

College Council Minutes

September 20, 2011

2:30 pm

Karas Room

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

Guests: Laura Franklin, Barbara Lee

Campus Community Comments:

- The Education Center at Marina will celebrate its grand opening this Friday, September 23 at 1 pm and the community is invited. A self-guided tour of the facilities will follow. The Education Center has finished out very nicely and all are encouraged to pay a visit there.

1) **Minutes – September 6, 2011:** Approved as recorded.

2) **Action Items (see available handouts):**
(first / second readings)

a) **Math Learning Center-Instructional Specialists (2 positions) - Dr. Garrison:** College Council previously approved the creation of the Math Learning Center, in recognition of the growing need to provide Instructional Specialists and a dedicated staff in support of the MLC, replacing past practices which included utilization of student tutors. Recently, the MLC moved to the new BMC (Business Math Center) and has seen an increase in the size of classes and student enrollments. With the recent vacancy in the ESSC and soon to be vacant Reading Center position, College Council is asked to take action in approval of these two positions. While new to the MLC, they do not represent new funding, rather a recouping of funds from the previous ESSC and Reading Center position. College Council discussed/reviewed and took the following action:

i. **Math Learning Center Instructional Specialist (7months & 19 days):** This position will utilize funds from the already vacant ESSC position and in order to expedite a timeline to best meet students' needs and avoid delay, College Council is asked to take formal action in one reading. Alan called for a motion, to accept taking action in one reading and College Council approved. Next, College Council took action on approving the filling of the position:

College Council recommends the MLC Instructional Specialist (7 month & 19 Day) position be filled.

All voted in favor with one abstention. The motion passed.

Discussion followed in which a concern was shared that a precedence not be set by the Council's decision to take action following a first reading within the same meeting, especially as it pertains to future potential reorganization measures involving possible transfers within the bargaining units. The group was reminded that factors including essential prerequisite skills will always be key in filling positions as in the case with these MLC positions.

ii) **Math Learning Center Instructional Specialist (8.5 months):** This position will utilize funds from the anticipated vacancy from the Reading Center. While the need to fill this position is still critical to the MLC, members suggested a second reading be conducted before taking formal action and that AAAG have the opportunity to review as well.

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

a) (no items)

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

a) **Student Health Fee Increase (Carsbia):** Effective spring 2012, the Student Health Fee will be increased from the current \$17 to \$18, as per allowable Ed. Code. Carsbia further explained that this fee funds several essential services provided through our Student Health Services including psychological counseling, (not mentioned but included in the services are –minor medical services, doctor visits, over the counter medications, first aid, smoking cessation, and TB testing). Most community colleges take advantage of the allowable fee increase if they provide Student Health Services, especially since we've received no COLA in 3-4 years while costs have increased approximately 12%.

b) **Physical Education-Program Review (Lyndon Schutzler):** Lyndon presented the Program Review with a powerpoint presentation, highlighting several key aspects of the Program:

- The Physical Education Division supports the mission of the college by providing a wide variety of instructional courses in a number of different departments. These courses are beneficial to students with interest in transfer, career and life-long learning opportunities. The Division has developed a Mission Statement which supports the college Mission Statement..

The many departments making up the PE Division are:

- Adapted Physical Education –Also a categorical program, this is part of the Division with offerings especially suited for students with special needs for physical activity.
- Physical Education - The Physical Education Department consists primarily of courses designed to enhance skills for participation in games and a variety of sports. While Intercollegiate Athletic courses are also a part of this program, the program review of Athletics is coconducted through Student Services.
- Dance-The Dance Department offers courses in a variety of dance forms in multiple skill levels and supports students' performance interests by sponsoring Fall and Spring Dance Concerts.
- The Physical Fitness Department This is the largest in the Division in terms of FTES development, encompassing both the open lab Fitness and Weight Training Center and group instruction offerings and it supports the vocational programs of Massage Therapy and the Fitness Instructor Training Program.
- Massage Therapy - Although not an official department, it is reviewed independently for program review purposes. Massage courses are listed under Physical Fitness and the program consists of courses leading to certificates and degrees and the ability to work as a massage therapist.

Staffing and Funding Challenges

- The Physical Education Division has been understaffed for some time with approximately 40% of all Division courses staffed by full time faculty while the statewide goal calls for 75% of courses to be taught by full-time faculty.
- In times of State budget reductions, Physical Education is scrutinized for cost savings. Since the last program review, SB 338 was implemented which limited the ability of the Division to enroll K - 12 students and eliminated programs at local high schools and popular youth summer sports camps.
- Recently the Chancellor's Office notified the college that it would no longer fund non-credit Physical Education courses, which enabled students in a course area to continue their involvement beyond the standard repeatability of those courses. This resulted in students no longer having access to certain courses and facilities.

The Division will monitor and respond to State mandates affecting its programs whatever direction is prescribed in anticipation of better funding cycles in the future.

c) **Classified Replacement Position:**

- i. **Library Systems Technology Coordinator (Laura Franklin?):** This position is described as an essential support function for the LTC building in many areas and unfortunately will be vacant following the 2 week notice recently given. It is a straight replacement which must be filled immediately and is supported by the Division. Concerns arose that suggested further examination be given in the interest of preserving essential positions from turnover. While confidential and not routinely conducted, exit interviews may offer some valuable information to the college in some instances. An interest was expressed to have College Council learn more as to when and where exit interviews have been and could be conducted. In conjunction with this topic, but more specific to this position, it was explained that the Technology Committee would be the most suitable venue in which to take up the discussion of IT staffing issues.

d) **Full Time - Faculty Replacements**

- **Art History:** The budget structure allows the filling of five full time faculty positions from the recommended original six positions (**Chemistry, Microbiology, Child Development, History, Art History**, leaving the remaining one position of *Women's Studies* as the last vacancy).

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

- a) ~~Healthcare & Broker of Record (update on how projections are rendered):~~ *Late Sept/Oct best.* Alan updated the group to indicate that while it is not College Council's purview to involve itself within the H&WCCC processes, it would like to assist in disseminating information as a result of that committee's work.
- b) Growth Goal for the Ed. Center at Marina (managing growth & cuts)- *following budget update anticipated in mid-December for clearer picture.*
- c) Thin Client: *Ideal to cover this issue with a CC meeting located at the Ed Center following the Grand Opening of Sept. 23, yes?*
- d) Year End Funds—*Will have a better idea of YEF following closing of books and audit in late October.*
- e) Equipment Refreshment needs campus-wide:
- f) Shared Governance and Institutional Planning and Budgeting:
- g) Food & drink in classrooms?
- h) Exit Interviews- discussion on when, where, how conducted.

6) **Other:**

- a) **Committee Reports-**

Next meeting is October 4, 2:30 pm in the Karas Room.