December. The following is a recap of transactions which bring us current with the recommendation to transfer the 2012-13 year end funds from the Unrestricted General Fund to the Capital Projects Fund:
- The 2012-13 Final Budget of over \$38, 143,002 (revenue and expense) included \$2,055,231 in one time monies used to balance the budget. The funds were transferred from Capital Outlay (\$636,651) and Self Insurance (\$1,418,580).
 - In 2012-13, several changes/transactions occurred which reduced the need for the entire \$2,055,231. Those changes were:
 - ✓ Receipt of \$199,627 in one-time state apportionment funds from 2011-12 as a prior year correction,
 - ✓ Receipt of one-time Redevelopment Agency (RDA) funds of \$245,393,
 - ✓ Reduction of \$272,482 in the Instructional Service Agreement (ISA) contract with South Bay,
 - ✓ Net-overs and unders for the fiscal year resulted in the positive difference of \$275,691 (see worksheet listing major revenue and expense object codes for complete breakdown).

The recommendation is for \$967,502 of the above total figure of \$993,193 to be transferred to Capital Outlay. This would leave a fund balance of \$3,895,081 in the Unrestricted General Fund. Capital Outlay Funds are needed for funding technology and to fulfill the commitment to the Ft. Ord infrastructure. The projected balance of \$6.5 M in the Self Insurance Fund is believed to be adequate based on current needs. The year end transfer will help the district in its goal to offset its deficit spending pattern.

Comments/questions from members included the following (staff members who could best address these questions were unable to be present):

- What is the role of College Council as it pertains to year end transfers?
- With regards to the use of one time funds to balance the budget as in 2012-13, what happens to the year-end balance when we do not run as big a deficit as budgeted for?

- How does addressing the annual budget affect addressing the structural deficit in going forward?
- One time funds were used to balance the budget; these funds came from reductions in the South Bay Contract and a correction in the apportionment calculation from 2011-12. These funds can now be returned to capital outlay.
- Approximately \$300,000 in funding from wage concessions was used to balance the budget. If the deficit was over-budgeted, what should happen to money left over?
- Budget Committee's role as subcommittee to College Council includes the charge of identifying resources (making recommendations on available funding). Given the current economic conditions, this committee has not met often, although it did meet on Nov. 15th but was unable to make a quorum. Previous to this meeting, the Budget Committee met in May.

3. Information Items:

a) Req. to fill Classified Positions

- [Rqst to Fill Classified – Ceramics Studio Spec 11-20-13 \(Celine Pinet\)](#): This information item was presented as a straight replacement position.

b) Facility Projects Update (Joe Bissell): Deferred to next meeting.

- [Recommended Budget Facilities Projects 11-22-13:](#)

4. Academic Affairs Component Goals 2012-13(Celine): Celine introduced the following items available through the prescribed links for review by College Council along with some comments as noted below.

- [2012-13 MPC Operational Goals–Acad Affairs:](#) Celine reported on the progress of the 2012-13 Operational Goals. Administrative Services and Student Services will forward their 2012-13 Area Component Goals and report on the status/progress made at the next College Council meeting. Those ACGs were presented to College Council and posted to the web page in Fall 2012. In May/June 2013 changes were made to some of the timelines listed on the Planning and Resource Allocation Process with respect to ACGs. To that end, we are timely in reviewing progress made to 2012-13 ACGs if done before fall 2013; we will need to receive the new ACGs for 2013-14 in March 2013 in order to remain on schedule.
- [MPC Online Strategic Initiative Update - Going the Distance -](#)
- [Marina Seaside Education Center Strategic Planning - Draft 11-12-13:](#)
- [SB 1440 - Transfer Model Curriculum Program 9-24-13](#)
- [ACCJC Mid Term Report – March 2013 -](#)
- [Academic Affairs Div. Chairs Contingency Draft Fall 2012](#)
- [Academic Affairs Contingency Planning Fall 2012](#)

5. Recommendations in preparation for Accreditation (Academic Senate-Fred Hochstaedter): Next year the institution will be engaged in researching and writing its Accreditation Self Study. Given the scope and scale of this effort, we should prepare with the following activities:

- <http://www.mpcfakulty.net/senate/Accreditation2016/RecsFall2013.pdf>

- 1) The Academic Senate recommends that the institution complete a review and possible revision of MPC Mission Statement during the 2013-2014 academic year, in preparation for writing the self-evaluation during the 2014-2015 academic year.

- 2) The Academic Senate recommends that the institution complete an evaluation of the 2011-2014 Institutional Goals and establish the next set of Institutional Goals during the 2013-2014 academic year, in preparation for writing the self-evaluation during the 2014-2015 academic year.
- 3) The Academic Senate recommends that the institution ensure that the next set of institutional goals or objectives are actionable items with a pre-established means of evaluating progress on goal/objective.
- 4) The Academic Senate recommends that the institution consider implementing a student needs assessment and/or satisfaction survey to collect data that will be useful evidence to support the accreditation self-evaluation. Note that a Noel-Levitz student satisfaction survey was administered during preparation of the 2010 self-evaluation and would be a good choice to evaluate longitudinal trends in student satisfaction

- [2011-2014 MPC Institutional Goals Executive Summary](#)
- [Institutional Goals Process-Summary CC 11-26-13](#)
- [Mission Review Process Summary CC 11-26-13](#)

Fred shared his perspective that the institution is managing too many sets of goals and plans (Educational Plans, Facilities Plans, Technology Plans, Academic Affairs Component Goals, Student Services Component Goals and Administrative Services Component Goals and Institutional Goals). We may wish to consider the idea of wrapping the Institutional Goals into some of these other pre-existing goals in order to consolidate into a smaller set of goals. Recognition was given to the importance of maintaining Institutional Goals that relate to the educational elements and the facilities elements and then track where the Component Goals support the educational and technology goals which then support the Institutional Goals. Consolidating the varied goals into one document/place would be easier to follow, however, we must be cautious not to consolidate the documents at the expense of losing details developed within the independently created documents. It will be difficult to narrow down the goals and objectives given the nine varied divisions; in many cases the *values* are an important criteria.

Diane recommended that we establish subcommittees to address the following:

- 1) Review the Mission Statement (required as part of regular practice),
- 2) Review Goals and Objectives and evaluate what has been accomplished,
- 3) Examine what goals still exist to be completed and incorporate those into the 2013-14 Goals and Objectives document plan.

Diane will assign persons for the above sub committees to begin work in December.

6. MPC Planning and Resource Allocation Process: A Brief Review (Diane):

- [Planning and Resource Allocation Process – 6-11-13 approval at CC](#)

Diane asked about #2 – *College Council reviews student learning through Reflection process*. Program Reflections is an activity engaged campus wide among all areas of operations. Fred volunteered to provide a summary of the Fall 2013 Program Reflections. #3 – *Planning Assumptions* – Diane will discuss with Dr. Tribley and while we have some information relative to budget planning, we can anticipate a formalized document.

7. Reorganization Process and Policies (Stephanie Perkins): Deferred to future meeting.

8. Campus community comments:

- Gary reported on a successful recruitment from the last High School Performance Festival in which 138 potential students participated and took part in representing others' work.
- Lyndon reported that we hosted the Monterey and Seaside high school football games on Nov 22th. On Nov. 29th we will be hosting the CCS (Central Coast Section) playoff game held between Carmel and Pacific Grove.
- Laura Franklin reported that on Wednesday, Dec. 4th we will hold an all-day registration kickoff event at the Marina campus. ASMPC will be participating this year for the first time.
- Diane reported on behalf of the Humanities Division to say that all but one of the Early Spring classes were already full.
- Celine reported that classes are being added where the demand exists. For MPC On-line Jon Knolle has provided figures which show that 39 more sections were added in each of the years from 2011-12 to 2012-13 and 2012-13 to 2013-14.
- We now have a web based Help Desk for MPC Online; currently there are nearly 7,000 active student accounts and 240 active faculty accounts using MPC Online. Academic Affairs continues to work closely with Academic Senate to continue to develop and encourage best practices in quality online teaching and learning. *Best Practices for Quality On-Line Teaching and Learning* (document) will be shared at a future College Council meeting.
- Meeting adjourned with plans to meet on December 10th.

Items for future meetings:

- Board policy adoptions
- Online student services
- Online application/registration process
- Quality On-Line Education (from AAAG)