



**College Council  
Meeting Minutes  
October 23, 2017**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair		√
Al Alt	Vice President, College Administrative Services/Facilities Council	√	
Steve Amador	Academic Senate		√
Patrick Bettencourt	Dean of Instruction & Student Learning	√	
Flora Carter	Diversity Committee	√	
Shelley Circle	Academic Senate	√	
Jennifer Hamilton	Vice President of Instruction	√	
Julie Hughes	CSEA		√
Lisa Husman	LTAC		√
Cindy Lopez	ASMJC	√	
Curtis Martin	Academic Senate	√	
LaKiesha McDonald	CSEA	√	
Ross McKenzie	YFA	√	
Debbi Partridge	CSEA	√	
Saul Portillo	ASMJC	√	
Jim Sahlman	YFA	√	
Alexandra Salgado	ASMJC		√
Elaine Schuber	CSAC	√	
Michael Smedshammer	Distance Education Committee		√
James Todd	Vice President of Student Services	√	
Vacant	Technology Committee		
Vacant	Academic Senate		
Vacant	Accreditation Council		
Vacant	Facilities Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Patricia Wallace	Recorder	√	

<b>Guests</b>	
Jenni Abbott	Dean, Institutional Effectiveness
Janet Fantazia	Instructor, Respiratory Care

## **I. CALL TO ORDER**

J. Hamilton called the meeting to order at 3:05 pm. Quorum was not established, therefore the following are meeting notes rather than meeting minutes from this meeting.

## **II. INFORMATION AND DISCUSSION ITEMS**

### **A. Strong Workforce Regional Funds**

MJC receives \$1.5-1.8 million every year in an allocation to build CTE programs. It is specifically to have more enrollments, more completions and more job placements. The Career Center on west campus was the regional project for this year. MJC offers 303 programs. 1500 degrees and 400 certificates were awarded at MJC last year. This is an average of seven awards per program. How do we get more awards with existing programs? They have identified 25-28 certificates that have less than 28 units per certificate to complete. They have drafted out a five-week program, a seven-week program, a week-end program, and a hybrid program. The model would have students come twice a week from 5-9 pm and do some online work alongside, attend for 12-15 months and the certificate is awarded. The student would be spending approximately 8-9 hours per week in class. Some of the current CTE courses would need to be redesigned in order to be taught in a hybrid model. These models are geared toward adult non-completers looking for a leg up or a career change. They could use the Career Center for internships and job placements after completion of the certificate. They are hoping to find some CTE faculty that are willing to teach these non-traditional models. If it works, then we can expand into degrees using the same model. They are also waiting on proposals from faculty to expand programs that will bring in more completers. Also looking at some brand new programs. Labor market data shows that job opportunities are within the fields of Allied Health, construction, and cyber security. We receive monies each year that is used over three years, and it is treated like a grant. The funding model will be based on the outcomes of the projects. It is categorical money. When the economy comes down, there is a chance that these funds will be reduced.

### **B. Educational Master Plan**

A kick-off for the work groups happened a few weeks ago. There is a format to keep notes so that at the end of the year you will be able to see a record of what each work group did. Each work group has a deliverable that they are responsible for. Several work groups report to College Council. The work groups are researchers and will bring to the councils information and recommendations. The work groups are engaged and excited. Work groups are urged to talk to councils as they go and to think broadly, not narrowly on solutions.

### **C. CA Guided Pathways**

Allocations will be allocated to the colleges in the spring. Shares are based on FTES and Pell Grants, and twenty percent will be divided up amongst the colleges. For California Promise grants, colleges must be participating in pathways. The minimum allocation is \$500,000 which is what Columbia College will receive as it is a small institution. MJC will receive \$1,869,503 given out over five years. To secure those funds, the IEPI Guided pathways assessment tool was presented to College Council at the last meeting. Today is considered the second reading. It has also passed two readings at Academic Senate as well as some councils. Two recommendations changes were made by Senate. The red- and green-line items are the only changes

that were added. With the council's blessing, this will go forward to the Board agenda so that we get the required signatures. The third piece of homework for CA Pathways Institute #2 is exploring the MJC website. Paving the Path on October 27, 2017 will complete an exercise as part of this homework. It will explore how many clicks it gets to items on the website. Every click can be a barrier, an obstacle for students. Council was asked to complete the same homework exercise and submit it.

### **III. ACTION ITEMS**

- A. Approval of minutes** – The minutes of October 9, 2017 were not approved at this meeting as quorum was not established.

### **IV. Representative Reports**

#### **A. Academic Senate**

C. Martin referred council members to review the highlights distributed electronically of the last Academic Senate meeting.

#### **B. LTAC**

Not represented today.

#### **C. CSEA**

During the months of October/November, the election of the 2018 slate of officers will take place. An email went out to staff this week for donation of hygiene items.

#### **D. CSAC**

No report at this time.

#### **E. YFA**

The next general meeting is October 16, 2017. CCAP is a hot topic.

#### **F. ASMJC**

FLOW happens on East Campus this week. Child Development Day is set for October 26 at 10:30 and assists students in determining what classes are required to enter into the Child Development program. The Veterans Day celebration is set for November 6, 2017. The key-note speaker will be US Navy Seal Mike Ritland.

### **V. Other**

#### **A. FTES Update**

The District Enrollment Report showed we dropped 28 FTES from week 8 to week 9. As of 10/23/17, MJC shows 6093.93 FTES. Deans are checking for anomalies. Instructors may be cleaning up their rolls at this point in the semester. Council was reminded that we are not in danger of losing millions of dollars. We are in decline. Any FTES from summer 2017 that could be moved forward were moved into the 2017-18 fiscal year. We had over 1,400 FTES from summer to start the year, which is well over what we have started with in past years. We will probably have to rely on rollback from next summer (300 to 400 FTES) to meet our target. We need to get to the place where we do not have to rely on rollback to meet our target.

### **V. ADJOURNMENT**

The meeting was adjourned at 4:25 pm by consensus.