

**Modesto Junior College**  
**College Council Meeting Minutes**  
**March 9, 2009**

**Present:** Mike Adams, Mark Anglin, Jillian Daly, Rosanne Faughn, Bob Nadell, Rich Rose, David Shrock, Joan Van Kuren, Karen Walters Dunlap, Gary Whitfield, Taylor White (ASMJC), David Baggett (Faculty Consultant to the Board), Rose LaMont for Emily Malsam

**Absent:** Julie Berg, Emily Malsam, Jim Sahlman

**Others Present:** Adam Karp, George Railey, Yashlee Nazi, ASMJC

## **INTRODUCTION**

Dr. Rose introduced Adam Karp from American River College. Adam is Dr. Karen Walters Dunlap's ACCCA mentee and is job shadowing her today.

## **Business**

### **1. Review of Minutes**

Taylor White requested that Lauren Cisneros be removed from the roster as she is no longer a member of College Council.

## **Action Item**

The minutes of February 23, 2009 were given thumbs up approval.

### **2. Review of Agenda**

Dr. Rose reviewed the agenda with Council members.

*Addition:*

1. Conversations with the president
2. Administrative Services Program Review
3. Budget memo
4. HVAC in East Campus Student Center

## **Check In – What have you been Hearing?**

**David Shrock:** Everything is grand.

**Mark Anglin:** As much as we need the rain, it is nice to see the sun.

**Bob Nadell:** Good, no complaints.

**David Baggett:** I second that.

**Yashlee Nazi:** Keeping busy.

**Mike Adams:** Nothing exciting. Jim's not well today and won't be here.

**Rosanne Faughn:** Things are ok. Still checking email. I've been gone a week at Asilomar.

## **PRESIDENT'S OFFICE**

### **3. Naming of Facilities**

Dr. Rose referred to the two recent officially named buildings on campus, the Performing & Media Arts Center and the Science Community Center that went through a name change process. He read the district policy on naming of buildings. The chancellor has been approached by an individual regarding naming the aquatics center after a former swim coach.

In the past, requests have been taken through the Campus Development Committee first, then the facilities group who recommends to the president, then it goes to College Council who comes to consensus and the request is forwarded to the Board.

David Shrock added that when buildings are named after someone, you sometimes shut doors to other possible donors and there are a lot of people who merit a building being named after them.

Taylor White added that consideration should be pretty high for determining a person who has made a contribution other than monetary.

Dr. Walters Dunlap added that it might be worthwhile to study what other colleges have in place for naming of facilities.

Mike Adams suggested that the start of the change should come from the primary users of the building.

Dr. Rose stated that something in writing needs to come to the college and he agrees with Mike that something needs to come from the users.

#### **Action Item**

Dr. Rose will talk to the director of the Foundation to come back with 4 or 5 different policies and procedures examples for a procedure for the college. The Foundation will pull together research information. The college will remain at status quo for now.

### **4. Conversations with the President**

Dr. Rose brought this agenda item as an informational item. He has done everything from coffee hours once a month to going to division meetings to communicate with the campus. Last year he experimented with reserving two hours a week for appointments

with the president and only a couple of people made appointments. He will be going to the divisions and having them identify five people he will meet with for a conversation, keeping it open and fluid at a time that is good for them.

The conversations will start with five people from the Allied Health division. These five people will be responsible for returning to their division and sharing that information with their faculty. The same invitation will be extended to IAC and Student Services. He has already met with CSEA and it is open to all the various groups who might want to participate. Rosanne Faughn suggested that it would be good to have classified in those five as well as faculty.

## **INSTRUCTION**

### **5. Accreditation/Institutional Effectiveness Committee (AIE)**

Dr. Walters Dunlap reported that the AIE Committee met last week and the Administrative Services Program Review template was drafted. Every single unit on campus will be going through program review. The college is in need of an SLO coordinator as Adrienne Peek will be Academic Senate president and cannot continue to be the coordinator as well. She requested that members encourage anyone in their area to consider becoming the coordinator.

Gary Whitfield stated that this template is a very rough draft and will capture the Great Valley Museum and Foundation in this process. Administrative Services is broken down into two areas: Administrative Unit and Instructional Support Service. The committee will meet again and finalize the document. The committee decided to try and keep the document on the same format as Student Services program review so there would not be multiple formats.

Mark Anglin added: The important thing is that we get through the first review because we have not done one before. We realize it is not going to be perfect and more than likely there will be revision. We will have a good program review knowing there will be some changes. Reviews will be completed by the time school starts in the fall.

### **6. Enrollment**

George Railey reported that there is very little change in enrollment from this point until the end of the term. The numbers will be in a week after term ends when faculty turns in grades. He shared the following update with Council.

#### **Spring 2009 FTES**

3/09/2009	6,827.20 (9 <sup>th</sup> Monday)
3/03/2008	6,009.71 (9 <sup>th</sup> Monday)

**817.49 – 14% growth in FTES**

#### **Spring 2009 Enrollment**

3/09/2009	19,625
3/03/2008	18,046

**1,579 – 9% growth in enrollment**

Spring 2009 FTES target is 7,220.85 representing 12.86% growth over spring 2008. Our 2008-2009 annual FTES target is 15,922.45 or 5% annual growth over the 2007-2008 year.

## **STUDENT SERVICES**

### **7. Policy & Procedure**

Dr. Nadell reported being approached regarding students who come from another institution and how those students who have a BA and are coming back for retraining, are penalized and are always the last ones to be able to register. This was discussed in DAC and a task force was requested to put a draft together. This topic has been to IAC and Student Services Council as an information item. This policy change would allow students to bring in their transcript and not be penalized. This would allow these students to accumulate units based on units they have earned at MJC or Columbia, and not penalizing them for previous college work. Dr. Nadell is asking Columbia College to take this to their groups for discussion and bring back. This would become a district wide policy and procedure.

#### **Action Item**

[This item will return to the agenda two meetings from this meeting.](#)

## **COLLEGE ADMINISTRATIVE SERVICES/FACILITIES**

### **BUDGET**

#### **8. Planning & Budget Committee (PBC) Update**

Gary Whitfield reported that at the last meeting it was announced that Teresa Scott will do some budget training at the April 17<sup>th</sup> meeting. PBC worked on editing and updating the budget timeline that then went to all the groups to make sure there is nothing missed. Items were identified in the budget for next year based on preliminary budget figures, getting a salary schedule of almost \$29,000,000 for Fund 11 without any step and column increase. The data is based on the current pay scale before increases (cost of implementing YFA 1% and CPS and resulting benefits increase). Implementation of the CPS study will be \$905,791 to be born by the college. The budget is going to be very tight with a target of \$53,222,690 minus augmentation by the district for items such as medical increase, PERS/SUI increases, step and column. The 2008/2009 final budget is \$52,679,082.

Dr. Nadell commented that there is nothing built in to offset categorical shortfall, if any.

Gary Whitfield reported that Jane Chawinga is working on a spreadsheet now for step and column and other changes and when that becomes available, adjustments will have to be made.

The memo concerning the budget crisis went out to the campus community today. The whole state of California will have a property tax shortfall that will equate to a \$1.5 million shortfall for the district. Gary reviewed the memo with members. Dr. Rose added: We need to create a message and tone that it is not business as usual.

Requisitions and travel expenses keep coming through and it feels like the VPs and President are in a box being asked to sign for expenses and we cannot do that next year. We are trying to get people to a level of awareness of where the college is.

## **9. East Campus Student Center HVAC Project**

Gary Whitfield informed Council that the East Campus Student Center will be closed May 4 through November 4 for HVAC upgrades. ASMJC and the Bookstore will be located in MSR and Business Services on west campus. Admissions & Records and Food Service will be the only offices open in the Student Center during this time. Options are being explored for selling books and scantrons in other areas.

David Shrock requested that when plans are more set to please send out something to the faculty letting them know of the plans for closure.

Mark Anglin commented that there are multiple projects going on for P.E., automotive, and the electronics building and already some scheduling has had to be adjusted and it is really much larger than the Student Center.

## **CONSTITUENCY REPORTS**

### **Academic Senate**

Mike Adams reported that at the last Senate meeting, two main resolutions talking about SLOs and where to store, on the course outline or not on the course outline, but a data base. The resolution to store SLOs in a separate data base passed unanimously for a first reading. David Shrock reported that there was discussion on the student activity fee and Taylor White did a very good job. All agreed that it should be brought through the office of Dr. Nadell and ASMJC for suggestions to be presented to them. Karen Walters Dunlap was at Senate to explain swing space regarding Founders Hall. David added that it would be a good idea if there was an update often on these projects as there is going to be an awful lot of change and disruption.

### **YFA**

Jillian Daly reported that out of negotiations came an agreement for professional development for salary advancement. She has spent time with HR and the next step is for YFA to educate faculty on a new process. YFA can have leave donation. CSEA has its own process and out of that process, YFA is going to use forms. YFA's sick leave will be for faculty and administrators. Mike Adams asked if cross donation is possible. Jillian replied that right now it is probably not possible. Language still needs to come to representative council. David Shrock added that there is interest in Senate faculty to assist in sick leave.

A lot of discussion has been going on with the district joint health benefits committee. Right now two main issues in order to reduce cost, it looks like we will separate Rx out of Blue Cross and go with another company. The other issue is wellness. It turns out Blue Cross has come up with wellness benefits. There are about 10% of us who are causing the big increase in our health benefits and this is catastrophic, and not

preventable. There is another percentage who could be healthier. YFA is going to be starting a campaign to get Blue Cross out here and do some lab and blood work as way to prevent costly health issues. The Senate will be worked with on this project.

## **CSEA**

No report.

## **IAC**

Mark Anglin stated that most everything discussed here today we have been discussing in IAC. I think we are all happier with the program review being the same for everyone. Syllabi compliance list is ready for the Board meeting. Discussed pre-reqs all being turned on for this fall and the ramifications of that. Ag will host the morning session for Institute Day.

## **Student Services**

Bob Nadell commented that it will be good for the Student Services side next year when the pre-reqs are in order for the site visit. Student Services is tinkering with the program review process and have found some things this last time that don't work so well for us and that will be passed on to Gary Whitfield. He is working with SLOs for Student Services. Over 600 students have decided to go to Sacramento for the March in March. Jillian Daly added that 8 more faculty are needed to go as chaperones.

## **INFORMATION/ANNOUNCEMENTS**

### **FUTURE AGENDA ITEMS**

1. Board Policy/Procedure – Enrollment Priorities

## **ADJOURNMENT**