

College Council Minutes - DRAFT

January 26, 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, ASMPC Pres. Maria Lopez, ASMPC Rep. Santos Gonzales.

Absent: Walter Tribley, Maria Lopez, Santos Gonzales.

1. Call to order: The meeting was called to order at 2:05pm.

2. Education Moment:

- DJ Singh (Computer Science) was working for an IT company in New Jersey and then joined a grant program to teach. He later moved to Maryland and worked at a community college as a full time instructor. Approximately seven years ago, an opportunity arose to move and work in California and he has been here ever since.
- Laura Franklin (Dean of Instruction) comes from a family of educators. While travelling in Europe, she recognized that one could earn a living teaching English as a foreign language. After living in Europe studying French and Spanish, she earned a teaching certificate, then returned to the U.S. to continue her education, earn a master's degree and joined the California Community College system.

3. Public comments (3 minutes): None

4. Approve minutes:

- a. December 8, 2015: Larry motioned to approve the minutes and Scott seconded; the minutes were approved with all in favor and no abstentions.
- b. December 15, 2015: Kiran motioned to approve the minutes as amended and Wendy seconded; the minutes were approved with all in favor and one abstention due to absence (Fred Hochstaedter).

5. Board policies (matrix):

- a. BP 2410- Board Policy and Administrative Procedures-Policy (2nd reading): Elizabeth provided an updated version for review. Discussion followed; changes were suggested. A revised version (including changes in Section III¹) will be forward following a meeting by the subcommittee. Member comments included that Board Policy and Administrative Procedures should be linked and available on the public pages of the website.

6. Action Items: None presented.

¹ Section III: Should any member of the college community whether they be faculty, staff, management, or students or their respective organizations, identify a needed change or amendment to board policy or administrative procedure, they may present their proposed change(s) to College Council for review and recommendation for either further study through shared governance groups or other constituencies or (?) directly to the Superintendent/President. At the end of the consultative process, any recommendation to Board Policy will be presented to the Board for approval or in the case of an Administrative Procedure, as an Information item.

7. Information Items/Reports:

a. Classified Positions:

- i. **Accounting Specialist II** (straight replacement) Steve Crow:
- ii. **Custodian** (straight replacement) Steve Crow:
- iii. **Custodian – Pool Operator** (straight replacement) Steve Crow:

Steve presented the above straight replacement positions, indicating also that cross training is intended for Custodian and Pool Operator responsibilities.

- b. Financial Aid Management System-Power FAIDS, Francisco Tostado:** Steve prefaced the update to indicate that the recent audit produced one finding related to a delay of the return of Title IV funds. This delay was attributable to challenges in working with our current management system.

Francisco reported that in November, MPC received notification that MPC’s Financial Aid Management System (FAMS) would no longer be supported after June 30, 2015. The institution needed to agree to upgrade to FAMS’ new system (at a cost of \$380,000 plus costs per student) or implement another financial management system to ensure that students would be able to receive financial aid (MPC typically awards about \$10-12million in financial aid every academic year).

A decision was made to acquire a software license and maintenance and support annual subscription with PowerFAIDS, a system that is used by many community colleges. This financial management system is expected to significantly improve the college’s financial aid application and distribution.

The cost and timeline are as follows:

Product Name	Start Date	End Date	Quantity	Total Cost
PowerFAIDS Initial Software License Fee Per User	01/01/2016	08/31/2017	10	\$109,888.00
PowerFAIDS Initial Web Client License Fee Per User	01/01/2016	08/31/2017	10	\$21,634.00
PowerFAIDS Initial Net Partner License Fee per enrollment	01/01/2016	08/31/2017	9999	\$59,094.09
PowerFAIDS Maintenance & Support Annual Subscription	09/01/2017	08/31/2018	10	\$25,063.00
PowerFAIDS Net Partner Maintenance & Support Annual Subscription	09/01/2017	08/31/2018	10	\$2,506.00
Total Cost				\$218,185.09

To fund the license, fees, maintenance and support, the college will use the following budgets:

- 1. Categorical FA budget (\$42K)
- 2. Refund from money paid to FAMS for 2016-2017 (\$41K)
- 3. Technology Committee funds
- 4. VPSS budgeted funds (one time salary savings)

The timeline is as follows:

December: Enter into contract to save about \$20K in fees.

January:	Meet with IT and PowerFAIDS.
February:	Access 2016/2017 testing database.
March 7-9, 2016:	Two staff members attend training conference.
March 14-18, 2016:	Set-up and implementation meeting.
April 2016:	TESTING phase.
May 1 st :	GO LIVE FOR 2016-2017.

8. Discussion Items:

- a. [College Council bylaws](#) (Diane): Discussion followed regarding how co-chairs are selected to serve; the bylaws are unclear. Members then discussed the practice of selecting one faculty and one classified member to serve as co-chairs; although there is historical precedent for this practice, it is not stated in the bylaws. Diane invited input as to whether the representation and selection process should be written into the bylaws. Comments were diverse, ranging from “All members are focused on the needs of the institution, so anyone on College Council should be able to serve as a co-chair” to “There should be a balance of power in the primary shared governance group.” There was agreement that anyone can suggest agenda items. There was also a recognition that co-chairs meet with the Superintendent/President, and thus having faculty and classified representatives (as co-chairs) provides a power/role balance between administration, faculty, and classified. Diane agreed to draft wording related to the co-chair selection process for review by College Council. College Council will review its bylaws again as an action item.

- b. [College Council Membership Terms](#) (Diane):

9. Next meeting: February 9, 2016

10. Announcements:

- Diane reminded us that CBT will meet with College Council on February 9 (1st meeting of the month).
- Connecting with CBT members – need to contain costs in connection with CBT contract, while supporting the flow of inquiries to them. College Council cochairs will serve as the conduit for that flow of information.

11. Adjournment: Meeting adjourned at 3:35 pm.

Items for future meetings:

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