

College Council Minutes

Tuesday, October 7, 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 Sen. Antron Williams, ASMPC VP Finance Lenz Elliot

Absent: Steve Morgan, Bill Jones, Stephanie Perkins, Carsbia Anderson, Gary Bolen, ASMPC Senator and VP Finance

Guests: Susan Steele

Campus Community Comments:

Dr. Garrison reminded all of this Thursday's celebration of the start of construction of our Public Safety Training Center on Colonel Durham Road in Seaside at 1:30. Representatives and members of the law enforcement and fire protection community have been invited along with various other members within our community. This event marks an important milestone representing the next big step in the college's commitment towards fulfilling the promise of the construction bond. An announcement has also appeared in the Monterey County Herald.

1) **Minutes – Sept 16, 2008:** Approved as recorded.

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

Classified Position Requests:

- a) **Assessment Specialist, Matriculation/Counseling:** This position was presented and reviewed along with the attachment. This is the replacement position for Linda Ransom who has accepted a position in Financial Aid.
- b) **Financial Aid Coordinator:** This position was presented and reviewed along with the attachment. This is a straight replacement position.

Other:

- c) **Staff Development Committee-guidelines (Susan Steele):** *see handout.* As chair of this committee, one of her charges was to help develop guidelines and work towards a more transparent process that could then be provided to the rest of the campus. She gave a recap of the components within the handout explaining that no previous guidelines or bylaws existed. Additional comments/suggestions included the following:
 - Funds will be split over two semesters; currently the \$8,000 available will allow \$4,000 per semester.
 - Solicitation for applications needs to be set up so that due dates do not arrive before calendar events are known.
 - Deadlines and announcements will be set up to support the process. Susan indicated she would be presenting this item including some of today's discussion contributions to Academic Senate on October 16.
- d) **Recent economic developments (potential impact to MPC):** Joe explained that the County is our banker, handling investments collectively with other public entities. He provided a recap of how the current economic hard times and the potential impact to MPC. The County Treasurer has invested pooled funds of approximately \$1 billion in conservative, low-risk entities for the purpose of:
 - cash liquidity
 - preservation of principle
 - interest income

The County's investment portfolio of pooled funds contains approximately \$30 million for which recovery is questionable and will take some time to sort out. The break-down is as follows:

- \$20 million in WAMU (Washington Mutual)

- \$10 million in Lehman Brothers ~~AIG (American International Group)~~. AIG and Lehman Brothers have filed Chapter 11 for reorganization status.

The County has indicated that we will likely need to forgo interest income, and any interest earned will be placed in a reserve account. Joe continued the recap to include:

- MPC has \$112 million deposited (\$100 million is bond funds).
- \$40 million (maximum allowed) is invested in LAIF (Local Agency Investment Funds) which is a state-driven pool.
- MPC has budgeted approximately \$330,000 in the General Fund as interest income this year, which is our share of the \$30 million figure in question for recovery. Joe reminded the group that various strategies exist in the budget in which we can resolve the \$330,000 loss, such as unfilled vacant positions, turnover savings and year-end transfers.

The governor is seeking to borrow \$7 billion from the Federal Government. The following represents additional economic challenges related to this issue:

- Apportionment payments for January, February and March of \$2 million each, may not be received until April, May and June.
- In the event of a cash shortfall attributable to the delay in apportionment payments, the Board at its September meeting passed a resolution to participate in the Community College League of California 2008-09 Cash Flow financing Program. This process allows the sale of tax exempt notes or TRAN (Tax Revenue Anticipation Notes) to access funds in the event of a cash shortfall.
- If the \$7 billion loan to the State does not materialize, we will face additional challenges if the governor calls for mid-year cuts.

Given the potential economic challenges, MPC's reserve is in place at a most appropriate time. Dr. Garrison added that the Legislative Analyst's Office will provide additional information at this week's State Budget workshop. Meanwhile, word from the County Treasurer's office is to not budget any revenue for interest income. As the short and long term outcomes remain unknown, we should be reminded that our bond investment funds are long-term.

Lastly, Joe reported that the CCCCCO is questioning enrollment of an unusually high proportion of students under the age of 12 within a series of contracts (Drama, PFIT, MATE and other instructional agreements). These students are able to enroll and participate for college credit. Early estimates of this self-audit indicate that approximately 188 credit FTES (\$880,000) may be ineligible for funding. It was added that the issue is an interesting one, especially as applied to instruction within the performing arts and sciences. Three areas for consideration relevant to enrollment in community college courses:

- Minimum conditions provide that the courses be open and accessible to all.
- Enrollees must be capable of benefiting from instruction at an advanced scholastic level of study.
- Must be able to insure that instruction is conducted at the college level.

Dr. Garrison indicated that a proposal is underway to the High Schools relevant to this concurrent enrollment issue.

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

- a) Review *Planning and Resource Allocation Process* and *Budget Development Process for the District (2nd Reading-please see Sept 29, 3rd revision)*: Additional revisions were discussed pertaining to the Budget Committee's task to identify available funding and the College Council's review of refined institutional priorities in context of anticipated budget resources. (5a. will move to 7a). Bernie will revise the *Planning and Resource Allocation Process* flowchart and return for review at the November 4 meeting, Joe will revise the

Budget Development Process document, review with Budget Committee and bring forward that input as well.

- b) **Education Center at Marina and Public Safety Training Ctr.- New Custodian position (2nd Reading)-Joe Bissell):** Joe reported that the original quote given for the custodial services for the Education Center and the Public Safety Training Center has been reduced somewhat. However, it remains that hiring a custodian is still the most feasible option for providing 6 days of scheduling coverage for both facilities (not necessarily the same custodian). Negotiations continue with the MPCEA bargaining unit. The current rate of growth for the Education Center supports that we will need to boost staffing once the permanent Education Center is built.

Dr. Garrison emphasized that the process taken was correct, that is to implement temporary services in extraordinary circumstances.

College Council recommends that Custodian position be forwarded to the Board for approval. A motion to approve was made and seconded, and the motion carried.

- c) **CurricUNET Specialist-(replacement Classified position in new area- 2nd Reading) John Gonzalez:** A copy of the *Blue Hands* form and the *Classified Position Request* were reviewed. It was explained that this position contains a restructure of a currently vacant Category 4 position and would provide an initial salary savings due to longevity within the former position. Currently, negotiations are underway with the MPCEA bargaining unit relevant to the proposed service category and details within the job description itself. Once negotiations are complete, additional information will be available. The position as explained is planned to include the following general duties:

- Provide training and support duties for faculty and staff in the use of the new CurricUNET software.
- Assist in training faculty and staff involved in curriculum development and approval processes in processing course outlines in an online environment.

Implementation of the CurricUNET system is on deadline for spring. This means that the position must be advertised, filled and training must get underway in time for spring.

College Council recommends the CurricUNET position. A motion to approve was made and seconded. In favor were a total of 6 and opposed a total of 5, and the motion carried.

The group was reminded that while the bargaining unit and the District are still in negotiations, salary and service category information is not available. As with any recommendation, the Superintendent/President will now review the recommendation and either present it for approval by the Board, or return it to College Council with justification.

4) Other:

- a) Accreditation Update/reports: (*see handouts*) Fred gave an update on the accreditation progress as follows:

1. **Standard 1- Institutional Mission and Effectiveness:** contains Rubrics within the following areas:

- *Evaluating Institutional Effectiveness in Program Review*
- *Evaluating Institutional Effectiveness in Planning*
- *Evaluating Institutional Effectiveness in Student Learning Outcomes*

Fred indicated this **Draft** is designed to be an introduction for the viewer in the initial stages which will be further detailed later.

2. **A survey** is being developed to gauge perception amongst faculty and staff on how we address the standards. Comments shared on the implementation of the electronic survey included the following:
 - Administer the survey to those in leadership roles
 - Elect someone outside the leadership roles but still involved in program review to help validate findings

3. **Educational Seminar of Oct 16 – 18** Fred and Diane Boynton will attend, bringing with them suggestions of two “*promising practices*” from our own campus experience. Discussion followed with a brief review of the Retreat on Student Learning and Assessment, Level II document, and the following suggestions were agreed upon:
 - *Data from our Basic Skills Assessment and best practice.*
 - *Program Review for Social Science which includes Student Achievement.*

5) Other:

- a) Committee Reports

- b) Next meeting (Oct 21)