

College Council Minutes - *DRAFT*

June 12, 2012

2:30 pm

Karas Room, LTC

College Council Members: Doug Garrison, Carsbia Anderson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, Jonathan Osburg, Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Amelia Hellam, Kali Viker, Suzanne Ammons, ASMP Rep. Steve Alavi (Pres. position vacant), ASMP Rep. Samantha Baldwin)

Absent: Celine Pinet, Mark Clements, Jonathan Osburg, Fred Hochstaedter, Lyndon Schutzler, Suzanne Ammons, ASMP Pres. and ASMP Rep.

Campus Community Comments:

- Life Science Building renovation is complete and a walk through was conducted last week.
- Gentrain Society will hold a June 20th lecture featuring The Ghost of John Steinbeck in LF 103 at 1:30pm.

1) **Minutes – May 29, 2012:** Approved unanimously with 1 abstention.

2) Action Items (see available handouts):

a) **Tentative Budget 2012-13** (2nd reading- Steve Ma): The Tentative Budget was presented for its 2nd reading indicating that although similar to the first read, it contains some updates.

- The May Revise is based on the best case scenario with the tax initiative passing in November:
 - ✓ additional taxes will be used to buy down deferrals,
 - ✓ apportionment revenue kept at level comparable to 2011-12,
 - ✓ categorical funding at same level as 2011-12 with flexibility expanded to more programs,
 - ✓ mandate reimbursement process converted to block grant based on FTES (some districts are more successful in capturing mandate reimbursements than others).
- Significant downside risks exist:
 - ✓ will there be another deficit coefficient especially given the similar circumstances in place which led to the deficit this last year?
 - ✓ the governor's reliance on RDA revenues to augment school funding is risky given the contentious local politics on the issue which will likely take years to unravel,
 - ✓ if the tax initiative passes, it will be 3 years before we return to 2007-08 funding levels,
 - ✓ a structural imbalance still exists within MPC's current ongoing revenues and ongoing expenses,
- The Governor's tax plan on the November ballot will raise sales tax by .25% Jan. 1 2013 through Dec. 31, 2016, raise personal income tax on individuals earning over \$250,000 for 2012 through 2018 tax years.
- Budget Planning for 2012-13 will rely on a measured approach. Rather than build the budget using a worst case scenario, taking a measured approach with built in flexibility to our budget and collective bargaining agreements will allow us to meet state regulatory requirements on adoption deadlines while also allowing us to defer final action until more is known. Steve reviewed the 9 major budget assumptions.

Steve explained the Apportionment Revenue Estimate chart with the following key points:

- The adopted 2011-12 Budget placed estimated apportionment revenue at \$34.6M. The Worst Case Actual Budget for 2011-12 of approximate \$35M was hit with a deficit coefficient of \$670,000 and an RDA revenue shortfall of \$777,000 for total apportionment of approximately \$33.6M. Assuming the shortfall in revenue of \$1,070,701 plus the increase in expenses of \$1,129,000 means a total of \$2,199,701 in

order to close the 2011-12 budget. Carrying over the worst case assumptions for the 2012-13 budget results in a trigger cut of \$1.9 M and RDA revenue shortfall of \$938,000 for a \$32,174,188 budget. Instead we will budget for the worst case with a \$740M reduction in apportionment for a \$34.2M budget and if the worst case shortfalls materialize elsewhere, we will need to come up with \$2.1M during the year.

- In the Summary of All Funds, Steve reminded the group that included within the UGF Revenue of \$37.4M is approximately \$1.3M of district one time funds and reserves to address ongoing expenses. We are continuing to show a 10% Reserve fund.
- Apportionment is approximately 91.6% of our revenue, Lottery is 2.2%, Nonresident tuition is 1.6% and other is 4.5%. Comparatively, expenses can be divided as 84% in employee compensation and 16% for all other.

The Board must adopt the Tentative Budget by June 30th with the Final Budget by September 15. Remaining unknown are the November tax ballot results and RDA revenue shortfall outcome. Steve invited questions and comments. A suggestion was made that a press release come forward from the College once wage/salary concessions are finalized as it is important to underscore to the community that sacrifices are being made ahead of the November election.

College Council recommends the 2012-13 Tentative Budget be forwarded to the Board for approval.

The motion was made, moved, seconded and approved unanimously with one abstention.

b) Technology Committee Bylaws (2nd reading – Sharon Colton/ Steve Ma): Sharon had no new comments. Comments/suggestions from the group included:

- Page 1 -The *Suggested list of functions* could perhaps be more specific to include how the functions will be carried out. It was agreed to amend the *Suggested list of functions* to **Suggested list of functional representation which includes.**
- Page 2 – **Member Roles and Responsibilities:** The eight committee members would represent the list of functions A-I and be responsible for informing/advocating to their employee group and functional areas. It was suggested/agreed to amend bullet #5 to read ***Inform and advocate to their employee groups and functional areas about MPC technology and capabilities.***
- Previous bylaws didn't include information regarding a regular meeting schedule, however the new bylaws indicate once per month (see Procedures).

College Council recommends the Technology Committee Bylaws (revision date May 8, 2012) be approved as amended.

The motion was made, moved and approved unanimously with one abstention.

c) Math Learning Ctr. –Instructional Spec. (p/time – 2nd Reading, Laura Franklin): Laura and Elizabeth presented this position for its second reading. It is part time and funded through Basic Skills for the first two years with subsequent years to be funded by the General Fund.

College Council recommends the Math Learning Center Instructional Specialist position be forwarded to the Board for approval.

The motion was made, moved and approved unanimously with one abstention.

- d) **Resolution: Ft. Ord Reuse Plan Reassessment** (2nd Reading, Vicki Nakamura): Vicki presented this for a second reading and the comments/concerns shared included the following:
- Approval expresses College Council's endorsement and support to FORA in its oversight of land development for the purpose of supporting education and MPC's future development at former Ft. Ord, specifically its Parker Flat and MOUT Facility Parcels.
 - As a recommending body, why is College Council signing/endorsing a resolution? The Board will be providing a separate endorsement to FORA as well. Clarification was made that College Council isn't actually taking action or affirming anything new, rather it is reaffirming its current position for continued development of its Public Safety Training Center.

College Council recommends the Resolution College Council of Monterey Peninsula College affirming support for the College's development of its Parker Flat and MOUT Facility parcels as part of the College's Regional Public Safety Training Center be adopted.

The motion was made, moved and approved with 10 votes and 1 opposed.

- e) **Academic Support Center Reorganization** (1st reading – Carsbia): Reorganization of the Academic Support Center (ASC) is planned follow the loss of the full time faculty member in June 2011 and the recent retirement of the classified assistant coordinator. Carsbia elaborated on the ASC operations indicating that it provides tutoring services typically not offered in alternate centers (ESSC, MLC). Changes in regulatory requirements for FTES generation in ASC has eliminated nearly all FTES and with it, the need for a faculty coordinator. The following points were outlined in the presentation:
- No plans are in place now to replace the faculty member in the future is unlikely.
 - ASC does provide math support in addition to the MLC and tutoring for all subjects except where covered by another lab.
 - The proposal is for ongoing, non-faculty duties to be incorporated into a new classified position of Coordinator and to adjust the 8 ½ month work year to 9 months. Most of the tutoring will continue to be provided by student tutor through the Job Center although a small budget exists for temp non-student tutors when students are unavailable.

3) Information Items (see available handouts):

- a) **Ft. Ord Center Needs Study (Reviewed on May 29th--now posted—Vicki Nakamura)**: This study provided to the Chancellor's Office is in conjunction with District's long standing effort to establish "Center" status for the Marina Education Center. In 1984, MPC's operations at Ft. Ord was designated by the Ca. Postsecondary Education Commission as a "grandparented" center according to a provision of the 1984-85 state Budget Act. This provision allows centers to become eligible for additional base funding. This is projected to materialize in about eight years.
- b) **2012-13 Perkins Budget** (Michael Gilmartin): Michael presented the Perkins Budget for 2012-2013, which lists the departments that will be funded and provided the following recap:
- Every year we apply for federal monies. Career Technical Education programs seeking to receive funding must complete a questionnaire containing goals, objectives accountability measures, student learning outcomes and program reflections.

- \$146,000 was received this year. Michael reported on which programs received funds and how those funds are to be used.
- The funds are restricted, categorical funds (not general fund monies).
- The CTE Counselor (Supportive Services) is a part time counselor who works with disabled students to advise them as well as work with students and teachers in CTE.
- Success is measured each year, running annual reports.
- The decision to fund the grant requests was based on how well the questions were answered as well as the greater need.

c) **Reading Center Instructional Specialist replacement position** (Laura Franklin): This position was presented as a straight replacement position.

d) **Concept paper – Meeting MPC’s Technology Needs (Carsbia & Steve):** Technological and curriculum changes have compelled the need for a re-examination of current resources and organization. Given the upcoming retirement of the Dean of Technology, there is added urgency for an appropriately prepared plan to address MPC’s technology needs for fall 2012. In the early 2000s a Title III grant help fund a new function and administrative position, the Associate Dean, Instructional Technology and Development which reported to Academic Affairs and supported applications of technology in instructional and service programs, facilitated the use of technology for presentation of curriculum through distance education, web based instruction and internet activities within the classroom. This position worked cooperatively with the Dir. of Information Systems and the overall structure worked well. Following the loss of the Director, the position was changed to become the Dean of Technology and the scope of duties was broadened to include oversight of Information Systems. At this time, a proposal is being developed to include the following:

- Distance Education courses are growing and often the first to fill, and the current structure is not believed to be adequate to meet the demand.
- An Associate Dean position reporting to Academic Affairs would address instructional technology and distance education.
- The Dir. of Information Systems reporting to Administrative Services would address institutional computing.
- The core job descriptions already exist but require updating to reflect advances in technology applications (smart classrooms, wireless technologies etc.).
- Funding will be derived through reallocation of existing funds currently funding the Dean of Technology position and other unallocated resources following elimination of other management positions.
- Timing is essential. We must get underway with the announcement and search in order to be better prepared to support distance education without unnecessary delay.

4) **College Council membership (update since spring 2011—see posted doc.):** Gary Bolen will review his term expiration with Academic Senate and return with an update.

5) **Discussion items for future meeting:**

- MPC Technology Vision/Challenges:
 - Board Policy Revisions: <http://mympc.mpc.edu/Committees/PACC/default.aspx>.
 - BP 3040 – Community Service (2nd reading— pending Community Ed Task Force).
 - Action Plans (late spring?)
 - SIS – How well is it working (input from DOMS, end users, A&R etc. Gary shared glitches experienced by family members, suggesting the system needs to be more user friendly. This topic will be reviewed more closely in the near future.
 - Prioritizing filling of classified position (process)
- a) Other: Committee Reports-