

To College Council February 23, 2016

College Council- DRAFT Annual Report 2014-2015

Co-Chairs: Diane Boynton and Stephanie Perkins

Members: Luz Aguirre, Suzanne Ammons, Wendy Bates, Monika Bell, Diane Boynton, Earl Davis, Paola Gilbert, Michael Gilmartin, Scott Gunter, Fred Hochstaedter, Elizabeth Mullins, Stephanie Perkins, DJ Singh, Francisco Tostado, Walt Tribbley, Loren Walsh, Larry Walter

During the 2014-2015 academic year, College Council met on a consistent basis to fulfill its scope and function. According to its bylaws,

It [College Council] leads MPC's Planning and Resource Allocation processes and confirms institutional support for recommendations to the Superintendent/President. It ensures that the institution allocates resources to improve student learning, as supported by the Program Review and Reflections/SLO processes, and to maintain regulatory compliance. The College Council leads the effort to develop and periodically review the institutional mission statement and long-term goals.¹

As such, College Council reviewed the college's mission statement and long-term goals, discussed significant issues and made a number of recommendations to the Superintendent/President, reviewed and discussed reports, and recognized the need to replace specific positions.

Recommendations Relevant to MPC's Mission, Values, Goals, and Objectives

Prior to the 2014-2015 academic year, College Council reviewed, revised and recommended to the Superintendent/President the college's mission statement. The mission statement was accepted by the Board with one condition: that a definition of lifelong learning be provided to clarify the college's mission. As such, College Council recommended the following definition:

Lifelong learners are those students who seek some combination of personal fulfillment and enterprise, employability and workplace adaptability, and active citizenship and social inclusion, and who have not identified certificate, degree or transfer as their immediate educational goal.

College Council also reviewed the goals, revising and then recommending them to the Superintendent/President on September 9, 2014. Revisions were based on the following criteria:

- Recognize the difference between goals and objectives.

¹ College Council Bylaws, 2014.

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- Keep it simple.
- Include what is being done.
- Include what must be done to meet accreditation standards and state/federal regulations.

Thus, institutional goals were revised as follows:

Institutional Goals 2011-2014	Institutional Goals 2014-2020
<ol style="list-style-type: none">1. Promote academic excellence and student success.2. Build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.3. Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions.4. Maintain and strengthen instructional and institutional technology.	<ol style="list-style-type: none">1. Help students achieve their educational goals.2. Establish and maintain fiscal stability.3. Review, revise, and communicate policies and procedures to support the college mission.4. Establish and maintain effective infrastructure to promote student learning and achievement.

College Council also recognized that goals and objectives are best met when there are clear timelines, measurable outcomes, and clear lines of responsibility. As such, an Education Master Plan Update was developed, which then was renamed the Institutional Action Plan.

Recommendations Relevant to MPC's Budget

Given that one of the college's goal relates to fiscal stability, College Council reviewed the Budget Committee's bylaws, closely reviewed the Year-end Transfer into Capital Outlay, and sought to understand community colleges' budgeting principles and practices. Much discussion revolved around the college's structural deficit, as well as new state monies. As a result of these discussions, College Council recommended (1) changes to the Budget Committee's bylaws, (2) the Year-end Transfer into Capital Outlay, and (3) the 2014-2015 Final Budget.

Recommendations Relevant to State Reports

College Council reviewed, discussed and recommended the following state mandated reports:

- Basic Skills Initiative: End of the Year Report (Laura Franklin)
- Student Success and Support Program: 3SP (Larry Walker)
- Student Equity Plan (Larry Walker)

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Recommendations Relevant to Replacement, New, and Modified Positions

College Council made the following personnel-related recommendations to the Superintendent/President:

- New positions: CDC Unit Office Manager, Lab Mentor, Director of Student Success and Equity, Categorical Services Coordinator, Director of Child Development Center
- Modified position: Instructional Tech Specialist (Humanities)
- Modified job description: Custodial Supervisor
- Fill two faculty positions as submitted by AAAG (Math, Spanish)

Other Recommendations

College Council, as the shared governance body that reviews all board policies, reviewed, revised, and recommended Board Policy (BP) 3040. The Council also considered means of improving the college's access to and use of data, finally recommending that the college enter into a contract with TracDat.

Reports

College Council reviewed and provided feedback to presenters of the following reports:

- Technology Plan Report: Status of Initiatives (Mike Midkiff)
- Shared Governance Handbook (Catherine Webb)
- MPC's Resource Allocation Process (Diane Boynton)
- Institution-set Standards (Rosaleen Ryan)
- Accreditation Steering Committee Update (Catherine Webb)
- Program Reflections Summary (Michael Gilmartin, Larry Walker, Earl Davis)
- The President's Planning Assumptions (Dr. Walt Tribley)
- CTE Enhancement Funds (Michael Gilmartin, Denise Moss)
- Humanities Division Program Review (Diane Boynton)
- Social Science Division Program Review (Elias Kary)
- School of Nursing Program Review (Laura Loop)
- AB 86 Adult Education Regional Plan (Morgan Matthews)
- 2015-2016 Budget Calendar (Earl Davis)
- The Great Data Challenge (Catherine Webb)
- IEPI Institutional Effectiveness Partnership Initiative (Catherine Webb)
- AAAG Bylaws (Michael Gilmartin)
- Update on the Education Master Plan (Diane Boynton)

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Information Items Relevant to Replacement Positions

College Council was apprised that specific replacement positions would be filled:

- Library Specialist, Circulation Desk (three part time positions}
- Academic Curriculum Scheduling and Catalog Technician
- Accommodation Specialist
- Network Engineer
- Administrative Assistant II, Academic Affairs
- Custodial Supervisor
- Sciences Lab Manager
- Admissions and Records Specialist (two positions)
- ARC Instructional Specialist
- Administrative Assistant III (three positions)
- PSTC Unit Office Manager
- Custodian (two positions)
- Student Financial Services Outreach Coordinator
- Human Resources Specialist
- Scheduling Technician
- Unit Office Manager, ECE
- Lab Mentor, ECE
- Reading Center Instructional Specialist
- English and Study Skills Instructional Specialists
- Library Tech Coordinator
- Early Childhood Playground Assistant (three positions)
- Admissions and Records: Records Evaluator
- ARC Administrative Assistant
- ARC Instructional Specialist
- TRiO Instructional Specialist
- Theatre Technical Director and Operations Manager
- Campus Security Officer
- Instructional Technology Specialist, Humanities and Business

Opportunities for Improvement

College Council continues to meet the spirit of its charge in the midst of fiscal, personnel, policy, and process challenges. In reviewing the Council's accomplishments, it appears that more work can be done in the following areas:

1. Ensure that College Council's subcommittees meet and fulfill their charges. The Budget Committee met infrequently during the 2014-2015 academic year. The Facilities Committee did not meet once during the 2014-2015 academic year. Each of these committee was impacted by the lack of personnel in Administrative Services.

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2. Ensure that student learning processes be followed.
3. Ensure that the college's Planning and Resource Allocation Process be followed in a timely manner.
4. Ensure that College Council's bylaws be followed in a timely manner.

It appears that having key personnel in place is key to College Council's success. It also seems that a clear timeline of required activities would help College Council fulfill its charge.

Respectfully submitted,

Diane Boynton, College Council Co-Chair