College Council Subcommittee

Who is on the subcommittee?

- Doug Garrison
- Gail Fail
- Fred Hochstaedter
- Suzanne Ammons
- Bernie Abbott

Why was the subcommittee formed?

- Review the role and function of College Council
- Review and propose revisions to the bylaws
- Prepare this presentation

What did we accomplish?

- Revised the bylaws.

- Formulated a planning process.

Changes to bylaws

- Membership:

  - The Superintendent/President is now an ex-officio member.

  - One Management employee will be added to College Council. He/she will be appointed by the president.

Other changes to the bylaws

- We reworded the "Scope and Function of College Council." (pages 3-4)

- We added "Two Management employees appointed by the Superintendent/President."

- Changes are marked in turquoise.

Rationale for changes

- *Membership:*

  - The deans asked for a representative. The subcommittee added *"Two management employees appointed by the Superintendent/President."* This could be a dean, associate dean, MSC.

  - This does not change the number of voting members. Since deans are important parts of the administration, it is reasonable for them to be eligible to serve.

  - The president will be the person to whom CC makes recommendations, and those will be made directly to him during the meetings.
    - He can express his opinion at any time, but he will no longer be in the position of voting on a committee in which he is participating in making recommendations to himself.

Rationale

1. *Scope and Function of the College Council:*

- The CC will become the strategic planning body for MPC. It will not be a "rubber stamp" committee.

- Planning will be an integrated process, in which the CC will be able to make allocation decisions based on our institutional goals and program review data.

2. *Meetings – No changes*

3. *Agenda:*

- Items for the agenda are to be directed to the Council Co-Chairs or the President for listing.

Rationale

4. Membership – discussed above

5. How Members and Alternates are Chosen:

- We changed when this will take place. It was October and we changed it to early spring so that faculty could adjust their schedules accordingly.
- Clarified how the MPCTA representative is chosen, so that the Academic Senate does not have to approve this appointee.
- The Superintendent/President will be responsible for selecting the Management members.

6. Term Lengths of Members:

- Beginnings of terms have been changed so that new members begin at the start of a school year. The budget allocation process (on the flow chart) follows this pattern also.

Rationale

7. Member Responsibilities changed to Member Alternates:

- Eliminated the requirement of making reports to your constituencies, since the information from CC is widely available anyway.
- Also, members are expected to have a campus perspective, rather than representing the special interests of only one group.
- The clause about alternates is important, so that each meeting will have a quorum.

8. Selection and Term Length of Co-Chairs:

- The election will take place in spring (not January) for the following fall semester.
- Again, this makes the co-chairs (as with other members) start off at the beginning of a school year.

Rationale

9. *Responsibilities of Co-Chairs Include:*

- Attending or sending a representative to make a brief report at Board meetings.

- Announce applications for membership vacancies each year in the early spring instead of October.

10. *How the Council Conducts Business and Arrives at Recommendations: NO CHANGES*

11. *Shared governance evaluation process:*

- The Council will be responsible for initiating and organizing a review of the shared governance model as part of the accreditation process.

- This simplifies the self-evaluation process to coordinate with our accreditation process.

- In addition, each May the Council will produce an annual report of its activities.

Rationale

12. *College Council Bylaws: NO CHANGES*

13. *College Council Working Principles:*

- **We reworked these to fit the model we developed for planning and budget allocation.**
- **Important goals:**
    - **Assure that decisions are data-driven, realistic, and feasible.**
    - **Maintain a system that is transparent, timely and objective.**

Planning and Resource Allocation Process

Monterey Peninsula College Planning and Resource Allocation

Ideas for the Institution

1. Every three years, the College Council develops multi-year Mission and Goals with input from the entire campus community.

2. Academic Affairs, Administrative Services, Student Services develop annual operational goals in light of the multi-year goals.

3. Faculty and staff of each program or area develop program reviews and annual action plans (including budget implications and feasibility), in consultation with supervising administrator.

Ideas for Programs or Areas

1. Multi-Year Mission and Goals Every Three Years
CC

2. Annual Component Goals Spring

3. Program Review or Annual Action Plan Spring

10. Each administrator reports to CC on:
1. Activities related to program reviews and/or action plans of the prior year
2. Success in reaching component goals. This stage serves as a starting point for the next planning cycle, which in most years will be the Annual Component Goals. CC can recommend subsequent component goals.

10. Accountability Review Spring
CC

1. Each planning step is data-driven.

4. Advisory Group Reviews Fall

4. Each Advisory Group:
1. Reviews its own program reviews/annual action plans
2. Confirms feasibility of recommendations
3. Sets bands of priorities for actions/resource requests.

9. Following approval, action plans are implemented within their respective time lines.

9. Implementation

2. Communication to constituencies at each step is required.

5. Institutional Administrative Review Fall

5. President and Vice-Presidents:
1. Confirm feasibilities of actions/resource requests
2. Refine priorities for actions/resource requests, from an institutional perspective
3. Review is based on annual component goals.

8. Superintendent/ President to Board Fall

7. College Council Allocation Decisions Fall
CC

6. Budget Committee Recommends Priorities Fall

Money is spent from the budget on New Infrastructure, Equipment, & Personnel

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8. President:
1. Reviews recommendations from CC
2. Presents his/her recommendations to the Board of Trustees for approval.
If s/he does not agree with CC's recommended resource allocations, s/he must provide written justification to CC.

7. College Council:
1. Reviews recommended resource priorities and an explanation of the work from all preceding stages
2. Recommends allocation decisions based on these materials, subject to review by the President.
CC may send the materials back for clarification.

6. Budget Committee:
1. Reviews refined institutional priorities in context of anticipated budget resources.
2. Develops recommended resource priorities.
BC may send the materials back for clarification.

$$$

Money enters the budget from the State

bca

Ideas for the Institution

1. Every three years, the College Council develops multi-year Mission and Goals with input from the entire campus community.

1. Multi-Year Mission and Goals Every Three Years

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2. Academic Affairs, Administrative Services, Student Services develop annual operational goals in light of the multi-year goals.

2. Annual Component Goals Spring

dg

Examples of Goals

Operational Goal	Completion Date
1.0 Facilitate and finalize the collective bargaining agreements with the faculty and the classified bargaining units respectively, in collaboration with the MPCTA and MPCSEA negotiation teams. *Institutional Goals:* *#2 Incrementally increase the salary schedules, progressing towards agreed upon targets, and investigate other compensation issues, to help attract and retain qualified personnel.*	June 30, 2007

Activity
1. **Continue with negotiations training and regular meetings with MPCTA and MPCSEA bargaining units.**

Examples of Goals

Operational Goal	Completion Date
2.0 Develop a Fiscal Stability report for College review. *Institutional Goals:* *#5 Ensure long-term fiscal stability and explore additional external funding sources.*	February 28, 2007
Objective	
2.1 Review and evaluate the adequacy of future college resources in providing quality educational experiences for its students.	

Examples of Goals

Operational Goal	Completion Date
3.0 Continue to investigate and implement as appropriate energy savings projects to facilitate long term cost reductions, in collaboration with its component areas. *Institutional Goals:* 　*#5. Ensure long-term fiscal stability and explore additional external funding sources.* 　*#6. Leverage bond funding and other college resources to best ensure the completion of the college's highest priority facility, infrastructure and equipment needs based on the educational program needs described in the Educational Master Plan.*	February 28, 2007
Objective	
3.1 Utilize expertise of energy consulting firm hired to assist the District in finding cost savings in current energy usage as well as find outside resources to assist in long range savings.	

3. Faculty and staff of each program or area develop program reviews and annual action plans (including budget implications and feasibility), in consultation with supervising administrator.

Ideas for Programs or Areas

3. Program Review or Annual Action Plan
Spring

fh

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- Questions?

- Comments?

- We need feedback from College Council.

- If everyone agrees with our changes, we can approve the changes at our next meeting in March.