

College Council Minutes

March 19, 2013, 2:00 pm

Karas Room, LTC

College Council Members: Walter Tribley, Carsbia Anderson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, DJ Singh, Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Paula Norton (for Amelia Converse), Kali Viker, Suzanne Ammons, ASMPK Pres. (vacant), ASMPK Rep. (vacant)

Absent: Gary Bolen, Adria Gerard, Kali Viker, ASMPK Pres., ASMPK Rep. (vacant)

Guests: Barbara Lee, Laura Franklin

Campus Community Comments:

- College Council will plan to meet next Tuesday, March 26 in lieu of spring break over April 2.
- Laura reminded all of the Allen Griffin Awards –reminder sent to invite nominations due April 9th.
- Alan reported on efforts underway

1) **Minutes – February 19, and March 5, 2013.** Approved as recorded.

2) **Action Items (see available handouts):**

a) **Public Safety Training Center Director (second reading - Celine Pinet):** Celine presented with the added information on the salary schedule. Language on page 2 was revised to clarify that one of the position's responsibilities would be to ensure inclusion of student learning outcomes and *ensure that assessments are performed*, which are appropriate for the courses offered at the PSTC.

b) **Accreditation Midterm Report –Revised (second reading- Celine):** Celine gave a brief overview and reminder of progress since October:

Recommendation #1- three main areas include:

- Evidence gathering includes Instructor Reflections (68 total), and Program Reflections,
- Forms improved to include greater focus on changes made to course offerings,
- Component goals more closely tied to Educational Master Plan.

Recommendation #3- the evaluation cycle was not yet complete as of fall; we are now in the second cycle of evaluations and in position to offer what the ACCJC is looking for.

The Report is ready for submission and Celine offered thanks to all who helped contribute data for its completion.

College Council recommends that the Accreditation Midterm Report, March 2013 be forwarded to the Board for approval.

The motion was made, seconded, and approved with none opposed.

c) **Recommendations from Academic Senate, Feb. 7, 2013:**

i. **Board Policies – posting of appendices or administrative procedures:**

ii. **Board Policies – distinction between appendices and administrative procedures:**

Fred reported on the discussion at Academic Senate's meeting wherein many policies contain administrative procedures and appendices which should be made more accessible and visible. (No discussion followed this first reading/review.)

3) **Information Items (see available handouts):**

a) **Custodial Evening Supervisor (Replacement –Steve Ma):** This position was presented as information, with the added comment that it be bilingual preferred, though not required and that the position is that of a working supervisor, especially given the shortage of staff.

b) **Custodian (Replacement – Steve Ma):** This position was presented as information.

c) **Division Office Mgr. – Business Technology Division (Replacement – Celine):** The position was presented as information.

d) **Accreditation Progress/Update standing item (Fred/Celine):** See 2b above. Fred indicated that there will be more to report on in the near future.

4) Planning and Resource Allocation Chart (*spring 2012 recap of discussions and revisions---see minutes from April 17, May 1st & May 15, 2012*):

- a) Action Plans:
- b) Incorporate SLOs:

Celine reported that the Divisions will provide recommendations on priorities following spring break. Discussions and comments from CC members indicate the difficulty in planning based on the quick timeline between flex day of January and budget planning given that little information is known until the May Revise which is the determining factor in the budget. Action Plans could be created for both budget dependent and non-budget dependent items and consideration could be given to inserting SLOs between Step4 (Planning Assumptions) and 5 (Division Recommendations on Priorities) and also to factor in when revenues come into the system. Consensus was reached to leave the PRAP unchanged for now and revisit with future discussion.

5) Bylaws of College Council (review-to include role of Budget Committee): Alan reminded all that memberships should be updated by their respective groups in early spring. The following comments/issues shared by members with respect to the bylaws included the following:

- Groups should update membership each spring and forward updates.
- Meeting times listed are accurate with the expectation that members will meet during summer (typically in June and August) as necessary.
- Role of Budget Committee needs to be clarified/explained ---today's suggested wording included (page 3, item 3):
 - “Receive recommendations on available funding from the Budget Committee, and make allocation decisions based on these materials subject to review by the President”, should use the language contained in the Budget Committee Bylaws. BC's purview should clearly be to identify available funding however, without recommendations as to how funding should be allocated. Budget monitoring should be done by budget managers as exemplified in the budget reduction conducted 2 years ago relevant to travel and conference reductions of 15%. Decisions on funding allocation should be brought to College Council. Issues surrounding budget limitations which may largely lie in the area of collective bargaining do not belong in either BC or CC.
- Inclusion of **Accreditation** as a separate area of responsibility.
- An Annual Report should be produced from College Council.
- College Council could provide monthly updates to the Board, rather than just when largely debated or discussed issues are on hand.
- Planning and Assessment by College Council (Fred to work on).
- College Council could conduct a wide review of the shared governance process, perhaps through the suggested work of a subcommittee (Walt, Alan, Julie and Stephanie).

6) Board Policy Adoptions:

7) Discussion items for future meeting: “c” “d” and “e” requested for spring agenda.

- a) MPC Technology Vision/Challenges*
- b) SIS – How well is it working (input from DOMS, end users, A&R etc.)*
- c) Prioritizing filling of classified position (process from VPs): *spring 2013*
- d) Thin client / Sharepoint /Website*--later spring 2013
- e) Reorganization (process): *spring 2013*
- f) On line counseling/supportive service—(LaRon or??)
- g) Website

**Technology Committee will report with updates.*

8) Other: Next meeting??? March 26th (next week) or April 9th?

- a) Committee Reports