

Modesto Junior College
College Council Meeting Minutes
April 16, 1012

Present: James Fay, Michael Guerra, CeCe Hudelson-Putnam, Bill Kaiser, Allen McKissick, Mary Retterer, Tanya Smith, Brenda Thames, Joan Van Kuren, John Zamora, Doug Dyrssen, Kevin Sabo (ASMJC)

Absent: Adrienne Peek, Jillian Daly, Rosanne Faughn, Stephen Stroud

Guests: Jim Clarke, Ellen Dambrosio, Iris Carroll, Kathleen Ennis, Elaine Schuber, Mike Smedshammer, Rose Lamont

Business

1. Review of Minutes

Action Item

Allan McKissick noted that on page 4 of the minutes, his statement “The Senate is bogging down on hiring priority” is incorrectly written. Allan noted that his words were something more like, “The Senate is discussing the faculty hiring prioritization list.” The minutes will be amended and reviewed at the next meeting.

2. Review of Agenda

Mary Retterer reviewed the agenda with members.

PRESIDENT’S OFFICE

3. Dean of Institutional Effectiveness

Mary Retterer announced that the Dean of Institutional Effectiveness position has been put on the back burner for now. Mary recently discussed this position with the Chancellor, and it was decided that the position description will remain the same. Mary stated “We simply can’t put it on the budget right now. There is too much in the budget. It is unfortunate, but we do not have anyone that is literally in charge of Technology and Distance Education. We haven’t received a Distance Education Grant yet, but we do have the Distance Education Plan. The position would have been fundable in part by that plan. We just can’t come up with the money right now considering how tight we are with everything else. Right now it is on the back burner.”

Iris Carroll asked if the current leadership will remain. Mary said that it will have to because we have no other place to put it. Mary stated, “We will be short on the

technology piece. We will have to count on Gina for a while, but she's not ours she's District's. Gina will be the one to help us with the technical pieces, but Distance Education will suffer the most." Jim Clarke asked, "So we will have Patrick and Gina?" Mary answered, "Yes, Gina Rose is the one helping us with technology here." Allan McKissick said, "So, we have Gina for the tech, Patrick for the Library and Integrated Learning, and then the VPI for everything else?" Mary answered, "Yes, Distance Education will probably have to come under the Vice President of Instruction because Patrick has enough to do." Jim Clarke asked if this will jeopardize the Distance Education Plan. Jim said that the plan had elements of the notion of having more effective leadership. Mary stated that the plan did have a dean in it, and if we get the grant, then that can pay for part of it. We will not know until fall, and then maybe that position can come back through then.

Jim Clarke said, "My concern was that the accreditation agency had us listed as a major deficiency. Is that plan going to be approved, but not this position?" Mary answered, "No it can be implemented, but it probably won't get a dean position until we get funding. We won't know that until we see if we can get the grant." Allan McKissick asked for clarification about the reference made by Mary to the job description. Allan was not clear on what exactly was said about the job description. Mary said that she is trying to tie the job description to Standard II part C. Mary stated that part A is tied to the Vice President of Instruction, part B to Student Services and part C is tied to Library, Learning Resources and Technology. We do not currently have one person who does everything within part C, and that is a concern. Allan suggested that before the job description goes out, the College Council should have a chance to discuss any changes made. Mary stated, "Yes, that would be great because we have had several iterations."

4. Distance Education Plan

Joan Van Kuren reported that CSEA discussed the Distance Education Plan. Joan reported that CSEA needed some more clarification. Joan said that the Distance Educational Plan referenced an Instructional Design Coordinator (faculty position) and an Instructional Technologist (classified position) as the same pay scale of \$100,000. Joan stated that this concerned CSEA because the one faculty member will be making the same as one classified member. Joan said there also may be some confusion with the Instructional Technologist position being listed as classified staff. In the minimum qualifications for that position, it is stated that the position requires a master's degree. Jim Fay stated, "Some people go that route. I had a couple of people, when I was at Cal State that had that background. They were whizzes at it. They were not faculty." Mary stated that it is a very pivotal position and that's why there is a high demand. Joan said that there was also a concern about E Conferencing. Joan asked if there would be training for staff as well as faculty, since both will be using E Conferencing. Mary said, "If you are going to use it, we will have to train you." Joan stated that CSEA members commented that the plan made everyone aware of what was going on, is very thorough, and of high quality.

Action Item

John Zamora moved to approve the Distance Education Plan. Allan McKissick seconded. The Distance Education Plan was approved.

INSTRUCTION

5. IAC

Jim Fay stated that the deans had met this morning in IAC. It was discussed, that another computer had been recently stolen from the Science building on Wednesday. The computer had just been installed on Monday. Mary suggested that she send a note out in the Monday Memo regarding the locking of a classroom. The deans requested that Dr. Fay send out a memo to all faculty members asking them to make sure that classrooms were being locked, when not in use. A discussion ensued regarding a campus key plan. Dr. Fay also suggested a better identification plan of materials to be in place before any installation. CeCe mentioned that Larry LaToya has a very good district-wide plan to create more structure and security. Michael Guerra stated that when he first came to the college, there was \$10,000 in loss from theft of equipment. Michael Guerra stated that one of the questions asked of him by Academic Senate was, "What would you expect of us?" Michael Guerra said that he brought up fixed asset protection, not only for our equipment, but for our employees and students. The College Council members discussed the security of the buildings and the current locking systems. Allan said that we need to suggest departments start checking doors to see if they are locked. If they are not locked, Allan suggested those with access to keys should lock the doors. Jim Fay said that the deans had suggested that they be the natural depository for keys. Jim Fay also said that a key policy needs to be in place. Elaine Schuber said that there needs to be a checks and balance system. Bill Kaiser reported that nobody is enforcing the sign-in and sign-out policy. Bill said that there needs to be an exit policy from District. Mary said that she will ask the District about an exit policy for keys.

Jim Fay also stated that the deans discussed program viability criteria in IAC. He stated that he is going to mark up the master list and send it out to College Council and the Academic Senate for discussion. Mary said that you will be using the criteria for the 13-14 year budget. Michael Guerra discussed a timeline for program viability. Michael stated that YFA needs to know by January 15 of any programs that were identified. This would give the Board one month to make a decision, according to Michael. Michael said that we should have a plan together by November. Allan stated that the Senate's current policy needs some tweaking. Dr. Fay stated that he did look at Senates policy and incorporated that information. Allan noted that the Senate worked hard on that and will want to come to agreement on any tweaking needed.

6. Enrollment Update

Jim Fay announced that the fall schedule of classes has been released today. Jim said that there will be a number of changes due to the budget reductions. John Zamora suggested that the release of the fall schedule of classes come out earlier. John said that a target date of March 15 would be more satisfactory and fair for students who are in need of that data. The group agreed that an earlier release date of mid-March needs to happen next time around.

Action Item

Jim Fay will work to put a mid-March date into effect for next year's fall schedule release.

STUDENT SERVICES

7. Update

Brenda reported that a Financial Aid special training related to State and Federal will be held later this month. Brenda stated that she will bring that information back to bring everyone on the same page. Brenda also reported that there will be an initial curriculum review and training for degree audit in June. Brenda reported that the bulk of the consulting work will be completed this summer. Brenda stated that the registration dates are up and out for summer. Brenda also reported that there will be limited advising this summer.

COLLEGE ADMINISTRATIVE SERVICES/FACILITIES

8. Measure E

Michael Guerra distributed a document displaying updates for projects and completion dates. Michael stated that everything is on track right now. Michael said that they will be meeting to look at the site at Columbia for the Distance Learning building. Michael stated that they still need to renovate that plan and are trying to keep the cost down as best they can. Michael reported that \$250,000 has been set aside just for technology. Mary reported that she knows of a possible alternative to the Patterson site. Mary met with the Stanislaus County Office of Education to discuss the alternative. Mary said that if we partner with the Stanislaus County Office of Education building, there is the same exact floor plan in Oakdale. This can solve our issue with custodial and security. If we partner with them, we can save an estimate of \$1,500,000. Mary and Pedro Mendez will be meeting with the county office of education to look at proposals. Mary stated that she is advising the Chancellor that if we do this, we should hang on to the property for when the economy turns around, and make it an Industrial Training Center. Mary is pursuing this idea and would like to meet in the summer to discuss this item.

Michael reported that regarding the project on West Campus, it has been discussed that fund raising can help to off-set some of the construction costs. He is still working out the details on this item and hopes to bring back more information as it is available.

Michael said that we are moving quickly to get the bids out for the new High Tech Center. Michael stated that at the Board meeting recently they gave an overview of what the High Tech Center will look like. Michael said it is going to be a welcome addition to this campus and a compliment to the new Student Services Building.

John reported that YFA and Academic Senate had looked at a space to move into for 18 months due to the upcoming Library remodel. John reported that he was concerned that after looking at a space on West Campus and making a decision to accept that space, an email went out stating that the space is no longer available. John stated that now the two offices have to find another place to occupy. John wanted to know how the

process is going to work, if these two departments cannot find available space. Michael and Brenda exclaimed that this issue is being looked into right now. John stated that the information needs to be available so that when issues of searching for space comes up, we can make informed decisions. Michael stated that the taskforce will be meeting soon to work on these issues and to come up with language to consolidate the two committees together, the CDAC and the Facilities/Construction Committee.

Allan stated that he was concerned about a comment made earlier regarding the possible use of the Stanislaus Office of Education Building instead of a Patterson site. Allan suggested that the people that are to be involved in that building should also be part of the discussion. Allan said it is a great idea, but it also needs to involve all persons that will end up in the building. Michael Guerra said that the suggestion is dually noted and will be addressed.

Action Item

Mary Retterer stated that the College Council needs to meet over the summer to discuss ongoing business. Allan McKissick suggested the council aim for at least once a month with the understanding that the group may meet twice a month. The members agreed.

9. Facilities/Construction Committee

Michael stated that the CDAC (College Development Advisory Committee) and the Facilities/Construction Committee, will be merging as one. The group will be meeting soon to look at the language and the governance structure reputation outlined. The group will work on campus development themes and Measure E.

10. Glacier Hall Mural Project

Michael stated that the Glacier Hall mural project was presented shortly after Glacier Hall was commissioned. The cost for the mural is \$14,000. One of the requests was for the mural to be paid for by an estate of a woman who left funds to the Nursing Program. Michael said that one of the concerns was that the building had just opened and had been freshly painted. The Allied Health Department requested to run the mural idea through CDAC. Michael said that CDAC responded via email in support of it. Michael wanted to bring it forward to College Council so that College Council could hear the proposal and affirm it. Michael said that this is not Fund 11 money, it is grant funded. Elaine Schuber, Administrative Secretary in Glacier Hall, explained that they were able to work in conjunction with the Interior Design Program Advisory Committee, which involves a local Interior Decorator, to develop a mural for the Glacier Hall Building. Elaine distributed artistic pictures that are being considered for the mural. Elaine asked if there was a process for common areas as well for CDAC to review before there is an approval., when one wants to paint or place art. Michael Guerra stated that items need to go through CDAC when any major enhancements are made. Elaine asked Michael Guerra to define major. Michael stated that he could not define major. Mary said that the definition would have to come from the committee (CDAC).

Action Item

John Zamora moved to approve the art work in the Glacier Hall. Bill Kaiser seconded. Motion approved.

11. Budget Information

Michael Guerra reported that he had worked through the weekend on the budget. Michael said that concerns were raised by the Academic Senate in terms of transparency. Mr. Guerra wanted to begin the presentation by showing council members what was done with PTOL (Part-Time Overload). After two weeks of working on PTOL with the deans, an agreement of how PTOL was going to be allocated out was reached. Michael said that it is going to be \$6, 750,000 with \$900,000 in benefits associated with PTOL. He distributed a document that displayed the PTOL budget. Another document that Michael distributed displayed the budget in terms of comparison to what our allocation is and what we have requested and funded. Michael stated that our operating budget is 1.2 million. Michael stated that he is hoping to squeeze another \$300,000 or \$400,000 so that we can build a reserve. Michael said that there are things in this document that we should take into consideration to bring the amount down.

Michael Guerra said that he wants to meet with Dr. Retterer to go over the budget. Michael said that the benefits are an issue that he has to deal with. Michael said that unless we are willing to make some sacrifices contract waivers, student hourly and in our technology area, we could get down to 1.2 million.

Elaine Schuber asked about an item listed stating the insurance amount for students. Elaine was wondering why the insurance amount increased from \$14,000 to \$62,000. Elaine stated, "It shouldn't be increasing. We stopped paying student liability fees because the new company is covering it as a blanket." Michael stated that he could not explain why this amount increased. Michael Guerra stated that the student health insurance increases as well. It is not just in one area. This includes athletic insurance.

Michael Guerra said that 55881 item "other" listed on the document that was distributed is an unknown account. Michael said that he is not sure what this "other" account is. There was \$100,000 budgeted and \$158,000 actually spent.

Cece asked about item 52431 that was listed. Cece stated that it looks like the Student Instructional Aides hourly item has been cut drastically. Michael Guerra said that this item is Fund 11. John Zamora stated that there was money being paid to Cal Works through this account. Cece said that faculty members need to know this information. Allan McKissick asked Michael Guerra in regards to the tier system that was used to keep and/or cut items in the budget, to define mandate. Michael Guerra said it is kind of a blend of the top tiers. Michael said, "The idea of mandate was required by accreditation standards. Nursing accreditation has to be paid. College accreditation has to be paid. There were some budgets that were submitted where there was nothing in mandate. In a lot of this work, that was what was missing. We had to bring over some of the essential into the mandate column. It is a combination of mandate and the essential columns that are making this budget." Allan said, "I am hearing that some of those things listed should have been in the top tiers?" Michael said, "Yes." Mary said, "This is the first time we ever did it and at least it got us through. It has got to be polished for

next year.” Michael Guerra said that this information needs to be posted on the website so it is open and transparent. Michael said that what you see here is a combination of tiers one and two. Jim Fay said that the division deans need to express to faculty that prioritization within tiers needs to be done next time.

Cece wanted to discuss the history of PTOL document. Cece asked if there was a certain reduction percentage. Cece said that in the past, we always reduced PTOL the same in every division. Michael stated that it was not a unilateral 10% cut across the board. It was based on history of expense, what that expense was to the total. Michael did say that proportionately everyone should shrink about the same. Allan asked for some more clarification on Michaels answer. Michael stated, “A 10% cut would have been a 10% cut. This is based on the history of expense.”

CONSTITUENCY REPORTS

Academic Senate

John Zamora reported that the Academic Senate held its last meeting of the semester last week. John reported that the Senate has a schedule to meet over the summer, as the need arises. John announced that Adrienne Peek, current Academic Senate President, is resigning as of April 30, 2012. John Zamora will be taking her place as the Academic Senate President. John reported that a very collegial discussion took place regarding the release time for the Faculty Assessment Coordinator position. John stated that Dr. Fay was present at the meeting and had reported that the reassign time went from 20% to 40%. John reported that Michael Guerra had graciously come to give his budget presentation as well.

YFA

No Report

CSEA

No Report

IAC

Bill Kaiser said that most of the report was given earlier by Dr. Fay during the Accreditation Institutional Effectiveness Committee, and Michael Guerra in his budget report. Bill Kaiser did report that IAC had discussed sabbaticals. Bill said that some were wondering why we continue to do sabbaticals in a time we are in such disarray. Michael Guerra said that if you look at the document that was distributed, the sabbaticals were budgeted at item number 51170. Michael said that there are three faculty members identified with an amount of \$240,000 for sabbatical, are only in this budget once. Michael stated that they either need to be coded back to their areas, or they stay reflected in the budget as sabbatical. Cece reported that YFA had discussed with CCCI, and received a lot of great information about the cost of sabbaticals.

Student Services Council

No Report

Student Senate

No Report

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.