

College Council Minutes-DRAFT

April 12, 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: Scott Gunter (Michelle Brock instead), Maria Lopez, Santos Gonzales (Sarah Conner for ASMPC)

Guests: Jon Knolle, Mike Midkiff, Vicki Nakamura, Rosaleen Ryan, Elizabeth Schalaus

Collaborate Brain Trust: Eva Conrad and Mike Hill

- 1. Call to order:** Meeting called to order at 2:04.
- 2. Public comments (3 minutes):**
 - Laura Franklin gave recognition to Student Services for the recent reconsideration and resulting modification to the job requirements and recruitment efforts to include ***Bilingual-Required in Spanish*** for filling the Admissions and Records position (one of two positions).
 - Elizabeth gave recognition to Sara Connor as one of her students and the new ASMPC representative to College Council.
- 3. CBT Update/Discussion:** Diane reintroduced members Mike Hill and Eva Conrad and invited them to share comments as an update on the progress of their areas of review.

Mike identified several of the College's recent reports he reviewed to include the audit reports, bond reports, retiree actuarial reports, 15-16 Tentative and Adopted Budgets, MPCEA and MPCTA unit contracts, Health Plan Revenue & Cost Analysis for 2014-15, the last self-insurance fund analysis for 2014-15, State Apportionment Reports (Schedule C) and organizational charts. He examined FTES and productivity, the Accreditation Summary, the State 320 FTES reporting and also reviewed the 2009 Long Term Financial Plan. The aforementioned documents were reviewed in an effort to place into context the analyses and recommendations the team will be providing for the benefit of the District in the long term rather than in short term fixes. He presented some information on the four key concept areas of focus which will be in the report currently being developed:

- MPC is a smaller District now at 6500 FTES as compared to 2008-09 when FTES production was almost 9000 FTES.
- Risk vs. Reward – risk tolerance must be carefully examined. Limited resources suggest a far lower risk tolerance exists and exposure should be limited.
- Predictability and manageability of costs is critical to fiscal stability; in order to manage costs, having predictability control of costs is important (no wild cards).
- Lack of flexibility in elements of the faculty contract that include very prescriptive language pertaining to revenue streams present fiscal implications.

Mike underscored the importance of establishing a foundation of understanding in order to support “buy in” from the entire institution. Adequate and timely disclosure of information supports trust building and is the basis for implementing fiscal planning and budgeting. He gave a recap of other areas which will be covered in the report in greater detail, including:

- Classroom productivity and the fiscal impact and how that could be addressed.**
- OPEB (Other Post-Employment Benefits) and strategy.** This obligation remains the same today with the production of 6,500 FTES as it was in 2002 when FTES production was almost 9,000. Keeping an open ended plan like the current one translates into an upwardly trending curve that will continue to take more resources even as District

resources shrink, preventing the District from being able to develop a plan to both fund the current retiree obligation and gain control over costs. The current \$11M OPEB liability should be verified again to determine true expenses and liability.

- **Health Benefits including for retirees.** Being self-insured, the District uses an internally assessed premium or guess to budget costs, exposing the District to risk without reward. Medical expenses for retirees are proportionally higher. The report will contain recommendations, including one to close current benefits to new hires.
- **FON (*Faculty Obligation Number*) strategies.** FON is based on credit FTES generated and adjusts accordingly. The District currently participates in the South Bay JPA which generates about 11% of the District's FTES. The FON is not adjusted given the circumstance in which the FTES are generated and this suggests that a case could be made to the CCCCO to appeal for credit or exemption from the obligation. This would allow the District the flexibility to adjust faculty numbers as opportunities arise. Mike cited instances where the State made accommodations based on new funding models that placed some districts in a disadvantage.
- **Release time.**

Mike reviewed the last 320 data and identified an FTES strategy that could provide funding of estimated at \$2 to \$2.5M in one time funds over two years and could reset the clock on restoration funding. He explained restoration and stability funding.

Eva reported on the work of the review team whose focus is on Policies, Procedures and Processes. Diane Boynton reviewed the ppt "***Governance, Integrated Planning...and Handbooks***" which defines the two Tasks of the Workgroup. She indicated that two handbooks are in the creation process (1) Resource Guide to Institutional Decision Making at MPC, and (2) An Integrated Planning Handbook. Members of the Workgroup (Kiran Kamath, Larry Walker, Steve Crow, Fred Hochstaedter, Heather Craig, Catherine Webb, Stephanie Perkins and Diane Boynton) presented on the distinction between Governance and Operational Groups, the College-wide Committees and Advisory Groups, those which meet regularly and those as needed. (*See MPC OPERATIONAL GROUPS chart on pg 21 of ppt.*) Governance Groups' authority is derived from law or regulation, or through delegation from a group with said authority. Operational Groups' authority is derived from the Board which delegates operational matters to the Supt./Pres. who then delegates to committees or position. Governance groups develop policies, whereas Operational groups are implementing bodies. College Council is an operational group and will function to advise the Supt./Pres. and as such will become the President's Advisory Group. College Council would operate under consensus rather than by voting and is not held to the Brown Act.

Diane reported that the plan is to have the *Resource Guide for Institutional Decision Making (DRAFT)* by 4/21; members of College Council and various groups will be asked to review the Draft, and provide feedback.

A member inquired about the current (unusual) operational structure where instructors serve as division chairs. Eva indicated that administrative duties should be held by administrative positions as a matter of proper reporting alignment and true accountability in order to conduct business adequately and legally. The District has too few administrators and administrative duties have been distributed to non-administrative staff often utilizing reassigned time.

Diane thanked CBT members Mike Hill and Eva Conrad for their update.

4. **Education Moment:** Diane invited the following individuals to share their story:

- Elizabeth indicated that she went to graduate school with her current job in mind. Before that time, she worked in the UCSC system where she had access to the school library's research material. This opportunity helped develop her passion for History melded with her love of teaching.
- Diane took communication classes to confront her fear of public speaking. She continued, taking a persuasion class, which helped her decide to major in Speech Communication at Chico State. As she neared completion of her undergraduate degree, one of her professors invited her to teach at the university. By agreeing to do so, she was inspired to continue on with graduate school. After completing her MA at the University of Washington, she took a full-time teaching position in North Carolina. Five years later, she returned to California. The following year, Diane accepted a job at MPC. For more than twenty-five years, she has been--and continues to be--happy to serve the college and our students.

5. Approve minutes:

- a. **March 22, 2016 Draft Minutes:** the Draft Minutes were approved as recorded.

Larry motioned to approve the minutes and Luz seconded; the minutes were approved with all in favor and six abstentions (Kevin Haskins, Michelle Broch, Elizabeth Mullins, Laura Franklin, Fred Hochstaedter and Sara Conner).

- 6. Board policies – second reading:** Dr. Tribley invited questions for the following for a 2nd reading. As described at the March 22nd meeting, the District may qualify for up to \$45K in funding and Dr. Tribley indicated that he will report out if funding is approved.

BP 5005 Employment and 5100 Equal Employment Opportunity & Commitment to Diversity:

- a. **BP 3410 Non Discrimination:**
- b. **BP 3420 Equal Employment Opportunity**
- c. **BP 7100 Commitment to Diversity**
- d. **BP 7120 Recruitment and Hiring**

Fred motioned to approve the board policies above and Larry seconded; the board policies were approved unanimously.

- 7. Information Items/Reports:** Steve reported on this straight replacement position.

- a. **Classified Position Replacements (straight replacements):**

- i. **Fiscal Services-Payroll Analyst:**

- 8. Action Items:** Elizabeth invited questions indicating that this plan marks the completion of multiple measures and that it will go to the Board soon.

- a. **EEO Plan 2016 –second reading (Elizabeth Schalaus):**

Steve motioned to approve the EEO Plan 2016 and Paola seconded; the Plan was approved unanimously.

9. Discussion Items:

10. Next meeting: April 26, 2016 -

- 11. Announcements:** Kiran indicated that the Enrollment Management Group (EMG) will meet next Wednesday through Friday; Pam (CBT) returning April 28 to work with the group. AAAG

will meet in late April and College Council will feature information on enrollment management at the May 10th meeting.

Diane reported that those involved in scheduling spring 2017, are now asked to re-examine the schedule with the focus on Mon-Thursday classes. CBT indicates there is potential to provide additional access for students to attend more classes and the District to capture significantly more FTES. Similarly, a closer look to maximize the hours of many student services, access of the LTC and availability of summer programs would provide additional support to students.

12. Adjournment: The meeting adjourned at 3:56.

Items for future meetings:

1. Campus forums to discuss Ed Master Plan and Resource Allocation
2. Technology Bond
3. Policy/process for reorganization