

**Modesto Junior College**  
**College Council Meeting Minutes**  
**August 20, 2012**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	Chair	X	
Jim Fay	VP Instruction	X	
Michael Guerra	VP College Administrative Services		X
Brenda Thames	VP Student Services	X	
Debi Bolter	YFA Rep	X	
Jillian Daly	YFA President	X	
Rosanne Faughn	CSEA President		X
Bill Kaiser	IAC Rep	X	
Allan McKissick	Senate Rep	X	
Debbi Partridge	CSEA Rep	X	
Tanya Smith	CSAC Rep	X	
James Todd	Senate Rep	X	
John Zamora	Senate President	X	
Kevin Sabo	ASMJC President	X	
Mike Sharif	ASMJC Executive	X	

**SUBSTITUTE**

<b>Name</b>	<b>Member Substituting for</b>
Joan Van Kuren	Rosanne Faughn

**GUESTS**

<b>Name</b>	<b>Title</b>
Rose LaMont	Economics professor
Brian Sanders	Dean, Science, Mathematics & Engineering
Stephen Stroud	Music professor
James Varble	ASMJC VP of Legislation

**Business**

**1. Call to Order and Introductions**

Jill Stearns called the meeting to order

**2. Review of Agenda**

Jill Stearns reviewed the agenda with members.

**Action Item**

**3. Review of Minutes**

Jillian Daly informed members that the final draft of the new contract turned out to be 159 pages and the date YFA will go back to the table will be September 7<sup>th</sup>. The decision making handbook should be called the MJC Participatory Decision-Making Handbook in the Academic Senate's report.

Jillian Daly moved to approve the minutes of August 6, 2012 as amended. Kevin Sabo seconded. The minutes of August 6, 2012 were approved by aye vote.

#### **4. Review of MJC Participatory Decision-Making Handbook**

Jill Stearns thanked those who are working on the handbook, commending that it sets the tone for decision making and is a giant step forward. Brenda Thames stated that what the document is not, is a revamp as the work group started with a blank slate. The group made recommendations for changes and took a very collegial approach to develop a shared understanding of an opportunity to revitalize the handbook. Brenda added that there was very active participation within the group.

Below is a series of recommendations and findings from the workgroup for College Council:

- Increase the membership on the College Council to include a representative from all committees, constituency groups and councils and increase the Student Senate to two representatives.
- Limit any one individual's representation on College Council to two committee/council/constituency roles (and only 1 vote).
- Explore the impact of an ombuds position/office and process to address unresolved concerns (draft outline of position and process developed separately).
- Adopt best practices for committee chairs and members.
- Adopt a standing College Council agenda item on participatory shared governance; discuss and clarify unclear or inconsistent processes between handbook and practice. Make yearly recommendations for modification to participatory decision making handbook.
- Post agendas and minutes of councils and committees in a centralized way (online) for ease of access.
- Clarify the roles of councils and committees; review these groups in light of the clarification: Facilities/CDFAC Committee, Classified Staff Advisory Council (CSAC), College Technology Committee (CTC), College Management Council (CMC).
- Recommend that each governance body develop and implement an annual assessment process of their structure, charge and processes for continuous improvement.
- Clarify if Student Senate and Outcomes Assessment Workgroup fall under the Brown Act purview.
- Conduct an annual review of the Participatory Decision-Making Handbook and associated processes.

Allan McKissick informed members that it was agreed that there would be a graphic and flow chart for decisions and it was decided a narrative would describe the Senate's role. He pointed out that the previous handbook did not have a narrative and the agreement is it would be in the new one. Allan distributed the participatory decision-making at Modesto Junior College flow chart and a participatory decision making on academic and professional issues at Modesto Junior College, Professional Development Coordinating Committee (PDCC), and the Dean's Council documents.

Brenda Thames clarified that the dean's and Student Services Council is separate under recommending groups until it is decided what the definition of a council is.

Jillian Daly stated that she is not clear what the constituency groups are on all of these and when she counts up, there would be 25 people on College Council. She added that these groups are making recommendations to College Council and if they are sitting on College Council, it is a doubling up. She stated she is questioning college committee representatives.

Kevin Sabo stated that it seems like when you are expanding so much, efficiency goes down. He does not see the practicality behind adding more members to College Council.

Allan McKissick responded that a lot of what we are trying to do should be done to provide conduit for some of the items. It is a reflection of our growth, it is not just efficiency. Considering what some of these groups were doing over the summer, they need to be here.

Tanya Smith added that she thought it was agreed that College Council should be expanded to a group of 15 people and that was decided a long time ago.

Brenda Thames responded that in order to make sure all voices are heard, the group expanded the body (College Council).

Zamora added that the campus has grown and is dealing with larger issues. He thinks this was the best effort in a recommendation. A lot of discussion was put into that. There are technology issues the campus and College Council needs to be aware of.

James Varble suggested that it might be wise to have three standing committees representing College Council.

Jillian Daly suggested that the document could be sent to the accrediting commission members that will be meeting here and they could provide us with feedback regarding if this gets us where we need to be. She is concerned that we have not developed a structure that will hold up. The standards do not address ed code or Title V and do not deal with California community colleges. The commission language is different. We haven't built a governance structure that has participatory decision making. There needs to be an environment where ideas are shared openly and there is really an opportunity to change things.

James Todd stated that he would like the commission to look at the document and hear their feedback.

Bill Kaiser felt that College Council should be 25 strong. John Zamora stated that this recommendation would on equate to 21 bodies plus the president. He added that clarification and constituency is what we are attempting to do.

## **5. Program Improvement**

Brian Sanders distributed 2 flow charts for program improvement through outcomes assessment, program review, and resource allocation that will be for Friday's assessment workshop. Brian explained that the graphics speak to how it all works together and was requested by the president. He added that we just need to get the story out of what we are talking about. The intention is that people will be able to look at this and take it for themselves.

Jillian Daly commented that the "arrow up" on the graphic is a great addition. Allan McKissick stated that this would bring the college into compliance.

### **Action**

[There was general consensus to submit the MJC Participatory Decision-Making Handbook to the Accrediting Commission for Community and Junior Colleges \(ACCJC\) to get their feedback.](#)

## **FUTURE AGENDA**

1. Transfer/Career Center

## **ADJOURNMENT**