

College Council Minutes
October 14, 2014, 2:00 pm
Rm 216, 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, ASMPC Rep.

Absent: Dan Fox, Earl Davis, Lyndon Schutzler, ASMPC Reps.
Guests: Catherine Webb

1. September 23, 2014 minutes: Minutes will be reviewed at the next College Council meeting.

2. Board Policies: None presented.

3. Action items:

- a. **Lab Mentor 1st reading (New Position):** Michael Gilmartin and Larry Walker described the need for this new position, explaining that the lab mentor will supervise students in the CDC. This position was negotiated with and approved by MPCEA.
- b. **CDC Unit Office Manager 1st reading (New Position):** Larry described the need for this position, indicating that it will support the Child Development Center and staff. This position was also negotiated with and approved by MPCEA. A question was raised regarding hours and benefits; would 29 hours be sufficient given the amount of work and level of responsibility? Larry said the position could definitely be 40 hours, but that 29 hours is 29 more than what is available at the CDC currently. The position will be reviewed by the Director and, if needed, an increase in hours will be considered.
- c. **Life-long Learning definition—Fred Hochstaedter (first reading)**

“Lifelong learners are those students who seek some combination of personal fulfillment and enterprise, employability and workplace adaptability, and active citizenship and social inclusion, and who have not identified certificate, degree or transfer as their immediate educational goal.”

Fred thanked Kathleen Clark, Laura Franklin, and Robyn Smith for their work on this definition. College Council members asked how this definition would impact the college’s 3SP plan as well as the college’s Scorecard and other reporting needs. Most of the conversation related to the words “employability” and “workplace adaptability,” as these terms also relate to career/technical programs.

Since Fred indicated that Kathleen Clark saw the need to keep the words “employability” and “workplace adaptability” in the definition, Fred will invite Kathleen Clark to the next College Council meeting, so as to further inform members of the use of these terms in the definition.

A question was raised in respect to the definition: Would this definition be included in the mission and values statement? The response was in the negative; the college has refrained from including definitions of all other elements in the mission statement, so not including it would be consistent with the college's practices.

4. Information Items

a. Admissions & Records Specialist (Replacement) – 2 positions – Larry Walker: Larry described the two vacant positions in Admissions and Records. There were no questions or comments.

b. Student Success and Support Program (3SP) Narrative – Larry Walker: Larry briefly described the 3SP narrative, indicating that if anyone had any questions, he was available. There were no questions or comments.

5. Discussion Items:

a. College Council Bylaws: Diane explained that more recent College Council bylaws than were posted as an attachment to the agenda had been located. The most recent bylaws were approved by College Council on June 11, 2013. A suggestion was made to change 1.b, 1.e, and 1.f.

1.b. states that the mission and long-term goals are to be reviewed and potentially revised every three years. Since College Council decided to change the length of mission and goals review to align with program review timelines, the mission and goals should be reviewed and potentially revised every six years.

A suggestion was made to make changes to 1.e as follows:

e. (Current): Review the annual component goals from Academic Affairs, Student Services, and Administrative services, and potentially recommend changes in accordance with the college mission and institutional goals.

e. (Proposed Revision): Review annual advisory group reports on institutional goals and objectives, and potentially recommend changes in accordance with the college mission and institutional goals.

1.f 's relevance was also questioned. 1.f states, "Receives accountability reports from Academic Affairs, Student Services, and Administrative Services based on their component goals, and discuss their activities related to program review and/or action plans for the planning cycle."

A question was raised as to whether 1.k should continue to be a responsibility of College Council. Should the SLO /Institutional Effectiveness/Accreditation Steering Committee be charged with the task of reviewing and potentially revising the shared governance process to ensure institutional effectiveness on a regular basis? There was some concern expressed about removing this responsibility from College Council. Questions were asked about the SLO, etc. committee, especially in respect to its role, function and membership. Members of the committee explained that the committee was created by Academic Senate to help the college create an SLO process. Since

then, the committee's responsibilities have changed; the committee now acts as a steering committee for the college's accreditation self-study and the completion of other reports required by the ACCJC. The committee's membership has also changed; it now includes faculty, staff, a student, and administrators, and all advisory groups are represented. It was also suggested that this committee be folded into a subcommittee of College Council. It was suggested that if responsibility for 1.k. were placed under this committee, the committee would not make decisions, but only recommendations to College Council.

College Council will continue this discussion at its next meeting.

b. Goals, Objectives, Ed Plan... and the "so what" of reports. Members were asked to remember why various groups provide reports to College Council. At times the "so what" of reporting becomes unclear, especially when members are not asked to respond directly to what is shared. As mundane as the reports sometimes seem to be, they are vital to the college's planning processes; reports help the college know if processes are being followed and what progress is being made on institutional goals and objectives.

c. Ed Plan – Time for Work. College Council reviewed the goals and objectives plan template. Vice presidents were asked to fill out the form as a means of helping the college understand how the college plans to work toward its goals and objectives (and revise the Education Master Plan). Given the workload of the interim vice presidents, a suggestion was made that the vice presidents complete the form in relation to what they are already doing. Both Michael Gilmartin and Larry Walker will try to have something to share with College Council by the end of the semester.

d. Budget Subcommittee: Charge and Role. Copies of what little information is available on the college's website regarding the Budget Committee were distributed. A suggestion was made to throw out the information and starting anew. College Council members agreed to discuss this issue at the next College Council meeting. Earl Davis may join the meeting through electronic means to share his perspective.

6. Meeting Calendar: College Council will meet on Tuesday, October 21, at 2:00 pm in LTC 216.

7. Campus community comments: Dr. Tribley shared a few items with College Council. He explained why the recruitment for the Business Instructor position was terminated. Some of the considerations included the timing of prioritizing and approving full-time faculty positions at MPC; During the time faculty positions were approved, revenue projections were not availability. The revenue shortfall of approximately \$800,000 was identified toward the end of summer. Other considerations included availability of full-time faculty load currently in the division and clarity of teaching assignment. Given that an unfilled position reduces the college's FON (faculty obligation number) and could trigger a penalty, the college will take action to attempt to mitigate such a penalty. Dr. Tribley mentioned that AAAG would be reviewing faculty positions soon, and that one faculty member has submitted paperwork indicating retirement.

Fred shared that the Academic Senate is beginning to review the college's equivalency processes.