Modesto Junior College  
College Council Meeting Minutes  
March 7, 2011

**Present:**  
Mike Adams, George Boodrookas, Rosanne Faughn, Carmen Fernandez, Wendy Griffiths-Bender, Rose LaMont for Jillian Daly, Gaither Loewenstein, Don Low, Adrienne Peek, Joan Van Kuren, Karen Walters Dunlap, Barbara Wells, Sam Pierstorff (Faculty Consultant to the Board)

**Absent:**  
Julie Berg, Jillian Daly, Adam Webber (ASMJC)

**Guests:**  
Elaine Schuber

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**Business**

1. **Review of Minutes**

**Action Item**

The minutes of February 28, 2011 were approved with thumbs up vote.

2. **Review of Agenda**

Gaither Loewenstein reviewed the agenda with members.

**PRESIDENT’S OFFICE**

**INSTRUCTION**

3. **Report out from Student Success Advisory Committee Task Force**

Karen Walters Dunlap reported that the task force was to revitalize the Student Success Committee and it has met a number of times. The draft document distributed is the task force’s recommendations reporting directly to the president. An attempt has been made to keep the membership relatively small. The membership used to be 45 people on the Student Success Committee which became problematic trying to get all those people together at the same time. Some of the fourteen members recommended may be actual resource people instead of members. There are still some operational things that need to be decided. The committee will generally convene monthly during the academic year.

The **charge** of the Student Success Advisory Committee is to…

1. Promote an environment that enhances students’ academic success, attainment of educational goals, and satisfaction with their educational experience at MJC.
2. Develop and promote a concerted student success and retention program, utilizing collected data and drawing upon best practices.
3. Systematically review college-wide student placement and achievement data, e.g. ARCC and CCSSE data, establish benchmarks from these data and measure the college’s progress toward achieving them with the goal of improving student success.

4. Ensure that student success efforts are aligned with the college mission and reinforce the college’s strategic goals.

Duties of the committee to facilitate the above charge are identified in the draft document.

**Committee Membership**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Vice President of Instruction</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Representative from College Budget and Planning</td>
<td>Mathematics Faculty Member</td>
</tr>
<tr>
<td>Manager overseeing Integrated Learning Centers</td>
<td>English, ESL, or Reading Faculty</td>
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<tr>
<td>Dean overseeing Mathematics</td>
<td>Two at-large faculty members</td>
</tr>
<tr>
<td>Dean overseeing English, ESL, and Reading</td>
<td>Admissions &amp; Records Specialist</td>
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<tr>
<td>ILC Instructional Support Assistant</td>
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**Action Item**

There was general consensus to accept the recommendation of the task force and for the Senate and CSEA to take these recommendations back to their respective constituencies for comments. This item will be revisited at the next College Council meeting.

Suggestions can be given to Karen Walters Dunlap.

**4. Accreditation/Institutional Effectiveness Committee (AIE)**

Karen Walters Dunlap reported that AIE did a survey and analysis of the priorities process done last semester. The committee is taking a look at the survey results and will make a suggestion on how to improve the process for next year. AIE will administrate the survey again next year.

A committee is being formed for MJC’s accreditation visit and will start reserving hotel rooms, etc. for the visiting team.

Gaither Loewenstein reported receiving a letter from the accrediting commission, changing the date of the visit. The Chancellor will be contacting Columbia College to see if they made the request for a date change.

**STUDENT SERVICES**

**5. Student Discipline**

Don Low reported that he is trying to simplify the paper part of the discipline process. Any time a student sees a dean, a report is sent to the Student Services office. The rationale for filing all those reports is if the FBI or CIA comes around and wants to know if a certain student has a disciplinary problem, there will be a record. Don felt that if the dean resolves the issue, he does not feel that a paper report needs to be sent to him.

Barbara Wells stated that by reporting, you can track if a student has multiple discipline issues.
Adrienne Peek said that it would be having some way of knowing if a student has an isolated
issue or if this is happening a lot. She added that some way of streamlining reporting needs to
be done, electronic or whatever.

Gaither Loewenstein suggested that the student's name and offense could be sent to the
Student Services staff who file the information electronically and flag a second offense.

Karen Walters Dunlap suggested utilizing SharePoint for the deans to all have access to the
information.

COLLEGE ADMINISTRATIVE SERVICES

6. Budget

Carmen Fernandez reported that the college will probably be able to come in with $900,000 in
rollover savings.

7. Facilities/Capital Construction

Carmen Fernandez stated that there is no change in the construction projects. She informed
members that Bill Kaiser withdrew the press box request.

8. Planning & Budget Committee (PBC)

No report.

CONSTITUENT REPORTS

Academic Senate

Mike Adams reported that there will be a special Senate meeting tomorrow afternoon in Muir
Hall to try and approve some resolutions before the board meeting. Budget is on the agenda.

YFA

Rose LaMont reported that Jillian Daly and a group of people are in Sacramento for a FACCC
Advocacy conference. The group is probably meeting with senators and assembly members.
Jillian and Emily Malsam are busy meeting with faculty and going through the process with
budget reductions. Negotiation teams will resume meeting on Friday.

CSEA

Rosanne Faughn reported that classified are worried about the budget. She is attempting to
get as many members as possible to attend the board meeting and do it as professional as
possible being civil and respectful. She reported that morale is low because of the fear and
the fear of the unknown. Classified layoffs will affect people district wide. She added that
layoffs may only begin at MJC but will affect members district wide.
**Student Services**

Don Low reported that people on the council were concerned about losing a vice president and feeling they won’t be represented. He added that the Student Services Council had quite a discussion about that and will continue to talk about it and will just have to work through it. Members are really just trying to look at filling the holes in Student Services if the proposal goes through.

**IAC**

No report.

**ASMJC**

Wendy Griffiths-Bender informed members that ASMJC will be taking students to the March on March 14th in Sacramento.

**College Management Council (CMC)**

Gaither Loewenstein reported meeting with the council on Friday before the budget forum. All managers meet once a month to commiserate on management issues. He felt that the meeting went as well as can be expected and managers are doing an extraordinary job. It was agreed that now is not the time to talk about our vision for the future as we have to get through the current budget reductions.

**ANNOUNCEMENT**

Gaither reported that the Alliance will help with services for affected people by the budget reduction with employment services. After March 11th, counseling services will be available through our employee assistance program. Wendy Griffiths-Bender said that YFA has STRS coming on March 31st to talk to faculty.

Gaither suggested that with YFA, CSEA and LTAC, it would be nice to have a collective effort to provide some kind of assistance for affected people for an immediate cash assistance program. He added that with all the talents and abilities people have here, we could set up a fund and do benefits for these folks for some sort of safety net. It would also let folks not affected have some meaningful way to help those folks who are most in need.

**FUTURE AGENDA**

1. Student Success Advisory Committee Task Force draft document -Revisit

**ADJOURNMENT**