

**Modesto Junior College**  
**College Council Meeting Minutes**  
**January 28, 2013**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction	√	
Michael Guerra	VP College Administrative Services	√	
Brenda Thames	VP Student Services		√
Nancy Backlund	College Technology Council Rep	√	
Francisco Banuelos	Facilities Council Rep	√	
Debi Bolter	YFA Rep	√	
Iris Carroll	Distance Ed Council Rep		√
Flora Carter	College Committee for Diversity & Community Rep	√	
Paul Cripe	Resource Allocation Council Rep	√	
Jillian Daly	YFA President		√
Rosanne Faughn	CSEA President	√	
Rhonda Green	LTAC Rep		√
Cece Hudelson-Putnam	Instruction Council Rep	√	
Peggy Kroll	Professional Development Rep (Temp)	√	
Eva Mo	Academic Senate Rep	√	
Debbi Partridge	CSEA Rep		√
Martha Robles	Student Services Council Rep	√	
Tanya Smith	CSAC Rep		√
James Todd	Academic Senate President	√	
Korey Keith	ASMJC Rep	√	
Kevin Sabo	ASMJC Rep	√	
Mike Sharif	ASMJC Rep		√

**SUBSTITUTE**

<b>Name</b>	<b>Member Substituting for</b>
Emily Malsam	Jillian Daly
James Varble	Mike Sharif

**GUESTS**

<b>Name</b>	<b>Title</b>
Andrew Campbell	ASMJC

**Business**

**1. Call to Order and Introductions**

Jill Stearns called the meeting to order. Each member introduced themselves around the table as the council memberships are all new.

Jill Stearns briefly reviewed the role of College Council. The primary role of the College Council is to advise the President on college policy and procedural matters. The College Council also advises the President to advocate at District level on college wide issues. Jill pointed out that the big item is making a recommendation to the president on budget. The College Council agenda and minutes will not be sent out to everyone but will be stored on the college website for convenient access. Jill has been working with the MJC Front End Web Developer to have the agenda and minutes in a table format on the web.

The College Council will have primary responsibility for institutional effectiveness. At the last meeting in April, College Council members will review the changes that have been made to the council and look at the effectiveness of that. This is a work in progress and not set in stone.

Jill Stearns reminded members that the college mission statement was recently adopted. She will be asking for a group to work with Research Analyst, Nora Seronello to identify some goals that would stand year after year. She pointed out that there has not been a report out to the community on how well we have done. The college needs to have a reasonable number of goals, 4-6 and annually report to the community how well we have done in each of those areas. That responsibility belongs to this group primarily. Jill will be looking for folks to serve at the next meeting.

A detailed description of College Council's role in decision making can be found in the MJC participatory decision-making handbook, *Engaging All Voices* on page 34. The document can be found on the MJC website under Governance and Planning.

## **2. Review of Agenda**

Jill Stearns reviewed the agenda with members.

### **Action Items**

## **3. Review of Minutes**

Kevin Sabo moved to approve the minutes of December 3, 2012. Rosanne Faughn seconded.

There was general consensus to approve the minutes of December 3, 2012.

## **4. Consideration of Board Policy and Administrative Procedure – Second Reading**

Jill Stearns explained for the benefit of new College Council members that the district is reviewing board policies to align them with the ones from CCLC (Community College League of California). She added that there is a lot of benefit in going through the process to discover where there should be a policy and there is not one and for those that need updating. Our numbers will also be aligned with the league. This effort is being led by Nick Stavrianoudakis with a large team who are reviewing and taking information back to constituents. College Council has an opportunity to take a look at what has come out of the policy group which has already gone to constituencies group. College Council can make suggestions regarding the policies.

Jill Stearns further clarified that everyone here except the vice presidents and president is represented by a constituency group and members can forward the policies for input. College Council may see some of the policies a couple of times as we go through the process.

### **Action Item**

## **2410 Policy and Administrative Procedure**

Martha Robles moved to approve policy 2410 Policy and Administrative Procedure. Michael Guerra seconded.

Motion approved by aye vote.

### **2432 CEO Succession (NEW)**

Debi Bolter moved to approve policy 2432 CEO Succession (NEW). Kevin Sabo seconded.

*This item is mandated and needs to be added to district policies.*

Motion approved by aye vote.

### **2717 Personal Use of Public Resources (NEW)**

Korey Keith moved to approve 2717 Personal Use of Public Resources (NEW). Peggy Kroll seconded.

*Emily Malsam commented that the policy is too vague and pointed out that there is a computer use statement now that is minimal.*

*James Varble clarified that this is aiming at not using resources for campaigning or for any kind of ballot measure.*

Motion approved by aye vote.

### **3300 Public Records**

Susan Kincade moved to approve 3300 Public Records. Martha Robles seconded.

Motion approved by aye vote.

### **3310 Records Retention and Destruction**

James Todd moved to approve 3310 Records Retention and Destruction. Martha Robles seconded.

Motion approved by aye vote.

### **3-8001 Public Communications**

James Varble moved to approve 3-8001 Public Communications. Kevin Sabo seconded.

Motion passed by aye vote.

### **3-8008 Communication Channels (Elimination)**

Susan Kincade moved to approve 3-8008 Communication Channels (Elimination). Kevin Sabo seconded.

*James Varble pointed out that the Brown Act says that anyone can go to the trustees.*

Motion passed by aye vote.

### **7335 Health Examinations**

*Emily Malsam reported that YFA is sending this back to the policy and procedures group for language to be worked on. Because of YFA's understanding of ADA laws, some of the language in the policy contributes to the problem. YFA wants some specific parameters as to when exams should be required and hoping to create more clarity.*

There was general consensus to report out that YFA is suggesting some substantive language changes.

### **7337 Fingerprinting**

*Kevin Sabo commented that this policy would make volunteers required to have fingerprints and is disadvantageous to the volunteers. He added that ASMJC very much depends upon volunteers. He strongly encouraged that the policy not apply to student workers and that they be excepted from having to be fingerprinted. Kevin added that it would be very hard to recruit volunteers and have them pay \$60 to \$70 upfront to be fingerprinted.*

*Christine Serrano added that it is going to be impossible to have an event without volunteers and some would be working for just one day.*

*James Todd requested letting Nick know that the entire room was uncomfortable with the way this is written.*

There was general consensus to have the constituent group look at student liability.

### **7-8049 Academic Senates**

*James Todd reported that the Academic Senate is going to begin a first reading on this at the next meeting. There are a couple clauses the Senate is wondering about. It is a mutually agreed item.*

There was general consensus to table this item until after the Academic Senate is able to review.

## **5. Consideration of Board Policy and Administrative Procedure – First Reading**

### **2105 Election of Student Member/2015 Student Member(s)**

*Kevin Sabo reported that the students tried to get a second student trustee in Fall 2011. He explained that the students at MJC and at Columbia College feel very strongly about the fact that the two campuses are totally different. He felt the grade point average requirement should be 2.0 and not 2.5. Ed code states that the student has to be chosen from the membership. He reiterated that he strongly believes in having a second student trustee. He is waiting on Columbia College's vote on the matter.*

*James Varble added that it is not unheard of for a district to have multiple student trustees. The idea is to try and make sure all points are equitably represented for the school and each college would have an equivalency.*

*Kevin Sabo recommended giving ASMJC some time to get what we agreed to.*

There was general consensus to agree to Kevin Sabo's recommendation.

*James Todd added that the Academic Senate has been asked to redefine its faculty consultant to the board. He explained that they are in the position of why do we need a faculty liaison if we have two presidents at the board meeting.*

## **Informational Items**

### **6. Resource Allocation Council (RAC) Guiding Principles document**

Paul Cripe informed members that the guiding principles document was designed on purpose to not include the nuts and bolts which comes next. Paul explained that in its almost entire existence, the

Resource Allocation Council has been put in an emergency position where a decision has to be made immediately. RAC has been given the opportunity to come up with guiding principles. This has been done and gone around and around and it was not just a quick creation to get to the document. Paul explained as the council was going through and determining the principles, specifics were taken out but kept so they weren't lost when the nuts and bolts to specifics come in place.

Jill Stearns thanked the Resource Allocation Council for their work. She added that when she first met the group, they were the Planning & Budget Committee when she asked them to change direction. Jill explained that the group had been asked to dole out \$100,000 for a \$17 million need and she asked the group to think about it differently. She feels that RAC came up with a great blue print for when we have to downsize.

Flora Carter suggested that there be something in the document to consider a variety of allocations spread to a variety of areas. She added that if an area doesn't get it one year, perhaps the next time they would be funded.

Michael Guerra added, for example, there are two areas that need ongoing money; technology and professional development.

Eva Mo requested that a clear process be defined.

Sentiment was expressed to make sure no one has an edge or the ability to make a backdoor deal, that decisions are equitable, and that a sense of history be involved.

Jill Stearns summarized that the blueprint for getting where we want to be is pretty well established in the Guiding Principles document.

## **REPRESENTATIVE REPORTS**

### **Instructional Council**

James Todd stated that the library used to be their own division and now they are not. He felt that the library should be represented on the Instruction Council. Jill Stearns responded that this will be reviewed in April when we discuss the councils.

### **Student Services Council**

No report.

### **Resource Allocation Council**

No report.

### **Facilities Council**

No report.

### **Accreditation Council**

No report.

## **FUTURE AGENDA**

1. Group to discuss goals for report to community

## ADJOURNMENT