



**College Council  
Meeting Minutes  
April 9, 2018**

<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	√	
Chad Redwing	Academic Senate	√	
Patrick Bettencourt	Dean of Instruction & Student Learning	√	
Flora Carter	Student Success and Equity Committee	√	
Shelley Circle	Academic Senate		√
Julie Hughes	CSEA	√	
Harloveleen Hundal	ASMJC	√	
Lisa Husman	LTAC	√	
Cindy Lopez	ASMJC	√	
Curtis Martin	Academic Senate		√
LaKiesha McDonald	CSEA	√	
Ross McKenzie	YFA	√	
Debbi Partridge	CSEA	√	
Jim Sahlman	YFA	√	
Elaine Schuber	CSAC	√	
Michael Smedshammer	Distance Education Committee	√	
James Todd	Vice President of Student Services	√	
Emily York	ASMJC	√	
Jennifer Zellet	Vice President of Instruction	√	
Vacant	Technology Committee		
Vacant	Academic Senate		
Vacant	Accreditation Council		
Vacant	Resource Allocation Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Sabrina Miranda	Recorder	√	

<b>Guests</b>	
Jenni Abbott	Dean, Institutional Effectiveness
Maryanne Ambler	Administrative Secretary, Agriculture, Environmental Sciences
Eric Barajas	Program Specialist
Christian Cavalho	Program Assistant, Library & Learning Center
Nita Gopal	Professor, English, Literature & Language Arts
Joshua Sigman	Front End Web Developer, Public Information

**I. CALL TO ORDER**

J. Stearns called the meeting to order at 3:03 pm.

**II. ACTION ITEMS**

**A. Approval of minutes**

**Action Item - Motion:**

**Who: R. McKenzie moved, D. Partridge seconded**

**What: Motion to approve the minutes of March 26, 2018**

- **Result: 18-ayes, 0-no**
- **Motion Carried**

**III. Information and Discussion**

**A. District Enrollment Report**

J. Stearns reported that summer enrollment looks strong and has put us over the target for the year. The report does not account for early summer. We are approximately 600 below where we anticipate as we continue the registration process.

**B. Regular Effective Contact Progress Update**

M. Smedshammer stated that since February, an on-going series of regular effective contact activities have been held every Friday afternoon from 1 – 2 PM. M. Smedshammer stated that he has hand-picked instructors who were performing well in regular effective contact to discuss the issue. The instructors opened their courses so that anyone could come sit down and listen to them talk about how they do regular effective contact in their online classes. The activities have been well attended and culminated with Tracy Schaelen, the Distance Education Coordinator at Southwestern College. The sessions have also been broadcasted live as well as recorded. The regular effective contact policy itself was passed in Academic Senate and was a rigorous debate. One remaining regular effective contact series activity will be held on May 3.

**Tentative Budget Recommendation**

A. Alt explained that Resource Allocation Council (RAC) is responsible for recommending the preliminary budget to College Council. College Council ultimately recommends a preliminary budget to the President. To fulfil that responsibility, beginning in January, RAC began reviewing relevant inputs to the budget development process. Critical inputs include the Governor's Proposed Budget, the District's budget development timeline and the major components of the MJC budget: Permanent Personnel, PTOL and Operational expenses. It is important to note the budget is in the earliest stages and is subject to change as the State and District budget processes progress. The next most informative step in the process is the Governor's May Revision and then the adopted budget, typically completed by July.

While the State budget and the California Community College budget may change significantly in the coming months, each unit within the District (MJC, Columbia and

Central Services) is responsible for submitting a preliminary budget to Executive Vice Chancellor Susan Yeager consistent with the District Budget Timeline, no later than April 16, 2018.

Each unit must develop a preliminary budget consistent with the college Target Budget by Site issued by Susan Yeager on 03/05/18. In order to fulfill responsibilities noted in Engaging All Voices, Resource Allocation Council reviewed critical inputs including the Governor's Proposed Budget, the District's budget development timeline and the major components of the MJC budget: Permanent Personnel, PTOL and Operational expenses. The permanent personnel file projected staffing costs, including salary, benefits and mandated fringe benefits at \$44.9 million. The Council reviewed projected PTOL expenses for the 2018-2019 academic year and the College's FTES target. PTOL expenses are projected at approximately \$11.5 million.

Operational Budgets, funded at the same level as 2016-2017, total approximately \$2 million dollars. The budget necessary to accommodate the three major components of the college budget total \$58,512,251.

As noted previously, at the preliminary budget stage of the budget development, the College budget must balance to the target of \$56,080,423. In order to provide an initial College Budget that balances to the target, RAC reviewed several other budget scenarios. RAC recommends an operational budget of .85. With this adopted scenario, if any additional one-time funds will become available to the College through the State budget process or through one-time allocation from the District, those funds would be allocated to PTOL as a first priority.

Additionally, RAC would like to convey to College Council that it is one of RAC's goals to examine and align resource allocation strategies to align resources with the new Statewide Funding Formula, Pathways, and completion.

College Council recommends the budget to the president, which is then forwarded to the district. Resource Allocation Council recommends to this body that we recommend to the president scenario 2A, with .85 operational.

All members of College Council agree that the scenario 2A, .85 operational recommendation from RAC is to be forwarded.

### **C. EMP Workgroup Updates**

J. Abbott introduced the Website Workgroup: Joshua Sigman, Christian Cavahlo, Maryanne Ambler, Nita Gopal and Eric Barajas. The group has taken the assignment that came from the EMP to review models and come up with recommendations as to how we might change our website to make it more effective. As this was explored, the team recognized that they needed to set priorities. The priorities set forth included: functional, guided experience through website, beautiful aesthetic, and identifying who we are trying to reach. The focus areas are: that there would be high school graduates that would be looking at the website, parents who are sometimes the ones who dig into the website to guide their children, adult learners who return to college, online only students, and current students. The four models from across the country that will be discussed are San Diego Miramar, UC Davis, Arizona State and Portland Community Colleges.

J. Sigman explained the UC Davis website, pointing out that there is a video on their main page that is attention grabbing. In addition to saying that this is an exciting place, it gives you a sense of place and a sense of what it's like to visit the campus. Menus are at the top and their website is easy to navigate. Additionally, all of their majors and programs are visibly listed, all having common templates.

C. Cavalho and E. Barajas pointed out three main things that are common difficulties that MJC students face on our website: getting relevant program info, ease of use (not knowing where to go or where to start), and not knowing what courses to take. The Portland Community College website showcases informative sessions regarding programs so that students can be integrated and familiar with the program of their choice. Also desirable was the "Apply Now" button. Arizona State also showcases their "Apply Now" button.

M. Ambler discussed that Portland Community Colleges makes their website easy to navigate. If someone is an online learner, they can select online programs. In every single one of their programs, there is a template that's easy to navigate from page to page. All the information is in the same spot with each area. Their catalog is online and provides lots of information and answers many questions, which eliminates the prospective student from having to call many people to find answers to their questions.

N. Gopal stated that Portland Community College displays who their vendors are on their website.

J. Abbott stated that they want to build a guided experience for students that they can navigate well, with a focus on marketing to new students. A link to the presentation can be located [here](#).

**(Item not on the Agenda) - Report out from Instruction Council Off-Cycle Faculty Replacement in Nursing**

J. Zellet explained that there is an off cycle faculty replacement for Tonya Robinson who is taking over the CNA replacement and is through Strong Workforce. The Strong Workforce position for CNA was created and preapproved through instruction council processes in the fall. Deans' Cabinet had a conversation with Rob Stevenson as designated Academic Senate and instruction Council Co-Chair and the recommendation was to move forward and publish the replacement for the instructor of nursing position.

**Representative Reports**

**A. CSAC**

No report at this time.

**B. YFA**

R. McKenzie stated that on April 20 there will be a faculty meeting at the Bianchi Center in Oakdale the YFA and YCCD impasse will be discussed. Paperwork has been filed and YFA has received notification that the paperwork was received.

**C. Academic Senate**

C. Redwing stated the regular effective guidelines have been passed and also passed the program viability process. There is one additional meeting for the year and credit by examination will be discussed as well as investigating the possibilities of a unified course numbering system between Columbia and MJC.

**D. ASMJC**

E. York reported that the last Positive People Speaker Series is on April 12. This Saturday April 14 will be New Student Day. April 18 will be the Campus Life Gala and the following day will be cram night.

**E. CSEA**

D. Partridge reported that CSEA is holding a fundraiser with Chipotle on McHenry Avenue tomorrow from 4 – 8 PM. Mention that you are there to support YCCD and CSEA. If sales reach \$300, CSEA will receive 50% of the sales. CSEW Classified School Employee Week is May 20<sup>th</sup> through 26. There is currently a desperate need for hygiene items. Two locations exist on our campuses to drop off items - one in Morris and one in Yosemite Hall Health Services.

**F. LTAC**

No report at this time.

**V. ADJOURNMENT**

The meeting was adjourned at 4:20 pm.