

College Council Minutes

April 17, 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, ASMPC Pres. Stephen Rose (need replacement), ASMPC Rep (vacant)

Absent: Mark Clements, Jonathan Osburg, Stephanie Perkins, Kali Viker, Adria Gerard, ASMPC Pres. (vacant), ASMPC Rep. (vacant).

Campus Community Comments:

- The Cal Poly Arab Music Ensemble will be performing on April 19th at 5:30 in the Music Hall.
- Jane Smiley, novelist, will be speaking as part of the Guest Author Series, Thursday, at 7pm, LF 103.
- “The Musical of Musicals, the Musical” continues at the Wharf Theater through the end of the month. A tour of the Theatre was held last Friday with the Foundation and it is progressing with the layout remaining mostly the same, except for the box office.
- The MPC Softball team is having a successful year. It plays Cabrillo today, and the Division Championship will be determined on how we do this week.
- Nick Pfeiffer is competing in the NorCal Championships decathlon at Shasta (yesterday and today), and is favored to win. Having won the decathlon a few weeks ago, and we are hoping he will win the state championship.
- Celina reported that we have held our First Forum for the Educational Master Plan Update. There will be additional forums with information coming forward eventually to College Council.

1) **Minutes –April 3, 2012:** Approved with minor editing.

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

- a) **Academic Affairs – Reorganization (*second reading*) (Celine Pinet):** Since the last College Council meeting, a few things have transpired. Celine indicated she has met with members of Academic Affairs staff, and the DOMs and the reorganization issue has been shared and approved at AAAG. She again reiterated the stress points of the system changes and mandated audits to respond to. A recent ACCJC workshop revealed more areas to address, creating increased levels of responsibilities impacting the scheduler position. In most institutions the area of responsibility is carried by two persons, sometimes three. This scheduler position is needed at a critical time to address both the system changes and to alleviate the mounting pressure on the existing person carrying the responsibility. Estimated costs of \$70,000 to \$72,000 are anticipated to be funded through attrition from vacant management positions (college wide).

Comments shared from the group included the following:

- There is a concern that this position would impact the DOMS with a workload reduction. It was explained that curriculum and reporting changes are stressing the need for a scheduler position. Where some DOMS do have a heavy workload, some members think there may exist redundancy in the activities (CuriCUNET).
- The CSEA membership tends to oppose approving new positions given potential or looming budget cuts which could result in layoffs. Would it be possible to work within existing resources to fill the position responsibilities?
- In order for this to be filled internally, this position needs to be approved as a new position. The District intends to evaluate existing resources and see if the position can be filled internally.

In summary, an efficient solution must be found to allow this position to be filled so that classes can be properly input, deadlines met and the District is not hindered in its ability to earn FTES and meet legal requirements. A final call for discussion was made and invitation to move/approve.

“College Council recommends the Academic Affairs Reorganization Plan, and that it be forwarded to the Board for approval.”

The motion was made, seconded with 10 in favor, 1 opposed and 1 abstention. The motion carried.

3) Information Items (see available handouts):

a) **Student Health Fee (Carsbia Anderson):** Each year we receive information from the State according to the Implicit Price Deflator Index, as to the option of increasing the student health services fee. Last September, this information supported the increase by \$1 however, we chose not to implement the increase in the same year that enrollment fees increased to \$36 per unit. At this time we are advocating increases as follow:

- Summer 2012 – increase from \$14 to \$15,
- Fall 2012 and spring 2013 – increase from \$17 to \$19,
- Summer 2012 – increase to \$16.

This proposal will go to the April 25th board meeting for approval. This will put us in line with the current levels allowed by the State. This has been shared with ASMPC.

b) **Instructional Specialist, Adaptive PE p/t (Carsbia Anderson):** The position information was shared with the group. This categorically funded position is a conversion from a temporary to a permanent position.

c) **Planning and Resource Allocation Process – Model:** Dr. Garrison gave a recap on the examination taken of the current PRAP model, timing, and processes especially those compressed into spring. This came in response to a discussion held at College Council’s discussion a few weeks ago. The questions which arose from that discussion included:

- How does the Education Master Plan fit into this process?
- The Planning Assumptions put forth in the fall-- where do they fit into the PRAP?
- When do divisions prioritize (not designated in the chart, rather it is assumed)? In this last fall, there were delays in making data available for Program Reviews.
- Does the budget development process occur at a point where it is reasonable to receive all input and in general is there time for all the preparation steps in spring.

Dr. Garrison shared his thoughts with PVP and how the above questions could be answered. It was noted that while this is the 6th revision, such reviews reflect our responsiveness to a process which must remain responsive to the college’s needs and the changing economic climate. A review of the planning calendar reveals several adjustments to activities and timelines including:

- Multi-Year Mission/Goals and EMP –Replaces the first cloud labeled as Ideas...
- #1 box- Accountability Review in fall for previous year.
- #2 box- Area Component Goals for current year presented in September.
- #3 box – Program Review or Action Plans – Data disseminated to divisions in fall, allowing them time to develop annual Action Plans between Sept. to Dec. Previous timeline was too compressed.
- #4 box- In October - Planning Assumptions (**from the President / Superintendent**) put forward to help shape budget planning.

- #5 box – February - Divisions put forward priorities with Feb. as a target timeline.
- #6 box – Mid-March, the advisory groups review priorities.
- #7 box – Early April – budget development process begins (packages sent out).
- #8 box – Mid May - Budget Committee identified funding after May Revise.
- #9 box – May – VPs receive and refine priorities from their areas.
- #10 box – Last two meetings of the year – College Council makes allocation recommendations (1st/2nd reading of the Tentative Budget).

This revision to the PRAP will allow for data to be distributed to the divisions for program review and spread out several activities from what is currently mostly occurring in a compressed time frame in spring. The revised chart will be verified with the budget development outline (Attachment A- as attached to the Final Budget book printing).

Additional comments included questions as to when College Council should become involved in the budget development process (March/April vs. May). It was noted that the priorities are established by the advisory groups around mid-March, and then posted for College Council to review. It is uncertain how much earlier these could be made available.

d) Smoking Policy Update (Carsbia Anderson): A handout depicting a glass sheltered structure was shared. Carsbia gave a recap of the Smoking Policy issue, indicating that the previous board membership had the eventual goal as a Phase IV- non-smoking, tobacco free campus. With the current board membership, a re-examination conducted last fall to include the advisory groups and ASMPCC, concluded impracticalities associated with requiring students/employees to leave campus (break time, parking). The Health & Safety Committee provided the recommendation to the College Council Smoking subcommittee as follows:

Health and Safety Committee recommends to the College Council's subcommittee for the "Campus Smoking Policy" that the campus implement Phase IV of the Smoking Policy- Tobacco Free Campus; however if not approved by the Board, that smoking and the use of tobacco products be restricted to designated areas which would eliminate or reduce the effects of second-hand smoke.

In conjunction with the recommendation to the board for the use of shelters, it is believed that 1-2 parking spaces will be needed for each shelter and bond funds could be utilized. Areas other than parking spaces would present accessibility (ADA) issues. Price options were shared. The CC Smoking subcommittee plans to meet between now and the next CC meeting and will forward its recommendation.

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?)
- d) Accreditation Response – Timeline from Academic Affairs

5) Other:

- a) Committee Reports-

Next meeting – May 1st