



**College Council
Meeting Minutes
November 25, 2019**

Members	Representing	Present	Absent
Jim Houpis	President, Chair	√	
Jenni Abbott	Technology Committee Representative	√	
Shelley Akiona	YFA	√	
Maryanne Ambler	LTAC		√
Flerida Arias	Vice President of Student Services	√	
Patrick Bettencourt	Dean Representative	√	
Nancy Carranza	ASMJC		√
Shelley Circle	Academic Senate	√	
Julie Hughes	CSEA	√	
Andrew Kranzman	Academic Senate	√	
Bryan Justin Marks	Student Services Council	√	
LaKiesha McDonald	CSEA		√
Ross McKenzie	YFA	√	
Jennifer Novoa	ASMJC	√	
Parul Parikh	CSAC	√	
Mikayla Ramirez	ASMJC	√	
Chad Redwing	Academic Senate		√
Sarah Schrader	Interim Vice President of College and Administrative Services	√	
Michael Smedshammer	Distance Education Committee	√	
Tiffnie-Ann Versola	CSEA	√	
Jennifer Zellet	Vice President of Instruction		√
Vacant	Accreditation Council		
Vacant	Resource Allocation Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Vacant	Student Success and Equity Committee		
Sabrina Miranda	Recorder	√	

Guests	
Tina Akers-Porter	Professor, Mathematics
Ruth Luman	Professor, English Second Language
Curtis Martin	Professor, History

Rob Stevenson	Professor, Arts & Humanities
Susan Yeager	Vice Chancellor of Fiscal Services

I. CALL TO ORDER

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

II. Agenda

A. Approval of Minutes

Action Item - Motion:

Who: R. McKenzie moved, F. Arias seconded

What: Motion to approve the minutes of November 25, 2019

- **Result: 15-ayes, 0-no, 1-abstention**
- **Motion Carried**

B. Modesto Junior College Posting Regulations – 1st Reading

B. Marks explained that YCCD Board Policy 3900 identifies time, place, and manner regarding postings on campus and has been in place for 30 years; however, the policy does not identify when postings should be up or when they should be removed.

Currently there are issues regarding independent contractor postings on campus, as the postings do not contain the MCJ logo, contact information, etc. For example, there was a poster on campus that directs students to visit a counselor, but fails to provide office information or the MJC logo. The MJC posting regulations would be a local policy to support the Board Policy.

S. Akiona stated that she would prefer to allow the District Procedure Committee to review the posting regulations prior to the approval of a first reading. Tomorrow they will discuss to think they they can do the job, so this is not an exception

Action Item - Motion:

Who: S. Akiona moved, R. McKenzie seconded

What: Motion to allow the District Procedure Committee to review MJC Posting Regulations before returning to College Council

- **Result: 16-ayes, 0-no**
- **Motion Carried**

C. Instruction Council's 2019 Hiring Prioritization Rankings – 1st Reading

R. Stevenson stated that the recommendation of the Instruction Council is to forward twelve on-cycle replacements for acceptance ranked in the following order. This list was passed unanimously at the November 15 Instruction Council meeting:

1. Instructor of Nursing (1)
2. Instructor of Mathematics (1)
3. Instructor of Dairy Science
4. Instructor of Psychology
5. Instructor of Biology

6. Instructor of Health Education and Athletic Training
7. Instructor of Music
8. Instructor of Nursing (2)
9. Instructor of Psychology (2)
10. Instructor of Mathematics (2)
11. Instructor of Mathematics (3)
12. Instructor of Psychology (3)

The recommendation of the Instruction Council is to forward this ranked list of eight IOR positions as MJC's list of priorities for growth. This list was passed unanimously at the November 18 Instruction Council meeting.

1. Instructor of Child Development
2. Instructor of Statistics for the Social and Behavioral Sciences
3. Instructor of Engineering
4. Instructor of Chemistry
5. Instructor of Health and Athletic Trainer Instructor
6. Instructor of Math 1
7. Instructor of Theater
8. Instructor of Math 2

Action Item - Motion:

Who: R. McKenzie moved, A. Kranzman seconded

What: Motion to accept the IOR Hiring Prioritization Rankings – 1st Reading

- Result: 16-ayes, 0-no,
- Motion Carried

D. CWEE Plan

J. Abbott explained that the state chancellor's office has asked all colleges to develop a cooperative work experience education plan for students who are serving internships in the community, whether paid or unpaid. The CWEE plan has been developed by Dejeune Shelton and states that internships are learning and work experience and should contain a requirement for employers, a requirement from faculty, and a requirement for students. If faculty have student going into work experience, then they must ensure there are learning opportunities, which means checking in with the employer and reviewing what's happening at least twice a year. For the student there are expectations in communicating with the faculty member, with their employer, and that the employer is providing a work environment.

Members of College Council requested additional time for the Academic Senate to review prior to College Council's approval.

Action Item - Motion:

Who: A. Kranzman moved, S. Akiona seconded

What: Motion to accept the IOR Hiring Prioritization Rankings – 1st Reading

- Result: 16-ayes, 0-no,
- Motion Carried

E. Placement of Council Meeting/Minutes in BoardDocs

S. Schrader stated there was a discussion at District Administrative Council and District Council about broadening our BoardDocs license in order to place all council and

committee minutes into BoardDocs. Having minutes in one location will be extremely helpful when it comes time for accreditation.

The additional license is \$8,000 and would include a free training, valued at \$3,000. Because BoardDocs is already utilized for the Board, the idea is to have the cost be institutional.

Members of College Council requested to postpone this discussion in order to have a demo provided by BoardDocs in order to better understand the program.

S. Yeager stated that she will inquire having a demo presentation provided at the December 9 College Council meeting.

F. AB 705 Presentation

Members of the AB 705 Taskforce provided a presentation entailing an update on the taskforce, its accomplishments, and the work that it will continue to do.

G. Great Valley Museum: Space for Traveling Exhibits

J. Houpis stated that when the Great Valley Museum (GVM) was initially built, it included space for traveling exhibits in front of the planetarium. The previous president decided to move that space and made it an open study area. J. Houpis asked the museum board if they would like to have that space converted back to the museum to be used for STEM exhibits. The GVM Board sent J. Houpis a request asking for the space to return to its original purpose.

Action Item - Motion:

Who: P. Bettencourt moved, R. McKenzie seconded

What: Motion to return traveling exhibit space back to the Great Valley Museum

- **Result: 16-ayes, 0-no**
- **Motion Carried**

H. CTC Process Recommendation: Questions for Assessing New Technology Projects

J. Abbott explained that the College Technology Committee (CTC) has been developing questions to ask in support of total cost of ownership for technology. In the document, a graph was developed about how new technology should be requested within. We wanted to make the process more institutional and include the total cost to maintain, what the HR impact may be, understand what impact the technology may have, how long it will take to implement, the prioritization it may need, and more.

Members of College Council suggested that a rubric be created prior to its approval. J. Abbott stated she will bring a rubric to the December 9 College Council meeting.

Action Item - Motion:

Who: S. Circle moved, A. Kranzman seconded

What: Motion to create a rubric prior to College Council approval

- **Result: 16-ayes, 0-no**
- **Motion Carried**

I. CTC Technology Recommendation: Cornerstone (CCCCO Professional Development Platform)

J. Abbott stated they have piloted Cornerstone, a system wide platform to support and

track professional development. The idea is that it will replace the flex system so that wherever you are, you can take your professional development or transfer it to a different institution. Cornerstone will also track districtwide required training, such as required sexual harassment or safety trainings. It also provides access to Lynda.com, where you can find a plethora of trainings.

Action Item - Motion:

Who: S. Circle moved, A. Kranzman seconded

What: Motion to approve CTC Technology's recommendation to implement Cornerstone (CCCCO Professional Development Plan)

- **Result: 16-ayes, 0-no**
- **Motion Carried**

J. CTC Technology Recommendation: PHP Life Support (Chat Platform)

J. Abbott stated that the PHP Life Support chat platform has been piloted through online learning. Providing the option to chat online removes many barriers for students. It also reduces the volume of calls that front offices receive, a staff member can answer multiple chat sessions at a time, they can refer students to another expert, send links to resources, and more.

Action Item - Motion:

Who: S. Circle moved, A. Kranzman seconded

What: Motion to approve CTC Technology's recommendation to implement PHP Life Support (Chat Platform)

- **Result: 16-ayes, 0-no**
- **Motion Carried**

III. Representative Reports

A. CSEA
Tabled.

B. CSAC
Tabled.

C. LTAC
Tabled.

D. YFA
Tabled.

E. Academic Senate
Tabled.

F. ASMJC
Tabled.

V. ADJOURNMENT

The meeting was adjourned at 5:15 pm.