

College Council Minutes- DRAFT

December 8, 2015

2:00 pm

Karas Rm

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, Suzanne Ammons, Walter Tribley, Vice President-Admin. Svc, ASMPC Pres. Maria Lopez, ASMPC Rep. Santos Gonzales.

Absent: Fred Hochstaedter (Lyndon Schutzler instead), Stephanie Perkins, Santos Gonzales

Guests: Lakisha Bradley, Steve Crow, Rosaleen Ryan

1. **Call to order:** The meeting was called to order at 2:04 pm. Diane suggested and the group conceded, to move item #5 –*Board Policy 2410* to #8 a. *Working with CBT*, to allow Lakisha Bradley to give the Student Equity Plan presentation early in the meeting, #6a.
2. **Education Moment:** Diane invited the following individuals to share how they came to be part of MPC:
 - Luz Aguirre explained that she had been a student at MPC, and found the instructors welcoming and encouraging. She explained that as an employee she feels inspired to also help students in their paths. She also acknowledged the hard work of the payroll department over the past several months in meeting the added timelines and additional reporting requirements.
 - Francisco Tostado came from a family of 7 children in which all attended community colleges. He was fortunate to begin working at a community college upon graduation.
3. **Public comments (3 minutes):** Suzanne reminded the group that the meeting is recorded.
4. **Approve minutes:**
 - a. [November 10, 2015:](#) *Larry motioned to approve the minutes and Elizabeth seconded; the minutes were approved with all in favor with one abstention (Lyndon Schutzler—absent, sitting in for Fred Hochstaedter).*
 - b. [November 24, 2015:](#) *Monika motioned to approve the minutes and Scott seconded; the minutes were approved as amended for 5d., with all in favor and two abstentions (Wendy Bates due to absence and Lyndon Schutzler—sitting in for Fred Hochstaedter).*
5. **Board policies ([matrix](#)):**
 - a. **[BP 2410- Board Policy and Administrative Procedures-Policy \(1st reading\):](#)**

Elizabeth reported on the subcommittee’s work and members’ research of other institutions as referenced on the document. For the BP 2410- A correction was made to the third paragraph to add “*The Board shall regularly assess its policies for effectiveness in fulfilling the District’s mission.*” For the AP, a suggestion was made to add language in several areas. The subcommittee will make changes as suggested and bring BP 2410 back to College Council for additional review. Recommendations as referenced in the

AP 2410 will follow the process of following through the governance structure (recommendation to College Council, for College Council's recommendation to the President, followed by the President's recommendation to the Board).

6. Action Items:

- a. **Student Equity Plan 2015-16 DRAFT** – (2nd reading--Lakisha Bradley): Modifications since the previous version were explained. They included the addition of the Categorical Services Coordinator and the addition of the Reading Center as related to tutorial support. These required adjustments to be made to other budget areas. Comments were shared about data collected based on completed applications and associated funding. Some outreach will be required to verify accuracy of the collected information on the 364 applications in question.

Francisco motioned to recommend the Student Equity Plan to the President for his recommendation to the Board; Kiran seconded and the motion carried with all in favor and one abstention (Paola Gilbert).

- b. **Instructional Technology Specialist, ARC** (2nd reading): Larry invited questions and provided a brief update and history.

Elizabeth motioned to recommend the position for hire to the President for his recommendation to the Board; Francisco seconded and the motion carried with all in favor and no abstentions.

- c. **Categorical Services Coordinator (2nd reading for following 3 positions):** Larry provided additional information on the positions to include where orientation and outreach would be provided; the Marina position will report to the Director of Student Success and Equity.
- i. **3SP Follow-Up Services:**
 - ii. **EOPS/CARE/CalWorks**
 - iii. **Marina Education Center**

Francisco motioned to recommend the three above positions to the President for his recommendation to the Board; Lyndon seconded and the motion carried with all in favor and no abstentions.

7. Information Items/Reports:

- a. **Office of Academic Affairs Restructure: Assoc. Dean of Instruction to Dean of Instruction** – Kiran Kamath (1st reading): Kiran presented and explained the Dean of Instruction position currently held by Dr. Jon Knolle, indicating this would come forward for action at a future College Council meeting. She further explained that job descriptions are non-existent for management and faculty positions; job responsibilities and duties are imbedded in the position announcement. For faculty and classified, job descriptions are covered within the collective bargaining agreements. The goal will be to develop a generic job description for management (Vice Presidents, Deans, Associate Deans, etc.) and faculty positions and utilize the

position announcements to address specific job requirements (desirable qualifications). Standard III a. 1. will need to be modified accordingly.

b. Classified Positions:

- i. **Math Learning Center-replacement (Laura Franklin)**: Laura presented this straight replacement; it is one of two part time staff positions other than the Math Learning Center coordinator.

8. Discussion Items:

- a. **Working with Collaborative Braintrust Consulting Oct 2, 2015**: Dr. Tribley recapped conversations to invite the CBT team to meet with College Council and reported that several suggested dates did not work for the team; however, December 15 appears to be a compatible date. Dr. Tribley referenced the *DATA NEEDS FOR CBT PROJECT* document which the CBT team has presented to MPC with the requested return date of December 15. He outlined a few of the requested items along with suggested initial steps to get started with CBT:

1. College Council begin the meeting with the attending CBT members (Dec. 15) with introductions. College Council will want to engage in dialogue with CC members and offer guidance to direct them to those areas we believe need a closer look without over prescribing what we want them to review.
2. College Council members should come prepared with their calendars to establish a calendar for the meetings to follow with the CBT team.

Members asked about the team's activity during winter break and spring semester. Dr. Tribley indicated nothing is planned or will be known until the team meets with College Council members, the dialogue begins and the CBT team informs us of its pace of work. Following discussion, Diane noted several questions/ideas from CC members to add to the previous list submitted to the CBT team:

- Establish meeting calendar with CC and CBT.
- Action Plan—what will be included and what will CBT be doing in January?
- Data inquiry – how will CBT interpret the information from MPC generated reports if we cannot establish the accuracy of the reports? Members cited specific reports which will be reviewed.
- Benchmark colleges---MPC would like to be involved in the selection of the four comparative colleges CBT plans to utilize and understand the criteria used in making this decision.
- Budget concerns of last year which prompted the request for a consultant should be made available for the team to review.
- Item 3.a. viii- Cost per FTES (instructional): Can this include *marginal, incremental and differential cost*?
- How will the day-to-day contact between MPC and CBT work, even though College Council will serve as a primary focal group of communications?
- The CBT *Data Needs* document is markedly void of subject matter relating to classified staff. How do we address processes without this information and will the inquiry related to organizational charts provide enough information?

Diane invited questions/comments to be e-mailed to the Council co-chairs. Paola agreed to provide a list of questions she has collected which include questions relative to internal management processes and policies.

- b. **College Council bylaws (Diane)**: Additional revisions have been made; however, one role is for an evaluation of the shared governance process. Diane asked members again to review and provide recommendations as to how to evaluate the process and how the shared governance structure informs the campus. The Annual Report is intended to incorporate what has been accomplished. This could be done on a two year cycle with one year focusing on internal functions and the next year on external.

9. Next meeting: December 15, 2015 (CBT), and January 26th, 2-4pm.

10. Announcements

11. Adjournment: Meeting adjourned at 3:57 p.m.

Items for future meetings:

- College Council annual report (Diane)
- Shared governance evaluation (Diane)
- College Council communication
- Campus forums to discuss Ed Master Plan and Resource Allocation
- Technology Bond
- Auditing courses: exploration of opportunities/challenges
- Policy/process for reorganization