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: Maria Lopez, Santos Gonzales
Guests: CBT team members present- Rocky Young, Eva Conrad, Pam Deegan, Mike Hill.
Guests: MPC Staff—Rosaleen Ryan, Mike Midkiff, Jon Knolle, Steve Crow, Leslie Procive

1. **Call to order:** The meeting was called to order at 2:03 p.m.

2. **Discussion Items:**
   a.   Collaborative Brain Trust (CBT):

CBT team members Rocky Young, Eva Conrad, Pam Deegan and Mike Hill introduced themselves and provided an overview of their faculty and administrative experience. MPC staff members introduced themselves and their role at the College. Following introductions, CBT members provided an overview of the areas they would each focus on to include:

- Processes, policies and procedures,
- Enrollment management issues,
- Administrative and financial elements to include those linked to enrollment management.

Mike Hill underscored that the intent of the CBT team's work with MPC is to share ideas and practices used at other colleges with recommendations for implementation at MPC. Mike Hill reminded the group that while problems vary from one institution to another, all have problems. He indicated that he has seen things improve with other districts time and again. The focus of CBT is to help the College by providing proven tools.

There was dialogue between CBT and College Council members that related to elements identified from the December 8th meeting to be addressed today. These include the following:

- *Calendar of meetings (CBT and CC):* Data gathering has begun (CBT Requested Data-to CC Dec 8 2015) so while it may be too soon to know what subject matter will be scheduled at any particular date, CBT and CC can tentatively plan to meet the 2nd Tuesday of each month (beginning February). Each meeting will likely focus on a specific area, so depending on the meeting's focus, the appropriate team member(s) will likely attend. CBT members will spend time with MPC faculty and staff before offering their recommendations. CBT expects to finish by end of spring term.
- *What activities are planned for January?* The data collected before holiday break will be analyzed during January.
- *Will the team know what areas to look at, what has been requested for review so requests are not redundant?* CBT knows where to locate enrollment, financial stability information and processes identified for use by the College. Initially CBT was asked to perform an Institutional Audit. Today CBT seeks to clarify that the RFP (Request for Proposal) based on Jon Spevak's September 22nd visit are what the institution still wants.

- *Collecting reliable data-- Last spring, the faculty union requested that a financial audit be conducted because it was concerned about the accuracy of the data. The faculty union members question whether CBT can rely on data it collects now, in determining the fiscal standing of the College.* CBT will focus on ways to help improve the reporting processes and confidence in data. CBT will include fiscal processes in its review and recommendations.
- *Will CBT meet with faculty members in connection with fiscal/financial concerns?* CBT remains receptive to review matters in the interest of helping the District improve its ability to serve students and its fiscal health. Rocky Young will be the contact to direct/funnel information to CBT members and will work through College Council as the representative group and communication element. The CC cochairs will help coordinate and channel inquiries to CBT.
- *Selection of "comparable" benchmark Colleges:* Mike explained that benchmark colleges are reference points for comparison. These colleges can be similar in size, FTES production, settings and programs, however, no two colleges closely compare to each other in all aspects. Comparisons are intended to look for similarities which could provide insight into successful tools that could be used at MPC. Mike emphasized the importance of treating data with caution, as an indicator and not necessarily a means to a final conclusion. CBT will suggest the benchmark colleges used for the comparison and the criteria on which the comparisons are based and invite input from MPC at that time.

The CBT team assured CC members that they maintain an open process and will provide their best estimates and recommendations for meaningful changes. The team's research may uncover areas where processes are not in compliance with law or regulations. In such cases, the team will suggest changes that should be made in the interest of helping the District make improvements.

3. **Action Items:**
    a. Office of Academic Affairs Restructure
        i. Assoc. Dean of Instruction to Dean of Instruction – Kiran Kamath (2nd reading): Kiran recapped the information shared at the December 8 meeting and invited questions. In the future, plans are for a generic job description and allow job announcements to address specifics such as desirable qualifications. Kiran indicated that at this time, there is no intent to refill the Associate Dean position.

        *Fred motioned to recommend the **Dean of Instruction** position to the President for his recommendation to the Board; Larry seconded and the motion carried with all in favor, none opposed and one abstention (Stephanie Perkins).*

4. **Information Items/Reports:**
    a. Classified Positions:
        i. OAA Admin. Assist. III/Faculty Contracts (straight replacement)- Jon Knolle indicated that this position provides support for Distance Education and is the primary administrative support to the Assoc. Dean of Instructional Technology.

    b. Strata Information Group (SOW) + Timeline – This item was tabled at the recent Board meeting, pending it being brought forward through College Council. Steve

reported that the original scope of work from the 2012 SIG proposal is being revised along with a more defined timeline. This revised proposal will go through Technology Committee and brought to College Council before returning to the Board in February.

Questions arose as to possible redundancy in consulting resources being utilized where existing staff could do the work (ERP). It was explained that an ERP requires expertise which SIG can provide. Institutions that are better resourced than MPC have utilized SIG. Faculty are encouraged to work through their members serving on the Tech Committee with regards to concerns or questions on the ERP.

5. **Education Moment:** Diane invited the following individuals to share their path to MPC:
    Monika Bell (Medical Assisting Coordinator) always loved teaching and decided to go into teaching after working in the industry.
    Kevin Haskin (LTC, Division Office Manager) joined MPC after working in the private sector.

6. **Public comments (3 minutes):**
    - Fred reported on the Flex Day plans for the last week in January indicating that Elias Kary (Anthropology) would be the keynote speaker. He encouraged everyone to engage in these two days of talks and breakout sessions.
    - Dr. Tribley announced the Board's approval of Steve Crow to serve as Vice President for Administrative Services at the last board meeting.

7. **Approve minutes:** December 8, 2015, deferred to next meeting.
8. **Next meeting:** January 26, 2016.
9. **Announcements**
10. **Adjournment:** College council adjourned at 3:35 pm.

Items for future meetings:
- **Board policies (matrix):**
  ○ BP 2410- Board Policy and Administrative Procedures-Policy (2nd reading) January 26th, 2016.

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