



**College Council  
Meeting Minutes  
September 28, 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	√	
Baljinder Gill	CSEA President		√
Bill Anelli	Academic Senate	√	
Brenda Thames	Vice President, Instruction	√	
Chad Redwing	Academic Senate	√	
Curtis Martin	Academic Senate President	√	
Deborah Laffranchini	Instruction Council		√
Flerida Arias	Dean	√	
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	√	
Laura Yager	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		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

<b>Guests</b>	
None	

**I. CALL TO ORDER**

Brenda Thames called the meeting to order.

## II. ACTION ITEMS

### A. Approval of minutes

Minutes of 9/14 were approved as submitted.

The June 2015 document was a compilation of voting results rather than minutes and was accepted as a record of those results.

## III. INFORMATION & DISCUSSION ITEMS

### A. Consent – YCCD Board Policies

The agenda was revised moving this item from Action Items above to Information & Discussion Items in keeping with the process decided at the 9/14/15 meeting.

The process was further clarified.

- Policy revisions ready for review, are forwarded by Jennifer Hamilton, Policy and Procedures Committee Rep, to the college president.
- Revision lists are forwarded from the president to the College Council along with link to SharePoint site.
- Council members are responsible for sharing proposed revisions with constituents for feedback.
- Revision lists will appear twice on the College Council agenda. Once as notification that the revisions are available for review by constituents and once again to bring feedback to the Council.

### B. Council Evaluation Workgroup

The charge of the workgroup is to develop an evaluation instrument to be used to evaluate all councils of the college. The work is to be completed by January; evaluations will begin in the spring. Interest was expressed in holding an all councils meeting at the end of the spring semester to share outcomes from the year's work, review evaluation results, and set goals for the upcoming year.

Al Alt will schedule a meeting with identified workgroup members. He will confirm with Brian Sanders that he is still interested in participating in light of his new assignment at Columbia College. Amy Bethel and Curtis Martin will contact Brian Sinclair and Michelle Christopherson inviting them to join.

Membership: Al Alt (Chair), Brenda Thames (Admin), Curtis Martin (Fac), Martha Robles (Admin), Brian Sanders (Admin) and two additional faculty.

#### Action Item:

Who: Al Alt

What: Schedule workgroup meeting/Confirm participation from Brian Sanders

#### Action Item:

Who: Curtis Martin/Amy Bethel

What: Contact possible workgroup members

#### Action Item:

Who: College Council

What: Hold All Council meeting in spring

### **C. Engaging All Voices Workgroup**

The charge of the workgroup is to review processes, gaps in processes, and council/committee structures defined in the Engaging All Voices document.

There was discussion and agreement that the work of the Council Evaluation Workgroup should run concurrently with the Engaging All Voices Workgroup. The Council Evaluation Workgroup will inform Engaging All Voices Workgroup. Curtis Martin will be the linkage between the two workgroups ensuring that work is not being duplicated.

Membership: James Todd (Chair), Jennifer Hamilton (Admin), Chad Redwing (Fac), Curtis Martin (Fac), and Tommy Ledesma (Student) will serve. Amy will notify CSEA of the need of a classified representative.

#### **Action Item:**

**Who: James Todd**

**What: Schedule meeting**

#### **Action Item:**

**Who: Amy Bethel**

**What: Notify CSEA of the need of a classified representative**

### **D. Overview of Faculty Hiring Prioritization Process**

Brenda Thames shared that the Instruction Council has made modifications to the Faculty Hiring Prioritization Process and developed a timeline. Deans are receiving retirement notices from faculty through September 30 for replacement positions. Process suggestions were made and will be taken back to Instruction Council for discussion at their 9/29/15 meeting.

It was noted that in order to attract the best candidates, recruitment should begin early. To facilitate early recruitment, if discussions at the district have been completed, the minimum number of growth positions will be announced by the last College Council meeting of the fall semester on 11/23/15.

#### **Action Item:**

**Who: College Council**

**What: Announce number of growth positions for 2016-17 by 11/23/15.**

### **E. FTES Update**

A Section Enrollment Summary Report, dated 9/24/15 was distributed. AI Alt shared that MJC's FTES base target is 14,435 and growth target 15,024. It is currently projected that we fall approximately 800 FTES below our growth target unless steps are taken to increase enrollments. It is fully expected that we will reach the base target. The data on the report was reviewed and there was discussion of what additional data would be useful:

- Aggregate data rather than division data
- Three year trends for all terms
- Spring and summer 2015 numbers as historical data to augment the conversation
- Section Enrollment Summary Report data for DE courses only
- Trend lines in retention

- Information on how closely Columbia College is to meeting their targets in order to plan should a shortfall be projected

**F. Student Success and Equity Update**

It was noted that due to Florida Arias' recent appointment to the position of Dean of Equity and Student Learning, she would no longer serve on College Council in the capacity of Professional Development Coordinating Committee representative. The need for full participation by the Dean of Equity and Student Learning on the College Council was unanimously approved.

Florida Arias gave an update on the status of the completion of the BSI, Student Success, and Equity Reports. She added that Ms. Cherry will attend the 10/19/15 Student Success and Equity Committee meeting.

**Action Item - Motion:**

**Who:** Al Alt moved, Ross McKenzie seconded

**What:** Motion to include Dean of Equity and Student Learning as full voting member of the College Council.

- Unanimous Approval
- Motion Carried

**IV. REPRESENTATIVE REPORTS**

**A. ASMJC**

Positions are being filled and activities planned. Club Rush is going on this week on both campuses.

**B. Instruction Council**

Continued discussion of Faculty Hiring Prioritization Process will occur at tomorrow's meeting.

**C. Student Services Council**

Discussions included multiple measures in assessment. EAP successfully taken at high schools will be considered college ready.

**D. Resource Allocation Council**

Discussions included ILEM/Block Grant. A budget development timeline was drafted.

**E. Facilities Council**

Discussions included campus beautification and benches in Founders. A sample bench is on order. Goals and objectives were set.

**F. Accreditation Council**

The tri-chair model, faculty, staff, and administrator co-chairs, was recommended. Quorum is needed for approval.

**G. CSEA**

A ratification meeting was held on Thursday. Fundraisers are being planned. Tanya Smith thanked everyone for their past support.

**H. CSAC**

No report.

**I. YFA**

YFA membership voted to approve the tentative agreement between YFA and YCCD.

**J. Academic Senate**

The following resolutions are on the upcoming agenda: Adopting Canvas as the LMS, Institutional Research Board, and Early Placement in High School.

**V. ADJOURNMENT**

Brenda Thames adjourned the meeting.

**Next meeting:** October 12, 2015, Library Basement, Room 55, 3 – 5 p.m.

**Future Agenda Items:**

YCCD Board Policies (10/12)

Faculty Hiring – Growth Positions (11/23)