

Modesto Junior College
College Council Meeting Minutes
March 5, 2012

Present: Jillian Daly, Rosanne Faughn, Jim Fay, Michael Guerra, Cece Hudelson-Putnam, Bill Kaiser, Allan McKissick, Adrienne Peek, Mary Retterer, Tanya Smith, Brenda Thames, Joan Van Kuren, John Zamora, Erik Vorsatz for Doug Dyrssen, Doug Dyrssen (ASMJC) [joined late]

Guests: Jenni Abbott
Laura Dyrssen
Antoinette Herrera
John Williams

Business

1. Review of Minutes

Action Item

Allan McKissick requested that the words "in the proposal" be added to Larry Calderon's statement that he assigned planning to the College Council and budget to the Budget Committee.

Jillian moved to approve the minutes of January 23, 2012 with amendment and January 30, 2012. Bill Kaiser seconded. The minutes January 23, 2012 (as amended and January 30, 2012 were approved.

2. Review of Agenda

Mary Retterer reviewed the agenda with members.

PRESIDENT'S OFFICE

Allan McKissick informed members that the Senate has tentatively approved the planning document with conditions to be met. Brenda Thames will work with the work group on fulfilling those conditions.

Mary Retterer introduced Jim Fay, the interim Vice President of Instruction.

3. Distance Education Plan

Jenni Abbott distributed the Distance Ed plan draft referring members to the chart of the structure and services with a dean who would have other assignments and would oversee distance ed. Jenni pointed out that the Instructional Design Coordinator (faculty) would be Jim Clark's current assignment. The recommendation was that there would be a specific center where all these personnel are.

Jenni informed members that she has been working with a Title V grant due March 15th that has to be collaborative and she is working with Merced. A grant requirement is it has to be shown that MJC and Merced are not doing the same things, but are working together. Only 5 collaborative grants are awarded in the country. Even without the grant, the college has a recommendation from accreditation and we have a way to go towards accomplishing. The feeling of the committee is this design is comprised of 3 full time staff, and that is what it would take to accomplish. If the grant comes in, we would be able to fund these things that we wanted to fill anyway, without a grant.

Mary Retterer added that these kinds of services serve everyone at the college and all disciplines.

Jenni stated that the people on the committee have been working very hard on this draft. The draft includes a very general budget to get an idea of what a full office would take. Jenni added that she hopes this draft will go out to the various constituents and result in some good feedback. The committee feels like this recommendation is regardless of a grant, but it is a really critical need. Faculty mentors are built in to provide peer feedback and training assistance, focusing on pedagogy. On page 21 of the draft, some costs that are minimum budget levels to support distance ed were included. The committee members felt there should be some standard if you are going to teach online. Jenni will send the link of the draft to members for sharing with constituent groups.

4. Accreditation

Mary Retterer informed members that we have a draft accreditation special report, thanks to Jenni Hamilton. She will send the draft out to everyone when she has the final draft. The draft will go to the college as a whole and the district so everyone has a chance to look at it. The chancellor has had a chance to look at the draft. Mary added that Jennifer Hamilton and Heather Townsend have done an excellent job preparing the draft. Feedback will need to be given within 48 hours. After the board meeting, Mary will be sending it out electronically, if approved by the board.

5. NISOD

Mary Retterer informed members that NISOD is the National Institute for Staff and Organizational Development. The 2012 conference will be May 27-30 in Austin, Texas. She has taken people from her previous college with her to the conference for 17 years. The conference is put on for faculty and somewhat for staff, and is pretty much facilitated by faculty. People from all over the country and several other countries will give information. Excellence from faculty and staff are recognized. Most everyone that she has invited to attend with her has accepted the invitation.

Mary added that the conference is the most motivating conference she has ever been to. She doesn't just send people, she takes them. The conference is being funded by some grant money, the Foundation has stepped up, and she has money in her budget. Mary added that she will be turning the remainder of her travel money back into the budget. She will try and get people who attended to report out in the fall.

6. Budget Forum

Mary Retterer informed members that the Executive Vice Chancellor and the Chancellor will also be presenting at the budget forum. The exact budget figure is unknown for today. The chancellor and vice chancellor will share what they know and the effects on us, and Mary will share the approach on how to effectively cut or not have cuts. Mary added that everyone is on the table except the library and she has even started in her office.

INSTRUCTION

7. Accreditation/Institutional Effectiveness Committee (AIE)

No report.

STUDENT SERVICES

8. Health Fee

Antoinette Herrera reported that the state vice chancellor sent out an option to increase the health fee by one dollar. Columbia College has submitted a request to increase the health fee one dollar. Currently the health fee is \$17 per semester. She is asking to have approval and support on increasing

the health fee by one dollar, making it \$18 per semester starting summer 2012. Antoinette would like to expand the current facility and provide more services to our students. There is an MOU from the county to have physician residents (free of charge to the college) come on campus more frequently. There is not very much space on campus to provide services. The rollover of funding has been for the expansion cost. Overage would be supported from \$1 health fee increase pending board approval. The need for mental health has been increasing nation-wide. Also, health services has been talking to classes and telling them about our health services that has also increased the number of students visiting Health Services.

Allan McKissick asked if there is an opt out? Antoinette responded that students do have the option to exempt. Erik Vorsatz said that April is going to be a big health month for ASMJC and students can fill out a form to opt out of the health fee.

Action

Jillian Daly moved to approve the \$1 per semester increase of the student health fee. Michael Guerra seconded. Motion approved by aye vote.

9. Fireside Lounge Renovation

Michael Guerra informed members that the students have come up with a proposed renovation for the fireside lounge making it more aesthetically pleasing funded from the student center funds. The students are working with a professional designer with \$50,000 being the cap for the project. The proposal has gone through the Campus Development Committee. If there is an asbestos abatement, they will drill and take care of that. The current artwork in the lounge will be repurposed elsewhere. The students will be rotating the artwork in the renovated lounge on a continuous basis. Improvements will be made to the lighting as well.

Mary Retterer said that she would like to congratulate ASMJC for renovating the lounge, adding that this is really outstanding.

Erik Vorsatz added that they are really a strong unit and work well together and what they want to implement is going to be a marvelous improvement. He would like to see some history in the lounge as well. He clarified that this is the \$5 activity fee in addition to the student center fee and not money coming from the state budget cuts. ASMJC will be getting out campus-wide information telling students this is what they are paying for.

Laura Dyrssen added that the ASMJC marketing person will get the word out. The goal is to have the renovation finalized by this fall.

Action

Michael Guerra moved to approve the fireside lounge renovation plan. Cece Hudelson seconded. Motion passed by aye vote.

COLLEGE ADMINISTRATIVE SERVICES

10. Budget

Michael Guerra stated that closer to exact amounts will be given at the March 7th budget forum. He just received back the total salary and compensation for Fund 11 and will finalize and confirm that the numbers are right one more time. He is going to capture money in Fund 12 and move to Fund 11 as much as possible. He will know what our allocation is and the balance soon.

11. Facilities/Capital Construction

Michael Guerra reported meeting with Facilities/Capital Construction and with the Campus Development Committee and both memberships are willing to discuss and come into one committee. Facilities/Construction has been around since Measure E which is coming to an end. Campus Development has agreed to join together to handle facilities and other campus construction and will be meeting soon. Plans for High Tech have already gone through DSA and are finalizing costs so they can get it out to bid. This is the best climate now for getting out to bid. John Zamora added that the best practices are being explored for combining those two groups because there are another four years of Measure E remaining.

12. Measure E

Michael Guerra reported that he is meeting with Kitchell every two weeks regarding ongoing Measure E projects.

13. Planning & Budget Committee

Michael Guerra reported that at the last meeting PBC discussed the budget scenario received from the Executive Vice Chancellor prepared for YFA. PBC discussed several practices that might be used short of freezing all requisitions and expenditures. PBC talked about not spending all of the one-time money. He is looking at the district to affirm that any unspent money be kept at the college and put into a contingency for items that come up. Michael stressed that accreditation needs will trump all items.

Mary Retterer is asking managers to come to the March 30th PBC meeting with their four tier information to start working with the paper that will be generated regarding each discipline. This document would provide what a discipline can give up and also what a discipline can get back if the situation changes.

Michael Guerra is asking deans to review material fees in their area. Mary Retterer stated to spend material fees for classes out of material fees.

Cece Hudelson suggested having a place in the president's office for suggestions. Michael Guerra responded that there will be cards at the budget forum for people to make suggestions and a list of 09-10 budget reduction suggestions. Mary will ask the electronic person for a suggestion. Joan Van Kuren suggested class climate.

CONSTITUENT REPORTS

Academic Senate

Adrienne Peek felt the integrated planning model was covered at the beginning of this meeting clarifying that it was approved for a second reading. A number of the Senate members are unable to attend the budget forum. Teresa Scott was not able to attend the Senate meeting and Michael Guerra will attend. The presidential search committee is in the process of finalizing interview questions tomorrow and will be picking up applications for review at that time.

YFA

Jillian Daly informed members that negotiations is not going to be able to meet with the SISC representative until the beginning of April. If an agreement goes out, it may not happen until May. That message needs to start going out to faculty. A series of general meetings will begin the discussion. They are really close to completing what they believe is a strong reduction in force article that really defines how to reduce, retrain, and reassign voluntary load. A lot of items can take place prior to RIFs. An article for faculty service area is being worked on, doing an initial recommendation. YFA had to write a faculty reassignment article, part of transfer article, to define the difference. This article is

defining when an administrator can actually retreat to a discipline.

Cece Hudelson added that the YFA Retreat has been funded partly by the president and chancellor offices to fund the Table Group coming to campus. CSEA leadership and all faculty are invited. The presentation is a very positive view point based on the book *Five Dysfunctions of a Team* on how a company built a team. The event is March 23rd, 8:30 to 4 at MSR.

CSEA

Rosanne Faughn reported that CSEA will have a discussion on the integrated planning model. Nominations are coming up for the annual conference which is usually the first week of August. The conference might be the last week of July this year and is held in Las Vegas. She added that this provides a good time to separate from here and work with other unions and colleges to find out what they are doing.

IAC

Bill Kaiser reported that IAC had the pleasure of being introduced to Dr. Fay, interim VPI who will be visiting each of the divisions this week and next. For budget, it is the toughest time for being a dean as somewhere between \$2 million worth of cuts are being discussed. IAC is focusing on budget and the deans are trying to work on a way to reduce. Pedro Mendez talked about program learning outcomes. He got a chance to meet with his representative from the assessment work group. Brian Sanders said that MJC is on target for the spring and, of course, we are flat. We have to concentrate on what kind of college we are going to be in the future, working with fewer classes.

Student Services

No report.

ASMJC

Erik Vorsatz requested that ASMJC be referred to as the Student Senate. Doug Dyrssen clarified that the Student Senate represents the students and ASMJC is all students. Mary Retterer said that this could be an agenda item for the next meeting.

Erik reported that the March in March was held in Sacramento today and attended by MJC students. There is an active campaign for the election going on. March 9 and March 15 there will be key note speakers by representatives. ASMJC will have a film festival and bbq. On the 28th & 29th, there will be a candidates forum for executive officers and senators. The calendar is up on the web and April will be another busy month.

ANNOUNCEMENT

Brenda Thames announced that there will be a ribbon cutting ceremony for the Student Services building on March 30th at 2:00 p.m.

FUTURE AGENDA

1. Distance Education draft Plan - 2nd reading
2. Student Senate