1. **Call to Order**
The workshop was called to order at 9:00 a.m. in the Humanities Building Conference Room of the Interdisciplinary Academic Center, Merced College Main Campus, Merced.

**Members Present:** Eugene J. Vierra (Board President), Robert Haden, Lewis S. Braxton, Jim Glidden, Les McCabe

**Members Absent:** Jinet Troost and Eva deLong

**Others Present:** Benjamin T. Duran, John Spevak, Larry Johnson, Mike Cuchna, Sarah Greene, Wilma Prine (Classified Senate), Sherry Elms (CSEA), Kevin Ramirez (Facilitator for the afternoon session)

2. **MC Administrative Structure and Comparison to Colleges of Comparable Size**
At the request of Trustee Troost, Dr. Duran presented for review a summary of findings regarding the number of administrative and managerial positions at several colleges comparable in size to Merced. Discussion followed. It was the consensus of the Board that if an administrative restructuring is needed at Merced, the administrative structure needs to represent what is best suited for Merced.

3. **Correlation Between FT/PT Faculty and FT/PT Support Staff**
In response to a request from Trustee Glidden, members discussed the correlation between full-time/part-time faculty and full-time/part-time support staff over a ten year period (1997 to 2006). Also provided was the number of management employees and student FTES over the same ten-year period.

4. **Future Staffing Needs – Los Banos and at the Main Campus**
Dr. Duran discussed the technological challenges faced by the District and presented a proposal for meeting these challenges and moving the District forward technologically. The proposal included the creation of an associate vice president of technology and institutional research reporting directly to the college president. The position would be filled by moving one of the deans of instruction into this role. A position of administrative assistant would also be created; in addition to providing secretarial support to the associate vice president, this person would also provide support to both deans of instruction and the dean of student services, none of whom currently have any secretarial help. Further, in order to strengthen the online infrastructure and expand online classes and services, there would also be a need to add in 2006-07 an online systems manager, a student help desk technician, and a computer programmer. Within
two years, it would be recommended the associate vice president’s position
move to full vice president status with the Information Technology Services area
reporting to that person. Also within two years, it would be recommended the
vacated dean’s position in the Office of Instruction be filled. The proposal as
presented would incrementally revamp the District’s organizational structure to
meet the technological needs of the District as a whole.

A component of the proposal would be the establishment of a “grow your own”
program whereby opportunities are provided for faculty to work for a year as
administrative interns in order to get a better understanding of what it is like to be
an administrator. If the proposal is approved by the Board, two internships would
be made available. In the Office of Instruction there would be a one-year full-time
internship for a single individual. In the Office of Student Personnel there would
be nine units of release time available for several projects that could be assigned
to several different individuals.

Trustees asked for the cost of implementing the proposed administrative
restructuring. Several of the trustees expressed the feeling that the dollars might
be better spent in hiring new faculty, bringing the District closer to the 75/25 (full-
time/part-time) ratio. The administration assured the Board that they are looking
at adding faculty positions if next year turns out as promising as is expected.

MSCU (Braxton/McCabe) that the administrative restructuring, together
with infrastructure staffing and the grow your own proposal, be costed out
with pros and cons and brought back to the Board for further discussion
and consideration. If possible, this item will be brought back to the Board at the
April 4th meeting. The Board President encouraged the administration to run the
proposal through the college’s shared governance process.

Because of the need to make known to faculty the opportunity for administrative
internships in 2006-07, Dr. Duran asked for permission to begin the recruitmentP
period ahead of the Board’s decision on this proposal because the District is
currently developing the fall schedule and it would be important to know which
faculty would be serving as interns next year. It was the consensus of the
Board that the administration advertise the dean internships as long as
faculty and the administration understand that a decision on the proposal
has not yet been made by the Board.

The Board reviewed the list of new staff needed as a result of new facilities
coming on line in 2006-07; specifically, the Learning Resources Center and the
new Los Banos Campus. The administration is waiting to hear back from the
state regarding a final decision as to how much state support will be provided for
maintenance and operations for new facilities. Also discussed was the list of
critical support staff needed currently, as well as in the future.
5. **2006-07 Budget Presentation**

Dr. Duran distributed and discussed additional budget information which was disseminated at the CEO Board meeting held March 17. For a number of reasons, the budget outlook for 2006-07 appears very favorable for the community college system as a whole. Items of major significance are listed below:

- Prop 98 dollars have increased.
- COLA could be as high as 5.8 percent.
- Because the system as a whole did not grow this year, there is between $65 to $69 million in unallocated growth funds.
- SB 361 (Scott) would provide for the reallocation of unspent equalization dollars.

For Merced College there is a potential for approximately $3.6 million more in ongoing dollars during 2006-07. Because 2006-07 could be a very good year for Merced College, Dr. Duran felt this might be the time to address some major needs in the District, as well as restructure the administration to help the successors of the current administration and managers, many of whom will be retiring in the next few years.

A lunch break was held at noon. The meeting reconvened at 12:45 p.m.

6. **Boardsmanship**

Trustees and Dr. Duran remained for the afternoon session facilitated by Kevin Ramirez, retired community college Superintendent/President. Trustees reviewed and discussed the Board’s 2005-06 self evaluation. This was followed by a discussion of boardsmanship items which included the governing board’s role and trusteeship; the decision-making process; policy and policymaking; and Board/CEO relationships.

The workshop adjourned at 2:30 p.m.

Approved

Secretary to the Board of Trustees