

College Council Minutes- DRAFT

November 15, 2011

2:30 pm

Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, Marty Johnson (Interim VP AA), Michael Gilmartin, Steve Ma, Julie Bailey, Gary Bolen, Mark Clements, Ruth Osorio (need replacement), Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Amelia Hellam, Kali Viker, Suzanne Ammons, ASMPAC Pres.(?) Stephen Rose, ASMPAC Rep (vacant)

Guests: Laura Franklin, Kim Panis

Campus Community Comments:

- Lyndon announced that MPC's Football team received an invite to play Yuba City College on Saturday night.

1) **Minutes – Nov. 1, 2011:** Approved w/clarification-need replacement for Ruth Osorio.

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

- a) **Full Time - Faculty Replacements from AAAG-2nd reading (Marty Johnson):** Marty reminded the group of last week's first reading and the consensus and directive by College Council to move ahead with the 7 positions, (5 to be hired plus an additional 2 should funding materialize). Marty explained that the January Governor's proposed budget could still take months to materialize into the State Budget and it is too soon to know how supportive it will be or if there will be additional cuts. The District will want to know more about the State budget and will exercise caution before hiring the 5 faculty positions, however it is difficult to know exactly how the two timelines will mesh. Additional retirements and other unforeseen changes could also affect change to the district's available resources and budget response in the interim.

Discussion followed wherein the position was taken that hiring is deferred until such time as there is certainty of no lay-offs. Retraining efforts should be implemented to fill new positions if the budget restricts hiring, however, this cannot be done across all faculty and staff positions.

College Council recommends that the Full-time Faculty Replacement list as approved by AAAG be forwarded to the Board and that recruitment efforts proceed at this time.

The above motion was made, seconded, and voted with 15 in favor and 1 opposed.

- b) **Reinstatement of Unit Office Manager 1st reading (Facilities Reorganization)-Steve Ma:** At the October 18 College Council meeting, Steve presented the proposed Reorganization of the Facilities Department, explaining that this multi-phase plan would take several months to fully implement. One vital component of that plan and integral to its success is for the reinstatement of the Unit Office Manager (DOM) as explained at that meeting. Steve reiterated that this position previously held several administrative duties which were subsequently shifted to supervisors when the position was left unfilled.

Steve added that issues relative to the supervisors' pay and job description updates are still pending. The Unit Office Manager position will report to the supervisors.

3) **Board Policy Revisions (first reading):** <http://mympc.mpc.edu/Committees/PACC/default.aspx>.

- a) BP2240 Tobacco Free Campus (who presents?)—Carsbia gave a summary on the history of this issue along with recent input from the advisory groups in light of the final Phase IV:
- In 1997 Health & Safety recommended and the campus adopted a 4 Phase smoking plan to be implemented with the final goal for the campus to become non-smoking.

- Currently the campus is in phase III of the plan which is as follows:

BP 2240:

In the interest of protecting the health of students, employees, and visitors to the campus, smoking is prohibited within 20 feet of main entrances, exits, and operable windows of any MPC facility. Additionally, the use of tobacco--to include smoking and/or chewing any form of tobacco--is not permitted except in parking lots. Smoking is not permitted in Lower Parking Lot A during the hours of the Farmers Market, International Center Staff Parking Lot, Parking Lot J, or the Business/Humanities Driveway. Smoking is not allowed in campus-owned vehicles.

Students, staff, and visitors who violate the smoking policy are subject to disciplinary procedures as detailed in the appropriate sections of the Board Policy.

- The Board is proposing that the campus move to Phase IV as a Tobacco Free Campus.
- Written feedback on proposal to move to Phase IV received from the advisory groups--ASAG, SSAG, AAAG, and ASMPC--*see handouts*).

College Council reviewed the feedback and concurred with a similar stance as follows:

- *Based on feedback, moving to Phase IV is not feasible, given the lack of success in enforcing current policy.*
- *Identify appropriate smoking locations on campus along with appropriate signage.*
- *Target problem smoking areas with periodic stepped up security monitoring.*
- *Provide Cessation support.*

Following discussion, consensus was to assign a sub-committee to evaluate the collective input from ASMPC, and advisory groups, and report back to Health & Safety, before presenting this policy in a 2nd reading to College Council. Carsbia will head up this subcommittee consisting of Gary Bolen, Julie Bailey, Alan Haffa, and Steve Rosen.

4) Information Items (see available handouts):

- a) Web Reg Demonstration (Steve Ma)-** A small group met prior to the onset of spring registration---Nov. 16 to make minor/superficial changes that would promote ease of access to registration. Kim Panis (IT) gave a thorough demonstration beginning with the main page on through the 7 steps for registration. The changes included moving “hot” or “live” links to the main page allowing students to travel to any of these steps directly from that main page. Other modifications included revisions and elimination of repetitive wording and the addition of a Step 7 (MPC student e-mail). Students must get an MPC e-mail account, which can then be forwarded to their private e-mail.

The MPC web page needs to be revised/reorganized so that it will read and function in a more intuitive manner. The main page is extremely populated and as such, students and visitors not acquainted with the site have difficulty navigating through it. Other schools for example offer split up portals catering to each, the Student, Faculty/Staff, Community and Alumni populations. This effort will require a broader collaborative effort using representatives from different focus groups (students, staff...). We will revisit this in spring.

- b) Educational Master Plan Process (Marty Johnson):** Marty elaborated on how vital the Educational Master Plan (EMP) is in driving the many other plans (Technology Plan, Facilities Plan, Student Equity Plan, HR Plan, and Strategic Initiative. The EMP should be about 20 pages in length, plus appendices containing data and department plans and will guide educational

programs for the next five years. It will be updated annually, or when significant changes are required due to budget changes, state mandates and/or funding opportunities arise. The EMP should incorporate the action plans from each department, utilizing what departments have to do and want to do as the basis for developing the EMP.

Marty outlined the planning timeline beginning with January 2012 with the gathering of needed data through fall 2012 with the implementation of the EMP in order to begin building the class schedules for 2013-14. The timeline is such so as to support preparation for the Mid-term Accreditation visit as required by the EMP.

c) Classified Replacement Position:

- i. **Life Sciences Lab Manager (presented Nov 1) *Info on savings only*(Marty Johnson) :** The information on savings was shared with the group with clarification to savings of \$6,946, not \$994 annually.
- ii. **Reading Center Instructional Specialist. (Marty Johnson):** The information was share. Approval signoff to be gathered on approval steps for the chairs, and PVP.

5) Discussion items for *future meeting*:

- a) Growth Goal for the Ed. Center at Marina (managing growth & cuts)- Dec 6th-at Education Ctr at Marina.
- b) Year End Funds—(following audit /LAO update, trigger cuts, Gov.'s proposed budget of Mid-January) Late January??
- c) Equipment Refreshment needs campus-wide:

6) Other:

- a) **Committee Reports-**

Next meeting is December 6th ---at the Education Center in Marina, room MA 104.