

College Council Minutes

Tuesday, April 29, 2008

2:30 p.m.

Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Marianne Ide, Steve Morgan, Gail Fail, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutlzler, Susan Villa, Suzanne Ammons, ASMPC Sen. Antron Williams, ASMPC VP Finance Lenz Elliot)

Absent: Marianne Ide, Steve Morgan, Gail Fail, Bill Jones, Brenda Kalina, Stephanie Perkins, Susan Villa

Guests: Barbara Lee

Campus Community Comments:

- Carsbia announced that ASMPC elections will take place on May 7 and 8th. April 30 is the last day for candidates to be placed on the ballot. Several positions are open at this time.
- The Asian Student Association will hold its annual culture show this Saturday.
- The Latina Cinco de Mayo Dance will also be held this Saturday.
- ASMPC Sen. Antron Williams reported that the Student Senate General Assembly Spring 2008 conference is being held in Anaheim May 2 through May 4. Antron plans to report back on this event at our next meeting.
- Supportive Services Scholarship Reception affair is being held May 2nd. This event promotes recognition of outstanding accomplishments of the students in this area.

1) **Minutes – April 15, 2008:** The minutes were approved with changes relating to forthcoming revisions to the Mission Statement.

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

Classified Position Requests

- a) Division Office / Unit Manager SC 5 (Replacement) Joe Bissell: This position was presented and reviewed along with the attachment. No salary savings is realized as this position was last filled in mid 2007.
- b) Instructional Asst. II, Reading Center (Replacement) John Gonzalez: This position was presented and reviewed along with the attachment. This is an 18 hour/week, 10.5 months/per year position which provides tutoring services.
- c) Student Health Fee Increase (Carsbia Anderson): Notice of this increase was received from the Chancellor's Office last week. Ed Code 76355 provides the governing board of a community college the option of increasing the health services fee by the same percentage as the Implicit Price Deflator. The proposed \$1.00 increase for MPC will go to the board meeting in May and if approved, be effective beginning with fall 2008.

Other:

- d) Accreditation Update (Accreditation workshop attendees): Dr. Gonzalez reminded the group that the Accreditation Team-Retreat is scheduled for May 2. Currently there are 22 participants. The results will likely be shared with the College Council at its May 6 meeting.
- e) 2008-2009 Area Component Goals
 - i. AAAG (John Gonzalez): The component goals from Academic Affairs are primarily roll-over items from last year and will be discussed at AAAG. Dr. Gonzalez reviewed each area and included the following comments:
 - Component Goals serve the purpose of “operationalizing” the Institutional Goals and the Programmatic Goals
 - 1.1 Maximizing student access and equity in course offerings as well as facility utilization - *to meet the needs of the students*

- 1.2 Enhanced communication between AAO and faculty – *this allows feedback from the DOMs and a smoother communication process between the areas*
 - 1.3 Create an academic schedule based on historical student demand while maximizing potential programmatic growth patterns – *it is critical to be proactive in this effort, reacting to changes in demand for courses (example: unpacking the schedule such as the Summer 07 schedule within the hours of 8 a.m. – 10 a.m.).*
 - 1.3.5 Division chairs, Academic Affairs Deans monitor enrollment on a daily basis during the enrollment cycle and make schedule adjustments... *make available additional facilities, add sections if necessary and establish pools of available faculty with minimum qualifications to meet increases in enrollment if necessary.*
 - 2.2.1 Review the schedule for printing of class rosters and delivery process to facilitate faculty access to the latest information – *Print out of class rosters done on Friday of the last week of registration, while registration continues through Sunday night. Depending on class, size additional rosters could be generated however, Admissions and Records should have the opportunity to address this.*
 - 2.3.2 Public documents such as Class Schedule and College Catalog- *These have been reworked and carry a more intuitive and user friendly presentation of information such as class look ups.*
 - 3.0 Update Board Policies – *this will be tied to Institutional Goal #1.*
 - 4.0 MPC Education Center at Marina – *continued needs assessments will assist with the development and growth at the Education Ctr. at Marina. The last needs assessment was conducted in fall 2007.*
 - 6.0 Expand a formalized Concurrent Enrollment program – *progress has been made since last year. Plans are to meet with High School Principals/Superintendents to partner with in an effort to meet needs/demands for AP taught courses either at the high school or at MPC. In Fall 2007, over 1500 enrollments were high school students. The new Dean position will help formalize this concurrent enrollment effort.*
 - 7.0 Partnerships with CSUMB, DLI, NPS –*The Transportation and Security Agency has proposed to develop a certificate and AA program to provide a more rounded skills set for TSA workers. Currently the NPS has a graduate degree in Homeland Security, therefore the groundwork for an education path is in place. Physical Therapy Assistant Program- we will continue discussions with CHOMP to broaden support and to assist with the expensive start up costs of this program.*
 - 10.0 - Revise curriculum and curriculum approval process- *Curricunet, the web based program is anticipated to assist in guiding course outlines electronically through an approval process that otherwise is a lengthy paper process. Current course outlines will need to meet Title V requirements and be ready to upload. The SLO Committee should participate in communications with those implementing the Curriculum revisions via Curricunet.*
 - *Basic Skills should be considered for inclusion as a component goal.*
 - *11.0 Conduct a thorough and honest assessment of the various processes at MPC under the Accreditation Standards, including Planning, Program Review, and SLOs.*
- ii. SSAG (Carsbia Anderson): Most of the Component Goals from Student Services are rollovers from last year and while the goals have been discussed at SSAG, the group has not reviewed this final document. Carsbia gave a recap of the goals which included the following comments:
- 3.1.2 Define new uses of the Santa Rosa System – *The Santa Rosa System has capabilities that can be maximized to provide additional services to students.*
 - 4.1 Support communication between Student Services and Academic Affairs, Administration, Faculty and Staff – *Meetings are held to support this ongoing objective.*
 - 5.2 Develop a student support program for underrepresented students – *Collaboration between the Vice President of Academic Affairs and the Student Success Task Force will support the development of a Student Success Program.*
 - 7.0 In collaboration with Student Health Services professionals, develop a campus emergency response team – *Regular meetings to be scheduled between the Deans of Academic Affairs and Student Services to form a “CERT” (Crisis Emergency Response Team). This crisis intervention team will take the place of the former “BAG” (Behavioral Assessment Group) and will be in place to react and address situations involving behavioral*

issues within the student population. Members of that team are currently being identified and training sessions planned for Fall 2008, facilitated by Monterey County Behavioral Health Department.

3) Action Items (see available attachments):

a) Board Policy Revisions:

- i. BP 1435-Naming of Buildings and Other Property Components (*first reading*): Dr. Garrison explained that this is a replacement of the existing BP 1435. The revised policy:
 - is intended to more clearly articulate the spaces, locations and structures covered under this policy by categorizing each type of space, structure or object within an interior and exterior pre-defined list.
 - Current policy consists of multiple price tiers with varying restrictions dependent upon space size and type.
 - By May 31 of each year, the Board shall establish and/or revise the amount of donations that shall be required for naming each, Space, Building, or other Objects identified within the pre-defined list of spaces, buildings etc.
- ii. BP 3810-Claims against the District (*first reading*): Joe explained that while the District has not had a written policy in place on the handling of claims against the District, the procedure has been in place. The district's insurance administrator for property and liability recommends the standardized claim form which for use by the District. The form is in compliance with the League's standardized BP 3810, Ed Code Section 72502 and Gov. Code Sections 900 – 910 and it is widely used by other California Community colleges.
- iii. BP 5105-A Complaint Procedures for Unlawful Discrimination, including Sexual Harassment (*first reading*) see *Title V sections and Complaint procedures* (attachments): Barbara gave an extensive review, including the following key points:
 - Changes to Title V in spring of 2006 prompted the EEOAC (Equal Employment Opportunity Advisory Committee) to rewrite the recommended procedures under the "Procedure for the Prevention of Sexual Harassment".
 - The revised procedure includes expanded language and definitions including protected groups. One example of the revisions is the added restriction prohibiting the accused from retaliatory activities against the claimant.
 - It was further explained that unlike most procedures, this Complaint Procedure requires board approval, and therefore it must be presented to College Council for 1st and 2nd readings.

4. Mission Statement (update on feedback??? Bernie Abbott): The Mission Statement has now been reviewed by AAAG and Academic Senate. Following a brief discussion, a consensus was reached to revise the statement to read as follows:

Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community. ~~today and into the future.~~

*College Council recommends the **Mission Statement** as amended to be forwarded to the Board for approval. Fred Hochstaedter motioned to approve, Joe Bissell seconded the motion and the motion carried unanimously.*

4) Other:

a) Committee Reports

b) Next meeting – May 6.