College Council Minutes DRAFT
Sept., 10, 2013, 2pm
Karas Room, LTC

College Council Members: Walter Tribley, Marty Johnson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, DJ Singh, Stephanie Perkins, Fred Hochstaedter, Elizabeth Dilkes Mullins, Dan Fox, Lyndon Schutzler, Loran Walsh, Amelia Converse, Kali Viker, Suzanne Ammons, ASMPC Pres. Chris Marshall, ASMPC Rep. (vacant)

Guests: Jon Knolle, Rosaleen Ryan, Dave Brown

Campus Community Comments:

- The MPC Library & Technology Center is celebrating its 10th Anniversary. Commemorative exhibit items are on display in the front lobby of the 2nd floor. The exhibit will be moved to the 3rd floor on October 1 and will remain in that location until the end of Fall semester. The Library is hosting a photography contest that is open to all students. Submissions are being accepted at the Circulation desk through October 3rd. More information can be found on the library facebook page https://www.facebook.com/events/1412523948966645/ at as well as the MPC facebook page https://www.facebook.com/MPCLib .
- D.J. Singh reported that one of his students, Robert Wayne Boardman, attained a perfect score of 1000 on a Cisco Certified Network Associate exam.
- Fred reported that he gave a presentation regarding shared governance in a recent ASMPC meeting. The ASMPC group deserves praise for the perceptive questions they asked.
- *Project Truth* is returning to campus on September 16 and 17th. Under the provisions protecting free speech, the group is permitted to present their information, which some individuals may find disturbing, provided they do so in a peaceful, respectful manner. Local media will likely be here and Security will monitor activity.
- Because Steve Ma is resigning effective October 4th, the campus will engage in a search for an interim Vice President for Administrative Services. In light of Steve's departure ~~this~~, Marty Johnson, Vice President of Student Services, has agreed to stay on through June 2014.
- Gary Bolen mentioned that MPC's Theater will donate proceeds from the September 1 performance of *The Guys* to the Fire Academy.
- Chris Marshall (ASMPC Pres.) announced that from Oct. 31 thru Nov. 3rd, the Student Senate for the Ca. Community Colleges Conference will be held at the Hyatt Regency Monterey. This will be the first time this conference has been hosted in Monterey. The classified union will be setting up a table. ASMPC anticipates the attendance of approximately 600 students who will likely visit MPC.
- Stephanie reported on Loran Walsh's absence; he is recuperating at CHOMP from medical complications. She indicated that he welcomes visitors. A fundraising BBQ is being planned for his benefit.

1) **Minutes – August 13, 2013 --** Clarification is needed with regards to Item #3,UGF Expenses pertaining to General Instructional Equip./Library Grant funding, and what has been or will be decided as far as funding allocations. Suzanne will check the notes/record of the meeting and, alongside the ppt. presentation, will make appropriate corrections to bring back to CC for review/approval.

2) **Information Items:**
   a) **Membership clarification:** Elizabeth Dilkes-Mullins and Dan Fox agreed to serve on College Council, replacing Adria Gerard and Alan Haffa.
   b) **Student Financial Svc – Outreach Coordinator (Marty):** The position was reviewed.

3) **Action Items (see available handouts):**
   a) **Election of co-chair (first/second reading??):** Diane Boynton was nominated as co-chair.
   College Council approves the election of Diane Boynton as co-chair (faculty) to the College

Council effective today.
The motion was made, seconded, and approved unanimously.

4) **Accreditation Progress/Update** *if applicable* (**Fred/Celine**): Celine reported on current efforts in building a structure which will include the following:
- Establishment of a timeline for the varying activities within the self-study.
- Examination of the different standards as some are changing; Catherine Webb is creating a spreadsheet of old vs. new standard comparisons and helping to lay groundwork for the write up.
- Beginning work on formation of teams to address each standard.
- Creation of an outline of the standards and how to ask/assign persons to be responsible for the writing/information gathering of each standard.
- Creation of a guideline to "tell the MPC story" inclusive of major types of data to review/provide/fill in. This should make it easier for the teams to gather information.
- Establishment of a "style guide".

5) **Enrollment Management Update (Celine):** Celine shared handouts reflecting comparisons from Fall 2012 and Fall 2013 using weekly and daily census, positive and unit attendance with the following anticipated enrollment figures (estimates will fluctuate as we finish census counts):
- Weekly census shows enrollment under by approximately 6.36% (possibly 7.5%)
- Credit total under by 3.35% (possibly 4%).

Celine elaborated on several points within the ppt handout, relative to growth potential and sources:
A) Distance Education:
- The number of CCC students taking a distance education class this year is up 12.5 from 2005-6; 28% of all ccc students will take a distance education class this year.
- Students served at MPC through distance education tend to be more diverse and younger on average than the "face-to face" students.
- Distance Education represents a large share of our potential for growth; 51% of CCC's offer certificates and degrees that can be earned without stepping onto campus; this typically includes a combination of online and television courses.
- Distance Education has doubled from 21,414 sessions in 2005-6 to 41,354 in 2011-12.
- The average units for CCC students increased to 15 units (1 class) from 12 units in 2011-12.

B) Education Center: Marina/Seaside:
- New curriculum will be featured at the Education Centers at Marina and Seaside as well as additional outreach efforts and student services/support. This is in alignment with our efforts to secure Center Status at the Marina Center.
- The Marina area represents an underserved population as it also represents an area with some growth in its high school population.

C) Growth from within:
- Efforts are underway to remove/reduce barriers for enrollment including efforts to retain students, and develop curriculum (ESL certificate now offered).

Recognition was made that while efforts are directed towards area of growth, in particular D.E., vacancies in the area of IT, Network Support etc. are under review by PVP. This review involves taking an inventory of where the college's I.T. skills exist while also evaluating how a potential reorganization in the area of I.T. could better use those available resources for the greater good of the campus's population. For example, the need for a Network Operations Manager/Supervisor has ~~also~~ been identified. Also, more resources need to be directed towards distance education than are currently being used to support the upcoming vacancy of an Instructional Technology Specialist.

Issues of Student Access: Many barriers are hampering enrollment processes, including website navigation for registration, adding/dropping classes, and obtaining access to web assistance while on campus. Marty indicated that the SABRE group is working on identifying problem areas as well as potential solutions, which can be brought back in a future CC presentation. Such access barriers experienced by students are at the heart of where efforts must be directed in order to find growth and maximize retention.

6) Diane Boynton explained that the president has charged College Council to make budget-balancing recommendations by October 31, 2013 in preparation of balancing the college's budget by June 2014. She acknowledged the complexity of the challenge of reducing expenditures while also increasing enrollments. She also indicated that College Council will need to focus on the interests of the institution as a whole, rather than on individual interests. Diane underscored her role on College Council as a means of facilitating decision-making.

Steve reminded the group that approximately one year ago, very similar discussions were shared as the November election and Prop. 30 approached. At that time, the advisory groups were charged with the task of identifying savings, using several starting points to invite suggestions outside the area of the bargaining units. Several members contributed suggestions on what problem solving approach to use as well as the timeline challenge for exchange of information.

Steve also mentioned that the Technology Committee is active, vibrant and ready to update College Council on critical information it will need as it goes forward with its charge to provide a recommendation by October 31. All committees as well as divisions will need to conduct an evaluation of needs within their areas, identifying where programs can grow and where others may need to go into "hibernation". Once compiled, ideas and information can be examined (strengths and weaknesses identified) by College Council. Work can then begin towards making recommendations to balance the budget.

Dr. Tribley outlined the budgetary goals which each area should focus on with the corresponding savings:
- Student Services: $ 600,000
- Instruction: $ 900,000
- Health/Welfare Cost Containment/Labor $1,000,000
- Administrative Services/Efficiencies $ 300,000

This $2.5M total represents a third year of deficit spending, compounded by the threat of continued declines in enrollment, as well as the cessation of funding for the nursing program. No growth will be possible without the college coming to terms as to what size (expenditures vs. revenue) it will be.

7) **Board Policy Adoptions:** *(nothing to report).*

8) **Items for *future* meeting:**
      a. **BSI Annual Report** to Chancellor's Ofc (9/24 & 10/8 1st/2nd readings).
      b. **On line counseling/supportive service—(LaRon or??)**
      c. Online Applications and Registration Process: Current requirement is for students to apply for readmission again if they are absent from the college for one semester.
      d. **Policy / process for reorganization.**
      e. **Technology Committee Update**
      f. **SABRE presentation**

9) **Other: Committee Reports-Tech. Committee will provide updates**