

College Council Minutes

May 15, 2013, 12 Noon

Stutzman Room 12noon, Karas Room 1pm, LTC

College Council Members: Walter Tribley, Carsbia Anderson, 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, Loren Walsh, Paula Norton (for Amelia Converse), Kali Viker, Suzanne Ammons, ASMPC Pres. (vacant), ASMPC Rep. (vacant)

Absent: Elizabeth Dilke-Mullins, ASMPC Pres., ASMPC Rep.

Note: College Council joined AAAG's meeting at 1pm in the Karas Room to receive Dr. Tribley's presentation "MPC's Path to Financial Solvency - #4 below. At 1:35, the group returned to the Stutzman room and resumed its meeting. Lyndon Schutzler, Celine Pinet and Mike Gilmartin joined 1:35. Gary Bolen and Carsbia left.

Campus Community Comments:

- CSEA week is next week with a number of events (Rootbeer float day is Friday, May 17th). Donations are accepted to help support the activities.
- Suzanne mentioned she has been experimenting with the use of a Livescribe (Smartpen), which essentially captures audio recording of meeting discussions in tandem with writings of the discussion onto special paper. Audio quality varies, battery life not ideal, but overall it has been helpful in recording minutes.

1) **Minutes – April 30, 2013**—Approved as recorded.

2) **Information Items:**

- a) **Progress Report on Technology Plan:** Steve reminded the group that the Technology Plan is essentially a **Progress Report or Status Report**. The Committee began nearly two years ago to revise the Technology Committee bylaws and build the membership composition. The Committee then got underway with the arrival of Mike Midkiff in December and has worked very hard to gather input from the campus, making great progress since. Mike Midkiff identified the membership composition, giving an in depth outline of key points as follows:
- Original plan was for a **Tech Plan** for board approval in June 2013. As the Committee got underway however, it became obvious that parts of the Plan should emerge early enough to have action taken, while the committee continues working over the summer on items not requiring action just yet.
 - The Plan is designed to be a living document, for the purpose of supporting the Institutional Goals, Educational Master Plan, Strategic Initiations and the Mission and will be revised as necessary based on major revisions within those dependent documents.
 - Mike explained the Planning Assumptions, Technology Master Plan Evolution, Committee's Guiding Principles, Technology Needs, Technology Procurement, current IS Dept. Organization chart and the Proposed Organizational chart. He also reviewed the six initiatives within the Appendices.
 - A needs and satisfaction survey was completed by 222 people in which input and feedback was gathered and the determination made that focus groups to include students and classified staff be established to collect additional information and fill in gaps within the survey data collected so far.
 - Funding will be sought whether in the form of ongoing or one time monies. The Plan is by its nature is not a "laundry list", rather its focus and the heart of the document exists in the Initiatives in the Appendices which will assist in prioritization.
 - Staffing needs are difficult to quantify due to the vast changes in technology and a suggested approach would include that we centralize the support model and organize training around that model. Lab Techs should be a support throughout the campus.

College Council members expressed gratitude for the presentation and opportunity to better understand where technology changes/improvements are needed. This understanding will help in determining where staffing and resources are needed in our pursuit of growth.

- b) **IT Action Plan:** Steve reviewed the Action Plan which deals with proposal to create new positions as necessary at this critical point of the Tech Plan development. Key points for consideration which support this need include:

Network Operations Manager position:

- Skillset gaps exist within the ranks of our current network engineers. Current staff has worked well with limited resources on varied levels. Expertise is needed within the areas of CISCO Network and Windows directory. Consultants have evaluated the existing operations and identified this issue.
- Projects undertaken have been largely self-directed. This practice is an unsustainable one and cannot support the different type of Information Technology needed to move forward.
- Strategic Planning, process control and oversight will be essential to a successful plan.

Programmer Analyst (Additional Position):

- This position ties in with need to update/replace our current SIS with a new ERP system. This will come back to College Council at some point and as a better understanding of the Technology Plan is established.

IT Technician: This is the same position as filled by the existing 2 IT Technicians and would support the work load carried by those positions which would also allow support to the Marina and Seaside campuses.

Steve reminded the group that the first two items are the current identified needs being presented to College Council. These items will come back to College Council later. Additional comments from the group included the following:

- The Technology Plan represents a strategic change in the direction of the campus's technology efforts. In order to better understand the Plan, the terminology used needs to be in laymen terms.
- Explanation is needed as to what an ERP should do vs. what the current SIS is doing. Similarly, evaluation of the Sharepoint system, cost comparisons, and a staffing flowchart depicting job descriptions and overall strategy would help us in understanding the scope of this challenge.

3) Action Items (see available handouts):

- a) **Technology Expenditures for 2013-14 budget development (as recommended by Tech Cmte)—*first reading*:** Steve reminded the group that MPC has not made significant technology investments in the last few years. The practice has been to allocate a portion of the year end funds (if existent) towards Technology Refreshment. Given the present urgency to pursue new FTES and find reliable technology to track FTES, Steve has asked the Tech Committee to compile a prioritized list of potential expenditures to move us towards this goal. Mike reviewed the Tech Committee Recommendations for Allocation of One time funding totaling approximately \$300,000:

- **Website Improvement \$100,000-** MPC's website design, appearance, ease of use and functionality and uniformity of content need improvement. Feedback from the survey and information gathered from Academic Senate and the Tech Committee student rep indicate that our web presence is inadequate, negatively impacting student registration, Distance Education and creating an overall detrimental perception of MPC when compared to other community colleges. Mike suggested streamlining and simplifying the public webpage by rebuilding it using website construction expertise.
- **Campus computer, Smart classroom and AV capacity \$80,000** – The Tech Needs and Satisfaction Survey indicates growing concern as to the age and functionality of

campus computers. Smart Class technology was implemented in a non-standardized manner, creating ongoing support issues.

- **Technology Infrastructure - \$80,000:** Network Equipment (Switches, routers VoIP (Phone), Wireless, Servers and storage—by the end of 2015 1 in 5 pieces of MPC owned networking equipment will be out of warranty which means the most current versions of software will no longer be available, affecting performance.
- **Wireless- \$30,000-** The Survey and other input reflects that an enhanced wireless solution could help resolve the top two issues for students (1) difficult to use website and (2) inadequate wireless coverage on campus.
- **Accessibility/Communication/Training \$40,000:** Information gathered by the Tech Committee indicates a need for an improved student e-mail and text alert system along with a student technical help system.

4) Information Items (see available handouts):

a) **MPC's Path to Financial Solvency (Dr. Tribley—to Karas Room at 1pm):** Dr. Tribley began with a recap of how arrived at our current budget dilemma:

- We are working with a \$1.5M structural deficit; a structural deficit involves anything not covered by apportionment.
- MPC missed its FTES cap for the 2nd year (\$1.39 M + \$1.5M = \$2.88M).
- The Chancellor's Office is conducting a statewide review of ISA's which has resulted in a closer examination of South Bay Regional Public Safety Training Consortium (SBRPSTC) and issues relative to Title V. The results of this audit are not yet known, however it is believed it will impact apportionment funding (past and/or present). If the approx. 425 SBRPSTC FTES earned for 12-13 (approx. \$1.94M) are deemed non-fundable and we are unable to recover the lost FTES, the deficit figure for 2013-14 will be approximately \$4.88M.

This potential estimate of a \$4.88M deficit supports the strong argument to reduce MPC's reliance on ISAs and SBRPSTC produced FTES. Instead, resources must be redirected to:

- Sustain existing large-enrollment credit FTES,
- Generate new large-enrollment credit FTES
- Generate partnerships/programs

Dr. Tribley reiterated that no current actions are being suggested, rather, our work will be to focus on the Guiding Principles which will lead to important and likely difficult decisions. We will need to plan for where key investments are needed to support growth while also applying existing resources where they can measure the greatest return and best possible outcome for the College. The College must now function at its highest efficiency level and do so at a time when it has the least resources available to it in years.

5) Accreditation Progress/Update *standing item* (Fred/Celine):

6) Planning and Resource Allocation Chart (*update to chart*):

7) Bylaws of College Council (updates to membership terms and bylaws):

a)

8) Board Policy Adoptions:

9) Meeting Calendar: May 28th (*1st reading Tent. Budget), June 11th (2nd reading Tent. Budget) June 26th is Board mtg for Tent. Budget....additional meetings for Program Reviews for CalWORKS, CTRC, Counseling, EOPS/CARE and Supportive Services & Instruction??

10) Discussion items for *future* meeting:

- a) MPC Technology Vision/Challenges*(
- b) SIS – How well is it working (input from DOMS, end users, A&R etc.)
- c) Thin client / Sharepoint /Website*---later spring 2013
- d) Reorganization (process): *spring 2013*
- e) On line counseling/supportive service—(LaRon or??)
- f) Website

11) Other: Next meeting May 7th

- a) **Committee Reports-Technology Committee will provide updates**