

College Council Minutes
Tuesday, September 16, 2008
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, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons, ASMPC Senator, and ASMPC VP Finance

Absent: Steve Morgan, Bill Jones, Stephanie Perkins, Doug Garrison, Brenda Kalina, ASMPC Senator and VP Finance

Guests: Susan Steele

Campus Community Comments:

Carsbia announced the following events/activities:

- Sept 16 (today) is Lobos Day intended to engage students into our MPC campus life and extend the awareness and promotion of various campus programs and services.
- Sept 17 is Constitution Day and both Social Sciences and the Library will feature displays from our Political Science students of proposed 28th amendments to the Constitution. It is the 221st anniversary of the signing of the Constitution.

Lyndon announced the following events:

- MPC's new Men's Soccer team had its first official win against DeAnza, 3-2. We are now 1-1. The Women's Soccer program has 18 women enrolled with games scheduled at York School on Sept. 16 at 7 pm, Sept. 19 at 2pm and Sept. 20 at 3pm. Our field was reserved for another event early on.
- Currently Lobos football is 2-0.

Julie added that the recent production of "Tuesdays with Morrie" at the Carl Cherry Theater in Carmel is a worth seeing event starring Thomas Burks a former MPC student and employee.

Gary Bolen reminded the group of the upcoming production of "Fat Pig" directed (and scenic design) by recent MPC graduate Kirsten Clapp.

John Gonzalez reported on the good news of strong enrollments at the Education Center in Marina. Currently we show over 700 enrollments, doubling the figure each year since the 2006 opening. Another portable building will be added in time for spring 2009. We will have four classrooms in place for spring 2009.

Joe reported that the Senate and Assembly have approved a state budget, and it is now at the Governor's desk where he may opt to approve or veto it. For community colleges, most remains unchanged from the assumptions made in our District's Final Budget. Budget highlights include:

- .68% COLA on general purpose apportionments but not provided for categorical program funds.
- Enrollment growth is funded at 2 percent.
- Categoricals are funded at last year's (2007-08) levels.
- Enrollment fees remain at \$20 per unit.

Joe added that in absence of a state budget, the Board will receive an agenda item to approve a resolution to participate in the Community College League of California 2008-2009 Cash Flow Financing Program. This process by which we utilize a brokerage firm to sell tax exempt notes (Tax Revenue Anticipation Notes) will alleviate possible shortfalls in cash flow. Joe added the following key points:

- The District's monthly operating costs (non bond-related) are approximately \$4.3 million.
- A new deferral of apportionment payments to alleviate cash flow concerns at the state level, and thus January through March payments from the State will be deferred until June. So, pursuing the TRAN in November could be essential in order to have funds in February when it is anticipated that cash flow assistance is most likely to be needed.

1) **Minutes – Sept 2, 2008:** Approved as recorded.

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

Classified Position Requests:

a) *None.*

Other:

a) **Interim Associate Dean of Student Services (Carsbia):** JoAnn Busenbark will join the District on September 22 as the interim Associate Dean through the rest of the year, or until a full-time replacement is hired. Ms. Busenbark was Associate Dean of Special Services at Napa Valley College, and served in interim assignments more recently in DSPS at Rio Honda College and College of the Siskiyous.

Carsbia added that since July, there have been discussions with the faculty union regarding the Health Services position and proposal for possible outsourcing with Community Hospital to fill the current need. A proposal has been prepared for the September 23 Board meeting

3) **Action Items** (see available attachments):

a) Review *Planning and Resource Allocation Process* and *Budget Development Process for the District*: Members of the council reviewed and commented on the *Budget Development Process* as it relates to previous years and this last year since the adoption of the *Planning and Resource Allocation Process* (flowchart). The following points/comments were shared:

- Budget Committee is a subcommittee of College Council charged with identifying available funds, however it does not prioritize funding allocation requests (action plans).
- Advisory Groups prioritize and submit the action plans from their areas to the PVP.
- PVP submits the action plans to College Council.
- College Council reviews the prioritized request and relies on the Vice Presidents to further refine and recommend the prioritized requests based on what is known about the state budget and available funding at that time.
- The Draft and the Final Budget are presented to College Council and then to the Board.

The Draft Budget is developed based on information available during the time of the Governor's May Revise and often not enough information is available to determine the extent by which action plan requests may be supported. In the recent past, College Council has been included in discussions pertaining to the one-time funding of the year-end-balance. These discussions included allocating this funding to:

- Sabbaticals at \$50,000
- Technology Refreshment at \$250,000
- GASB requirement to fund retiree medical liabilities.

At the conclusion of the discussion it was decided that the *Planning and Resources Allocation flowchart* be reviewed and amended to “switch” box #5 (*Institutional Admin. Review*,) with #6 (*Budget Committee Identifies Available funding*) to reflect the process that has been practiced. The *Budget Development Process* document from today's meeting will also be amended accordingly. Both items will be brought back to College Council for the 2nd reading.

John suggested that the notes of the above dialogue in the minutes be detailed enough to capture the essence of the discussion about the resource allocation process as reflected in the flow chart. The transcript of this dialogue will provide excellent evidence for our accreditation self study regarding the dialogue that takes place at MPC concerning our adopted processes.

- b) Education Center at Marina and Public Safety Training Ctr. - New Custodian position (first reading-Joe Bissell):** This position was presented and reviewed along with the attachment. The attachment for this custodian position contains the justification in reference to the Mission Statement which is incorrect, and should instead reference the “Institutional Goals” and should include goal # 3 “Grow Enrollment” as well.

It was explained that an agreement was made with the classified unit to use contract services during the initial start-up of the Education Center. Enrollment has doubled every year since fall 2006, and is at approximately 700 at this time.

- c) CurricUNET Specialist-(replacement Classified position in new area)- John Gonzalez:** This position was presented and reviewed along with the attachment. John added that there have been discussions with the classified unit to restructure the vacant ADMJ Secretarial position (4F) for the new CurricUNET Specialist position. The position is intended to serve on two levels/stages:
- Help the college in its implementation of the new CurricUNET software, and
 - Provide support and training on the new software to faculty and staff involved in curriculum development and approval processes.

Currently, we are working with the software developer on the design stage, which includes customizing the various screens for use with the different applications.

4) Other:

- a) Accreditation Update:** Fred offered the following update:

- Sept 22- Survey Question summit will be held. A chair from each component will be called upon to formulate survey questions.
- Standard 1 and 2 are anticipated to be reviewed and reports will go forward to the Senate shortly.

It was suggested and agreed that a regular update to College Council on the ongoing dialogue from the Accreditation Self Study Steering Committee would be more effective than receiving the report after the entire series of standards is compiled and finished. The agenda for College Council will feature this update on an ongoing basis.

5) Other:

- a) Committee Reports**

- b) Next meeting (Oct 7)**