

College Council Minutes-Draft

Tuesday, May 19, 2009

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 Pres. Mike Dickey, ASMPC Chief Justice William Manel

Absent: Bill Jones, Stephanie Perkins, Susan Villa, Mike Dickey, William Manel, Steve Morgan, A.J. Farrar, Gary Bolen

Guests: Susan Steele, Barbara Lee for Steve Morgan, Tracie Catania, Connie Andrews, Tom Rebold, Sharon Colton, Laura Franklin, Laurie, Buchholz, Kathleen Rozman, Gail Fail, Robynn Smith, John Anderson, Caroline Carney, Debbie Anthony

Campus Community Comments:

Lyndon reported on the following:

- Lakesha Adams finished 2nd, Dakota Sanchez finished 5th in the State Meet at College of San Mateo.
- Lauren Schutzler hit a three-run home run against Purdue at the NCAA Regional to win the championship.

Carsbia reported:

- Several Supportive Services scholarship awards will be distributed this Friday, May 22 to include Book Awards, Scholarship Checks, Student of The Year and other special recognition awards.
- Congratulations are in order for Kendra Cabrera who recently received her doctorate degree in Education from Berkeley.

1) **Minutes – May 5, 2009:** Approved with changes as noted.

2) **Accreditation Update/Reports:** <http://www.mpcfacity.net/accreditation/home.htm>
Standard III.

a) **Standard IIIA (Human Resources -Barbara Lee and Caroline Carney):** This Standard pertains to the institution's employment of qualified personnel to support student learning programs and services, equitable treatment of personnel, regular and systematic evaluation of employees etc. The draft write up for Standard IIIA was reviewed with explanation given to the following points:

- The Human Resources follows specific hiring policies and procedures which assure that quality personnel are hired. The quality is maintained and encouraged through regular, systematic evaluations and provision of ample opportunities for professional development and growth.
- Evaluation processes for all employee groups exists, and they include a component for improvement. Management team evaluations center on goals and objectives and the performance of annually identified focus areas. Evaluations for faculty include plans for improvement and growth.

Discussion followed on SLO's and objectives and how they are related. In the discussion that followed, it was concluded that the District meets the standard and a final draft will follow to incorporate wording changes discussed today.

b) **Standard III C (Technology Resources – Sharon Colton and Tom Rebold):** This Standard pertains to Technology resources used to support student learning programs and services and to improve institutional effectiveness. Technology resources are distributed throughout the campus including the off property classrooms, and they support student learning regardless of vocation and mode of delivery. While the evidence tables need additional work, the report included the following areas which are identified as supportive of how the district has met the Standard:

- Technology needs are gathered and planning takes place through the Technology Plan process, through the Technology Committee and approved through the institutional Planning and Resource Allocation Process. Technology resources are maintained by personnel in Information Technology, Media Services and Campus Lab Technicians.

- Technology resources support teaching and student learning by funding additional “smart” classrooms for media-enhanced teaching and computer labs. Instructor-student communication has been enhanced by providing MPC e-mails and website enhancements. Online course management systems to support distance learning through iLearn (Moodle) were implemented.
- Technology resources supporting college-wide communications were enhanced for all students and staff with universal MPC e-mail, webmail, and digital telephones. Emergency communications have been enhanced using the Berbee InformaCast mass notification system.
- The new Data Center built in April 2009 and replacement of the underground fiber network represent improvements in the operational system.

3) Information Items (see available attachments):

Classified Position Requests: None.

a)

Faculty Position Requests: None.

a)

College Council Co-Chair Election: Bernie and Brenda indicated they would be willing to continue another year if the group so wishes, especially given the upcoming Accreditation date. The group voted and unanimously agreed to retain Bernie and Brenda through this next year.

Other:

4) Action Items (see available attachments):

a) **Proposed Budget Strategies 2009-10, 1st Reading:** Dr. Garrison reviewed the *College Council 2009-10 Budget Balancing Proposal* posted on the College Council web page for today’s first reading. Key points included the following:

- MPC must work with a \$1.2 Million reduction to the 2009-10 budget, although changing conditions and the May 28th Governor’s Revise suggest the strong likelihood of further reductions.
- The advisory groups and administration have worked together to formulate the current list of proposed reductions to address the immediate general fund deficit and preserve as much of the current operations as possible.
- MPC must continue its budget planning beyond the 2009-10 fiscal year in anticipation of continued fiscal pressure. To proceed with further cuts, means we will need to focus on prioritizing and redefining essential functions and core areas.
- The future and long term health of MPC relies on a current budget strategy which maintains those mechanisms in place that will allow us to grow in the right direction (apportionment, COLA, etc.). This will enable us to be in the position to benefit when funding returns.
- MPC’s budget health will rely on aggressive enrollment planning and monitoring in order to maximize efficient growth within our enrollment cap. This will be balanced against our ability to exercise difficult decisions in the areas of discretionary spending, service levels, athletics and performance areas and reassignment of personnel.

Dr. Garrison presented a list of the proposed *2009-10 Budget Balancing Strategies – 5/15/2009*, and explained each item. He reminded the group that last year, the College adopted the strategy to pursue enrollment growth and efficiencies while protecting employees. Dr. Garrison emphasized that while the current budget proposal confirms the challenging reality, there are no proposed salary reductions or layoffs, although discussions relating to filling or deferring of

vacant positions are ongoing. The success of MPC during these fiscally difficult times will rely upon our ability to protect core functions and maintain high quality programs which will enable us to serve as many students as possible and protect employees.

These budget balancing strategies (documents) will form the basis of the Tentative Budget which must be presented and approved by the Board by June 30.

b) EEO BP5100 (Statement) & EEO Plan (committee membership) Revised - 1st Reading:

The EEO Plan was presented along with the BP 5100. As explained, the EEOAC which consists of representatives from faculty, staff and the community spent two years drafting the EEO plan. Pursuant to applicable Title 5 regulations, this Plan contains an analysis of the demographic makeup of the district's workforce population and reflects the district's commitment to equal employment opportunity, along with its commitment towards creating a welcoming work and academic environment while fostering diversity and promoting excellence.

- The Plan was sent to advisory groups on March 6.
- Input received from ASAG and Academic Senate with newly received input from AAAG, no input from SSAG up to this meeting date.
- EEOAC had their final meeting of the year on May 12 and incorporated changes as per input from the Academic Senate (see Item E of BP 5100 and EEO Plan, Component 5 pg 6).

A motion was made to table the discussion for a future meeting. The motion was seconded and passed.

c) Admission Policy (BP 4105) 1st Reading: Deferred for next College Council reading.

5) Other:

a) Committee Reports-

b) Next meeting? (June 2nd) Suzanne will e-mail participants to establish a quorum for June 2nd and advise participants to come prepared to schedule summer meetings to their calendar.