



**College Council
Meeting Minutes
September 11, 2017**

Members	Representing	Present	Absent
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		
Sabrina Miranda	Recorder	√	

Guests	

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:01 pm.

II. ACTION ITEMS

A. Approval of minutes

Action Item - Motion:

Who: A. Alt moved, L. Husman seconded

What: Motion to approve the minutes of June 15, 2017

- **Result:** 19-ayes, 0-no, 1 abstention – R. McKenzie
- **Motion Carried**

III. INFORMATION AND DISCUSSION ITEMS

A. Role of College Council

J. Stearns explained that College Council is the governance body at MJC that is tasked with making recommendations to the President. Five councils and four college committees bring recommendations to College Council. All members of College Council are welcome to bring items forward to be placed onto the agenda. Documents regarding College Council can be found on the MJC website under the "About" tab and navigating to the "Governance" link.

B. Enrollment Report

J. Stearns reported that enrollment as of the morning of 9/11/17 was 6,051.03 FTES. Fifteen units makes up one full time equivalent student. The majority of MJC students are enrolled in less than full time. Last summer, FTES was at 1468. That number was large because all of flexible summer enrollment was moved into 2017. Summer 2017 has three components: a part that has to remain in the most recently completed year, a flexible portion that goes either forward or backward, and a portion that is the start of this academic year. As a district, we were not hitting our target last year overall; therefore, a strategic decision was made to move all of our flexible summer from Columbia and MJC into this year.

C. Budget Update

A. Alt reported that the tentative budget College Target for the 2017-2018 year was \$55,278,247, which was recommended to the President last April at the April 10 College Council meeting. The recommendation was adopted. That target is provided by Central Services and the document of our target as well as Columbia and District Services can be found on the RAC website, under the Budget Development tab.

The final budget College Target was provided by Central Services in August, providing MJC with a budget of \$56,278,132, as documented on the form provided by Central Services, also located on the RAC website.

The RAC goals for the year, as decided by the Council at the 9/1/17 meeting are: 1) Allocate IELM funds (approximately \$500,000); 2) Support Accreditation visit; and 3) Budget Development. These goals will be documented in the minutes posted on the RAC website.

D. Achieving The Dream

J. Todd discussed that we are now entering year three as an Achieving the Dream college. Achieving the Dream provides support from John Nixon and Ken Gonzalez, who are two coaches assigned to MJC. Within the last two years, we have accumulated a lot of data, including achievement data and learning outcomes data. MJC has held data summits in which our basic skills data and course level data have been reviewed. Out of these summits, an aspirational goal to take our scorecard completion rate of 43% and increase it to 53% was established. This makes our target a ten percent increase over the next five years.

Over the past summer, Achieving the Dream asked us to produce an annual report which details what we have set as priorities and goals for ourselves. The report can be found on the College Council website. Priorities set forth include improving strategic planning and evaluation, enhancing a student focused culture, expanding access in accelerated student success, and a focus on Guided Pathways.

E. Guided Pathways

J. Stearns reported that MJC is one of twenty colleges that was selected to be part of the California Guided Pathways Project. With this project, we have an opportunity to work with coaches and national leaders who have pioneered work around Guided Pathways. Guided Pathways is a clear map for a student of how to get from where they are today to the degree that they wish to obtain.

We have the opportunity to obtain a portion of money through a process called the Guided Pathways Award Program. A team of 7 to 10 individuals will head to Fresno to attend the Guided Pathways Award Program workshop as a step in the funding process.

F. Education Master Plan

J. Hamilton discussed that the Education Master Plan was approved in April at the April 10, 2017 College Council meeting. This plan provides the outline of our work through 2022. On page 34, workgroups are laid out and the council to which they report is listed. The purpose of workgroups is to collect data and examples, detailing particular schedule ties, strategic objectives, and matters that they need to achieve. This is outlined with a proposed timeline.

Pages 31-32 outline the reporting structure for the workgroups. Once a semester, every workgroup will fill out a form indicating when they met, who attended, addressing if minutes are posted, and any major issues or tasks that were addressed. This form will be made electronic with the ability to electronically link to any documents or evidence that the workgroup obtained. Additionally, a review of goals is addressed with intent to remain on a timeline. As the information is reported back to the council and then to the EMP workgroup, we will be able to keep a master schedule in sync.

On September 28, 3:30 to 5:30 PM, there will be a Workgroup Leader Training. The intent is to teach people how to run efficient meetings. September 29, noon to 5 PM, a Workgroup Training will be held for everyone participating in workgroups to gain a better understanding of what the function of a workgroup is.

G. Accreditation Update

J. Todd reported that the Accreditation Site Team Pre-Visit took place on September 7. A total of five hours was spent with two visitors, Dr. Lori Adrian and Dr. Vince Rodriguez. During that time, Academic Senate President Curtis Martin and CSEA President Debbi Partridge met with Dr. Adrian and Dr. Rodriguez.

The Accreditation Site Team will be here October 1 - 5, 2017, beginning with a portion of the team at District and the remaining on East Campus on Monday, October 2. The team will be located in CAT 262 for the duration of their visit and will be meeting with various campus groups as well as visiting meetings that are available. Open forums are scheduled for Tuesday, October 3 from 5 to 6 PM and Wednesday, October 4 from noon to 1 PM. Open forums provide an opportunity for anyone to be present and share openly with the representatives.

IV. Representative Reports

A. ASMJC

C. Lopez reported that ASMJC has been meeting more often. Welcome Week recently concluded and was successful. Club Rush begins September 13th on East Campus and students will be welcomed with booths and clubs asking them to join. FLOW (Free Lunch on Wednesdays) begins next week.

B. CSAC

No update at this time.

C. YFA

R. McKenzie reported that the YFA executive board has met and the council is meeting next week. YFA is holding a retreat at the Gene Bianchi Center in Oakdale on Friday, September 15 and 178 faculty members are expected to attend.

D. Academic Senate

C. Martin reported that Academic Senate recently had its retreat. Dialogue was held regarding what we've been doing as an institution as well as what would be the processes required to advance. For example, Guided Pathways. The retreat was a three hour event and there was an active engagement of discussions at each table.

E. LTAC

L. Husman reported that LTAC recently sent out a survey and received solid feedback regarding evaluation forms. Feedback in other areas is still being reviewed. Scholarships went out and thank you notes have been received from the recipients.

F. CSEA

D. Partridge reported that three scholarships are given out every year and recently the scholarship reception was held. One scholarship was given at Columbia and two at MJC.

D. Partridge reported meeting with the accreditation team during the Pre-Visit and explained that the main message that was received is that the team is here to help us.

Surveys regarding negotiations have been received and are currently being tallied. A representative from the CSEA Association is coming to give a presentation at the next meeting.

D. Partridge has been working with Amy Yribarren from Health Services on a food pantry on campus to service students with hopes of also expanding to faculty and administrators.