

# College Council Minutes

Tuesday, March 31, 2009

2:30 p.m.

Humanities Conf Rm.

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons, ASMPAC Pres. Mike Dickey, ASMPAC Chief Justice William Manel

Absent: Bill Jones, Stephanie Perkins, Susan Villa, Mike Dickey, William Manel

Guests: Susan Steele

## Campus Community Comments:

- The Great Books Program which is based on reading the literary classics is receiving new press through *Insider Higher Education* and *Chronicle of Higher Education*.
- Friday, April 3, is the scheduled date for bringing down the data connectivity (web, network and phone access) in order to move the Data Center to the new Administration Building. Connectivity is planned to be restored by Monday, April 6.

1) **Minutes – March 17, 2009:** Approved as recorded.

2) **Accreditation Update/Reports:** <http://www.mpcfakulty.net/accreditation/home.htm>

### Standard IV Leadership and Governance

a) **Decision-Making Roles and Processes (Gail Fail):** We are currently awaiting the summary which will be presented to Academic Senate this week.

b) **Board and Administrative Organization (Mark Clements):** The 2004 Accreditation Team presented two questions with respect to Standard IV - Leadership and Governance.

- Board** - How does it operate and are its roles and responsibilities clear?
- The President** – How are the results of executive and committee decisions communicated to all campus constituencies?

Mark gave a recap of the committee's review of the Governing Board Policies, Governing Board Minutes, Board Policy Review and Revision, Board Self Evaluations, Accreditation Faculty and Staff Survey Results as outlined in the handout along with the following additional comments:

**Things we do well:** ...the Board acts responsibly to assure the financial stability of the institution especially given current economic conditions. Based on the results from the 2007 Accreditation Faculty and Staff Survey, 92% of survey participants asserted that the President showed strong leadership.

**Things we do, but could do better:** ... Review and revision of the Board policies over the years has not been systemic or well organized; however we are currently reviewing/revising about 2 per month. Based on results from the Accreditation Faculty and Staff Survey, approximately 23% (including part-time employees) do not know what the Board does.

### Things we need to improve:

- Board Policy Manual needs to be updated and available electronically. Currently, there are variations within the hard copies around campus; however, the 1000 and 2000 series are now posted electronically.
- The Board is aware of faculty dialogues regarding SLOs, and the role of faculty in the development of SLOs. It is believed that the Board should be aware of the current process of reviewing SLOs, while not having a direct involvement in the actual SLOs. In this way we are closing the loop in the Board's knowledge of SLOs.
- An approximate eight month gap exists between the final edit and the accreditation team's visit. The final report will include "as of this writing" to demonstrate that progress is anticipated to continue beyond the final writing. *To close this gap, we will prepare an addendum to the Self-Study.*

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

**Classified Position Requests:** *None.*

a)

**Faculty Position Requests:** *None.*

a)

**Area Component Goals:** Dr. Gonzalez reviewed the **Academic Affairs Component Goals**, which he indicated are based on 2008-09 goals along with contributions from Laura Franklin. The following comments were shared in addition to the information within the handout:

- **Activity 1.5.1 (Study various academic calendar options):** an ad hoc group will be formed to determine whether the current calendar or alternative options would be in the best interest of the institution. Criteria must be followed so as not to negatively impact students. One example is the 50% current retention from fall to spring terms. Colleges which have gone to extending early spring have experienced higher retention rates.
- **Activity 2.1.1 (Support the ongoing Deans' Council meetings and solicit their input on college-wide initiatives and challenges):** The important issue at hand is development of a long range plan for the Education Center. To support this it is important to ensure communication between Academic Affairs and Students Services as well as the communications between faculty and counselor groups.
- **Operational Goal 5.0 –** Need to develop a calendar/rubric for meeting SLO deadlines in 2012.
- **Activity 7.3.1: (In collaboration with Division Chairs, organize internal meetings to identify areas of opportunity for partnership expansion) ...and potential funding sources.**
  - Currently 2 retreats for CTE Programs (Career Technical Education) as part of the exam process to determine other capacity to develop or expand existing programs. We will need to have the faculty on board to develop programs.
  - We will need a real and firm commitment as seen by the State to obtain “full center” status. This is dependent upon additional enrollment, demographics, benchmark of 500 FTES attained, and staffing levels.
- **Operational Goal 8.0: (...revise when appropriate, the curriculum and curriculum approval processes to ensure compliance with Title 5 guidelines.)** A Curricunet specialist is now on board and the goal is to have the curriculum uploaded and the software system ready for implementation by the end of the semester.

**Area Component Goals-** Joe Bissell reviewed the **Administrative Services** area giving additional details on beginning and ending timelines for projects.

- **Operational Goal 5.0 (Upgrade the Santa Rosa Student Records system to Windows SQL):** Currently we access the Santa Rosa Student Records System on an HP 3000, and the goal is to upgrade to SQL (Structured Query Language), at an estimated cost of \$70,000. This is considered a good value when compared to most student accounting systems at a cost of more than \$1 million.
- **Operational Goal 11.0 (Improve the campus's security plan):** Plans are to continue training to different groups (PIO, Facilities), increase security patrol/visibility, and utilize emergency communications including ‘Blue Light’ boxes and Berbee clocks.

**Other:** Joe Bissell provided a recap from the Budget committee meeting of March 23 and update for the 2009-10 Budget:

- **State Outlook (LAO report):** The Legislative Analyst's Office forecasts that the General Fund revenues will fall short of budgeted levels by almost \$8 billion.

- **The CA Community College League** interprets this to mean a 1.2% cut (over \$1 million for MPC).
- **P2 is filed by April 20<sup>th</sup>**, and is the next benchmark in helping us determine where we will end up at.
- **The May Revise** will occur after the special May 19<sup>th</sup> election.
- **Stimulus Package** – The President will be placing a request for \$3.9 million in stimulus funds to assist with several projects, including the following:
  - Wireless network for the entire campus
  - Berbee Emergency Notification System
  - Parking Lots B & C
  - Lighting throughout the campus.

**4) Action Items (*see available attachments*):**

a)

**5) Other:**

a) **Committee Reports-**

b) **Next meeting (April 21???** **Skipping April 7???)**: **For next CC Meeting:** (1) Faculty Position Prioritization Process, several proposals have been discussed and will be forwarded to CC from AAAG & SSAG. (2) Student Services Area Component Goals.