

College Council Minutes

May 31, 2011

2:30 p.m., Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, VP Acad. Services (vacant), Michael Gilmartin, Steve Ma, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Nancy Goehring, Brenda Lee Kalina, Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh (CSEA Rep.) Suzanne Ammons, ASMPC Pres. (vacant), Will Adams, ASMPC

Absent: Doug Garrison, VP Acad. Services (vacant), Gary Bolen, Mark Clements, Stephanie Perkins, Loren Walsh, ASMPC Pres. (vacant) ASMPC-Will Adams,

Guests: Sharon Colton, Laura Franklin, Judee Timm

Campus Community Comments:

- 1) **Minutes – May 17, 2011:** Approved as amended.
- 2) **Action Items (see available handouts):** (None at this time)
 - a) **Board Policy Revisions:** <http://mympc.mpc.edu/Committees/PACC/default.aspx>. (None at this time)
- 3) **Information Items (see available handouts):**
 - a) **Classified Replacement Position:**
 - i. ~~Instructional Contract Coordinator/Admin III:~~ **deferred to next meeting:**
 - ii. **Food Preparer- Child Development Center (Carsbia):** Carsbia reported on this replacement position as a permanent/part time (18 hrs per week for 9.5 months per year). He indicated that it has been vacant since March and is paid for by the “Food Grant”.
 - b) **Response to Rec #4 (ACCJC) from the Inst. Committee on Distance Ed. (1st reading Judee Timm):** Dr. Timm presented the “*Institutional Follow-up Report...*” as prepared by the ICDE indicating that it is a work in progress with more progress anticipated for summer. She explained that the Follow-Up Report is viewed as an opportunity to develop a long term plan which could provide direction, support and visibility to an important delivery system to serve the educational needs of online students as well as support distance education faculty. Her presentation contained the following key points:

The ICDE determined that the ACCJC team recommendation focused on two areas of concern:

- 1) The evaluation of student learning experiences.
- 2) The development of clear protocols and strategic goals for distance education student success.

Several of the items listed in the response document are anticipated to be completed this summer. College Council has approved the Distance Education Cost Center, bringing together separate but complimentary components from Academic and Instructional Technology in order to assure a good experience for online students. In addition, Dr. Timm underscored the following changes and need for changes anticipated to contribute to a successful plan of action:

- Distance Education will be called “MPC Online” as of fall; no living room series.
- Webmaster is needed in order to support the “virtual” MPC campus. Without a webmaster, there is a lack of central coordination, and gaps in accessibility from on and off campus. Our current website contains good information across the many divisions, but the tone is as unique as the creators and developers of the site and not always intuitive. In one example, the Student Financial Aid website has a link which is inaccessible from offsite until students activate their student e-mail account.

- A subcommittee of the ICDE is needed to evaluate and examine on line courses for special needs students.
- Need students to participate in faculty evaluations.
- Need to provide access and address several issues relative to online instruction.

c) **Technology Committee Bylaws** (*1st reading – Steve Ma or Sharon Colton*): Sharon indicated that Institutional Goal # 4 directed closer examination and review of the Technology Committee’s responsibilities and charge more precisely. As a result, the committee has met several times in the last several weeks to review its role, committee member composition, members’ roles and processes. She reviewed the *Bylaws (May 27, 2011)* progressing as far as the Membership Composition and the following comments were exchanged:

- End users should have a role in directing technology.
- Committee must be able to communicate more broadly across campus, looking at technical needs with an institutional perspective.
- Committee size if very large could provide the overlap needed across many areas of campus but may become unsustainable. Perhaps a Technology Council or smaller group could assist in making the Technology Committee effective.
- Committee meetings are planned for once per month, meeting about 3-4 times per semester.

It became apparent that a continued discussion regarding membership composition was needed. Sharon indicated that the group next planned to meet in fall.

d) **Tentative Budget 2011-12** (*1st reading---see handout*) *Steve Ma*: Steve presented the 2011-12 Tentative Budget, indicating that several key pieces currently unknown, will become apparent following budget responses from the collective bargaining units. It is anticipated that more information will be known in time of the next College Council meeting (week of 6/20??). Steve reviewed the slides in detail, answering questions along the way. An overall recap of the budget reflects:

- The current estimated *Net Deficit* of \$2.8 Million represents the middle case scenario. This comes as a result of the May Revise’s much improved outlook for a \$3.4 million in cuts which replaces the previous *All Cuts* budget scenario of \$5.4 million in cuts.
- MPC’s budget responses to the deficit included reductions to institutional supplies, service contracts, vendors, workload related ISAs and FTES offerings, and compensation related items through collective bargaining. Since 85% of the GF budget is in personnel (salary and benefits), additional compensation related responses will be considered to address further reductions.
- The Tentative Budget 2011-12 is still in flux with the question remaining as to when the State will adopt a budget, whether there will be an election to extend taxes and if the increased State revenues will actually materialize.

4) **Discussion items for future or follow up:**

- a) Equipment Refreshment needs campus-wide:
- b) College Council membership terms (update?):
- c) Shared Governance and Institutional Planning and Budgeting:

5) **Other:**

a) **Committee Reports-**
Summer meeting calendar:

August 9th and 16th for Final Budget??? Board mtg is August 23rd.