

Modesto Junior College
College Council Meeting Minutes
March 19, 2012

Present: Jillian Daly, Rosanne Faughn, Jim Fay, Michael Guerra, Cece Hudelson-Putnam, Bill Kaiser, Allan McKissick, Adrienne Peek, Tanya Smith, Brenda Thames, Joan Van Kuren, John Zamora, Doug Dyrssen, Doug Dyrssen (ASMJC)

Absent: Mary Retterer

Guests: Jenni Abbott
Ellen Dambrosio
Rose LaMont

Business

1. Review of Minutes

Action Item

Jillian Daly moved to approve the minutes of March 5, 2012. John Zamora seconded. Motion to approve the minutes of March 5, 2012 passed by aye vote.

2. Review of Agenda

Michael Guerra reviewed the agenda with members.

PRESIDENT'S OFFICE

3. Joint CC/AIE/PBC draft Proposal Integrated Planning model/committee structure

There was nothing to report at this time.

4. Distance Education Plan Draft Plan

Jenni Abbott reported that she has received some recommendations for revisions to the draft and she understands that there might be some more coming. She distributed Appendix D: Distance Education Committee Charge and Membership and requested input.

Rosanne Faughn requested under "Terms" striking out CSAC and replacing with CSEA and to consider drawing from those who work with distance education on campus. CSEA will make that appointment of representatives.

Jillian Daly suggested combining all faculty into one line on the membership listing. Academic Senate will discuss the potential of five faculty reps with one being an adjunct instructor.

John Zamora commented that he thinks you would want someone who had technical background, not just the president elect in case they do not have experience and should be recommended by the curriculum committee.

Allan McKissick stated that the Senate will look at the faculty membership to clarify roles of the Academic Senate and what is an educational program. Allan suggested under "Areas of

Responsibility” that the following bullet be added: Communication with the Academic Senate on topics relevant to Senate purview over academic and professional issues, including curriculum, faculty professional development, educational program development, student preparation and success, relevant planning and budget development, etc.

Jenni Abbott will revise the document with the suggestions and send it back out to the Senate and CSEA.

5. Joint CC/AIE/PBC draft Proposal Integrated Planning model/committee structure

Jillian Daly requested knowing exactly where the college is in the process of the draft. Brenda Thames reported that the work group has met twice. The narratives are coming back next week. The remainder of the document will be formulated. Brenda stated that she thinks we are on schedule to have the final document for July 1. Some work will be required in the summer and the group will be meeting for some dedicated time. The existing document is being utilized as a starting point along with a couple of other college documents.

6. Dean of Institutional Effectiveness

Jim Fay reported that he talked to Mary Retterer a couple of times and she feels that a full scale search when the new president gets on board should be done, with an interim in the meantime with an internal search.

Jillian Daly reported that she received a one page document from the librarians viewing their concerns which she distributed. Ellen Dambrosio addressed the members concurring with the document, that the librarians strongly feel that to separate instructional support from Instruction is short sighted and displays an incomplete and shallow understanding of the role of the college library.

Jim Fay stated that Mary Retterer does not want to lock in the new president with a permanent hire and this is being respective to the accreditors. The college has to be more proactive at the institution and it requires a high level person in the institution meeting accreditation. It is more emphasis on evaluating distance education.

Michael Guerra stated that the president would be the best person to respond to and expand on inquiries. Jillian Daly added that a discussion of alternate ideas is in order.

Adrienne Peek clarified that the issue is that it is being taken out of Instruction. She added that tutoring just now came under Instruction and now it is going to be taken out again. Cece Hudelson added that we are lacking a Dean of Instruction.

Michael Guerra added that this would be a direct report to the college president.

This item will be on the next College Council agenda when Mary Retterer will be in attendance to address inquiries.

INSTRUCTION

7. Program Review

Jim Fay reported working with Brian Sanders for updates for necessary changes with curriculum. Michael Guerra also met and discussed program review and other elements. The college is moving forward with the changes CurricuNet is going to make. This has been a long process and maybe there will be more responsiveness.

Adrienne Peek clarified that faculty usually hear from their deans regarding program review. Cece Hudelson added that if it is going to mean program viability in the fall, it is creating concern. The

recommendations need to come out from program review. Bill Kaiser stated that a lot of people went over their program review at the program review party to receive advice on how to make it better. Joan Van Kuren clarified that the information is in the system, but they are just having trouble getting it out and it is being worked on. She added that one error triggers another when it is fixed and compounds the problem.

Cece Hudelson said that the real questions faculty are having is why are we doing program review again. Adrienne Peek responded that what we are doing now is the regular one that is due in the spring to get back on the timeline. She added that the whole thing has been a delay with CurricuNet.

8. Enrollment

No Update.

STUDENT SERVICES

9. Student Senate (change from ASMJC constituent group)

Doug Dyrssen stated that this is just a change on the agenda where it currently states under constituent reports “Associated Students” and it would be replaced with Student Senate. It has been changed at the district level and it is being changed anywhere it can. It is the Student Senate, the constituent group elected by students and would just be a verbiage change as it is a constituent group report.

Action

There was general support by College Council members to change the constituent reporting portion of the agenda from ASMJC to Student Senate.

9. Update

Brenda Thames would like to encourage the college to institute a MESA program at the college. MESA (Mathematics, Engineering, & Science Achievement) is designed to help young Hispanic males and educationally disadvantaged students succeed in college. MESA is the country’s most innovative and successful programs. It was noted that a few years ago, MJC had a MESA program.

Student Services will have a degree audit meeting and hopefully have it loaded and the logic rules in place. There will not be advising for May and June. Counseling options are being explored.

COLLEGE ADMINISTRATIVE SERVICES

10. Budget

Michael Guerra reported that he is looking at a total budget of \$46,899,607.37 for MJC that includes Campus Safety for salary and benefits. MJC’s allocation is \$47,021,506.00 leaving us with a \$121,898.63 operating budget. Adrienne Peek pointed out that the \$121,898.63 represents today, the total operating budget for the 12-13 year. This year’s operating budget is a \$4 million plus budget.

Michael stated that right now this is including step and column and known benefits, adding that he has been combing over this information with Rosanne Faughn. The college is going to have to think out of the box and look at other models for saving money.

John Zamora informed members that computer science was reduced by 50% last year and there is no strategic plan for how we do reductions. He feels it needs to be addressed how we are going to do strategic planning for the campus. Where to reduce and where not to related to the values of the institution. The college needs to address some of these issues based on strategic planning. Michael

Guerra stated that Dr. Retterer has made it clear that the new president will have to carry the strategic plan forward. May 15th from 9-3 the assessment group will be having the annual workshop.

Michael Guerra referred to the 4 tier plan that will be viewed at the March 30th Planning & Budget Committee meeting. He stated that the challenge the college has is balancing to the allocation, adding at the end we will be submitting a balanced budget. He will have a better picture as we move through the process. He will be meeting with the Executive Vice Chancellor and hopefully, between March 30th and April 12th, he will have something to show. PT/OI is about \$7.6 million to MJC. PERS may be going up and insurance is unknown at this point. Jillian Daly informed members that we are not going to learn about health benefits until April 20th. She will keep members informed.

11. Facilities/Capital Construction

Michael Guerra will have the construction report that gives the status of projects emailed to members.

12. Measure E

Michael Guerra reported that he meets with Matt Kennedy from Kitchell every two weeks and there has not been any change since they met. There is some movement with the Student Services building ribbon cutting at the end of the month. A staged move-in into the building will begin shortly.

CONSTITUENT REPORTS

Academic Senate

Adrienne Peek reported that the Senate talked about the draft for business learning and the budget. Next will be model language for the participatory decision making manual and all that is progressing. March 30th is the statewide Senate area meeting.

YFA

Jillian Daly informed members that the YFA retreat is this coming Friday and is going to be very good. The retreat will feature the Table Group who will facilitate a team building workshop. There are 70-75 people who have signed up and the sign up deadline is Wednesday. Jillian stated that there continues to be an endless negotiation. This week a YFA newsletter will be sent out hard copy for suggestions. Faculty will be asked to rank and give feedback.

CSEA

No report.

IAC

Bill Kaiser reported that the deans are creating a budget template and taking a lot of time. IAC is working on the 4 tier template in preparation for the March 30th Planning & Budget meeting. Today, IAC had training with Brian Sanders on ways to look at reports to help with criteria for cuts. Trainings for program review were also held.

Student Services

Brenda Thames reported that there will be OCR training on Wednesday. Compliance requirements hits the college budget. The Student Services building ribbon cutting will be held March 30th.

Student Senate

Doug Dyrssen reported that an open forum was held last week. Students were very engaged and he

hopes to have more forums for students to be involved in the future. New bylaws will be voted on as well as the 2012-2013 budget. The budget gives them a better opportunity for next year and long term for tangible items for the students. They were able to send the VP to the district policies and procedures meeting in Oakdale. This enabled student input there with time and place procedures and student trustees both at Columbia and MJC. Elections are coming up in April. Some new and some of the same faces will be seen.

John Zamora said that he greatly appreciated ASMJC sponsoring the Hispanic Ed Conference. Doug responded that the greatest good for the greatest number is their goal.

ANNOUNCEMENT

FUTURE AGENDA

1. Dean of Institutional Effectiveness - Revisit