College Council Members: Luz Aguirre, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Earl Davis, Scott Gunter, Francisco Tostado, Loran Walsh, Lyndon Schutzler (non-voting), Paola Gilbert, Larry Walker, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep.

Absent: Dan Fox, Stephanie Perkins, ASMPC Rep.,

Guests: Rosaleen Ryan, Rosemary Barrios, Lakisha Bradley, Laura Franklin, Catherine Webb

1. **Minutes:**

   a. **October 28th 2014 minutes (deferred from Nov 11)-** Larry motioned to approve the minutes and Mike Gilmartin seconded; the minutes were approved with none opposed and two abstentions (Loran Walsh and Francisco Tostado). (Note: Blue hands form for the UOM and Mentor positions are "in the signature loop" and will be brought back to CC as promised.)

   b. **November 25, 2014 minutes-** deferred to next meeting.

2. **Board Policies:**

   a. **BP 3040: Community Services (Laura Franklin):** Mike provided three versions of the Community Services BP (original, League's version and MPC's revised). AAAG suggested changes to include removal of some verbiage; however, the latest version wasn't available for review. College Council suggested that AAAG's suggested changes be shared at the next College Council meeting.

3. **Action items:**

   a. **Budget Subcommittee Charge (2nd Reading):** Diane reminded College Council members of the extensive review of the Budget Subcommittee's charge on November 25 and invited input on this latest draft. College Council members discussed the name of the committee, ultimately agreeing that the Budget Advisory Committee would be appropriate, as that best describes both function and role of the committee.

   Earl motioned to approve the Budget Advisory Committee Charge

   (November 25th, 2014) and Mike Gilmartin seconded; the BAC charge was approved with all in favor and no abstentions.

   Earl indicated that the BAC will likely meet in January if members are available, or early February. By this time we should have information on the Governor's January budget and an announcement could go forward with this information.

   b. **Student Equity Plan (2nd Reading – Larry Walker):** Larry presented the SEP at the November 25th meeting and since that meeting, some minor edits and revisions have been made. A correction was made to a computational spreadsheet error; the results now reflect no disproportionate impact to any one area. Larry underscored that regardless of impact disproportionate or otherwise, outreach efforts continue to be taken very seriously. Larry invited questions and a motion to approve.

College Council recommends the Student Equity Plan be forwarded to the Board by the Superintendent/President for approval by the Board.

Fred motioned to approve the Student Equity Plan and Francisco seconded; the Plan was approved with all in favor and no abstentions.

Larry gave thanks to those who helped finalize the Student Equity Plan.

c. **Year-end Transfer into Capital Outlay (first reading-Earl Davis):** Earl indicated that this item had to be forwarded to the Board before realizing that College Council should also receive this information. If needed, College Council could elect to conduct its two readings and the item pulled from the December 9th meeting. Earl proceeded to recap the routine activity of closing out the books and determining the end balance. He reminded the group that the 2013-14 budget was balanced using $2,545,000. For 2014-15, funds were borrowed from the Capital Outlay and the Self Insurance Fund and therefore they should be restored to those same sources. The $900,000 year-end transfer is the difference between what we transferred in at the beginning of the year to balance the budget, versus what the remainder over our target reserve should be at the end of the year. He also noted that previously the SIF included two other self-insurance funds (GASB 45 Reserves for long term retiree liabilities and the workers comp fund balance reserve). The return of funds to the Capital Outlay and Self Insurance (one time funding sources) is critical in order to support needs such as the recent emergency resolution taken to the board for unanticipated facilities repairs (LTC roof/duct leakage).

Earl invited questions. Inquiries included future plans for balancing the budget and whether borrowing funds will again be considered. The group was reminded that the Board has given direction that the 2015-16 budget be balanced without the use of one time funds. The request was made that a wider perspective or multi-year outline of year-end transfer activities be brought forward to include standards for reserve levels in order to allow a greater understanding of the best use of the return of these funds. Earl indicated that there was no rush to move this forward to the Board, nor any jeopardy to issues of compliance. More information will be brought forward to College Council.

4. **Information Items:**

   a. **Classified Positions (Replacement):** The following positions were reviewed and presented. Michael provided some background on how these positions became vacant as well as a brief description of changes in some duties, and the bargaining unit's approval of the job descriptions.

      i. **Admin Assist III (Mike Gilmartin):**

      ii. **Admin Assist III-Faculty Assignments MC (Mike Gilmartin):**

      iii. **Admin Assist III-Faculty Assignments AC (Mike Gilmartin):**

      iv. **PSTC Unit Office Manager (Mike Gilmartin):**

      v. **Custodian (Earl Davis):** Earl reminded the group of the passing of a custodial staff member and the need to fill the vacant position.

     vi. **Student Financial Services Outreach Coordinator (Larry Walker).** Larry presented the position and provided a recap of the position activities, indicating it is one of the few bilingual required positions.

b. **Technology Plan- Initiatives (Update-Mike Midkiff)-** Mike provided an update on the progress on the Initiatives as follows:

1.a.1: **Implement help desk software for IT/AV-** This has been implemented to track / record work needed, similar to the work order system for our facilities area.

1.a.2: **Develop mobile apps for institutional use:** In progress, anticipated completion by graduation.

1.b.1: **Implement help desk software for Distance Ed. Support:** The Distance Education support team under Jon Knolle's direction, implemented an on line help desk in fall 2013 and it is currently in operation to support on line students and faculty.

1.b.2 **Hire full time Inst. Support Tech:** This position was filled.

1.c.1 **Feasibility Analysis:** No update available at this time.

1.c.2 **Increase technical proficiency and professional development:** Training is ongoing.

1.c.3 **Improve IT's use of best practices, planning and support:** IT has recently selected regular recurring times to close its office in order to conduct focus work.

1.c.4 **New computer network Acceptable Use Agreement:** A draft board policy will be submitted through the appropriate channels.

1.c.5: **Develop a Service Level Agreement:** A draft version is in place. The responsiveness piece will need to be adjusted in accordance with available resources.

1.c.6: **Develop consortiums and partnerships with IT leaders and local colleges:** Work continues on this. One example is the Google Project which allows the use of "gmail" and Google Apps. Mike will bring an update on the scope of work that this entails at a future meeting.

1.c.7: **Develop established IT maintenance window:** This has been done utilizing the 1st Saturday of every month.

1.c.8 **Address IT staffing needs:** No update available.

2.a.1 **Redesign website including project management and hosted solution:** The Web site went live last August. At this time the Technology Committee has adopted a Resolution to underscore the importance of identifying the need for a Webmaster position. This will come forward to College Council.

2.a.2 **Hosted e-mail storage and collaboration solution:** This is underway.

2.a.3 **Improve emergency alert system:** Everbridge will be the system implemented which will allow text alerts to be broadcast. It will be tested in January/February.

3.a.1 **Enhance Network infrastructure:** Library switches planned for winter break.

3.a.2   WiFi validation plan, upgrade: Much work has been one to enhance the WiFi. The upgrade is not yet live, rather still in the testing environment.

3.a.3   Enhance VOIP Voicemail: Voice mail will be going to full Cisco authentication.

3.b.2   Implement network management/monitoring software: The Virtual Desktop Invitation (VDI) is in place and equipment was put to use, however not expanded as the return was not as positive as initially believed to be. The Network Operations Manager position is on hold due to budget conditions.

The question was asked whether funds from the 3SP plan could be applied to support a web master position or related functions as this has a direct benefit to students. ***There was general consensus of the need for a web master or to fulfill web related functions. A webmaster position (or webmaster functions) should be considered for inclusion in action plans for early 2015.*** Additional comments included the observation that today's workforce entering the job market possesses a skillset adept to technology, web and social media-based applications. Web sites are viewed as the modern day bulletin board and as such, it is not unreasonable to expect that departments manage and update their web pages regularly. This editing function is different from web design and web building. In going forward, managers will need to be mindful of how job descriptions are written so that they are not written to prohibit the inclusion of these basic functions. A separate and related challenge exists in being able to provide a centralized oversight of MPC's many web pages so that these pages are portrayed in a standardized and consistent theme or "voice". Maintaining this standard tone throughout MPC's web site is difficult given the many editors and this function could be fulfilled within a webmaster position.

c. **Humanities Division Program Review 13-14 (Michael Gilmartin):** Diane reported that the divison's Program Review was completed last year; however, the review team was unable to complete its review until the fall. She presented the Executive Summary and recapped several key points:

- The Humanities Division is large in scope, consisting of seven departments, two centers, a lab, twenty staff members and approximately 90 faculty, many part time.

- Enrollment trends fluctuate, and account for approximately 20% of the college's total enrollment (excluding contract courses),

- The Division remains committed to the students served: transfer, basic skills, career development, and lifelong learners.

- Challenges are similar to those across campus including changes in matriculation processes, marketing support, technology refreshment, curricular changes to ESL, retirement of fulltime faculty coupled with difficulty in attracting part time faculty, and recent loss of the division office's administrative assistant.

- Goals include refreshing technology in the Reading Center and ESSC, integrating basic skills (the English Department expects to begin offering integrated courses in Fall 2015), increasing online courses and online tutoring, and scheduling the right courses to meet student need. The Division is

working to improve coordination and communications with other MPC programs and services as well as with CSUMB. Plans are to hire an ESL counselor and Spanish instructor. Work continues in developing special programs such as Creative Writing, Visiting Authors and Great Books.

The Executive Summary version included today will be updated with the latest/corrected version.

5. **Discussion Items:**

6. **Meeting Calendar:**

    a. **Next meeting January 27th (Tuesday of Flex Week).**

7. **Campus community comments:**

    - Fred reported that the Academic Senate is engaged in a conversation regarding Equivalency as it pertains to certain disciplines, in particular CTE areas. Candidates who possess considerable experience and skills within certain disciplines often do not meet the currently prescribed minimum qualifications which include at least an AA degree. The Academic Senate is trying to decide whether or not to accept an equivalency to the AA degree. The Equivalency committee has submitted a recommendation that proposes additional years of discipline experience, supervisory experience, or teaching experience be considered the equivalent of the AA degree. The challenge lies in defining and answering the question: "What does Equivalency look like in a liberal education?" This dilemma is a critical one affecting our CTE programs and one for which the conversation needs to be supported.

    - Loran reported that he has been reelected to two more years as the CSEA President.

    - Francisco reported that we are in the middle of Financial Aid outreach scheduling with the goal to bring in 10 students from each area high school. Recently confirmed are Pajaro Valley, North Salinas and Watsonville High Schools.

Items for future meetings:
- Planning and Resource Allocation Process (more discussion)
- Auditing courses: exploration of opportunities/challenges
- Online student services
- Policy/process for reorganization