

**Modesto Junior College
College Council Meeting Minutes
August 6, 2012**

MEMBERS

Council Member	Representing	Present	Absent
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	CSEA Rep	X	
James Todd	Senate Rep	X	
John Zamora	Senate President	X	
Kevin Sabo	ASMJC President	X	
Mike Sharif	ASMJC Executive	X	

GUESTS

Name	Title
Elaine Schuber	Administrative Secretary
Joan Van Kuren	Administrative Specialist

Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order and initiated introductions around the table with members indicating the duration of their service on College Council.

2. Review of Agenda

Jill Stearns reviewed the agenda with members.

3. Review of Minutes

Action Item

Jillian Daly moved to approve the minutes of June 11, 2012. Kevin Sabo seconded.

The minutes of June 11, 2012 were approved by aye vote.

INSTRUCTION

4. Update

Jim Fay reported that he spent time reviewing 95 courses with Jim Clarke and mentors. The vast majority were Blackboard and some additional experimental software. He added that courses were put together that have a similar feel.

5. Enrollment

Jim Fay reported that according to Gina Rose, Assistant Chancellor Information Technology, the college is just about on target for FTES and are where we are expected to be. For fall, the college is a little behind compared to last year. Jim pointed out that there were almost 600 courses that students could not get in and it would be nice if we could serve them.

6. Accreditation/Institutional Effectiveness Committee (AIE)

AIE is following recommendations revised by the college. A recommendation was sent out to faculty encouraging faculty to add students to their classes and when the visiting team comes on campus, to not complain to them. It has been a problem on this campus and the other campus. Jim received good feedback from the committee, working out talking points and starting them thinking about campus vision, core, and values to increase the general level of information on campus. The goal is to get key talking points on 5 x 8 cards to have something easily available in case a visiting team member wants to talk about goals. The idea is to get everyone up to speed on key points.

STUDENT SERVICES

7. Update

Brenda Thames reported that the instructional build out of degree audit is moving along on target. Site testing will take place in September. The hope is that at the end of the term the degree audit system will be ready. Once it is up and running in the spring semester, the glitches will be worked out. The college is probably looking at a summer/fall pilot. The project is about a year out from completion.

There have been some problems with students adding classes and the ten day period before payment is due. When a student adds a class, a period of 24 hours must pass before the ten day period to pay feature is enabled to enroll in additional classes. There is no way around this with Datatel.

Now, if students are wait listed, they automatically move up on the list.

COLLEGE ADMINISTRATIVE SERVICES

8. Planning & Budget Committee

Jill Stearns informed members that Michael Guerra will be out at least until September 1st. Rosanne Faughn is going to step in in some areas trying to keep things moving forward. Jill has no update for PBC.

John Zamora stated that a Planning & Budget Committee meeting needs to be called so it can deliberate changes to its charge and change its name to the Resource Allocation Committee.

9. Measure E

Jill Stearns reported attending a Measure E meeting. She stated that we are rapidly approaching the 2015 date when the majority of funds have to be expended. In order to make sure we move forward at an appropriate pace, construction change orders will be forwarded through the chancellor to ensure

accurate monitoring of expenditures. In terms of cost of construction, it has hit rock bottom. Any new bids will come in higher as it is turning around as far as construction costs. There is a plan that does expend the funds rather quickly for the next couple of years. High Tech and Data Center are still outstanding projects.

10. Budget

Rosanne Faughn said that the college is ok for now but does not have a lot of operational funds for next year. There are concerns for lottery funds which are getting distributed differently and there is only carry over now. New lottery funds usually come in in October.

11. Campus Development Advisory Committee/Facilities

The committee has not met.

CONSTITUENT REPORTS

Academic Senate

John Zamora reported that the Senate has had various meetings throughout the summer along with the AIE Assessment work group. A lot of activity centered around accreditation and getting ready for the next meeting on August 16th. The Senate is aware of the discussion regarding the makeup of College Council. Currently, the Senate is getting ready for Institute Day. AIE has been drafting weekly emails out to the campus. (Members voiced appreciation of these emails.) Adjunct orientation is being planned and is a positive event.

John reported that the MJC Participatory Decision Making Handbook has been on three reiterations since last year. John felt that a good job has been done and members have been very helpful. He complimented Brenda Thames for really helping move the group forward.

YFA

Jillian Daly reported that YFA has not had formal meetings over the summer but is doing a lot, especially in the last ten days. Jillian will soon have the final draft of the new contract that will go out which is 159 pages long and was a lot of work. She is working with HR to get open enrollment regarding benefits on a day everyone can attend. YFA is also working on getting FSA in place. There is a reopener regarding contingency. On September 7th YFA will get back to the table. Jillian stressed that we need to get the tax measure passed. YFA has lost a team member, Cece Hudelson-Putnam with her appointment as Dean of BBSS.

Jillian informed members that in mid-July, YFA received an appeal of the court ruling, and is heading for another year of court battle regarding the reinstatement of faculty who lost their jobs with the cuts.

CSEA

Rosanne Faughn reported that CSEA is still in negotiations. Tomorrow, CSEA will be meeting to ratify the benefits proposal, voting on Wednesday. Rosanne, Debbi Partridge, Yolanda Avila and Luisa Adams attended the conference in Las Vegas last week where there was a lot of support for Prop 30. Rosanne informed members of the Classified Breakfast on August 16th.

Rosanne Faughn acknowledged Joan Van Kuren and thanked her for serving on College Council in the past.

IAC

Bill Kaiser reported that IAC is always talking about ways given the reduced budget, that we can still be

effective. Discussions regarding program viability and with James Todd's being totally focused on assessment, IAC is spending a lot of time working to the best of their ability. IAC had a special discussion today on internships. Jim Fay added that Blackboard has an internship application, that is totally new and 1,000 internships are created a month. He urged faculty to take a look at it and avail their students to it as it is a great way to put students into a tight market. James Todd interjected that it shows people how to do a resume and apply for an internship. Bill Kaiser said that the deans are aware the school is getting smaller and we are just trying to be as effective as we can. He added that they have to keep themselves working together and dialoging.

Student Services

Brenda Thames reported that all her deans were out last week and one is back this week and she has been busy covering for them. She added that she is very excited to bring the two councils together (Student Services and Instruction). She will be hiring a Financial Aid director to fill the vacancy, due to a retirement. The job description is being rewritten and is a little more focused on technology and financial aid. The announcement will be out in a couple of weeks.

Student Senate

Kevin Sabo reported that there is a senate meeting tomorrow talking about strategic plan, going through a first reading. He met with exec and is pretty excited about being the first to have a strategic plan. The budget is going to be approved and the amount of anticipated revenue had to be adjusted. Parliamentarian training will take place on the 24th. A Student Services appreciation lunch is scheduled for August 21 & 23 with one being on west and one for east.

ASMJC will sponsor a welcome back week September 10 – 13. There will be clubs and vendors on campus. He has been talking to Martha Robles about a student ambassador program. Other colleges are being looked at for best practices. Kevin stated that the campaign for college highlight was Prop 30 and talking points for why it is better. He met with the State Assembly Speakers Association.

President

Jill Stearns said she has been impressed with the amount of faculty around and working this summer. She has visited with the deans. High on her radar is staying within our budget. She added that we have to adjust to stay within the new reality of what our budget is. Right now the deans are beginning to understand the huge responsibility we have to our community to stay within our budget and doing what we can to have an effective schedule even though we have less dollars. She expressed appreciation for the work everyone has done.

Jill also has a firm belief in transparency, and has met with the Front End Web Master to discuss a design to make it easier to access meeting minutes from the various groups which should also be a valuable tool for the visiting team. She stated that members' role goes in two directions to bring information about what has happened to their constituents and to bring back input from constituents. She hopes information will be shared from other areas.

ANNOUNCEMENTS

- 1) Classified Staff Appreciation Breakfast, August 16 @ 7:30 a.m., Ag Patio
- 2) Institute Day, August 23, 8:30 to Noon, PMAC
- 3) Strategic Planning Workshop, August 23, 1:00 to 4:30, MSR
- 4) Assessment Day, August 24, 8:00 to 4:30, MSR

FUTURE AGENDA

1. Jillian Daly requested decision making document regarding College Council structure.
2. Transfer/Career Center