

College Council Minutes – DRAFT
May 19, 2015
2:00 pm
Room 213, LTC

College Council Members: Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Loran Walsh, Paula Gilbert, Larry Walker, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, VP Administrative Services, ASMPCC Representative

Absent: Scott Gunter, Loran Walsh, Paola Gilbert, Michael Gilmartin, Suzanne Ammons, Walter Tribley

Guests: Kevin Haskin (sitting in for Loran Walsh)

College Council met to discuss the 5-12-15 draft of the Education Master Plan. The primary question addressed was “What appears to be missing from the draft?”

College Council members discussed a number of items, ultimately emphasizing the following:

- | | Relevant
Objective(s) |
|--|----------------------------|
| 1. <u>A review/revision of the college’s administrative structure</u> to ensure we have the right structure to accomplish the mission and goals of the college | 1.1, 2.5 |
| a. Need support for CTE programs | |
| b. Need support for grant-writing | |
| c. Need directed efforts related to enrollment management | |
| 2. <u>An enrollment management plan</u> that includes: | 1.7, 1.8,
2.1, 2.4, 4.2 |
| a. A demographic analysis | |
| b. Outreach efforts | |
| i. Marketing | |
| ii. Information sharing | |
| c. Appropriate programs | |
| d. Efforts focused on retention and persistence | |
| e. Instructor position needs | |
| f. Solutions to address admission and enrollment roadblocks | |
| g. Review of and solutions for transportation problems | |
| h. Scheduling for all campuses | |
| i. Review of technology needs and solutions (ERP) | |
| j. BPA for Administrative Services (and perhaps for all areas of the college) | |
| 3. <u>Data and communication tools</u> to support enrollment management and planning (TracDat, ERP) | 4.2 |

4. Grant-writing to support programs, student need, fiscal stability 2.6
5. A staffing plan that includes: 4.5
 - a. Specific steps the college will take to attract excellent personnel at all levels
 - b. Staffing needs in all areas
 - c. Priorities (including criteria for prioritizing positions)

Other aspects of the discussion included the importance of:

1. Reviewing action plans to recognize needs of all areas of the college
2. Prioritizing all budget dependent items from all areas of the college, including:
 - a. Staffing
 - b. Facility
 - c. Technology
 - d. Equipment and supplies

Members agreed that campus buy-in is critical to the success of the college's plan and thus would like to host campus forums at the beginning of the Fall 2015 semester. Planning for such an event should begin soon. An item regarding campus forums will be added to the May 26, 2015 College Council meeting agenda.