

## College Council Minutes

April 14 2015

2:00 pm

Rm 216, LTC

**College Council Members:** Luz Aguirre, 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: Diane Boynton, Wendy Bates, ASMPC Rep.

Guests: Catherine Webb, Eric Ogata, Rosaleen Ryan, Rosemary Barrios.

### 1. Minutes:

- a. **March 24, 2015:** Deferred to next meeting.

### 2. Board Policies: None presented.

### 3. Information Items:

#### a. Academic Affairs Classified Positions (Replacement):

- i. **Division Office Manager- Phys. Ed (Mike Gilmartin):** Lyndon presented the information on this straight replacement position.
- ii. **Life Sciences Lab Manager (Mike Gilmartin):** Mike presented the information on this straight replacement position.

#### b. Student Services Positions (first reading):

Larry indicated that these positions were reviewed and the recommendation is forwarded from SSAG.

- i. **Director of Student Success and Equity (Larry Walker):** In 2009, MPC sustained a \$3.3M revenue reduction
  - a) \$1.7 General Fund reduction
  - b) \$1.6 Restricted Fund reduction predominantly in categorical programs (Student Services).

Student Services responded to the revenue cut, reducing the administrative structure by choosing not to fill two Student Services Associate Dean positions, the Director of International Students and some classified positions in ARC (DSPS). The programs went from serving 800 students to 400 students. EOPS' annual \$300K offering in books was reduced to \$80K. Reporting requirements and other mandates for many State and Federal categorical programs remained and even increased especially in the Student Success and Support Program (3SP) and Student Equity.

Student Success and Support Program (3SP) is outcome based funding and it is extremely important to have a designated position responsible for daily operations, development of program plans, year end budget reconciliation, coordination with our campus programs and services, coordination with institutional research, and engagement with our K-12 partners. Larry shared the *SSAG Proposed Fall 2015 Stu Svc Organizational Structure* and explained how MPC currently lacks several key positions crucial in recruitment of students and serving needs now being met outside of our institution. He explained the 3SP funding formula and identified benchmarks where funding would be received even if we do not make actual benchmarks.

Comments and questions included whether additional counselors and support staff would be hired and how funding could best be used. Larry explained that the district is thinly staffed in administrative positions in student services, as compared to other districts as well. We must begin the process of rebuilding this area and the new position of Director of Student Success and Equity directly supports all of the areas.

**ii. Categorical Services Coordinator (Larry Walker):**

In all, there will be one administrative position, one classified position and one faculty position being recommended by SSAG. These will be brought forward to College Council for action in the near future. Larry provided organizational charts reflecting the reorganization plan and new positions and introduced the Handbook/Guide for 3SP and the funding grid.

- c. Year End Transfer (Earl Davis):** (See handout “*5 Year Comparison- UGF*”): Earl reported that the Budget Advisory Committee met April 13. College Council, Budget Advisory Committee and the Associations (MPCEA and MPCTA) had asked for a Five Year Summary of the Unrestricted General Fund so that they might better understand the structural deficit. Earl reminded the group that there is both a *budgeted structural deficit* vs. an *actual structural deficit* within this five year period.

Earl explained the *5 Year Comparison-UGF handout* (chart) and highlighted areas:

- **Line 2 (Subtotal – Transfer In – Balance Budget)**- shows the actual amounts transferred from funds outside of the General Fund in order to balance the adopted budget. The District builds the budget in accordance with Generally Accepted Accounting Principles, by budgeting expenditures and revenues without the transfers in and transfers out.
- **Line 8 (Net Income/Loss from ongoing operations)** in 2011-12, the District began experiencing actual deficits, In building a conservative budget, the District only budgets for revenues it reasonably expects to receive, and budgets any expense that it may incur during the year.
- **Line 11 Total Year End Transfer** – The reason that there are year end transfers is due to the board policy for a 10% Reserve. If the Reserve exceeds 10%, then a transfer out is made back to the funds of origin. Year end transfers have always existed and typically come to College Council for review and discussion for suitable one time expenditures. Closing entries are a part of that year’s transactions and as such, must be completed in order to submit the 311 Report and conduct the year end audited financial reports. Subsequent entries can still be made in the following year in reference to the year end transfer.

Earl invited questions and Dr. Tribley added information relative to Stability Funding, which the District began receiving in the years following the decline in FTES generation. The District is currently generating approximately 2,000 less FTES than it did in 2008-09. Earl pointed out that as revenues are declining, expenses are not. Significant reductions in expenses have been

made since 2010-11 where the options are available. Given that approximately 83% of the Unrestricted Budget is salary and benefits, additional reductions to reposition the District's financial standing will point towards an examination of the benefits costs.

Members reported that the **5 Year Comparison** chart is helpful in providing budget clarification and asked that a similar comparison chart inclusive of the other funds be created and provided by the end of the semester.

**d. TracDat Demonstration (Catherine Webb):** Catherine recapped key points from the powerpoint General TracDat Info. The SLO committee created the document shared at the March 24 meeting "The Great Data Challenge".

- There are 36 current CCCs using this system
- Clients are educational institutions (colleges and universities), private and public institutions
- Nuventive, LLC is the parent company founded in 2000
- Cost trends are stable with one small increase (5-7%) in all of last five years
- Brings data together in a central interface and assists in ease of access and is very customizable

Catherine showed the illustration explained how TracDat could be used for Program Review and Institutional Objective s/Goals. The template could also be customized for use in Student Services. She explained options for how data could be displayed, the ability to show status updates and how outcomes are built upon each other. This program could be particularly useful in strategic planning.

Members concurred that the benefits of this program are multiple. This program would provide information in real time and could be tracked. Also, it could provide great assistance to department chairs in managing SLOs, especially as we prepare for the Accreditation Self Study. Benefits of participating in a hosted system were also noted.

Catherine asked members how we should proceed, specifically whether College Council prefers to view an earlier version of the site or rather have a live demo conducted by the vendor. College Council members decided to rely on colleagues and SLO members in the decision to purchase the new software. IT has given its concurrence.

Pricing information on this one time expenditure was shared and funding possibilities discussed to include seeking funding from the Foundation. Clarification was made to indicate that MPC owns the data and data entry would entail writing a program to upload this data already in existence. The data is encrypted and secure.

Additional information is forthcoming and College Council will receive further instructions as to what is being asked of it.

#### **4. Discussion Items:**

**a. Accreditation Self Study (update- Catherine Webb):** Catherine provided a powerpoint presentation (see *Accreditation Update, Self Study Progress and Review, Spring Flex 2015*). She reported that the Steering Committee has been working on the preparation of the working draft of all four standards and anticipates completion

before the end of April. Over the summer, the finishing touches will be done to the working draft prior to its presentation to shared governance groups for institutional review in the Fall.

Initial findings that demonstrate what we are doing well include:

- High Quality instruction
- Integrated planning processes
- Inclusive shared governance process
- Program Reflections participation
- Dialogue and collaboration

Areas where we could improve (some areas overlap):

- Data (access, fluency, using it consistently in decision making processes)
- Communication (internal and external)
- Technology (systems not connecting, network infrastructure and technology not being used to its full potential)
- Staffing (number of staff and adequate staff where needed, training and professional development)
- SLO Assessment (participation in instructor reflections is improving and committee is seeing we could improve in connecting program reflections to institutional planning)
- Budget concerns remain a focal point and relate to our ability to address many areas where improvements could be made.

Next steps include discussing these findings throughout the institution (through shared governance conversations), determining which areas make sense for our Quality Focus Essay, and examining recommendations on areas where we could make improvements now. We will re-evaluate in the fall as we begin conversations of the self-study in our shared governance structure.

## **5. Meeting Calendar:**

### **a. Next meeting April 28**

## **6. Campus community comments**

*Items for future meetings:*

- **Budget 101**
- **Education Master Plan**
- **Planning and Resource Allocation Process (more discussion)**
- **Auditing courses: exploration of opportunities/challenges**
- **Policy/process for reorganization**