

College Council Minutes- DRAFT-revised

March 20, 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. Stephen Rose (need replacement) , ASMPAC Rep (vacant)

Absent: Stephanie Perkins, ASMPAC Pres., ASMPAC Rep. (vacant).

Campus Community Comments:

- Barbara Lee announce that final raffle for the United Way Campaign will be held March 21.

1) **Minutes – March 6, 2012:** Approved with corrections to attendance/absences.

2) **Action Items (see available handouts):** No items presented.

3) **Information Items (see available handouts):**

- a) **Presidential Search Criteria Forum:** Alan indicated that the Board encouraged College Council to consider hosting a Forum, for the purpose of inviting comments/input from the campus community and community at large on the topic of the President/Superintendent search effort. A questionnaire will also be provided to help facilitate, and can be returned to Alan, or Loren Steck. Two ads have been placed in the Monterey County Herald (Sunday, and Tuesday) announcing the March 22, 4pm, LF 102 Forum.
- b) **Budget Packets/ Calendar (Steve):** Budget Packages and planning calendar have gone out to individual departments late last week and are due back April 6. Steve highlighted the following key points/timelines with the upcoming budget planning:
 - Good news is that no additional reductions will be requested ~~as with the beyond~~ 15% reductions requested last year.
 - Bad news is that only unavoidable increases beyond our control (insurance, contractual based expenses) will be supported. Reallocation methods will need to be sought to support any new expenses.
 - Budget Packages, once returned, will then require several weeks for input into the system by fiscal.
 - The May Revise will be received May 16, during which time 1st and 2nd readings by College Council.
 - The Board's will be adopting the Tentative Budget on June 27th.
 - The Board will be adopting the Final budget on August 22nd.

Steve reminded the group that in previous years, the state had not adopted a budget on time, and in addition to the ~~likelihood~~ possibility of this happening again, we are also facing multiple unknowns in our budget planning. The packets will contain each department's budget allocation for this last year.

Additional clarification was made as to how budget planning, area component goals, action plans, and program review are separate but related processes. While additional monies are unlikely for some time, the planning process must continue as it needs to associate itself with changing conditions. Discussion followed to determine if the separate processes could be brought forward together and in a more cohesive method within the budget planning process. Since Program Reviews (annual updates), Action Plans and budget planning are separate processes, handled within their separate areas, in the future, it would be up to the different areas to initiate their program review earlier in order to build in a review and prioritization timeline ahead of budget

planning. For this year, a special meeting of the divisions (AAAG) could take place now, in order to produce representative action plans, for incorporation into the budget planning process.

Program reviews/Action Plans are due April 13, however, we are running behind schedule. Fiscal Services will need time to compile all the budget information from all divisions, while incorporating changing fiscal information from the state. Steve also reminded the group that the “Planning Assumptions” brought forward in January, provided the framework for all areas/divisions to begin their initial budget planning discussions, if they chose to. Each year, the May Revise, Tentative and Final Budgets have followed similar timelines from year to year. Additional comments included:

- Flex days which support the Program Reflections process provides a rationale and by design should lead into action plans; perhaps time could be dedicated to also incorporate budget planning at the same time.
- The process contains several components mentioned above which are taken up at separate times, which contributes to loss of continuity and momentum. A reexamination of the Planning flowchart and corresponding timelines may reveal a more fluid way to move through all the separate but related processes.

c) Doug’s Bucket List – Positioning the College for the Future: After being notified of Dr. Garrison’s intention to retire, the Board asked for the development of a “bucket list” to contain those issues which need to be addressed to position the college for the future with reference to those issues we already know we are facing. These include:

- Transition to a multi-site college.
- Transition to the Student Information System which has had impacts on how we conduct business.
- Existing and impending/potential regulatory changes as with the Student Success Task Force.
- Reallocation of existing resources to continue effort to avoid layoffs, and continue our commitment to conduct reassignments where possible.
- Additional, and detailed information is forthcoming, to include a summary of savings attributable to attrition.

In Summary, the Board has asked Dr. Garrison to identify those areas which can easily be addressed **through use of existing resources.**

d) Enrollment Update / Where we are and what’s being done. (Celine): We are behind in our enrollments by approximately 300 FTES, which includes the purchase of ISAs and estimates for summer. In response, the following is being done to minimize the shortfall:

- 13 Late Start Classes were implemented in which 189 enrollments have been captured as of 3/19. The four online courses (Intro to Linguistics, Women in History, American Gov’t & Politics and Economics-Macro) reflect strong enrollments.
- Collaborative efforts are ongoing between Academic Affairs and Student Services to determine where students’ needs.
- Marketing efforts are being examined as well as a comparison to what other colleges are doing.

Additional comments from the discussion included the following:

- Can we identify students which may have dropped classes, and/or now are required to add a class in order to retain their scholarship or other status. Could we get a communication to these students via e-mail or through division chairs?

- Could the development of an MPC Facebook site assist? It is understood that as with websites, Facebook accounts require monitoring in order to be vibrant and useful.
- Would additional collaboration/marketing to high schools, CSUMB, NPS, and DLI help? Currently we are marketing to the high schools, and we have been in communication with CSUMB with the offer to provide course offerings to fill a need where CSUMB has been forced to reduce offerings.
- Recently the Monterey County Business Council sponsored an event which included an exercise where interested parties from other colleges came together in a competition to create apps for home devices. Ours was not amongst those requests, but the event will be held again. The companies served were able to save considerable monies. It is believed that an app should be developed which could benefit MPC.

e) **Academic Affairs Reorganization (Celine):** (*See handout*): The current structure of the Academic Affairs Office was established years ago, and addressed needs current to that time. Since then, several changes have come about, including state-wide mandated changes, such as centralizing of systems (CurriCUNET), conversion to SIS, SB1440-Accreditation, and increased audits and data requirements. To accommodate these shifts, we have called upon staff to work overtime, receiving out of class pay, and hired a part-time temporary person and still, the staffing structure does not adequately suit the demand. As a result, a review of current operations suggests realignment which could bring greater efficiencies through the addition of a Scheduler Position. This position will be **paid funded** using monies **currently paid in overtime**, from reallocation of existing resources and would allow cross training of existing Curriculum position.

f) ***Area Component Goals (2012-2013):** The Vice Presidents presented their area component goals in hardcopy and gave a review of each goal.

The suggestion was offered that examination be made along the lines of a feasibility study of implementing a social networking site and mobile phone applications to increase the visibility of MPC in the interest of serving our students.

Additionally, emphasis was given that as we move forward with plans for the IT Department, that consideration is given to the input provided by end users.

Fred indicated that he has provided a draft response to the ACCJC recommendation.

The Smoking Sub-committee still needs to meet. Carsbia will report back accordingly.

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?)**

5) Other:

a) **Committee Reports-**

Next meeting – April 3