

Modesto Junior College
College Council Meeting Minutes
April 2, 2012

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

Absent: Rosanne Faughn, Bill Kaiser

Guests: Iris Carroll, Ellen Dambrosio, Kathleen Ennis, Rose LaMont, Kevin Sabo

Business

1. Review of Minutes

Action Item

In response to a request, Brenda Thames added the word "logic" before rules regarding the degree audit software program.

John Zamora moved to approve the minutes of March 19, 2012 as amended. Adrienne Peek seconded.

The minutes of March 19, 2012 were approved as amended.

2. Review of Agenda

Mary Retterer reviewed the agenda with members.

PRESIDENT'S OFFICE

3. Dean of Institutional Effectiveness

Mary Retterer noted that this position was voted on top for priority. She distributed copies of the job description. She would like to announce the position internally for the interim and externally for the permanent hire. This position would serve the whole college, not just one area. The person would serve on IAC as well as other committees and would be a direct report to the president of the college. She is looking for someone who understands strategic planning and can help with the process of developing the plan.

Allan McKissick suggested including support for "College Council" as well as the college president in the 4th bullet.

Jillian Daly stated that a bullet is needed that says the person works closely with the assessment committee.

Mary Retterer clarified that an administrator level is needed to make it happen.

Allan McKissick suggested *assists or works with* to prevent going off in two directions (assists AIE committee in coordinating).

Adrienne Peek commented that the whole charge of AIE is bullet number one.

Iris Carroll asked if there is some person who would be a library dean? Mary Retterer responded that is out of reach right now and we are lucky to get this position.

Adrienne Peek asked under bullet #7, who will evaluate faculty staff. Mary Retterer responded that this person would have local supervision.

Iris Carroll informed members that librarians do not have any authority to have policies implemented. She does not see how this person would have time in their lives to do all of these duties listed on the job description. She requested that the position not go under an interim person. She added that Patrick Bettencourt is already looking into several areas. She is thinking in terms of getting their big projects done for this summer as someone is needed who has already been planning.

Jim Fay responded that whoever this person is, they would automatically tap into Patrick's experience. Allan McKissick pointed out that some of these items are phased in, in reasonable time.

Iris Carroll asked why not just wait until we have a permanent person and have Patrick Bettencourt in the meantime for swing space. Mary Retterer responded that she does not have a problem with that. She will discuss with Patrick Bettencourt the library, the integrated learning and Lit & Lang still being under him.

Action

The Dean of Institutional Effectiveness position will be revisited fall 2012.

The bottom floor of the Morris Building will be used for swing space for the library during its remodel.

Jim Fay suggested classrooms that will be available because of sections being cut could be utilized for student use while the Fireside Lounge is down for remodeling.

Allan McKissick added that it seems like this person should be a member of AIE and AIE's charter should be amended to reflect this change.

Mary Retterer will bring the job description back with the edits at the April 16th meeting.

4. Mission Statement Alignment

Mary Retterer noted that the college is just starting the groundwork to choose their values. The statement that Mary distributed states that MJC's mission statement will align with the district. The district's mission statement is firm and Columbia has a brand new mission statement. It was reflected that MJC will probably have a new mission statement by the summer.

Action

Jillian Daly moved to affirm the following statement: *The College Council of Modesto Junior College affirms that its mission statement will be reviewed and aligned with the mission statement of the Yosemite Community College District and with the College's course offerings for the immediate future in light of current California community college budgets.* Michael Guerra seconded.

Mary Retterer reminded members that the state has come out for the last couple of years for transfer, CTE and basic skills and it is all the state is talking about.

Motion passed by aye vote.

Mary Retterer will send out a survey asking everyone what their top three values are.

INSTRUCTION

5. Update

Jim Fay informed members that the Senate has approved the Distance Ed plan and is looking at criteria for programs if there are future cuts, i.e., guidelines, program viability. Adrienne Peek added that actually there is no trigger for program viability. The vice president or senate could start and there is nothing that says how that would start. In the MOU it says we would put in an automatic trigger and it never happened.

Mary Retterer cautioned that the conversation has to start now. This needs to be done on a regular basis to save programs and we need to find out what was written. Adrienne Peek responded that there was a resolution to compile and identify all the data for program viability. The VPI or faculty in the program will do program viability. The Senate agreed to do this but it has not been done. The Senate directed Planning & Budget to do but it did not happen.

Jim Fay will put a list together of Senate criteria and other useful criteria to enable us to come to a decision. He will work with the Senate and will try to get some criteria out before the end of the week.

6. Enrollment

No Update.

STUDENT SERVICES

7. Update

Brenda Thames stated that the new Student Services building was opened on Friday with a ribbon cutting ceremony. Financial Aid training on all the changes will be done and she will keep College Council updated on those changes. People from Washington are invited to sit down with Student Services to give information.

COLLEGE ADMINISTRATIVE SERVICES

8. Planning & Budget Committee

Michael Guerra wished to thank all the contributors at the last PBC meeting which went very well. There was good discussion regarding the PT/OL portion of the budget with everyone looking at that area. There was concern that the targets we have could not be lived up to if cuts were made. \$4.7 million came under mandate. Cabinet made a recommendation of \$6,750,000 to PT/OL. He added that if areas would be allocated a certain amount to be put into their budget for PT/OL, it would be beneficial.

Adrienne Peek added that the district Internal Auditor and Budget Analyst has done a very good cost analysis of courses.

Michael Guerra informed members that the budget for next is about \$800,000 out of balance right now. MJC is assimilating Campus Safety whose revenue is based on parking fees. He needs to look at raising parking fees as lack of funding is going to encroach on Fund 11.

Mary Retterer wanted people to know how proud she was of everyone in that meeting. They went back to their units and did the soul searching. She thought we got there in a healthy manner and doesn't know how we are going to get beyond. She stressed that the discussion of program viability is a very

real discussion at this point. The college has some terrific challenges and opportunities. The document created from the Four Tier concept can be used for many years.

11. Campus Development Advisory Committee/Facilities

Michael Guerra reported that the committee will be meeting soon as is on task. The college just had an opening of the Student Services building. The science building is on track. The district will be using the top floor of Muir Hall for IT because its building is going to be demolished. Campus Safety is moving to the Journalism building. The challenge is finding a home for Technology by May 2013. The facility rates booklet did not go to the board for April and will be on the agenda in May. Michael will be sharing the document with Columbia College. The only new item in the booklet is the Agriculture Center for Education building and the rates are just updated to reflect current utility costs.

Action

Jim Fay moved to approve the facility rate booklet. Jillian seconded.

Motion passed with aye vote.

12. Measure E

Michael Guerra distributed a list of the status of projects that are moving on schedule.

CONSTITUENT REPORTS

Academic Senate

Adrienne Peek reported that the Senate hosted the statewide Area A meeting last Friday. The meeting went well and was well attended. The Senate will sponsor a technical assistance meeting on Wednesday from 3-5 with Scott Lay (President, Community College League of CA) and Michelle Pilati (VP, Academic Senate for CCC) presenting. This meeting is an attempt to help the Senate get clear on responsibilities and duties and working together.

Allan McKissick added that the Senate passed model language for the participatory decision making manual. The Senate is discussing the faculty hiring prioritization list.

YFA

Jillian Daly reported that YFA hosted a successful retreat. She thought everyone walked away thinking it was a good experience and asking how do we bring it here. Today YFA is submitting a letter of support for AB1741, giving voice of faculty on task force issues. The college is now heading into the last three weeks of the semester. A high powered negotiation meeting is being scheduled that will last until an agreement comes out of the meeting.

CSEA

No report.

IAC

Lorena Dorn reported that IAC has just been involved with preparing for the Planning & Budget Committee meeting.

Student Services

No report.

Student Senate

Doug Dyrssen reported that the elections are happening this week which is big for ASMJC and they will see where they stand after that.

Kevin Sabo added that the state Student Senate meeting will have all the student leaders throughout the state in attendance. The general assembly will meet in Ontario and about 8 students from ASMJC are going. Some of the students will just be coming on board. Funds for a class gift were approved. There will be a Pow Wow on April 15.

ANNOUNCEMENT

FUTURE AGENDA

1. Dean of Institutional Effectiveness – 2nd Revisit