

College Council Meeting Minutes

August 26, 2014, 2:00 pm

Karas Room, LTC

College Council Members: Luz Aguirre, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Earl Davis, Scott Gunter, Francisco Tostado, Loran Walsh, Lyndon Schutzler (non-voting), Paola Gilbert, Larry Walker, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMP Rep. ASMP Rep (vacant)

Absent: Dan Fox, Earl Davis, ASMP Reps.

Guests: Rosemary Barrios, Jon Knolle, Catherine Webb, Michael Midkiff.

1. **August 12, 2014 minutes:** Deferred to next meeting.
2. **Information/Action items** (see posted documents on web page):
 - a. **2014-15- Budget Update (Dr. Tribley- Rosemary Barrios):** On August 19, both Budget Committee and College Council were sent revised budget information (**UGF Comparison from Tent. to Adopted Budget 14-15**, and **UGF Changes- Tent. to Adopted Budget 14-15**). This information reflects the difference in our 13-14 320 P2 Report and the 320 A Report (Annual), which represents a decline of 136.14 FTES, or \$522,501 in General Apportionment Revenue. In the memorandum of August 18, 2014 from Earl Davis, the group was reminded that according to the AICPA Principal of Conservatism, an entity may not budget more in Revenue than it can reasonably expect to receive. Thus, the actual funding for 14-15 will be based on our actual FTES, not our budgeted FTES. This underscores the importance of working towards growth to preserve our base. No change in expenses was reported for 14-15.

Mike Gilmartin added valuable insight into the complexity of making projections for the P2 (spring), explaining the different classes and how FTES are earned for each:

 - Census week classes -- Full Semester, 17 weeks. Easiest to count/estimate,
 - Daily Census classes – Shorter than semester but regularly scheduled,
 - Positive Attendance classes – One week or shorter, not regularly scheduled, but scheduled throughout the semester. These are very difficult to estimate, often based on historical information.
 - Units Attempted – Distance Education, Coop, Independent Study and largely On-Line courses. These classes are paid by the number of units that the students are enrolled in during census week.

MPC has a larger percentage of positive attendance courses than most colleges; this adds to the complexity of accurate projections in forecasting. Issues of repeatability compound the difficulty.

Rosemary reviewed the **UGF Comparison** and the **UGF Changes from the Tentative to the Adopted Budget documents**, and reported that the General Apportionment Revenue and the projected structural deficit figures are the only two items changed since the August 12th reporting. The expenditures remain the same. The structural deficit currently stands at \$2.6M.

Diane called for a motion on this, the second reading of the Adopted Budget. The motion was made, seconded and approved with none opposed and no abstentions.

College Council recommends the 2014-15 Adopted Budget –DRAFT be forwarded to the Board by the President/Superintendent for its consideration and approval.

3. Information Items:

- a. **Position Replacement – Custodial Supervisor (Dr. Tribley):** This position was presented and reviewed with the added information that Pete Olsen, Facilities-Grounds Supervisor will assume responsibility as Custodial Supervisor until the position is filled.
- b. **Position Replacement – Library Spec. Circulation Desk (Mike Gilmartin):** This position was presented.
- c. **Resource Allocation (Dr. Tribley-Rosemary Barrios):**
 - i. **Professional Expert, Administrative Services:** Dr. Tribley gave an overview of the current multiple demands (FTES shortfall, healthcare issues), for which we will seek to hire a Professional Expert, similar to what was done last fall to address specific areas where appropriate.
 - ii. **Special Projects, Human Resources Analyst:** Dr. Tribley reported on the recent vacancy by Ms. Viker, who went on “leave”. Human Resources is understaffed during a time of many impending changes and challenges such as the Affordable Care Act and also the many vacancies which need to be filled. The intention is to bring in one full time or two part time positions to complete Special Projects assignments.

4. Meeting Calendar: September 9 is our next meeting date. Diane asked everyone to review the 12 Step Process and look for any needed modifications, to ensure the process reflects our practices. Catherine Webb is working on a Shared Governance Handbook.

5. Campus community comments: Diane invited comments/updates from members:

- Dr. Tribley (Title V Grant) - We are awaiting word from Congressman Sam Farr’s office. Despite the outcome, two programs, ADMJ and HOSP, should go forward.
- Larry Walker: Welcome Tents provide a vital service to help direct students to services. The new Student Center has been well received, especially by students. The openness lends itself to many functions and gatherings, and furniture is available for specific purposes.
- Dr. Singh – A CSI Networking program has been started at the Marina High School, aided by a grant which will also support the instructor at Marina. Marina High School is now also part of the Cisco Academy.
- Wendy Bates – The new Student Center is generating great feedback.
- Paola Gilbert – A survey is being generated to assist with establishing the first MPC CTA General Meeting (day and time).
- Fred Hochstaedter –Several committee openings exist including the Flex Day Committee.

- Francisco Tostado- Financial aid staff served 458 students. Plans are to hold a College & Career Night at the Student Center, October 21 or November 18, from 6 to 8:30 to showcase MPC to local high schools.
- Mike Gilmartin – Two food service trucks (Kuki's and Tricycle Pizza) are now serving the Marina Education Center. The hope is that there is enough demand to keep them.
- Dr. Tribley reported that the two Interim VP Committees are up and running and he thanked all for helping to reach out to serve the students.
- Stephanie Perkins – EOPS Care is busy. With the extra funding, we are anticipating being able to serve more students.
- Lyndon Schutzler – 1st soccer match (women's) on Wednesday at Gavilan, 1st football game against College of the Redwoods, at MPC.