



**College Council Meeting Minutes  
September 22, 2014**

**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	√	
Bill Anelli	Academic Senate	√	
Florida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee	√	
Francisco Bañuelos	Facilities Council	√	
Debi Bolter	YFA President		√
Flora Carter	College Committee for Diversity & Community	√	
Rosanne Costa	CSEA President		√
Lisa Husman	LTAC		√
Deborah Laffranchini	Instructional Council	√	
Bryan Marks	CSAC		√
Curtis Martin	Academic Senate VP	√	
Ross McKenzie	YFA Rep	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
Mike Sundquist	Dean	√	
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President	√	
Tyler Minane	ASMJC	√	
Roxanne Weaver	ASMJC		√
Vacant	Accreditation Council		
Vacant	Academic Senate		
Vacant	CSEA		
Vacant	Resource Allocation Council		

**GUESTS**

<b>Name</b>	<b>Title</b>
Brian Sinclair	Faculty Consultant to the Board

**I. Call to Order**

Jill Stearns called the meeting to order.

## II. Action Items

### A. Approval of Minutes

#### Action Item:

**Motion:** James Todd moved to approve the minutes of September 8, 2014.

**Seconded by:** Al Alt

**Result:** The minutes of September 8, 2014 were approved by aye vote.

### B. 2014 Midterm Report to ACCJC

Susan Kincade informed members that the midterm report is now at the printer and hard copy reports will go out to the trustees tomorrow. The full report will be posted on the accreditation web page this afternoon. Susan encouraged members to go to the accreditation page and read the full report.

Jill Stearns added that Jennifer Hamilton did a fabulous job putting together the midterm report while simultaneously changing positions at the college. Jill also commented that Heather Townsend did a wonderful job with the tremendous amount of work involved in putting the information on the web site.

#### Action Item:

**Motion:** Flora Carter moved to pass the midterm report to ACCJC.

**Second:** Deborah Laffranchini

**Result:** Motion passed by aye vote.

### C. Consent - YCCD Board Policy

#### 1. 3420 – Recruiting & Hiring

*No comments.*

#### 2. 3440 – Service Animals

*Deborah Laffranchini asked for clarification on conflicting information she has been getting regarding pretty much having to accept and not ask about or require verification of someone who has a service animal. She has several students with service dogs and she did ask if the dogs were registered. In one instance a very large dog lays in the exit of the classroom and jumps whenever anyone goes by which is a concern.*

*Francisco Bañuelos responded that we are limited to what we can ask to two questions. We can only ask if the service animal is required because of a disability and, if so, if the animal is trained for this service. He clarified that you cannot just go up to a person and inquire if you see someone with a service animal. The person also has to have control of the service animal. Francisco will visit Deborah's classroom to assess and advise. He noted that there currently is a big trend in service animals. Francisco will invite an Office of Civil Rights (OCR) rep on campus.*

*Susan Kincade suggested that an email go out to faculty explaining the two questions that can be asked.*

### 3. 7120 – Recruitment and Hiring

No comments.

### 4. 7337 - Fingerprinting

*Flora Carter was concerned about low income people who are working for more than one day having to be fingerprinted. She is interested in a fund for people who cannot afford the cost of fingerprinting.*

*Jill Stearns responded that some districts are absorbing the cost and it is almost 50/50 for districts that pay and those that do not pay for fingerprinting cost. Jill is trying to establish that the Foundation would be a place that would pay for fingerprinting. The Foundation is somewhat uncomfortable with that arrangement and a solution is being sought that would accomplish a fund being established.*

*Deborah Laffranchini stated that the fingerprinting cost has become very controversial in her area (child development). There are now 16 families coming to our campus because of the Salida partnership. All these families who are living in poverty are coming to campus and have to be fingerprinted even though they are supervised at all times and not left alone with the children. Humboldt College had a Live Scan put in their office and it only cost \$7 to send in and it proved to be a wonderful solution.*

*Jill Stearns responded that one option being explored is becoming a LiveScan location, but then you are obligated to serve others. The option is being considered, but has to make sense for the organization in terms of management.*

#### Action Item:

**Motion: Martha Robles moved to approve the above YCCD Board Policies.**

**Second: Curtis Martin**

**Result: Motion passed by aye vote with one abstention.**

### D. Establish Standing Committee for Student Success and Equity

Brenda Thames provided background information regarding these two groups communicating with each other. A meeting was held and everything that was discussed determined that linking groups together to have one group instead of three would be beneficial. Brenda stressed that membership for this group needs to include people who have a passion for what they do.

Jill Stearns stated that College Council needs to take action to formally establish a group that would meet and establish what the membership would look like and determine a name that would represent those areas. *Engaging All Voices* will be updated to reflect this group.

Brenda Thames said that institutional orientation, SSSP plan review, equity plan review, and basic skills initiative plan review are some immediate needs for the group. Jill Stearns added that CTE also needs to be included. Changes are happening quickly and the college is being asked to look deeper into data and where the achievement gaps are for MJC.

#### Action Item:

**Motion: Martha Robles moved to establish a committee to focus on success and equity.**

**Result: Motion died for lack of a second.**

James Todd informed members that there is a training Saturday with people there to explain how they came up with their basic skills plan. The basic skills plan needs to be signed and sent out by October 10<sup>th</sup>. He added that on October 13<sup>th</sup> we could address the final draft at College Council. The ad hoc group has been working on the plan.

Curtis Martin strongly urged that the group remain ad hoc and not become a committee at this point.

**Action Item:**

**Motion: Brenda Thames moved that the group remain an ad hoc committee of College Council with a charge to develop a charge and membership for this student success and equity work group.**

**Second: Curtis Martin**

**Result: Motion passed by aye vote.**

### III. DISCUSSION

#### A. College Council Annual Evaluation – Appoint Work Group

Jill Stearns stated that this group would collect samples from peers as a start. She would like the work group to come up with something that would be a standardized evaluation tool for other councils so we would all have a consistent look and feel.

**Action Item:**

**Annual Evaluation Work group: Martha Robles, Brenda Thames, Al Alt, Brian Sinclair. One more faculty member is needed.**

### IV. INFORMATIONAL

#### A. Why Grow?

Jill Stearns stated that the bottom line is, there is no staying the same. In the recent past, even if we took on more students and had higher FTES, there was no opportunity for more funding. We could only get apportionment up to our cap. Money has been restored to community colleges via growth. The college's revenue primarily comes from FTES. To increase our budget we must achieve higher FTES. Jill cautioned that if we don't grow, we are forced to be smaller. Our energy costs, step and column, paper, technology replacement, everything goes up, so if we stand still we must get smaller to remain within budget. The amount we receive for FTES isn't changed very much or often. Growing is our only opportunity to bring resources in. The number of credit hours in which the students are engaged is what applies. She would be very pleased to see classes starting every week to be available so students can start whenever they are ready. The college is marketing on Face Book and Google which are producing good response to our ads.

Deborah Laffranchini suggested picking up some students who couldn't do online classes. She suggested a backup system that would start four weeks after an online class starts that is face-to-face for students who weren't successful taking an online class. A lot of students just don't know how to navigate and the college might consider a Saturday class to prep students to take online classes. Susan Kincade responded that Mike Smedshammer has been working on this idea.

## **B. Program Review and Assessment Day 2014**

James Todd reported that people from departments across the campus showed up and those scheduled to complete, worked on their Program Learning Outcomes, General Ed Learning Outcomes, and Institutional Outcomes sheets. The sheets are an Excel grid so everything filters into the programs. Participants were able to input data they had into the Excel sheets. The grids are not completely indicative of what has happened over the last two years, but the process worked really well. People answered four questions regarding what our qualitative and quantitative data looks like. The afternoon was spent on Program Review. The programs are able to make resource requests based on assessment, trend analysis, and needs based on the college mission. Program Review is an entire package over the last five years.

James said that he found that most people will show up for a workshop if you have computers and people to help you. He added that the outcomes assessment work group will look at and provide commentary on learning outcomes in each discipline in Program Review.

## **V. REPRESENTATIVE REPORTS**

### **A. Instruction Council**

Deborah Laffranchini reported that the Instruction Council looked at the midterm report and will look at the Faculty Hiring Prioritization rubric at the September 30<sup>th</sup> meeting. The Enrollment Management Committee, a subcommittee of the Instruction Council has suggested campus-wide representation: VPs of Instruction, Student Services and College Administrative Services, deans to include CTE and Student Services, Research Analyst, marketing, CSEA (including someone who works in Enrollment), Academic Senate, YFA and ASMJC.

The key element the Enrollment Management Committee will address is communication: Do we understand our process? When we are given targets, how do we address them? Report back to Student Services Council and Instruction Council.

### **B. Student Services Council**

Martha Robles reported that the Student Services Council talked about the idea of a Student Success and Equity Committee and had discussion related to SSSP planning. The college will be offering College Skills 100, an interdisciplinary course.

Brenda Thames reported that there are new Student Services dean assignments: Francisco Bañuelos is now the discipline officer and will have more contact with the college's K12 partnerships. Lorena Dorn will be the ADA officer. Martha Robles will be the dean over ASMJC. The operations of all those areas are pretty invisible in their day-to-day front line coverage. Over the course of the year, they will be doing other restructuring.

### **C. Resource Allocation Council**

Al Alt reported that RAC has had two meetings this semester. At the first meeting, the bulk of the time was spent looking at evaluation and action plan for improvement. The second meeting was setting a plate of regular agenda topics to evaluate where our resources are. He is hoping that an action plan will inspire people to attend meetings. He is also hoping to have an evaluation tool that is more uniform for all the councils to use by the end of the year.

#### **D. Facilities Council**

Al Alt reported that the Facilities Council has only met once and spent the whole meeting going over evaluation and what we had accomplished last year. The council will be planning for the next year.

Bill Anelli inquired as to the projects not yet funded. Jill Stearns responded that the Library is now closed out and there is a tiny bit of money there. Once we have the final number, we will start to say what resources we have now and is it enough to fund what is next on the list.

Jill Stearns reminded members that all our roads and sidewalks were bundled into one project and are funded. South Drive has to be totally dug out. West will have bike lanes and sidewalks and will be really nice. The traffic light is out to bid for west campus. The district portion of Measure E is paying for the majority of this project.

#### **E. Accreditation Council**

Susan Kincade reported that the Accreditation Council is still looking for a faculty representative. An annual report is due in the spring and no other report is expected other than the 2017 evaluation. The evaluation has now evolved to 36 questions and could be expanded. In the past questions could be anticipated and the data was pretty much ready but the questions keep expanding and changing now. Susan stressed that it is never too early to start on accreditation.

#### **F. ASMJC**

Luis Rebolledo reported that ASMJC held Constitution Day last week and distributed all the Constitutions they had. ASMJC hosted the first historically black college fair co-sponsored by Modesto City Schools. Two students ended up receiving two full ride scholarships and other students received other scholarships. The event was open early in the morning for the community and high school students and throughout the day.

Voter registration is starting. Luis welcomed Martha Robles as the dean for ASMJC. Tyler Minane added that they actually have forms online for voter registration. ASMJC students will take this information to classes as requested by some members.

#### **G. CSEA**

No report.

#### **H. CSAC**

No report.

#### **I. YFA**

Ross McKenzie reported that faculty was encouraged to schedule classroom visits by members of the Board of Trustees. CCCI next month in Los Angeles will include a workshop on negotiation training. Ross distributed copies of the new YFA newsletter, *The Advocate* to members. There will be a STRS workshop for faculty at MJC. YFA is encouraging all faculty to attend these retirement planning workshops. Ross said faculty need to be sure and register as it is required to do so, because we need to have a head count so we know whether to hold the event or not.

## **J. Academic Senate**

James Todd informed members that the Senate will be approving the accreditation midterm report in October. Curtis Martin has been elected Interim VP and he will serve until the end of spring. The Senate talked about the ASCCC curriculum technical assistance visit last Wednesday and about the Student Success and Equity Committee ad hoc group. There will be another meeting the beginning of October. Almost all positions have been filled except accreditation chair and Instruction Council. Curtis will be stepping into Curriculum Committee.

## **K. LTAC**

No report.

## **L. President**

Jill Stearns thanked everyone for conversations today and ideas. She encouraged everyone to take a look at the MJC Midterm Report as it is a nice history of everything done since 2011. The new standards eliminated some of the repetition in responses that was required under the 2002 standards. She reported that a lot of work is happening in Student Success and Equity and it is nice to see that laid out. Jill thanked the students for continuing to participate and being a part of our conversation.

Jill reported that the barbeque for new faculty was held and it was an enjoyable evening for all attending.

## **V. ANNOUNCEMENTS/COMMENTS**

## **VI. FUTURE AGENDA**

1. New Faculty Orientation (March 2015)

## **VII. ADJOURNMENT**