

College Council Minutes
Tuesday, November 4, 2008
2:30 p.m.
Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, Susan Steele for 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, ASMPC VP Finance

Absent: Steve Morgan, Bill Jones, Stephanie Perkins, John Gonzalez (Susan Steele instead), Susan Villa, ASMPC Sen., VP Finance
Guests:

Campus Community Comments: Carsbia announced that MPC Football is currently 8-0 with the next home game against Hartnell. The gym's final coat has been applied. It should be back in use by Monday (Nov. 10).

1) **Minutes – Oct. 21, 2008:** Approved with changes.

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

Classified Position Requests:

- a) **Student Financial Services Coordinator- Full Time (Carsbia Anderson):** This position was presented and reviewed along with the attachment. It was noted that the previous title for this position was *Financial Aid Coordinator*.
- b) **Student Financial Services Coordinator – Part Time (Carsbia Anderson):** This position was presented and reviewed along with the attachment. It was noted that the previous title for this position was *Financial Aid Coordinator*.
- c) **Matriculation Services Specialist, Senior – Full Time (Carsbia Anderson):** This position was presented and reviewed along with the attachment. It was noted that the previous title for this position was *Matriculation Assistant Coordinator*. Carsbia indicated that while not required, bilingual skills would be ideal.
- d) **Library Study (Susan Steele, Doug Garrison):** Susan Steele & Doug Garrison reported on behalf of John Gonzalez and the efforts made to fill the Library Director position in the last two years. Recruitment pools proved to be limited and without the desired background. An examination of the varied functions and services that this position pulls together suggests that we look at the long term support concept rather than the immediate needs of filling the position. The proposal is that we consider hiring a consultant to conduct a complete review to gain a new perspective on how to best carry out the services and workflows in that area. Estimated costs for the consulting services are \$15,000.
- e) **Student Satisfaction Survey (John Gonzalez):** Fred gave a recap of this survey planned for spring 2009.
 - Fred Hochstaedter, John Gonzalez, Rosaleen Ryan and Susan Villa met to review options for hiring a company to conduct this survey.
 - The survey would include services such as student services, financial aid, parking.
 - The recommendation was to survey 2000 students (100 classes of 20 students) to include a cross section of classes to be surveyed.
 - The survey would serve accreditation needs and offer a comparison to other colleges.
 - About ½ hour is required to complete the survey.
 - Noel Levitz was chosen to create the survey at a cost of \$4,000, to be distributed through Institutional Research.
- f) **Academic Calendar 2009-10 (John Gonzalez):** The 08-09 calendar was adapted to create the 09-10 calendar with input/oversight from both MPCEA and MPCTA units. The request was made to the AACJC (American Association of Community and Junior Colleges) for the scheduling of the accreditation site visit for either March 8 – 11, or March 15 – 18 in 2010.
- g) **MPC Shared Governance Model:** At the Oct. 21 College Council meeting, Carsbia indicated that discussions at SSAG regarding membership and representation at SSAG and

the Faculty Selection Process as reviewed by AAAG and SSAG suggest that a subcommittee be created to examine and update the 1999 Shared Governance Model. Members of the committee were chosen today and include Brenda Kalina, Bernie Abbott, Julie Bailey, Carsbia, Bill Jones, Mark Clements and Mike Gilmartin. The group will meet Tuesday, Nov. 11 at 2:30 and report back to College Council.

Other:

3) Action Items (see available attachments):

a) Review *Planning and Resource Allocation Process* and *Budget Development Process for the District (update on changes made at 2nd Reading-October 7)*:

- Changes made at the 2nd reading of Oct. 7 along with the *Budget Development Process (from the VP Admin Svc.)* were reviewed.
- Joe added that the Budget Development Process was modified to coincide with the flowchart (Planning & Resource Allocation...) where possible; however, it is a separate process.

College Council recommends that the revised Planning & Resource Allocation Process (4th version, Oct 24, 2008) be forwarded to the board for approval. (College Council, 2nd reading Nov 4, 2008) A motion to approve was made and seconded, and the motion carried.

b) 2008-09 Budget Update and Budget Committee's recommendation to cover shortfall (Joe Bissell), first reading: (See handout 10-27-08) Joe gave an in-depth explanation of the budget shortfall as outlined in the handout which depicts these four points:

- The 2007-08 Fiscal Year Audit for underage enrollees
- The 2008-09 FY Budget Adjustments Based on new Projections (this takes into account funds that would normally be looked at as a year-end balance)
- Potential additional apportionment income (potential 360 additional FTES)
- Summary-problem, potential solution

Joe explained that the current economic situation typically prompts many schools to freeze positions, cut spending by offering fewer classes and fewer scheduling options. As MPC is in a position of course, the plan is to stay the course, for the following reasons:

- MPC has been committed to convert non credit to credit FTES over the last 2 years.
- The Education Center at Marina has seen growth as a result of many years of planning.
- Similar to growth opportunities at the Education Center at Marina, other opportunities to fulfill our commitment to grow exist and must be utilized (*see top box on page 2- South Bay Regional Public Safety Training Consortium is projecting to produce 200 FTES for which MPC could receive growth funding.*)
- Growth in 08-09 offers the potential for restoration funds to be received.
- There's been an increase in the number of students taking larger class loads (more units) and projections are that the State is looking to train an additional 8-10,000 Public Safety personnel.

On Nov. 3rd the Budget Committee reviewed the same handout, and agreed that we consider *transferring from the Self Insurance Fund, the current estimated \$855,906, to offset the shortfall.*

The group was reminded that in the aftermath of the liability of the special topics courses paid in 2007-08, it still remains that curriculum needs to be rewritten for these courses. Currently, plans are to work with the CCCCO for the repayment of the \$1.1 million for the 187.5 FTES (underage enrollments) and the concurrent enrollment issue of 07-08.

Following the above explanation/discussions, College Council made the following recommendation:

“College Council recommends the transfer from the Self Insurance Fund of the current estimated \$855,906 to offset the 2007-08 shortfall and continue to stay the course by utilizing opportunities to grow enrollments to assist in balancing the 2008-09 budget.”

c) Basic Skills Expenditure Plan 2008-09 (John Gonzalez – Mike Gilmartin)-see

attachment: Mike explained that in addition to a BSI Action Plan each year, an expenditure plan is also submitted. This year it was due mid-October. This year additional requirements called for the inclusion of details on actual activities to be funded and effective practices. An extension was requested and granted by the CCCCCO until Nov. 5. The following activities took place in support of the expediting the BSI expenditure plan following this one reading:

- The BSI committee reviewed and discussed the expenditure plan
- AAAG has reviewed and discussed the expenditure plan
- Adequate dialogue within the BSI committee meetings supports the expenditure plan and expediting its submission to the CCCCCO.

“College Council recommends that the 2008-09 ESL-BSI Expenditure Plan be forwarded to the California Community Colleges Chancellors Office.” A motion to approve was made and seconded, and the motion carried.

4) Other:

a) Accreditation Update/reports: Fred reported that the Accreditation Steering Committee met Nov. 3 and reviewed the employee/staff faculty survey which will be going out soon. Prize donations are being sought to encourage participation. Also discussed in the steering committee were the following items:

- ***What is the best method of bringing forward reports to College Council?*** *It was suggested that perhaps a written report from each of the four standard committee chairs could be presented in spring 2009.*
- ***What should be included in the above referenced reports from the standards’ committee chairs?***
 - ***Progress***
 - ***What’s good***
 - ***What’s bad***
 - ***What is the plan***

In addressing the requirements of our Accreditation 2010, we will need to do the following:

- Report on how the five recommendations of the 2004 visiting team are being addressed
- Respond/address the four standards as they apply to the District
- As the new committees write their standards we need to bear in mind those self-recommendations as set forth in 2002

5) Other:

a) Committee Reports

b) Next meeting (November 18)