

College Council Minutes

May 1, 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, ASMPAC Pres. Samantha Baldwin (ASMPAC Treasurer), ASMPAC Rep (vacant)

Absent: Mark Clements, Jonathan Osburg, Stephanie Perkins, ASMPAC Rep. (vacant).

Campus Community Comments:

- Gary reported that “Musical, the Musical” closed last weekend. The next production is the MPC Storybook Theatre production of “Little Women”, which opens at Carmel Middle School on May 4th through May 20th on Friday, Saturday and Sunday.
- Lyndon updated the group to say the women’s softball team is second in conference and has qualified for the Northern Cal playoffs. In tennis, two women have qualified for the Northern Cal this week at West Valley College, and in golf, we qualified for the Northern Cal in Stockton. Our decathlete (Nick Pfeiffer) qualified for number two in the State Finals.
- Fred introduced the AGS Scholarship recipient, Samantha Baldwin from MPC, who attended the all day conference two weeks ago in San Jose.
- Carsbia welcomed additional faculty and classified staff who may be interested, to participate in becoming AGS advisors.
- Carsbia reported on the High School Assessment event held two weeks ago. Over 400 students showed up (450 pre-registered) and were tested/assessed in English and Math. The students will return for orientation and by attending the activity, the students will be receive priority registration. Area high school staff and MPC staff are pleased with the turnout and how well the event was organized.
- Lyndon added that the dance concert at Monterey High School last week featured 28 pieces, was well received and a great testimony of our ability to support dance at the high school setting.
- Celine reported that Judee Timm has been asked to be one of the content leads for the National Education Association Academy Content and Review Board. The work will include reviewing online professional development programs/courses and related functions.

1) **Minutes – April 17, 2012:** Approved as recorded, with 2 abstentions.

2) **Action Items (see available handouts):**

- a) **Revised Board Policy Review Process [2nd reading] – Dr. Garrison:** This was presented March 6 for information/first reading at which time questions were asked and suggestions shared. The board policy review process will be amended to reflect the agreed upon revisions to the 2nd page, 3rd paragraph as indicated in bold italics and will read as follows:

*Implementation would consist of each of the vice presidents reviewing the policies for their areas with the appropriate advisory groups **and the Academic Senate, prior to presentation to College Council.** Certain individual policies considered sensitive or where local elaboration or modification is permitted, may be pulled for specific review or analysis. There may also be instances where MPC has a policy not covered by the CCLC service that requires additional consideration. However, the bulk of the policies would be treated as a group, provided routine acceptance, and sent forward for adoption by the Board **after approval by College Council.***

“College Council recommends the Board Policies Review Process as presented in “Board Policies Review—A New Approach Needed—and that it be forwarded to the Board for approval.”

The motion was made, seconded with all in favor. The motion carried.

- b) **Revised Planning and Resource Allocation Process – [2nd reading] – Dr. Garrison:** Dr. Garrison recapped changes which came forward from the April 17th meeting as presented on the current handout to be (1) Box 4 – Planning Assumptions for the next fiscal year, originate from the Superintendent, and (2) Box 6 –Preliminary Priorities reviewed by the Advisory Groups also be shared in College Council.

Consensus was reached to conduct a 2nd reading on the Revised Planning and Resource Allocation Process at the next College Council meeting (May 15). AAAG has agendized this item for review on May 2nd.

- c) **Tentative Budget 2012-13 [1st reading] (Steve):** Steve reviewed the “Very Tentative Budget” handout underscoring the fact that we are dealing with many uncertainties. Budget Assumptions discussed included:

- No restoration of prior year cuts (cut \$3.3 M in 09-10, \$2.9 M in 11-12). These ongoing revenue cuts if/when restored will likely require that we earn it back. The workload reductions represent a re-benching of our cap.
- Unfunded Cola of 3.24%
- No growth funds
- Enrollment fee increase to \$46 in fall---how will it affect enrollment?
- Mid-year trigger cut of \$1.76 M if Nov tax initiative does not pass (if it passes, deferral is reduced rather than new monies being provided).

Several unknowns and uncertainties include:

- April revenues are below earlier estimates,
- November tax initiative (will it make the ballot)?
- Current medical savings for 2011-12---will it continue and how will the renewal year projections be affected,
- FTES projections are approximately 200 below cap for 2011-12,
- FTES production for 2012-13, how impacted by the fee increase?
- Student Success Task Force Recommendations- impacts?
- Repeatability legislation – impacts?

Steve continued with a review of Tentative Increases for 2012 to include:

- TRAN cost (Tax Revenue Anticipation Note),
- SIS fee,
- PERS increase,
- Employee related expenses (step/column/longevity/reclass),
- Search consultant for President,
- FTES purchase, if needed,
- Other costs- related to production of additional FTES.

Possible savings, unknown at this time, may materialize to include:

- Collective bargaining agreements (wage concession, freezing or postponement of step/column increases, postponing reclass-equity study, etc.),
- Attrition, vacancy, retirement, and reorganization,
- Medical savings possible but cannot verify until audited--likely September,

- Reduction to General Fund support of the CDC,
- Reduced adjunct budget if workload trigger cuts occur.

Use of District one-time funds is problematic with a structural imbalance between revenues and expenses. Given the budget consists of 85% in salary and benefits, not enough options exist to balance the budget by addressing the remaining 15% solely. Most of the reductions imposed by the state are ongoing. With the exception of some permanent reductions in positions, the District's response to these ongoing reductions has largely been with temporary solutions including temporary compensation reductions and use of one-time funds. Temporary compensation reductions and use of one-time funds do not address the structural problem. Instead, they represent a response consisting of deferrals, thus renewing the problem each year. The multiple year deficit and structural imbalance will need to be addressed by some methodology that permanently reduces the expenditures to match the permanently reduced revenue.

Steve continued with an analysis of the actual Revenues and Expenses going back to 2008-09, which represented the high mark in terms of revenues.

- 2008-09: \$42,121,497,
- 2009-10: 1st year of cuts, total revenue reduced by \$2.69 M and expenses by \$2.68M,
- 2010-11: Not cuts by State, however expenses exceeded revenue by \$400,000,
- 2011-12: The adopted budget of \$37.5 M represented \$2.57 M reduction in revenues from the previous year and included the use of \$1.1 M in one-time funds, transferred from Capital Outlay and the Self Insurance fund.
- Academic Salaries were at \$15.2 M in 2010-11 reduced to \$13.8 M, which includes the 15 full time faculty retirements, wage concessions and decrease in the adjunct budget.
 - 2011-12 Revised Budget: Mid year cuts (surprises) came in the form of a deficit coefficient, resulting in \$822 M less income than originally anticipated.
 - Academic salaries must be increased (approximately \$300,000) to try to catch up to our target FTES.
 - Increased operations expenses for ISAs and shortfall in departmental savings, plus the trustee election (\$544,000),
 - GF support for CDC at \$125,000

2011-12 reflects a current out of balance figure of \$1.79M.

Steve then outlined the 2012-13 budget scenario using “worst case” factors without the various budget solutions in place. The resulting deficit total is approximately \$3.5 M and includes assumption such as workload/trigger cuts, no use of one-time district funds, no wage concessions, retirement incentive payout used to fill 3 faculty positions, and no increase in renewal of medical. It was suggested that the information relative to savings which are structural and ongoing (Academic Salaries, election savings) be represented in this analysis as ongoing, or structural savings.

In summary, much work lies ahead in construction of the budget and it appears the May Revise may look much alike the January budget. Plans are to begin the application for a TRAN to address the deferral of payments due to MPC.

- d) ***Smoking Policy BP 2240 [2nd reading] (Carsbia):** A recap was given on the board policy, similar to last meeting. At this point in recognizing that while this is a 2nd reading, CC must decide to retain existing policy with enhanced language regarding “designated areas” in the

place of “parking lots”, before forwarding a recommendation to the board. Issues of safety for students in parking lots as well as support for enforcement in providing a specific area lead to the suggestion for such designated areas. The subcommittee has identified designated areas. Carsbia will return with amended language.

3) Information Items (see available handouts):

- a) **Adjunct Hiring Procedures (Fred):** The *Adjunct Faculty Hiring Procedures-Joint Agreement* between the District and Academic Senate was presented and explained. It will be presented to the Board for adoption. Fred explained that the full time hiring process agreement was completed two years ago, at which time we then began the effort to revise the adjunct hiring procedures. Various members of the community believe that a broader and more open process is needed to increase the diversity amongst the adjunct faculty pool while also maintaining a high quality instruction. Earlier this year, the policy was brought to advisory groups and Academic Senate, resulting in a need for clarification best described in flowchart format. He then offered further explanation to the definition of “a vacancy”, when a hiring can be done from a pool, and when “recruitment” is required. Comments shared included concerns as to the amount of effort that must be expended and how the flow chart should be interpreted, all conversations for which various groups have already discussed. It was underscored that diversity within the adjunct faculty will not be attained without a policy to drive the effort. Situations will vary and the policy will rely upon the participation of the division chair and reasonable interpretation through its administration.

The policy was shared at AAAG, SSAG, Academic Senate and will be reviewed by EEOAC. The policy will be forwarded to the board shortly. Initial discussions which prompted the creation of this policy originated in EEOAC.

- b) **Accreditation Response – Timeline from Academic Affairs (Celine):** (deferred to next mtg).

4) Discussion items for future meeting:

- a) **MPC Technology Vision/Challenges:**
b) **Board Policy Revisions:** <http://mympc.mpc.edu/Committees/PACC/default.aspx>.
i) **BP 3040 – Community Service** (2nd reading— pending Community Ed Task Force).
c) **Action Plans (late spring?)**
e) **SIS – How well is it working (input from DOMS, end users, A&R etc.**

5) Other:

- a) **Committee Reports-**

***Smoking Policy- presented 4-17 as information item (1st reading).**

Next meeting – May 15 is the last meeting of the year, scheduled for the 2nd reading of Tentative Budget. May 21-23 is the May Revise ACBO Conf. College Council will plan not to meet on May 29th, unless absolutely necessary.