

# College Council Minutes-DRAFT

Tuesday, June 15, 2010

**2:30 p.m.,  
Karas Room**

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Nancy Goehring, Brenda Lee Kalina, Stephanie Perkins, Fred Hochstaedter, Carolyn Hansen, Alan Haffa, Lyndon Schutzler, Loren Walsh (CSEA Rep.) Suzanne Ammons, ASMPC Pres. (vacant), ASMPC Pranita Chand

**Absent:** Doug Garrison, Gary Bolen, Mark Clements, Nancy Goehring, Bernie Abbott, ASMPC Pres.(vacant), ASMPC Pranita Chand

**Guests:** Sharon Colton, Eric Maximoff, Vicki Rhea, Kathleen Baker, Jacque Evans, Susan Villa, Ed Lake, Robin Clouse, Yvonne Williby

## **Campus Community Comments:**

- Carsbia reported that this year's graduation ceremonies were a success and well attended.

**1) Minutes – June 1, 2010:** The minutes were approved as recorded.

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

**a) Information Technology- Media Services Program Review (Sharon Colton):** Sharon recapped key points from the program review which followed a quote from the Accreditation Team's exit report of March 2010:

*"College is dedicated to providing reliable technology services and support, and has uniquely talented information technology specialists. Considerable strides have been made to integrate technology planning and assessment within the institutional structure."*

- According to baseline standards of the TCO (Total Cost of Ownership report from the CCCCCO), both IT and Media Services are understaffed by a total of 7 people. This results in a lack of redundancy and overlap and typically adds considerable overtime expenses as with last year's approximate \$87,000 in overtime.
- Technology Refreshment funding of \$250,000 annually since 2005-06 has been adequate up until 2009-10 when added expenses of over \$150,000 were required for upgrading the student records system equipment and software. \$300,000 is believed to be a more realistic budget so that both institutional equipment and student computer labs can be upgraded on a scheduled basis.
- It is believed that an annual refreshment of student labs would in turn support cascading of computers to staff.

**b) Technology Assessment and Three-Year Plan (Sharon Colton):** The Plan was presented and Sharon explained that it contains a current assessment of the campus technology and general future planning (non-specific). She explained that the Plan is guided by the College Mission and Institutional Goals, and recapped the overall purpose to include the following:

- An assessment of the current campus technology and definition of the strategic and operational direction for technology applications over the next three years.
- Establishment of a common vision that supports future deployment of an enriched learning experience for students and improvement of the college business processes.
- Establishment of a budgeting and funding allocation process to provide overall alignment of the work of technology staff, standards, guidelines and procedures needed to implement and support campus technology.

**c) Copier RFP:** Sharon explained that since February, an advisory committee was created to examine copier usage and investigate viable options for greater efficiencies. Ten vendors responded to the RFP (Request for Proposal), later narrowed to four companies, and finally two companies---Xerox and Canon. Following is a recap of key points:

- Features include copying, scanning, e-mailing and faxing via fax board.
- State standard is for 1 printer per 25 persons. Currently, we exceed that standard with minimum known quantities including 40 copiers and over 270 desk top staff printers. Desk top printers average approximately \$ .25 per copy while copies using the larger, newer production printers will cost less than .0068 (2/3 of a cent) per copy.

- The new printer plan is estimated to reap annual savings of approximately \$100,000; \$52,000 in the contract alone, \$30,000 in materials/supplies used by desk top and current copier/printers, and \$15,000 in energy savings.
- Better quality printing jobs and multiple output features.
- Training, support and maintenance also included.

**d) Academic Affairs Action Plans (Dr. Gonzalez):** John reviewed the Action Plan summary, explaining the Budget Dependent items and Bond Dependent items. The charts offered descriptions of the items, priority ranking for budget dependent items, distinction between ongoing vs. one time funds, and the Institutional Goals they support.

**e) 2009-10 Component Goals – Update/Progress (Vice Presidents):** Area Component Goals Update for 2009-10 were shared and recapped by each area Vice President.

**f) Facilities Projects (Prelim. Plans for Theater, Tennis Courts & Pool...and Swing Space Village)- Joe Bissell:** The following project overviews were given:

- **Gym, Pool and Tennis-** (Lyndon): The **Gym** was built in 1968. This was during the era of all-men's teams, before Title IX when women's sports were added. This prompted the ongoing need for separate facilities. Also needed is a conversion of the current large locker room space to smaller rooms. The new locker rooms will be closer to the Pool and Gym.
- **Tennis** – The courts can no longer be repaired due to uneven ground and other issues. Under the new plan, the current 5 courts will be reconfigured to the standard 6 courts for competition.
- **Pool:** Using the existing space the pool system will be rebuilt for energy efficiencies and will serve as part of the campus Clear Connections concept incorporating an overlook to the Gym, Theater, Amphitheater, Pool, College Center and turn around. The pool will be easier to find, while still being secure from wear, tear and vandalism. Completion is estimated between three and five years. Signage and lighting issues will also be addressed.
- **Theater** (Michael): The original plan submitted three years ago reflected a combined Music-Theater project; however, we were unable to get funding. As a result, the District decided to move forward with its portion of the funding. Michael shared the schematic drawings, identifying several complications related to ADA accessibility, the need for two elevators, electrical lift and HVAC in order to sufficiently equip the building.
- **Swing Space Village** (Steve): Schematic drawings were shared which showed the placement of 5 modular units and a restroom modular unit. These will be adjacent to the existing theater building and Parking Lot C. Also shared were schematic drawings illustrating the Clear Connections concept from the West Entry looking across the amphitheater to the College Center as well as an overview of the future parking turn around to be located at the west entrance.

#### **Faculty Replacement Positions:**

**a) Instructor/Coordinator – Medical Assisting Program (Dr. Gonzalez):** John reported that as the Instructor/Coordinator resigned at the end of spring 2010, this CTE Program with one full-time faculty must be filled in order to maintain the program. AAAG has reviewed the position with plans for filling it mid-year; plans are to fill it with part time instructors in the interim.

#### **Classified Replacement Positions:**

**a) Instructional Assistant II in the Business Skills Center (Dr. Gonzalez):** Following the resignation of Mamie Nubin, this position may go forward depending on the budget.

### **3) Action Items (see available handouts) :**

**a) College Council – Co-chair position-(2<sup>nd</sup> Reading):** At the June 1 meeting, a first read was conducted for the replacement of the College Council Co-Chair position vacated due to Bernie's

retirement. The group conducted a 2<sup>nd</sup> read today; the motion was made, seconded and carried unanimously to elect Alan Haffa as College Council Co-Chair.

- b) 2010-11 Tentative Budget – 2<sup>nd</sup> reading (Joe Bissell):** A first read was conducted at the June 1 College Council meeting. Joe reviewed the Executive Summary, highlighting several key points and issues facing community colleges as well as issues unique to MPC as follows:
- The May revise includes 2.21% growth, and negative COLA of .39%, or (.39%), although it is unlikely either of these will occur. The District has budgeted for neither. Increased costs will need to be absorbed by cutting current budgets since there's no COLA.
  - Cuts to EOP&S and part time faculty compensation at \$10 million each.
  - \$20 million increase for CTE
  - Additional deferrals likely. The District's reserves are adequately maintained with sufficient cash to allow it to continue operations without external borrowing.
  - Of greatest issue is the 25% increase in the cost of medical benefits. The Health & Welfare Cost Containment Committee has been working on identifying cost containment measures that could bring sustainability to the plan and be accepted by the bargaining units. At this time, faculty and management groups have accepted the measures, and classified employees have rejected them. As classified represents approximately half of benefits employees, the results are an increase of \$846,858 (12.5%) of projected expenses to the SIF.
  - The four largest sources of revenue (apportionment, lottery, nonresident fees, part-time faculty compensation) totaling 99% of the UGF are dependent on enrollments.

Joe also reported that the CCCCCO has asked for a report outlining actions taken to shrink the PFIT contracts. Very recently, it was made known that further cuts to enrollment will follow, and those schools which have already taken action to reduce non-credit PFIT and personal enrichment type courses are better off than those which have taken no action from the CCCCCO forewarning.

The unresolved problem with the District's medical costs will also require cuts to Special Revenue funds, such as the Child Development, Student Center, and Parking Funds as well as additional cuts in order to develop the District's final Budget. Joe invited comments and questions and asked for approval to move the Tentative Budget forward to the Board:

*College Council recommended that the 2010-11 Tentative Budget be forwarded to the Board for approval at its June 22, 2010 meeting.*

*A motion was made, seconded and approved unanimously.*

- c) Recommendation to implement a Division Chair for the Library (John) 2<sup>nd</sup> Reading (see *handout*):** A recap was provided as was also provided in the College Council's first read of June 1. Two unsuccessful searches for a Library Director were conducted. One of the challenges is that the Library is a year-round operation and the position, as it was advertised, is a 10-month faculty position. The recommendation which came forward from the consultant's evaluation was for the Director position to be an administrative position. As a result of the current fiscal constraints, the consultant's recommendation could not be implemented. The proposal is to implement a Library Division Chair on an interim basis for three years. This would entail appointing one of the full-time librarians as Division Chair for a portion of his/her assignment and backfilling that position with adjunct librarians. The handout illustrated how current funds from the unfilled Library Director position are budgeted, how proposed costs were arrived at and the revised budget, which is cost neutral. The cost of maintaining the current LTC hours of operation will be reviewed and a determination will be made as to whether they can be maintained.

*College Council recommended that the proposal to establish a Library Division Chair on an interim basis for three years be forwarded to the Superintendent/President for approval.*

*A motion was made, seconded and carried with 9 in favor and 3 opposed.*

**For fall 2010:**

d) Institutional Goals (Assessment) (New Goals due fall 2010):

e) Mission Statement Update (due fall 2010):

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

5) **Other:**

a) **Committee Reports-**

Next meeting—(Final Budget ???)