

**College Council Minutes**  
Tuesday, February 5, 2008  
**2:30 p.m. Karas Room**

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Marianne Ide, Steve Morgan, Gail Fail, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons (vacant: 1 ASMPC Pres.)

**Absent:** Doug Garrison, Steve Morgan, Stephanie Perkins, Bernie Abbott, Susan Villa, A.J. Farrar

**Guests:** Susan Steele

**Campus Community Comments:**

- Carsbia: MPC Education Center at Marina-held an open house, February 2. This event featured a tour of the new facilities, entertainment provided by KMBY radio station and a jazz trio and refreshments. The event was well-attended by staff, faculty and local dignitaries (city council members, mayor of Marina). The bookstore and financial aid will make their services available through the first week of school. Approximately 282 students are enrolled and average class sizes are over 15.
- Registration will open at 7:30 a.m. to increase accessibility.
- Web site access over the weekend was reported as intermittent. The issue is being looked into, however no conclusive information is available at this time.
- Lyndon: The Conference Preview Track meet held Friday, Feb 8 at 1 p.m. will be the first track meet at the new facilities.

1) **Minutes – January 15, 2008:** The minutes were approved as recorded.

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

a) **Classified Position Requests- Accounting Specialist SC 4** (Joe Bissell): This position was presented and reviewed along with the attachment.

b) **Mid-Year Oral Report on Area Component Goals from the Vice Presidents** (see handouts from each area)

**Administrative Services-** Joe Bissell reported good progress made on several projects with the Facilities Master Plan including:

- The Education Center at Marina and the Public Safety Training Center in Seaside facilities are open and functioning.
- Several other projects either completed or near completion include the Child Development Center, the Infrastructure project, Social Science building remodel, Lecture Forum remodel, additional spaces to Lot A, energy savings projects and emergency lighting performed by Siemens Energy and the new Website development.
- Emergency Preparedness training is underway to include training which will be offered to building response team members. An air raid type of siren alert system is being looked into to serve the campus in the event of an emergency.
- Job Description Update is near completion.
- Four-five board policy updates have been forwarded to PACC.
- Training for budget managers by Fiscal Services has begun.
- Removal of artificial barriers continues. Financial aid checks minus debt owed are being distributed to students, saving steps.

**Academic Affairs-**Dr. John Gonzalez:

- Scheduling- Communications between advisory groups is improving. Class schedules have been revised to “unpack” the schedule and seek efficiencies through wiser use of building and classroom space.
- Disciplines are organized in alpha order rather than by division for better access

- Student survey results reflect a willingness to attend classes at times not currently offered. This is anticipated to increase the current demand for available adjunct faculty.
- AAAG will form a subcommittee to review the Program Review Process. Enrollment cut off has been extended thru Sunday evening prior to school start in order to extend the enrollment opportunities to students. Progress was made through the Flex Days featuring of Student Learning Outcomes. Administrative Services, the division chairs and CAC continue working on SLOs and assessment strategies, with the goal that in the future all new course outlines and updated course outlines will require SLOs.
- Partnerships-NPS (Naval Postgraduate School) and DLI (Defense Language Institute are in discussion with MPC with the idea of establishing a TSA (Transportation Security Administration) undergraduate degree at MPC that could then transfer students into NPS for graduate degrees in Homeland Security.
- CHOMP-CSUMB- looking into offering a BS in Nursing. Also CHOMP and area hospitals are interested in examining the start up of a Physical Therapy program to meet a growing need. A 2 year grant, due in March would allow us to start up the process by initially hiring a Director to help our application for accreditation in the early phase.
- Susan Steele gave an overview of the Program Review Executive Summary's three points to include:
  - overarching issues – i.e. issues that extend beyond the division in question
  - allocation of responsibilities for improvement to both college and division
  - concrete recommendations regarding next steps

#### **Student Services-Carsbia Anderson:**

- Board Policy updates-prioritizing target dates for completion currently.
- Enrollment Advisory Committee met to review an evaluation completed last year which reflects increases and decreases within student population groups from previous semesters. This information will be used to adjust outreach goals and recruitment targets.
- Outreach activities conducted include visits by the Vice President to local high school principals and adult schools along with overall increased involvement on the part of counselors and instructors with area high schools. Scheduled activities include the UCSC African American Theatre Arts, Fall Reg Daze and the Student Ambassadors Program.
- Santa Rosa System is being utilized at a greater level than before to help minimize artificial barriers. Counselors are using the system tools to help trouble shoot financial aid tracking. Student Debt and financial aid coordination is assisted through the Santa Rosa System. Add codes are used by instructors in lieu of signatures to allow students to add classes through the MPC Web site, thus eliminating hand walking forms.
- Student e-mail system is under consideration for use to publicize and promote awareness of available scholarships.

### **3) Action Items (see available attachments):**

- a) **Facilities Committee Recommendation** – *To spend Bond Furniture and Equipment Funds for shades and Theater Light Board (first reading):* Approximately \$3.7 million remains in FF&E and so the Facilities Committee is recommending that the College Council give authorization that funds be appropriated as follows:

- New light board for the Theatre at \$25,000
- New window shades in several buildings at \$25,000

This will be presented for a second reading at the next College Council meeting.

- 4) **Other:** Dr. Gonzalez announced that the location of the March 11 Accreditation Self-Study training meeting will be at Cuesta College from 9 a.m. to 3 p.m. Fred, Brenda & John are working on the formation of the 12 member team which will attend the training.

- a) Committee Reports  
b) Next meeting Feb. 19 –