



**College Council  
Meeting Minutes  
February 9, 2015**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction		√
Al Alt	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Flerida Arias	Professional Development Coordinating Committee		√
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean		√
Debi Bolter	YFA President	√	
Flora Carter	College Committee for Diversity & Community	√	
Baljinder Gill	CSEA President	√	
Jennifer Hamilton	Resource Allocation Council	√	
Lisa Husman	LTAC	√	
Bryan Marks	CSAC		√
Curtis Martin	Academic Senate VP		√
Ross McKenzie	YFA Rep	√	
Chad Redwing	Academic Senate		√
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
James Todd	Academic Senate President		√
Luis Rebolledo	ASMJC President		√
Tyler Minane	ASMJC		√
Roxanne Weaver	ASMJC	√	
Vacant	Accreditation Council		
Vacant	Academic Senate		
Vacant	CSEA		
Vacant	Facilities Council		
Vacant	Instruction Council		

**I. CALL TO ORDER**

Jill Stearns called the meeting to order.

**II. ACTION ITEMS**

**A. Approval of Minutes**

Approval of minutes was tabled until a quorum was met.

The meeting commenced with information items.

### III. INFORMATION

#### A. College Conversation – February 27, 2015

Jill Stearns conveyed that CSEA requested that she ask managers to encourage staff to attend. As explained in the earlier College Council meeting, the purpose of the meeting is to look at realigning our divisions to support the SSSP and SEP initiatives.

#### B. SSSP and SEP update

##### SSSP

Brenda Thames reported that the college has its first coach with the transfer of Araceli Zarate. Araceli is working on reigning in all campus tours and different programs. She will be the focus person. Online and in person orientation and on ground will align with that. She is working with student ambassadors creating a focus point so all are trained the same way. Araceli is expanding our linkage to the high schoolers. She is housed in MM107 and is turning it into an information experience point. These are similar types of things Araceli was doing in her previous position. Brenda added that Araceli hit the ground running and she has been a great addition.

##### SEP

Brenda Thames reported that the first team attended the professional development conference in Texas and liked what they saw as far as the First Time in College Curriculum Conference. There will be a meeting with the Center for Urban Education and score card at the beginning of next month. She is hopeful that it will align with Achieving the Dream and has been very pleased with what they have been able to do.

Regarding customer satisfaction training, they are still trying to work out the curriculum. They are negotiating to get this off the ground. The company pretty much works with higher ed and have good references. Jill Stearns added that the college is trying to meet the mandate to serve students differently. The timeframe has been extended by six months for when we have to spend the funding, making it December 2015. It was noted that Ross McKenzie preferred that students not be referred to as customers.

Jill Stearns reported that Dave White will be at the next meeting to provide an update on the Alliance and the economy of the community. In March, we will start to look at changes that need to be made to *Engaging All Voices*.

#### A. Approval of Minutes

The agenda commenced with approval of minutes as a quorum was met.

##### Action

**Motion:** Jennifer Hamilton moved to approve the minutes of January 26, 2015.

**Second:** Nancy Backlund

**Result:** The minutes of January 26, 2015 were approved by aye vote.

## **B. CONSENT**

### **a. YCCD Board Policies**

#### **1. 3310 – Records Retention and Destruction**

No comments.

#### **2. 7126 – Background Check – Employees**

No comments.

### **Action**

**Motion:** Nancy Backlund moved to approve the above YCCD Board Policies.

**Second:** Baljinder Gill

**Result:** The motion was approved by aye vote.

## **C. FIRST READ**

### **a. YCCD Board Policies**

#### **1. 2015 – Student Member(s)**

Jennifer Hamilton questioned the fact there was no unit requirement for the student. Debi Bolter responded that is stated in the cross reference policy and/or application.

#### **2. 7380 – Retiree Health Benefits: Academic Employees**

Debi Bolter explained that line 14 will be reworked to reflect contract language with a large section spelled out.

### **Action**

**Comments will be forwarded to the Policies and Procedures Committee.**

## **D. Facilities Council's recommendation for the Naming of North Hall**

Al Alt reminded members that the Facilities Council has in their charge the naming of new buildings, but no protocol is out regarding a process. The easiest way was to turn it back to the division that is going to be in the building. The process went in the division and they came up with a name. Debi Bolter added that names were thrown out and a survey was sent out. Jennifer Hamilton further explained that they worked with acronyms and names and at the end of the day, they came up with a name.

The name that came out first is *Center for Advanced Technologies* (CAT). A close runner up, coming in second was Tuolumne Hall. Al stated that the council voted to move the recommendation forward to College Council.

### **Action**

**Motion:** Debi Bolter moved to approve the name, *Center for Advanced Technologies* (CAT) that was temporarily named North Hall.

**Second:** Jennifer Hamilton

**Result:** The motion was approved by aye vote.

## **E. Resource Allocation Council's IELM allocation recommendation**

Al Alt reported that RAC allocated \$425,000 for instructional equipment and library materials monies to be distributed. He sent a guidance letter to the deans to use 2012-2013 program review asking them to select their top five items. He received those in January. RAC reviewed \$721,000 worth of requests that resulted in \$456,000 worth of items being approved. There was a small amount of carry over funds that covered the difference in the amount.

Al added that he had the benefit of having Jenni Abbott in the room and she was able to get authorization for using STEM funding for some items. All items on the matrix are estimates and if an item comes in lower, the excess cannot be spent by the division for something additional. The funds will be tracked as expended and reconciled in RAC. The deans will have clear guidance on expending allocated funds.

### **Action**

**Motion:** Jennifer Hamilton moved to approve the Resource Allocation Council's IELM allocation recommendation.

**Second:** Brenda Thames

**Result:** The motion was approved by aye vote.

## **IV. REPRESENTATIVE REPORTS**

### **A. Instruction Council**

No report.

### **B. Resource Allocation Council (RAC)**

There was no further update.

### **C. Facilities Council**

Al Alt reported that the Facilities Council has been working on cleaning up the process for campus development projects. A couple requests came forward that would be projects small in nature that would enhance the campus. A process will be identified and developed from these projects. This pilot process will result in determining how we can improve the process for the next academic year.

### **D. Student Services Council**

Martha Robles reported that the Student Services Council has not had a meeting since the last College Council.

### **E. Accreditation Council**

Jennifer Hamilton reported that the council has not met since the last College Council. She informed members that Debi Bolter did really good on the report.

### **F. ASMJC**

Roxanne Weaver reported that Brad Borges stepped up from Senator to the legislative position. ASMJC has opened up some positions and there are lots of interviews going on. ASMJC recruited from different places, sending out a college wide email. The paperwork process is

being worked on. She encouraged members to watch the recent livestreaming of the GVM gala and the MLK event speaker. She added that the MLK event was a great evening and the speaker, Julian Bond was a wonderful speaker.

Parliamentary procedure training happened last week and the trainer is actually a professional registered parliamentarian. She learned a lot and a great number of people came out for the training. Today was the first day of club rush and 15-20 clubs gave out about 200 donuts by the time she finished her time. A barbeque was held afterwards. Tomorrow, this event will happen again on west campus and she requested that members encourage their students to come out to the event.

Brenda Thames added that if members have students who are a good fit for leadership development, to send them over. Roxanne added that part of the framework is how we can get more information out and better communication. She and other ASMJC members will come out to classrooms on request and speak to the students about participating.

### **G. CSEA**

Baljinder Gill reported three members of the elected board went through training, two MJC and one Columbia College CSEA member. Contract language is being worked on. Gill is working on getting CSEA representatives for councils and a fundraiser for Easter.

### **H. CSAC**

No report.

### **I. YFA**

Ross McKenzie reported that YFA president and vice presidents have been meeting with the college vice presidents and with HR in regular monthly EER meetings to resolve issues such as sick leave calculation and new and 1-year temp faculty evaluations. Next week, Debi Bolter will be going to an ACCJC meeting with Susan Kincade and others. A new issue of *The Advocate* will be coming out soon.

### **J. Academic Senate**

No report.

### **K. LTAC**

Lisa Husman reported that LTAC is continuing to work on the creating of a rubric for the new evaluation forms as requested by HR. The hope is to finalize the rubric soon and put new forms into place. These forms will pertain to all managers including confidential managers and other managers that don't actually have staff reporting to them. LTAC is also in the process of gathering criteria for \$500 scholarships for MJC and Columbia College that will come from the increase in leadership team membership dues.

## **V. ANNOUNCEMENTS/COMMENTS**

Nancy Backlund asked where the budget lies for technology. Jill Stearns responded that the Assistant Vice Chancellor of Information Technology Marty Gang, is leading the district technology planning process and MJC's planning will follow. There are no dollars available to put toward any replacement. We need to replace down when people get new computers where funding is available. We have been replacing when equipment fails.

As requested, Jill Stearns will send FTES numbers to all members once she has reviewed the report. Jill sent the following FTES information to members the next morning:

Columbia College	771.80
MJC	6,061.38

Note: The above numbers does not include any positive attendance projections. Positive attendance is calculated and added after the term ends.

## **VI. FUTURE AGENDA**

1. New Faculty Orientation (March 2015)

## **VII. ADJOURNMENT**