



**College Council  
Meeting Minutes  
October 12, 2015**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council		√
Bill Anelli	Academic Senate	√	
Baljinder Gill	CSEA President		√
Brenda Thames	Vice President, Instruction	√	
Chad Redwing	Academic Senate	√	
Curtis Martin	Academic Senate President	√	
Flerida Arias	Dean of Equity and Student Learning		√
Flora Carter	College Committee for Diversity and Community		√
James Todd	Vice President, Student Services (Interim)		√
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President	√	
Jonathan Andrews	ASMJC	√	
LaKiesha McDonald	CSEA	√	
Lisa Husman	LTAC	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean	√	
Ross McKenzie	YFA	√	
Tanya Smith	CSEA	√	
Tommy Ledesma	ASMJC President		√
Vacant	Academic Senate		√
Vacant	Accreditation Council		√
Vacant	ASMJC		√
Vacant	CSAC		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

<b>Guests</b>	
George Boodrookas	Dean of Advancement and Executive Director, MJC Foundation
Brian Sanders	Dean, Science, Math and Engineering

**I. CALL TO ORDER**

J. Stearns called the meeting to order.

**II. ACTION ITEMS**

**A. Approval of minutes**

**Action Item - Motion:**

**Who: R. McKenzie moved, J. Andrews seconded**

**What: Motion to approve the minutes of 9/28/15 with a change to the YFA Report to state that YFA members voted to approve the tentative agreement between YFA and YCCD.**

- **Unanimous Approval**
- **Motion Carried**

**III. INFORMATION & DISCUSSION ITEMS**

**A. YCCD Board Policies-For Discussion/Constituent Comments**

Jill noted that currently the student representatives do not have access to the site housing the draft policies and is working with Marty Gang on a solution. It may be possible to upload the files to the cloud if no other solution can be found.

Jill conducted a roll call of the following policies, and comments, if any, were noted:

1. 2340: Agendas - No Comment
2. 2345: Public Participation at Board Meetings-Oral Communications – No Comment
3. 2350: Speakers - No Comment
4. 2355: Rules of Decorum - No Comment
5. 2360: Minutes - No Comment
6. 2365: Recording - No Comment
7. 2410: Policy and Administrative Procedures - No Comment
8. 2430: Delegation of Authority to the Chancellor - No Comment
9. 2430.1: Delegation of Authority to the Presidents - No Comment
10. 2431: CEO Selection - No Comment
11. 2432: CEO Succession - No Comment
12. 2435: Evaluation of Chancellor - No Comment
13. 2510: Participation in Local Decision Making - On Consent Agenda for Academic Senate; there has been no feedback to date
14. 2610: Presentation of Initial Collective Bargaining Proposals - No Comment
15. 2-8007: Administrative Leeway in Absence of Board Policy - No Comment
16. 2-8077: Board Negotiations Representatives - Was rolled into another policy

**Action Item - Motion:**

**Who: J. Andrews moved, B. Thames seconded**

**What: Motion to acknowledge that College Council had the opportunity to review and comment on proposed changes to the Board Policies shown above.**

- **Unanimous Approval**
- **Motion Carried**

**B. Enrollment Update**

President Stearns shared a Section Enrollment Summary Report dated 10/12/15. The 2015-16 target FTES is 15,024.

Current Resident FTES: 6,189.57  
Current Non-Resident FTES: 32.55  
Total Sections: 1,601

This was compared to Resident FTES of 6,178.36; Non-Resident FTES of 32.69; and 1,599 Total Sections reported to College Council on 9/28/15 from the report generated on 9/24/15.

Jill acknowledged the Council's request for more detailed reports and added that when the new Director of Research and Institutional Effectiveness has been hired, we will have the ability to provide them. Until that time, the Section Enrollment Summary Report will be used.

She reviewed the contents of the report and indicated that she uses Sections and FTES columns primarily. The Beginning column shows us approximately the number of students enrolled on the first day of classes. Approximately 200 – 300 positive attendance FTES are earned per semester and are not yet included in the total numbers.

It is hoped that as a result of success and retention initiatives and careful planning, we will not have to roll back FTES from summer for 2015-16 and by using the second summer session and packaging courses for our incoming high school graduates the 2016-17 enrollments will be robust.

**C. Student Success and Equity Update**

The Basic Skills Initiative plan is being developed and the Academic Senate has approved. The Student Success and Equity Plan has not been completed.

The Student Success and Equity Committee serves as the core team for Achieving the Dream. A Data Team has been established as a subgroup of SSEC and has had their first meeting. They will be working with the Director of Research and Institutional Effectiveness to create a data dashboard. Achieving the Dream coaches will be back to assist in getting MJC initiatives up and running. The SSEC adopted Darla Cooper's Six Factors of Success as the lens with which to make decisions.

Brian Sanders shared a data evaluation tool he developed that allows one to see student success and completion rates in any particular discipline based on factors such as ethnicity, gender, age, etc.

MJC has been awarded a \$2.62 million Title V grant to assist with student success and equity initiatives. These dollars have different spending parameters than the SSSP and Equity dollars. Spending plans are being developed for using the money most effectively and within the limiting guidelines of the grant.

**D. MJC Foundation – Dr. George Boodrookas, Dean of Advancement &**

## **Executive Director, Modesto Junior College Foundation**

Dr. Boodrookas was in attendance to talk about the work of the MJC Foundation. He shared the importance of the story and the positive impact of the My MJC Story campaign which will continue through the MJC centennial. In addition to the My MJC Story campaign, work will continue in:

- Donor research
- Case statement development
- Alumni contact through newsletters and planned events, such as a 50<sup>th</sup> reunion weekend to be tied with commencement
- Solicitation campaigns, such as: Employee Campaign, President's Circle
- Improved website integration
- Major gift/Planned giving solicitation
- Coordinated Fundraising efforts

George also shared that there are two ways for students to receive emergency help: through the United Way and through endowed funds. In reply to J. Andrews' question regarding ways that students could help, George suggested donations of time and talent to MJC Foundation events. He added that designated funds are held in a temporarily restricted accounts until amounts are accumulated sufficient to forward to the department.

### **E. Council Evaluation**

Brian Sanders and Curtis Martin led the conversation. Approximately two years ago, the MJC governance structure was recreated and the Engaging all Voices document was developed. The structure and document have not yet been fully evaluated. The Council Evaluation Workgroup created a survey instrument to assess how well each of the council members felt their council met their respective charges. The surveys are built and participants from last year and this year have been added. Brian shared the content of the survey. It could be used for committees as well as councils.

In addition, agendas and minutes can be reviewed to see how many times an item from the charge appears. A program can be developed that can compile the data for review. The College Researcher will be assigned to this task. It was also suggested that the meeting recorder note how much time is spent talking about particular topics.

The Council indicated agreement to Implementation of this plan gave approval to move forward. Curtis asked everyone to respond promptly when they receive their survey.

#### **Action Item - Consensus:**

**What: Implement Council Evaluation plan as described above.**

#### **Action Item**

**Who: Brian Sanders/Curtis Martin**

**What: Send survey to current and prior council members**

## **IV. REPRESENTATIVE REPORTS**

### **A. ASMJC**

Jonathan explained that Tommy Ledesma was not in attendance as he was giving orientations to new senators. Notification of any college-wide councils needing representation should be sent to him or Tommy. A Halloween Carnival is being planned for 10/30/15 in the MSR Student Center from 5 – 10 p.m. ASMJC is focused on getting out there and representing all students well.

**B. Instruction Council**

Instruction Council finalized the replacement and growth faculty hiring process. A group is being identified to begin work on the Educational Master Plan. Canada College has a current EMP that will be used as a guideline. An Enrollment Management primer will be developed. The charge of the Instruction Council is large and broad. There is excitement in moving forward.

**C. Student Services Council**

The Student Success Plan was reviewed.

**D. Resource Allocation Council**

The charge of the council was reviewed, as was a draft of other meeting dates.

**E. Facilities Council**

No meeting.

**F. Accreditation Council**

Quorum had not been reached at the last few meetings. The urgency of beginning work on the Accreditation Self-Study was noted by the Council, so in spite of a lack of quorum, the decision was made by the attending members to create a tri-chair model for each standard and assign a standard to each governance council. Accreditation Council will now begin meeting weekly.

Tri-chairs are being identified. Chad Redwing, Ellen Dambrosio, and Curtis Martin have agreed to serve as faculty co-chairs. One more is still needed. CSEA President Baljinder Gill has sent out notice to the CSEA membership that two Accreditation Council members and four tri-chairs are needed. The college president and three vice-presidents will serve from administration.

**G. CSEA**

2016 officer nominations will occur in October/November. A sports cup fundraiser is in progress and the See's Candy fundraiser is upcoming. CSEA recently approved the creation of the Marketing Coordinator position at Columbia. They are still trying to fill council seats.

**H. CSAC**

No report.

**I. YFA**

Jim Sahlman will attend the Academic Senate Plenary session. YFA is working on adjunct issues and a survey will be sent to adjunct to see what they need; full-time faculty will also be surveyed to see what they feel adjunct need. Any and all ancillary agreements are being tracked down to ensure that all binding agreements are codified in the contract.

**J. Academic Senate**

The upcoming Senate agenda looks much like the last one. Creation of an IRB process remains is on the agenda. Assistant Vice Chancellor of Research, Marc Beam has been consulted and made some recommendations.

**K. LTAC**

LTAC has not met. The Leadership Team Handbook is in the final stages of revision. Four positions will be up this term.

**V. ADJOURNMENT**

The meeting was adjourned at 4:40 p.m.

**Next Meeting:** October 26, 2015, Library Basement, Room 55, 3 – 5 p.m.