

**College Council Minutes-DRAFT revised**

**February 9, 2016**

2:00 pm

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**College Council Members:** Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Kevin Haskin, Monika Bell, Paola Gilbert, Larry Walker, Kiran Kamath, Laura Franklin, Stephanie Perkins, Steve Crow, Suzanne Ammons, Walter Tribley, ASMPCC Pres. Maria Lopez, ASMPCC Rep. Santos Gonzales.

**Guests:** Catherine Webb, Nicole Dunn, Mike Midkiff, Susan Kitagawa, Robert Boardman.

**Collaborative Brain Trust-** Rocky Young, Pam Deegan, Shirley Kelly,

1. **Call to order:** The meeting was called to order at 2:02 p.m.
2. **Public comments (3 minutes):** None.
3. **CBT Update/Discussion:** College Council and CBT members introduced themselves. Rocky Young, Team Leader, reviewed the handout "[Project Specifics](#)" and further explained with the following:
  - **General concerns (Rocky):** In 2008-09 the FTES count was approximately 8,500. Since that time, the District has been on a steady decline and appears to be "settling" at 6,500 FTES. This is significant because (1) There is a window of time in which Districts can recapture FTES; this includes a significant number of Contract Education FTES, and (2) The District has been operating with a structural deficit, offsetting ongoing costs with one time funding. The District continues to operate on the Santa Rosa system which will not be supported in the near future; this raises concerns about the accessibility of quality data.
  - **Policies, processes and procedures (Shirley and Eva):** Two projects emerge here. (1) **Integrated planning process** and (2) **shared governance in decision making processes** must each meet the ACCJC standards for collaborative, transparent processes. Shirley proposed that review teams consisting of College personnel be created to brainstorm these processes. The teams will meet with Eva and provide suggestions from which Eva will assess and return with responses in the form of revisions to the Shared Governance Handbook. She will return for feedback from College Council. If needed, the team can review reporting structures, roles and responsibilities in critical areas to help provide clarification.
  - **Strategic enrollment management (Pam):** Pam underscored the importance of scheduling to support students over the two year period while continually analyzing program offerings. She proposed we engage in a half day training for all involved in enrollment planning and schedule development.
  - **Finance (Rocky for Mike Hill):** Rocky reviewed the fundamental issue of resolving the structural deficit and referenced several fiscal planning and monitoring tools. Of concern is the reliance on contract education FTES and how the FON (Faculty Obligation Number) is affected. He spoke briefly about examining the OPEB rules to develop a long term plan. Rocky reported that the comparison colleges his team suggests are Hartnell, Gavilan, Cuesta and Imperial, due to their similar socio economic complexity. He reported on the difficulty in obtaining some needed data and other information and that this often relies on being familiar with persons close to those sources.
  - **Funded FTES (Rocky):** Rocky chaired the accreditation team at MPC approximately two years prior to the Ft. Ord closure at which time it was recognized a plan was needed to absorb

the nearly 30% anticipated decline in enrollments. A look back at how the change transpired and how the District reacted could help to develop a realistic FTES projection and what the District chooses to be for its community. He reminded all that smaller school size does not mean lesser quality; smaller size may mean that the school is not striving to be all things to the community. He pointed out how MPC's community has changed in the last twenty years (Ft. Ord Closure, CSUMB). Rocky provided examples of small colleges in the LA District that wanted to be large colleges; however, they had to focus on what they did well. When faced with a 50% decline in FTES, they had to make difficult choices and redefine their size since the option to grow was not available. MPC's demographics are not likely to support new growth; even at 1% growth it would take many years to get back to the 8,500 FTES of 2008-09.

Rocky reminded everyone that the District data reflects low efficiencies in area of class sizes, FTES per FTE; the standard is 17.5 FTES per FTF and MPC is at 14.4 without reassigned time and 13.1 with reassigned time. In addition, only 11% of MPC courses have 35 or more students and this is catastrophic.

**Action items (Rocky):** Rocky invited questions and asked if there were any changes in the work plan. The two review teams' work will take place between February 22 and 26. MPC will forward the names of those who will serve on the review teams. Rocky reiterated that CBT plans on completing its work by the end of spring with one schedule change—to add a follow up visit in fall prior to accreditation to see how well MPC is progressing with respect to CBT's recommendations.

#### 4. Approve minutes:

- a. [January 26, 2016 Draft minutes](#): Approved as amended.  
*Fred motioned to approve the minutes and Elizabeth seconded; the minutes were approved with all in favor and no abstentions.*

#### 5. Information Items/Reports:

- a. [Strata Information Group – Statement of Work \(Steve\)](#): Strata Group is currently under contract with the District; however, at the December Board meeting, it was decided that this item should return to the Technology Committee due to some changes in scope. Previous work included process mapping conducted in Human Resources, Fiscal Resources and Admissions and Records. This work is intended to work in parallel with an ERP, using existing systems in the transition to an ERP.
- b. [Network Technician \(first reading, Steve\)](#): This item is brought forward for information, not a first reading; the position is part of the larger reorganization plan, utilizing current vacancies and has been reviewed in Human Resources and discussed initially with the union. Two organizational charts ("[Effective 2/1/16](#)" and "[Proposed](#)") were presented for review and Mike Midkiff explained and invited questions. The previous position for the Network Engineer will be better utilized as a Network Technician as we move to consolidate network support. The Network Technician position will provide us with the opportunity to implement a tiered support strategy. Audio Visual services will be supported by the Instruction Technology Specialist.

Discussion followed about processes and pathways to be followed (which shared governance groups should review) when moving new positions forward. Current practice needs to be documented. Program Reviews, Updates and Action Plans are valuable in providing the rationale in support of changes. Otherwise, these changes may appear to emerge outside of the planning process. The suggestion was made to direct this issue to the **Shared Governance in Decision Making – Review Team**.

- c. **College Council Membership Terms (Diane)**: Two positions (Co-chair Diane Boynton and Faculty Position- Elizabeth Mullins) are subject to replacement by end of summer semester 2016). Diane agreed to serve into the next term and the Academic Senate will appoint a faculty member to replace Elizabeth who indicated she would step down. The four MPCEA positions chosen by MPCEA do not specifically identify the MPCEA President as one of the four. Kevin Haskin stepped in to fill the current position upon a vacancy in mid-2015.

Diane suggested one additional review of the bylaws before College Council approves.

**6. Board policies (matrix):**

- a. **BP 2410- Board Policy and Administrative Procedures-Policy (2nd reading)**: Elizabeth reported on this final draft indicating the intent is to incorporate pathways so that the Board Policy and Administrative Procedures are implemented at the same time. Minor edits were discussed for clarity.

*Fred motioned to approve and recommend the Proposed MPC Board Policy 2410, and Paola seconded; the Policy was approved with all in favor and no abstentions.*

**7. Next meeting: February 23, 2016**

**8. Announcements:**

- Wendy announced the Coaches vs. Cancer “Pink Night” on Wednesday night along with Men’s and Women’s Basketball.
- Larry reported that the Boys and Girls Club has also been invited in conjunction with above.
- Stephanie reported that Student Services is hosting an event this Saturday in observance of Black History Month.

**9. Adjournment:** Meeting adjourned at 3:39.

***Items for future meetings:***

1. College Council Bylaws
2. College Council Communication
3. College Council Annual Report
4. Shared governance evaluation (Diane)
5. Campus forums to discuss Institutional Action Plan and Resource Allocation
6. Technology Bond
7. Institutional Action Plans
8. Auditing courses: exploration of opportunities/challenges
9. Policy/process for reorganization