

Modesto Junior College
College Council Meeting Minutes
June 11, 2012

Present: Rosanne Faughn, Jim Fay, Michael Guerra, Bill Kaiser, Allan McKissick, Adrienne Peek, Mary Retterer, Tanya Smith, James Todd, Joan Van Kuren, John Zamora, Kevin Sabo, Mike Sharif (ASMJC)

Absent: Jillian Daly, Cece Hudelson-Putnam, Brenda Thames

Guests: Brian Sanders, James Varble (ASMJC)

Business

1. Review of Minutes

Action Item

Mary Retterer clarified what the standards were she referenced. John Zamora stated that in his Senate report when he referred to the last meeting, it was the last meeting *of the semester*. Kevin Sabo stated that both he and Doug Dyrssen were at the meeting.

Allan McKissick moved to approve the minutes of April 16, 2012 as corrected. Kevin Sabo seconded. The minutes of April 16, 2012 were approved as corrected.

2. Review of Agenda

Michael Guerra requested that the mural project be added to the agenda.

PRESIDENT'S OFFICE

3. Accreditation

Mary Retterer reported going before the Accreditation for Community and Junior Colleges (ACCJC) commission for an opportunity to speak for 5 minutes (the commission's time limit) regarding the March report for something the college might wish to add. At the commission meeting, she read the response to the commission and provided hard copy to commission members along with a color copy of MJC's shuttle schedule. The commission had a few questions regarding west campus use. Mary felt really positive about the meeting. The last Thursday of June or the following week, the college will have a response from the commission.

Mary informed members that she will be coming back to the college on a contract basis to finish planning.

INSTRUCTION

4. Update

Jim Fay informed members that the internal search for the Instructional Design Coordinator is moving ahead. This is a temporary, eleven month assignment. Jenni Abbott has been appointed as the interim Distance Education director.

Jim Fay reported that in an effort to prevent the loss of the college's more expensive equipment, there is a project underway to etch "Property of MJC" and our Security Office's phone number into computers, monitors, printers, faxes and any other expensive equipment. Three students have been hired to complete the etching and will be going around visiting offices in the Morris Building when they are through with Founders Hall.

5. Program Review Flow Chart

Brian Sanders distributed copies of a graphic of the program review flow chart that was reviewed and reaffirmed May 2012. The Accreditation/Institutional Effectiveness Committee (AIE) met and went through the discussion of how to do program review. The diagram is attempting to show that some things are done in silos which go out to the college and then back. The graphic is coded in two colors; one color for resource allocation and another color for qualitative review.

AIE will be conducting a qualitative review. Resource requests will be ranked at the unit level. Brian pointed out that the Technology Council is the only item that has really changed over the last three years. Technology Committee ranks resource requests in August/September. Resource Allocation ranks in October/November.

Brian Sanders suggested that parallel to this process should be a zero based budget approach but not in the program review process. John Zamora interjected that "process" still needs to go for Academic Senate ratification.

Allan McKissick suggested adding "for submission to College Council".

It is expected that the Planning & Budget Committee (PBC) will become the Resource Allocation Committee (RAC) by October.

Brian Sanders stated that the flowchart program review information needs to be communicated out to the campus. Michael Guerra stressed that the chart needs to be posted in all offices as a visual reminder. Brian said that the purpose of program review is to tell the story of what you do. Michael suggested a three year budget comparison which he has a request out to IT to collect. He will bring the subject up at a meeting this week. Michael added that at some point a document is needed from College Council on budget development.

Jim Fay stated that maybe we should have the budget show what the cuts would look like at 10%, 20%, and 30%. Michael Guerra responded that right now it is based on worst case scenario and there are some unknowns out there.

STUDENT SERVICES

6. Update

No update.

COLLEGE ADMINISTRATIVE SERVICES

7. Planning & Budget Committee

Michael Guerra reported that there has not been a budget meeting since the last College Council meeting. He informed members that the Department of Finance will end with a \$17 billion deficit this year compared to an \$8 billion deficit last year. Scott Lay, President and CEO of the Community College League of California (CCLC) has published information on the tax initiative and the likelihood of it passing sounds good. It appears that there will be a state budget because if it is not passed, they won't get paid. Friday Michael will know the outcome of the state budget and will be taking a tentative budget to the board this Wednesday and preparing for 2013-2014.

John Zamora stated that the president can designate Michael Guerra to co-chair the Planning and Budget Committee.

8. Measure E

Michael Guerra reported on the progress of the following projects:

Auditorium	Closed out
Ag-Modular Living Units	Closed out
Parking Structure/Parking Lot	Complete – Ongoing secondary effects expenditures
211 Campus Way Property	Complete – In close out activities
Ag-Animal Facilities Renovation	Complete – In close out activities
Softball Complex	Closed out with DSA, Financial close out end of fiscal year
Art Building	Complete – In close out activities
Founder’s Hall Modernization	Complete – In close out activities
Allied Health Life Sciences	Active: Distance Learning (Columbia) & Upgrades at MJC
Ag-Multipurpose Pavilion Facility	Active: Paving parking lot Increasing the size of the gravel lot on the north Technology Upgrades P.A. System install Bleachers and fencing install

Concern was raised by Brian Sanders regarding moving ahead and doing a ghost schedule for the new science building. He added that the different components of the project are starting to escalate and moving rapidly and as a result, he is meeting with Kitchell every two weeks.

9. Campus Development Advisory Committee/Facilities

Mural Project – Allied Health

Michael Guerra reported that the Foundation is funding the mural project which costs \$1,500 and the artwork is ready to go. He passed around a drawing of the artwork for the mural. The Campus Development Advisory Committee has reviewed this item and referred it to College Council for action.

Action Item

John Zamora moved to approve the Allied Health mural project. Rosanne Faughn seconded.

Motion passed by aye vote.

CONSTITUENT REPORTS

Academic Senate

John Zamora reported that the Senate met in May and June and approved the appointment of Debi Bolter as Faculty Co-chair for Accreditation and James Todd as Outcomes Assessment Coordinator.

Debi Bolter, Sarah Curl and Todd Guy were approved to serve on the VPI search committee. The Senate has been focusing on last year's business wrap up and program viability. Jim Fay added that he was at the Senate meeting two weeks ago and had a good discussion regarding program viability. The Senate has moved forward with a task force to begin looking at program viability. Also approved was the Academic Senate description for the proposed MJC participatory decision-making handbook and core values with the first draft to be completed by July.

YFA

No report.

CSEA

Rosanne Faughn reported that CSEA is still in negotiations. Meetings have been held at Modesto and Columbia regarding budgets and she is trying to get budget information out. A chapter meeting will be held this week. The annual picnic will be held in Columbia this year on Friday.

Tanya Smith reported on the classified professional development event that was held with Chancellor Dianne Van Hook from the College of the Canyons who gave a presentation on professional development. Workshops were also offered. Tanya added that the event was very successful and the hope is to continue professional development activities as an annual event.

IAC

Bill Kaiser reported that IAC had its first summer meeting today. The deans have been working on the spring schedule for 2013. Dr. Retterer visited IAC today and talked about an employers' summit to get community and businesses invited to the college to find out what their needs are.

Mary Retterer explained that at another college, significant employers in the community were invited to the campus and the college found out key areas where the college wasn't delivering and programs desired. Employers were invited back to campus once programs were developed. She added that having this summit changed the face of the college at Cerro Coso. Mary will get the model from Cerro Coso Community College.

Student Services

No report.

Student Senate

Kevin Sabo reported that the students are really excited about the fireside lounge renovation. The lounge will have a study area and more utilitarian work areas, and a projector on the wall. The second of three payments have been made to the designer. There is a chance the renovation could be done by the end of the summer. The students are getting a discount on the furniture. There is also a plan to set up computers in the lounge.

Allan McKissick expressed great concern that the Career Center and Transfer Center is being moved from the library. Kevin Sabo responded that the students do oppose the Career Center and Transfer Center moving out of the library. Discussion ensued. Michael Guerra will get more clarification on the situation, and added that work has already begun on this project. Michael stated that in order to meet the budget, items will be taken out from the library Measure E funding. Allan McKissick added that he would like to see further discussion on this item.

The students will be attending a leadership retreat at Great America. Kevin stated that work has begun on the first strategic plan. A meeting was held with worksheets and work was started on a 3-5 year plan. A rough draft of the strategic plan should be available at the June 14th meeting. ASMJC is

working with Vice President, Brenda Thames and collaborating with Admissions & Records to start a student ambassador program. These students will be paid from ASMJC funding.

A new ASMJC constitution was approved in April and new bylaws are being drafted. A first reading has already been held and a second reading is scheduled for next week.

Kevin pointed out that ASMJC is working without an advisor right now. Mary Retterer clarified that she thinks Vice President Thames has that covered. Kevin responded that that it good news to us. He added that ASMJC is trying to get the line item for staffing off their budget because they are not incorporated.

Kevin reported that ASMJC donated \$38,000 for the pendulum for the new science building. Kevin and James Varble will serve on the VPI search committee. ASMJC adopted core values at the last meeting. Kevin introduced Mike Sharif who will be attending College Council meetings.

James Varble went to the Academic Senate meeting and he is concerned that the Student Senate has not been consulted regarding program viability. James quoted Title V regarding participation and added that it is quite clear students should be included in discussion that affects them. He reiterated that he feels it is very important that students are included in discussions and would like to ask that in the future students be included. Mary Retterer responded that we have not had a discussion yet, we are still gathering data. She added that you are plenty early with it and we are going to be drawing up how it is going to work looking at data and moving on to the next step, and there will be plenty of meetings.

ANNOUNCEMENTS

James Todd informed members that on September 21st, the Diversity Committee will bring renowned speaker and filmmaker, Lee Mun Wah on campus. He will present: a keynote address, a morning workshop for students, an afternoon workshop for faculty, staff and administrators and a presentation and discussion of his latest film, "If These Halls Could Talk." The morning keynote and evening film/discussion will be open to the public, and all faculty, staff and administrators are encouraged to attend the keynote, afternoon, and evening engagements.

Members around the table expressed appreciation and gratitude to Dr. Mary Retterer for serving as interim MJC President for the past six months.

FUTURE AGENDA