College Council Minutes
March 11, 2014, 2:00 pm
Karas Room, LTC

College Council Members: Amelia Converse, Celine Pinet, Chris Marshall, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Gary Bolen, Earl Davis, Warren Gunter, Kali Viker, Loran Walsh, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep.

Absent: Chris Marshall, Dan Fox, Gary Bolen, Mark Clements, Stephanie Perkins.
Guests: Mike Midkiff, Kristin Darken, Rosaleen Ryan, Jon Knolle

1. **Minutes** from February 11, 25ᵗʰ deferred for future approval.

2. **Action items** (No items presented.)

3. **Information Items:**

   a) **Classified Position Replacement:**
      - **Admissions and Records Specialist** (**Marty**): This position was presented.
      - **Matriculation/Articulation Technician** (**Marty**): This position was presented.
      - **Matriculation Specialist** (**Marty**): This position was presented.

   Marty added that all positions are held open with substitutes filling the positions. Negotiations meetings continue to include the "bumping" process with consideration given to:
      1) Should the position be kept?
      2) Would filling the position require that it be filled with outside expertise?
      3) If opened, should it be filled internally?

      - **Human Resources Specialist:** This position has already been advertised. It fulfills the critical part time hiring for faculty.
      - **IT Technician** (**Walt or Earl?**): This position will be vacant by end of the month leaving us with only 1 technician; it is critical that we have someone in place very soon.

   b) **Technology Committee Annual Report to College Council** (**Mike Midkiff**)
      (Oral report will be given-budget is and Proposed Tech Plan Timeline posted.)

   Mike acknowledged the members of the Technology Committee and provided a recap of the various activities, research and accomplishments over the last year. The activities included work done for VDI (Thin Client) implementation (BMC), IT Help Desk (Tech. related work order system using "School Dude"), Wi Fi validation, Web redesign, and process mapping efforts. Last fall, a Technology Infrastructure Capital Outlay fund was established for $300,000 to support Website, Infrastructure and Campus Computer/AV needs. The Technology Plan 2013-16 is anticipated to be developed in 2014, with the intent that it align with Institutional Goals and Objectives.

   c) **Web Redesign Project** (**Kristin Darken**): Dr. Jon Knolle introduced the launch of our Website Redesign project and its ambitious timeline. The Project will utilize the shared governance process's existing standing meetings rather than set up focus groups. It is believed that this will best support some overlapping communications, especially since several people serve on more than one committee. It is believed that this approach will offer a multi-faceted perspective of processes and services conducted on campus which must be incorporated into the rebuilding of our new web site. Jon then invited suggestions, observations and expectations to consider as we build the new site. Suggestions were gathered in response to the Focus Group Question doc.
      - **Focus Group Questions** (**Comments/Suggestions from College Council members**).

Following discussion, the consensus was that the main page of the web site must be inviting, educational and it must allow critical information as well as compliance related information to be readily accessible. Jon indicated that three design options will be brought back for review in late April. A web development page will be made available for the display of the web building progression. The onsite training scheduled for 7/1/14 will be presented to DOMs and Tech personnel and the new web site is anticipated to go live 7/31/14.

d) **MPC Students' Data & Community Demographics (Rosaleen Ryan):** Rosaleen has created a course on MPCOnline at http://mpconline.mpc.edu. This site contains presentations and information previously shared with various groups on campus (College Council, Governing Board). The site includes discussion forums for posting questions or engaging in discussions about our student population. Directions to log in as well as password information will be sent later.

At a recent College Council meeting, information on our student demographics was requested. Rosaleen gave a presentation on the student demographics in a comparison from fall 2010 to fall 2013. She outlined changes that have occurred within population segments being served by MPC both within and outside of its district areas. Comparisons included age groups, unit load information as well as the number of students enrolled in Basic Skills level courses. .The information is found at the above link, under the heading: **Exploration of Institutional Research Topics.**

4. **Mission and 2011-14 Institutional Goals and Objectives:**

a. **Mission update (from subgroup):**
b. **Goals, Objectives and Education Master Plan:**

Diane invited all to contribute to the input coming forward from the subcommittees working on the Institutional Goals. She reviewed the spreadsheet (above) which tracks the Goals, Education Master Plan Objectives, Institutional Objectives, Lead Responsibility, and Methods of Assessment. In the discussion that followed, the group realized we should pull together the Facilities Master Plan (and updates), for inclusion into the overall planning mechanism. This will be agendized for a future meeting as an action item. Subcommittees are being asked to forward their reporting on the Institutional Goals to Diane by March 19. Diane indicated she is compiling the many responses with plans to share that information on March 25 as well.

College Council will review the Integrated Planning Model and plan to share ideas at the March 25th meeting. It was suggested that some of the critical student metrics required for reporting to the USDE be integrated with our institutional goals. Scorecard information should also be considered as well. A review of the Education Master Plan is key as we prepare for our next set of Goals and Objectives.

5. **Planning and Resource Allocation Process –** **Review/Revise:**

(Budget Planning Timeline)

6. **Campus community comments:** Dr. Tribley gave thanks to the campus and the many cooperative efforts during the March 7 Lockdown. A debriefing is scheduling for late afternoon on March 13.

Items for future meetings:
- Flex Days
- Board policy adoptions
- Online student services
- Online application/registration process
- Policy/process for reorganization