

College Council Minutes-amended as noted

December 6, 2011

2:30 pm

Education Center at Marina, Rm #MA 104

College Council Members: Doug Garrison, Carsbia Anderson, Marty Johnson (Interim VP AA), Michael Gilmartin, Steve Ma, Julie Bailey, Gary Bolen, Mark Clements, Ruth Osorio (need replacement), Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Amelia Hellam, Kali Viker, Suzanne Ammons, ASMPAC Pres. Stephen Rose, ASMPAC Rep (vacant)

Absent: Julie Bailey, Mark Clements, Ruth Osorio (needs replacement), ASMPAC Pres. Stephen Rose, ASMPAC Rep (vacant).

Guests: Vicki Nakamura, Rosaleen Ryan, Laura Franklin, Larry Walker, Denise Moss

Campus Community Comments:

- Lyndon reported on Saturday's amazing CCSA event-- the Palma and Carmel High School football championship game was held here at MPC, along with a basketball tournament and dance concert. Traffic and crowd control worked well, given the activity level of so many events.
- Carsbia reported that the Behavioral Assessment Resource Team (BART) was developing materials for the web page to include tips and tools to assess potential impending behavioral challenges or crisis.

1) **Minutes – Nov. 15 and 29th, 2011:** Nov 15th Minutes were approved. November 29th minutes were called into question as they did not include a request which asked that we direct our Institutional Resource office to capture data regarding Repeatability in order to get an assessment on the overall impact on our fiscal condition. (How many students could be potentially affected by the repeatability issue.)

2) Action Items (see available handouts):

- a) **Reinstatement of Unit Office Manager 2nd reading (Facilities Reorganization)-Steve Ma:** Steve reminded the group of the Reorganization Plan presented earlier this fall, underscoring the absolute necessity of hiring the UOM position within the Facilities department. This position is integral to the success of the plan.

“College Council recommends the reinstatement of the Unit Office Manager position within Facilities Department.”

The motion was made, seconded with 11 in favor, 3 opposed. The motion carried.

3) Board Policy Revisions: <http://mympc.mpc.edu/Committees/PACC/default.aspx>.

a) BP 3040 – Community Service (1st reading)-

- Primary difference is 2nd paragraph of the policy where the revision underscores provision of cultural and personal enrichment offerings through credit/noncredit courses, and as well through a community services program, the latter which will require support by fees charged.
- General Fund monies shall not be used to fund these community service programs.
- These changes have been discussed at length at a Creative Arts meeting (Gary).

4) Information Items (see available handouts): *See link to prezi.*

http://prezi.com/7ym88patytpk/becoming-a-multi-site-college/?auth_key=3a21f5ce9821dc0f1fe00d356861e3c1d7667753

- a) **Update on Ft. Ord Education Centers (Doug Garrison):** Vicki presented a historical recap to include the following key points:

- 1971-MPC offered night/weekend courses for 6-8 week terms at Ft. Ord (partnering with the State and Dept. of Defense).
- 1984 - Ft. Ord Ctr. recognized as a *Grandfathered Center*, qualifying the district for eligibility for State Capital Outlay funding.
- 1991- Ft. Ord was selecting for closure affecting approximately 30,000 residents.
- 1993 – MPC submitted its application to the US Dept. of Education for surplus property at Ft. Ord. Approval given by DOE and the transfer approved by the Army. This was the last year of MPC’s program at Ft. Ord.
- Post 1993 - many years of delays due to clean up issues (ordnances etc.).
- 2004 – Deed received for the Marina and Seaside properties.
- 2006 through 2011 – Began planning process to re-implement program.
- 2011 – Permanent Education Center opened for classes, bringing to fruition MPC’s 40 year vision and goal.

District boundary/service areas : Rosaleen Ryan, (Institutional Research), provided an overview of the District’s geographical boundaries and pertinent demographic information reflecting the different populations within our service area and just beyond. The information clearly points towards the area of growth since 2007 to be found in Marina with surrounding areas of population growth remaining fairly flat. Seaside and Marina’s populations reflect close to 30% with no high school diploma, which is close to the County’s percentage. Similarly, the population areas reflecting with the lowest percentages for attainment of a bachelor’s degree or higher are also Seaside and Marina. A comparative chart shows that the 14% of the Monterey campus students reside in Marina, and that 30% of the Ed Center students reside in Marina. The unduplicated headcount reflects strong growth from 2007 at 238 to 2010 at 871.

Academic Program -Laura Franklin reported on the Academic Program (courses, positive attendance courses, instructional support and library services) offered at the Marina Ed. Center. She underscored the difference between an “off-campus site” vs. an Educational Service Center, and gave an overview of the growth within the 8 divisions beginning from fall 2008 to fall 2011. Despite the current budget difficulties, the Marina location is still tracking to be on course as a gateway center with the goal to reach 500 FTES. The class average enrollment figures are tracking alongside the college-wide trend.

Programs & Services: Laura further explained that programs and services provided at the Education Center include Admissions, Assessment, Counseling, Veterans Services, Student Health Services, Student Financial Services and more and that a monthly calendar for the available services is available and distributed. In addition, any appointments or information about other services can be obtained via a Student Services Referral Form, including Library reserve materials which otherwise reside at the Monterey campus.

Student Services- Larry added that several areas identified for further development include those services designed for targeted populations such as EOPS, DSPS, CARE, CalWORKS and ASC (tutorial services). Plans are to develop and conduct a student survey to help identify service needs.

Laura recapped the Marina Education Center in a Cost Center Budget which outlined direct costs for staff, on site administration, student services and utilities/maintenance costs. This cost center budget does not contain all services currently provided at the Ed Center such as IT, Security, Grounds and Maintenance etc.

Next Steps... Currently approximately 378 FTES (\$1.65 M) is generated at the Marina Ed. Center and a total of 555 FTES is generated through all off sites through courses offered at all site in Marina an Seaside and a continuum is envisioned with the eventual conversion of the Grandfathered Center to a State Approved Center through a two-pronged objective.

Dr. Garrison outlined the two-pronged objective:

- Capital Outlay-(1) eligibility for state funds for construction requires submission of needs study for consideration as state approved center, and (2) must generate 500 FTES at Center.
- Base Allocation – eligibility for an increase in base allocation which would boost funding from \$276,975 to \$1M. This requires that 1000 FTES be generated at the center.

The District's intent is to engage in a pattern of gradually evolving change towards becoming a multi-site college. While there are many outside influences, the education centers serve to provide benefits far beyond the initial costs. The contribution of the education centers is important as we continue to support and serve growth needs where they are the greatest--in the northern boundary area. They conveyance of Parker Flats and FORA sunset in 2013 and there is discussion of an extension of FOR A. Munitions cleanup completion is planned by 2015 and the conveyance of the Parker Flats and MOUT site should also be complete by then.

b) Classified Replacement Position:

i. Re-Entry Counseling Services Specialist (Carsbia): This replacement position was presented for review. It is a range 17, 40 hrs/week, and budgeted in the current budget but not filled.

c) Art Studio Specialist (Marty Johnson): This replacement position was presented for review.

d) Library Circulation Specialist (Marty Johnson): This replacement position was presented for review.

e) Grounds Supervisor-upgraded position (Steve Ma): This position was presented for review. This position ties in with the Facilities Department reorganization plan as presented last fall.

f) Custodial Supervisor-upgraded position (Steve Ma): This position was presented for review. This position ties in with the Facilities Department reorganization plan as presented last fall. This position will report directly to the VP Admin. Svc.

g) Planning Assumption 2012-2013 (Dr. Garrison): (to be presented at next meeting).

5) Discussion items for future meeting:

a) Year End Funds—(following audit /LAO update, trigger cuts, Gov.'s proposed budget of Mid-January)

b) Equipment Refreshment needs campus-wide:

6) Other:

a) Committee Reports-

Next meeting – January 31st??. (Flex days are Jan 26, 27, & 28th).