



College Council Meeting Minutes
January 26, 2015

MEMBERS

Council Member	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction		√
Al Alt	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Florida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean	√	
Debi Bolter	YFA President		√
Flora Carter	College Committee for Diversity & Community	√	
Baljinder Gill	CSEA President	√	
Jennifer Hamilton	Resource Allocation Council	√	
Lisa Husman	LTAC		√
Bryan Marks	CSAC	√	
Curtis Martin	Academic Senate VP	√	
Ross McKenzie	YFA Rep	√	
Chad Redwing	Academic Senate	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President		√
Tyler Minane	ASMJC		√
Roxanne Weaver	ASMJC	√	
Vacant	Accreditation Council		
Vacant	Academic Senate		
Vacant	CSEA		
Vacant	Facilities Council		
Vacant	Instruction Council		

GUESTS

Name	Title
Debbi Partridge	Multimedia Technician

SUBSTITUTES

Substitute	For Member
Lloyd Jackson	Lisa Husman

I. CALL TO ORDER

Jill Stearns called the meeting to order and welcomed new CSEA President, Baljinder Gill to College Council.

II. ACTION ITEMS

A. Approval of Minutes

Approval of minutes was tabled until a quorum was met.

B. First Read – YCCD Board Policies

The following comments will be forwarded to the Policy & Procedure Committee for consideration:

1. 3310 – Records Retention and Destruction

- Jill Stearns had a question regarding the number of days for record destruction as it seems there is a conflicting number of days on the chart of the schedule of backup and destruction. She is waiting for an answer from Information Technology.
- Ross McKenzie stated that there is some concern about the reference to library systems because the library has recently gone to a new system. The concern is that information in the policy was for the old system and not for the new system.
- Nancy Backlund stated that after the chart of the schedule of backup and destruction, it sounds like backup short term and major backup.

2. 7126 – Background Check – Employees

- James Todd commented that there is a change from originally not requiring FBI and asked what happened? Lloyd Jackson responded that the FBI checks outside of California and is normally only on security and childcare positions.
- Lloyd Jackson commented that the verbiage changes from *shall* and this struck him as vague and almost gives a chance for something to slip through the process.
- James Todd commented that the FBI process can take months sometimes. This makes the response time a little bit long and is the only reason he is questioning. Al Alt added that sometimes this can take up to 90 days if they are back logged and the length of time does not necessarily mean there is anything wrong.
- Ross McKenzie commented that a lot of parents are putting their children in child care and required to work with them. He asked if there is any way to make sure HR doesn't sit on paperwork?
- Patrick Bettencourt questioned background or *reference* checks regarding new employees (line 18). For example, does this mean that a reference check could take the place of a background check when a person giving a reference cannot divulge criminal or certain work history due to confidentiality issues?

- Ross McKenzie asked if all employees included student workers? Jill Stearns responded that student workers are included with the exception of one day volunteers for events. Ross asked what *[designate position]* meant in line 24.

A. Approval of Minutes

The agenda commenced with approval of minutes as a quorum was met.

Action

Motion: Jennifer Hamilton moved to approve the minutes of December 8, 2014.

Second: James Todd

Result: The minutes of December 8, 2014 were approved by aye vote.

C. College Goals

Jill Stearns informed members that the verbiage of the goals was subject to change as the performance indicators are determined. The district is in the process of hiring an Associate Vice Chancellor of Institutional Research and MJC will hire a Research Analyst. Jill added that when a draft strategic plan is complete it will be brought back to College Council for review.

Action

Motion: James Todd moved to accept the college goals as presented.

Second: Curtis Martin

Result: The college goals were approved by aye vote.

III. DISCUSSION

A. Respiratory Care Bachelor of Science

Jill Stearns reported that it has been difficult to field questions because the only information we have is what the state chancellor's office sent out in the January 20, 2015 press release. The phones have been ringing off the hook with inquiries about the program. The college is currently in the process of developing a website for people to sign up and be able to get their questions answered. Patrick Bettencourt is working with Linda Hoile and preparing a press release. The college is developing FAQs we can use internally when we receive questions and an application process. The website will have the FAQs as well. The program would admit 24 students each year.

Jill Stearns reported attending an Alliance meeting and inviting CEO Dave White to College Council for a 10 minute presentation of what they are doing at the Alliance. She reported that there are some interesting results from a survey Alliance conducted. Education rated in the top 3 in their survey along with fire and police. She added that Dave White is doing great things for Stanislaus County and the Alliance is very excited about this respiratory degree.

Jill informed members that she and Patrick will participate in a conference call with the 15 colleges. Another round of approval is due in March and additional labor market information has been asked for. The chancellor's office is working with the Academic Senate for upper GE requirements and the college is poised and prepared to respond when it is determined.

A substantive change proposal has to be done for a college that has a single bachelor degree. This might change how CSUs work with community colleges, making it a little easier. As soon as the website and information is available, it will be sent out broadly.

IV. REPRESENTATIVE REPORTS

A. Instruction Council

James Todd informed members that the Instruction Council will meet tomorrow.

B. Accreditation Council

Jennifer Hamilton reported that the council is in the process of planning and has put together tri-chairs for the upcoming report. There was a lot of good discussion on educating the campus on what accreditation is about and doing a process improvement activity. They had a conversation about trying to involve new people as the more participation they can glean, the better off we are going to be. Quite a bit of participation will be required because of the tri-chairs and the writing team. Jennifer stated that this is a good opportunity to recommend people and usher them in.

C. Student Services Council

Brenda Thames reported that the Dean of Counseling has transitioned to a new position at another college. Structure and processing will be done differently in Student Services with the success plan. The council finalized the draft of significant changes in assessment. There is a 60-90 day wait process where students can be placed with high school transcripts so documents come here. Ross McKenzie added that they did not have anyone from Lit & Lang who would know the pitfalls.

C. Resource Allocation Council (RAC)

Jennifer Hamilton reported that RAC allocated \$425,000 for library materials funds. The process followed as before. There were very intentional moves by the committee to respect ranking of deans and divisions. They gave a 1-5 ranking and nothing was reorganized by department or division. With the exception of some pretty expensive facility needs, the council was pretty much able to fund everything. Those funds have to be spent and items received by the end of the year. The college cannot carry money forward like last year. There was no theme this year. RAC was able to look at their goals and priorities as a council and everything worked out. A lot of time was spent talking about themes and that will probably be done in the future. Jennifer felt that council was really reflective about how they feel about doing the work and making sure those engaged in the process were able to give feedback. The council wants to take this feedback and improve the process next year.

D. Facilities Council

Al Alt reported that the Facilities Council's last meeting was scheduled on MLK day. At the meeting before that, the major topic was having a more concise list of different funding on campus. The council is in the process of working with district facilities and listing the different projects. Campus beautification does not have a clear pathway to proceed. The council is looking at developing a template to request a beautification project and how it will get funded. Al added that hopefully, the forms will get approved and they can do a pilot process on two projects.

E. ASMJC

Roxanne Weaver reported that ASMJC had the first Senate and Inter-Club Council meetings by livestreaming. ASMJC met some goals. Soccer was streamed and was the most watched.

ASMJC is really excited to stream different meetings and games. It was the first time a family was able to watch a game from another country. The spring festival is coming up in March. ASMJC did a bar-b-que for the Tutoring Center. Parliamentary procedure training is coming up and some great, very college wide Senate projects, looking at the campus and seeing how they can reach diverse groups.

Roxanne is working with the new Student Development and Campus Life secretary on a process for clubs using flow charts. She is also working on putting a training video together. The plan is to create something concrete to have a better and more thorough process. Roxanne will be here another year with ASMJC.

F. CSEA

Debbie Partridge introduced Baljinder Gill who is the new CSEA president. Baljinder Gill gave members a brief history of being in MJC Campus Safety and in Air Force security and maintenance and also flying fighter jets and helicopters. He also holds a graduate degree. He prefers to be called Gill.

Gill reported that CSEA has one issue, the classified employees who are in the teaching profession are being asked not to teach anymore. He is working on that issue. A training session is coming up for newly elected CSEA members.

G. CSAC

No report.

H. YFA

Ross McKenzie reported that YFA's bylaws have finally been ratified. They are still trying to find a new Faculty Liaison to the Board of Trustees. Two well-attended Institute Week breakout sessions (Contract 101 and Negotiations 101) were held. Negotiations are still ongoing and the YFA and District teams are being trained in standard negotiation and interest-based bargaining. Ross distributed the new issue of YFA's newsletter, *The Advocate*.

Ross said that he was directed to ask for an FTES update as the faculty is really interested in having current information.

Jill Stearns responded that she did not run the report this morning but will run it on Friday. The current figure she has is 6137 FTES and there were sections of campus where there is low enrollment. In every case where a where a student couldn't enrollment in a particular class, there was an alternative. She appreciates the effort in contacting those students for late start classes and watching enrollment creep up on those. The economy is improving in Stanislaus County so fewer people are coming to our doors so we have to be very strategic in scheduling classes. Jill would like to have 10 more math faculty to get us over the hump. She is hearing anecdotally that students take a math class and then cannot get in the next one. There are still some areas if we could increase the number of faculty in that area we could increase our FTES. It is looking pretty good at this point to hit our target but not exceeding it. Jill does not see that we need to realign our base. Al Alt stated that it looks like we would be about 100 short of our base and gave the recent history of rolling back FTES.

Al Alt informed members that in the state budget proposal, they may change the allocation per FTES enhancing funding. There is some equipment that we need more of per student.

I. Academic Senate

James Todd reported that the only people running for election are Curtis Martin for president and Chad Redwing for vice president. The real issue is equivalency and trying to make that a better process and a closing of the loop. It starts with HR, comes to the Senate and then back to HR. Another problem is paperwork has tended to get lost. The main thing is trying to work it so applicants can see what they need to provide for the committee. James gave Curtis Martin credit for really working hard on this. He felt that they are in shape for something really nice and hopes that it will pass in the next Senate meeting. Jill Stearns added that her experience is that the online applications are unfriendly. Curtis Martin reported that he discovered an equivalency form in BBSS that he was not aware of. He added that the process needs to be streamlined and he is trying to have a ten day turnaround. Something is needed that a candidate can present to make information much easier to read.

J. LTAC

Lloyd Jackson reported that a vote was conducted at the end of the year to fill two positions which resulted in Dorothy Pimentel becoming president and Jillian Daly the MJC education administrator representative. The vote to increase dues from \$15 to \$30 passed and the intent is to create grants for students with the increase. The 1% issue also passed.

K. President

Jill Stearns reported having an institutional organization conversation about looking at our divisions and what is traditionally the Student Services operation. Quite a bit of time has been spent drafting what this would look like. Jill would like to have a college conversation and feels that the timing is really important as we have new expectations for how we support students. The college needs to think about how we support students in a different way. The college conversation will most likely be a Friday afternoon in March to kind of draw up what it would look like. Jill reported attending the deans' retreat where people had incredibly thoughtful insight in terms of what we look like in terms of divisions to strengthen our opportunity to collaborate. This meeting resulted in an organization draft regarding how to approach student success.

Jill Stearns stressed that this is an opportunity to say we have considered our organizational structure and with the new expectations it really makes sense to take a look at how our divisions are organized. Concern was expressed that this might be a done deal as the deans have already created an organization draft. Jennifer Hamilton responded that we have to have a starting point to begin the conversation. Jill stated that she is working on getting the broadest audience we can to attend the conversation. Time and location of the college conversation will be announced soon.

Jill informed members that Martha Robles is stepping in and filling the role of Dean of Counseling.

V. ANNOUNCEMENTS/COMMENTS

VI. FUTURE AGENDA

1. New Faculty Orientation (March 2015)

VII. ADJOURNMENT