

College Council Minutes
Tuesday, October 20, 2009
2:30 p.m.
Sam Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Nancy Goehring, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, CSEA Rep. (vacant) Suzanne Ammons, ASMPC Pres. (vacant), ASMPC VP Org. Paulina Gamble
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Absent: Doug Garrison, Joe Bissell, Julie Bailey, Steve Morgan, Alfred Hochstaedter, Suzanne Ammons, Lyndon Schutzler

Guests: Carolyn Hansen (will be taking A.J. Farrar's place) Paula Norton, Art St. Laurent, Laura Franklin, Pete Buechel

Campus Community Comments:

Stephanie Perkins announced:

- EOPS is celebrating its 40th year anniversary. The resolution passed by the California Legislators has recognized October as EOPS month. MPC was one of 14 in the Community College system to offer EOPS. EOPS is looking for staff, who were EOPS recipients of the past/present, to attend the Board meeting this month.

Gary Bolen announced:

- The play Chapter 2 closes this coming weekend. So far good reviews so get your tickets.

- 1) **Minutes – September 29, 2009** - Approved with two changes.
Minutes – October 6, 2009 – Approved with no changes.

- 2) **Substantive Change Proposal:**

Dr. Gonzalez gave a presentation on the Substantive Change Proposal. The purpose of this report is to request approval to continue to offer classes at the Monterey Peninsula College Education Center in Marina. The report is like a mini self-study.

- The Commission Philosophy on Change
 - Encourages and requires change to improve the institution
 - Expects change to be undertaken responsibly
 - Anticipates the institution will respond to evidence of the need to change.
- Purpose
 - To determine whether we have the ability to maintain educational quality of programs and services
 - Changes are consistent with the mission
- Components of the Colleges proposed change
 - Description of the proposed change
 - List of property where changes are taking place
 - Mission statement of the college
 - Rationale for the changes
 - Human Resources
 - Fiscal Resources listing the Planning and Resource Allocation Process
 - Physical Resources
 - Library and Technology Resources
 - Monitoring Desired Outcomes
 - Administration and Governance
 - Accreditation Eligibility Requirements

3) Information Items:

- **Academic Affairs – Administrative Assistant IV, replacement**
This is an information item. Pat Xavier has retired. The position is funded for the academic year. AAAG has approved.

4) Action Items:

- **BP 3530 Weapons on Campus (Art St. Laurent): 1st reading**
 - Art read Board Policy on weapons on campus and indicated that the Penal Code reference was wrong. It should be 626.9-Firearms and 626.10-Weapons on Campus. Gary asked what constitutes a weapon. Art indicated that you would have to check the Penal Code. A question was raised about who was considered district officials? Art indicated that in the Administrative Procedures for BP 3530 it indicated the Vice President of Administrative Services. It seems we may need to see the Administrative Procedure with this Board Policy due to the health and safety issues involved. Art will take our recommendation back to ASAG. The policy also needs to go through the other advisory groups before coming to College Council.
- **BP I6330 – 1 Conducting Annual Inventory (Pete Buechel): 1st reading**
 - Pete presented the Board Policy on conducting annual inventories on campus. Conducting inventories are both an Ed Code requirement and a Federal law. Pete has a list of all items over \$1000. There was some confusion over the amount that actually needs to be inventoried and counted in the rotating physical inventory. Pete will fix this to say all items greater than \$4999 will be inventoried and those below will be tagged and inventoried but not counted in the rotating physical inventory. Pete will send these changes back to PACC.
 - There was a discussion regarding how Board Policy updates need to be distributed. It seems that they should start in PACC. PACC will distribute to all Advisory Groups. The Advisory Groups give their suggestions to PACC. Then PACC sends it to College Council for review. There may need to be more discussion on this matter at a future meeting.
- **BSI Expenditure Plan (Laura Franklin): action taken**
 - We took a vote to forgo the 1st reading and vote on this item, due to the fact it has to be at the Chancellors office by October 30th. We had a motion to forgo two readings and the motion passed with 9 members for and 2 abstentions.
 - Laura apologized for the speediness needed on this plan; however the allocations were just given to the school a few weeks prior. Laura stated that she started with the BSI committee and the plan was approved there. AAAG has also approved the expenditure plan. Laura is working with the Academic Senate to get their approval. Laura will be taking the plan to ASAG and SSAG for information only. There is \$90,550 for the 2009/2010 academic year, however things could change. The amounts in the specific categories could change depending on what takes place in the future. There are also some monies for 2002/2008 and 2008/2009 still available. A motion was made to approve. It was approved by 9 members and 2 abstentions.
- **Instructional Equipment Request – Matriculation (Carsbia Anderson): 1st reading**
 - Carsbia presented the Matriculation/Personal Development request for Instructional Equipment monies that are left from 2008/2009. The SARS scheduling program is currently used by the Counseling Department for managing counselors' schedules,

student appointments and Personal Development classes. With this maintenance contract SARS will also be introduced to other areas of Student Services (EOPS, TRIO, SS/I and CalWORKs) to see how these programs can benefit from the SARS reports and data.

- 5) Update on the Accreditation Self-Study (John Gonzalez):
 - The self study will be going to the Board on October 27th. One of the authors for each component will make a short presentation to the Board.
- 6) We closed the meeting at 3:45.
- 7) **Next Meeting:** November 3, 2009 at 2:30

Future Meeting Ideas: Substantive Change for Distance Ed