

**Modesto Junior College**  
**College Council Meeting Minutes**  
**October 14, 2013**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction	√	
Vacant	VP College Administrative Services		
Brenda Thames	VP Student Services		√
Bill Anelli	Academic Senate	√	
Flerida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee		√
Francisco Banuelos	Facilities Council		√
Debi Bolter	Accreditation Council/Acting YFA President	√	
Iris Carroll	Distance Ed Committee	√	
Flora Carter	College Committee for Diversity & Community	√	
Paul Cripe	Resource Allocation Council	√	
Vacant	YFA President		
Rosanne Faughn	CSEA President		√
Rhonda Green	LTAC		√
Jennifer Hamilton	Academic Senate President-elect	√	
Cece Hudelson-Putnam	Dean		√
Deborah Laffranchini	Instructional Council		√
Ross McKenzie	YFA Rep	√	
Debbi Partridge	CSEA	√	
Martha Robles	Student Services Council	√	
Tanya Smith	CSAC		√
James Todd	Academic Senate President		√
Andrew Campbell	ASMJC President	√	
Victor Costa	ASMJC	√	
Korey Keith	ASMJC	√	

**GUESTS**

<b>Name</b>	<b>Title</b>
Larry Carrier	Acting VP of College Administrative Services
Michael Smedshammer	Instructional Design Coordinator
Brian Sinclair	Faculty Consultant to the Board

**SUBSTITUTE**

<b>Name</b>	<b>For Member</b>
Lisa Husman	Brenda Thames

## 1. Call to Order and Introductions

Jill Stearns called the meeting to order and introduced Larry Carrier. She explained that Larry is the Interim VP of College Administrative Services and will be working at the college on Mondays and Wednesdays. Members introduced themselves to Larry around the table.

Larry Carrier told members that he worked at MJC 30 years ago as manager of the Business Office for seven years and is pretty familiar with the campus functions. He gave a brief history of his background of working in the community college system, working at the last college for 12.5 years before retiring six years ago. Upon retiring, he had an accounting firm with other people for a few years. He holds CPA and MBA degrees. Larry was born and raised in Modesto.

Jill Stearns explained that Larry is in the midst of doing an assessment of the college's current budget. He is also doing some historical look-back. This process will set the stage for budget development for 2014/15.

Larry Carrier clarified that he is comparing the original budget with payroll and making note of comparison to find out why they differ. He is finding a few differences and attempting to find out the reasons for the differences. In response to questions he said that it is too soon to know why the differences but it could be as simple as a shifting in staff positions. Larry will be at MJC for the remainder of the fall semester.

## 2. Review of Agenda

Jill Stearns reviewed the agenda with members. Due to lack of a quorum, the meeting proceeded with representative reports until a quorum was present.

### REPRESENTATIVE REPORTS

#### Academic Senate

Jennifer Hamilton reported that the Senate met a week ago Thursday and it was a very energetic meeting. Course unit values are the ongoing discussion right now and that is what the Senate spends most of its time on.

#### YFA

Debi Bolter reported that she and Gene Womble (Columbia College) are sharing YFA presidential duties now that Jillian Daly is the Dean of Literature & Language Arts and Library and Learning Resources. Debi added that the contract will be out for ratification.

Debi Bolter and Gene Womble will be attending the California Community College Independents conference.

#### CSAC

Debbi Partridge reported that CSAC is meeting tomorrow with a very full agenda with lots of ideas.

#### CSEA

Debbi Partridge reported that CSEA had its monthly meeting. There was a recommendation of officers for January. Members will be voting on 11 articles for language changes.

## **ASMJC**

Andrew Campbell reported that ASMJC members just got back from the American Student Government Association (ASGA) conference. Andrew said that this is the first time ASMJC has gone to Washington, DC and it is a pretty big deal for them. The students are making a concerted effort to apply what they have learned from this conference. This weekend some members are attending the California Community College Association in Sacramento. Two weeks after that the statewide Student Senate conference will take place and Andrew and Victor Costa will be attending. The next ASMJC meeting will be October 25<sup>th</sup>.

## **Facilities Council**

Francisco Banuelos reported that at the last meeting there were report-out updates from Measure E. There were two main topics, traffic and safety on west campus. The problem is mainly on Blue Gum Avenue and Student Center Drive on the backside by Ag. Vehicles turning onto the drive while others are coming out has caused problems. Tim Nesmith is looking into it with the city and county as the territory is between jurisdictions. The problem on east campus is the fencing on North Drive by the old Science building. A lot of students are walking on the road next to the fencing and not on the sidewalk on the other side. Tim Nesmith will also follow up on this.

Jill Stearns added that at the next meeting, unfunded projects will be on a list. The only real projects are the outdoor education and storage for Ag and everything else on the list has to do with parking lots and those types of items. It is unknown how much money is available until further along, but there needs to be a plan in place that is aggressive. A big part of that will be traffic flow on west campus which is a really big project. This is a challenge to solve and it will impact us on a daily basis. A stop light on west campus will be funded out of the district. In order to do this project, the district will need to purchase 155 square feet of a person's property on the corner for \$620 to provide access for electrical. The landowner was not happy with this price when he discovered that eminent domain is worth a minimum of \$5,000. The city will help us and the property will be deeded to the county after purchase.

## **Resource Allocation Council**

Paul Cripe reported that RAC met on October 4<sup>th</sup> and had a shorter meeting than usual. At the meeting, Lorena Dorn presented excerpts from a slide presentation on the student success initiative. There were ideas on what is involved and how it might change peoples' job descriptions and what people are paid for.

There was an FTES update and members were encouraged to do whatever they can do to help increase FTES. It was noted at the meeting that the \$150,000 that was allocated by RAC made it through College Council.

## **Student Services Council**

Martha Robles reported that the Student Services Council is discussing the Senate hiring prioritization document and the regulations for registration priorities.

Lisa Husman distributed copies of the *draft registration priority proposal* to members. Lisa briefly went over the following six priority levels included in the proposal.

### **Priority Level 1**

- Member or former member of Armed Forces or Military Reserves.
- Foster youth or former foster youth.
- Students certified to participate in Cal Works by the college established deadline.

#### Priority Level 2\*

- Students certified to participate in DSPS by the college established deadline.
- Students certified to participate in EOPS by the college established deadline.

#### Priority Level 3

- Students belonging to groups/programs that otherwise require priority per external mandates and college agreements that have been approved through college administrative processes. The processes would be developed/defined by college student success work groups and then reviewed by College Council.
- Students in final semester. \*\*
- Fully Matriculated New First Time Students who place into English 101 and Math 89 or 90 defined through the college assessment process.
- Athletes and other groups currently receiving priority that do not fall into newly revised categories. (Athletes would be eligible until the established date of Spring 2015 semester.)

#### Priority Level 4

- Eligible students continuing from prior semester and newly matriculated students who do not meet requirements of any of the newly revised groups above based on number of units completed at the college.

#### Priority Level 5

- New to college (not fully matriculated), new transfer, returning and transfer students.
- Advanced Education students (concurrently enrolled in high school).

#### Level 6

- Open Enrollment.

\*Francisco Banuelos noted that Priority Level 2 will be combined with Priority Level 1 as they are legislated.

\*\*Ross McKenzie added that they wanted to make sure that students who are *really* going to finish up in the semester can do so by signing an agreement.

*Note: For registration priorities 1 through 4, the following academic standards apply: Students who are fully matriculated by the college established deadline, and who have no more than 100 degree applicable units, and who are in good status.*

On October 25<sup>th</sup>, the Student Services Council will be voting to approve the draft registration priority proposal. If approved, the proposal will be forwarded to the district and given to the Policies and Procedures Committee.

### **Instructional Council**

Susan Kincade reported that a good deal of the meeting was spent discussing the Senate's hiring priority document. A document is going through the Instructional Council as well.

### **LTAC**

No report.

### **Accreditation Council**

No report.

## Professional Development Council

No report.

### Action Item

### 3. Review of Minutes

Flora Carter moved to approve the minutes of September 23, 2013. Paul Cripe seconded.

The minutes of September 23, 2013 were approved by aye vote.

### Informational Item

### 4. Distance Education Plan

Michael Smedshammer reported that there are three documents being worked on as of last year: Course approval flow chart, course review rubric and Area II: Faculty Support. He distributed copies of the flow chart and faculty support documents.

Michael stated that the Instruction Council has approved a first reading of the three documents. He was pleased that the faculty support piece was able to be done on one page. Section 2.2 reflects a change to the original document which included programs that no longer exist. This section was cleaned up and pre-requisite was added. He brought attention to the added section 2.21 of the Area II: Faculty Support document which addresses recognition and certification of MJC online instructors and MJC master online instructors.

Susan Kincade clarified that the Distance Education Plan can be updated as a draft and distributed to College Council as a second read. She added that just the faculty support page is being updated.

Jill Stearns pointed out that there is another document that goes with the rubric and she would like to receive the whole package. She stated that this would be a consent item on the agenda because the experts have done the work. She reiterated that it would be more valuable to see it as a whole. To complete the packet of information, the course review rubric will be sent electronically to members.

Debi Bolter stated that YFA is negotiating a new article on Distance Education that would impact this and she wants to make sure the document doesn't have contractual issues.

Susan Kincade stated that it is important to acknowledge that College Council has seen the plan and is aware of what is going on. This will give time to work with it and decide in the spring if it worked. Susan stressed that this is a cleanup and removal of defunct programs in the original document, it is not a substantive change.

Jennifer Hamilton will report the minor changes information to the Distance Education Plan to the Senate. It was pointed out that the DE plan was approved last fall by the Senate.

Jill Stearns clarified that the distance education plan will be on the consent agenda at the October 28<sup>th</sup> College Council meeting and the three documents will be sent out electronically to members.

### 5. Hiring Prioritization Document

Jennifer Hamilton reported that the hiring prioritization document passed through the Senate at this point. The Senate is prepared to follow through.

Jill Stearns stated that in light of James Todd who was heavily involved in creating the document being unable to attend today, this item can be moved to the consent agenda as well for October 28<sup>th</sup>.

Jill Stearns explained that fiscal interpretation is different than faculty. The fiscal side doesn't want to know about retirements until the end of the year and faculty wants to know early to be able to plan and move forward.

Jill Stearns stated that if retirements are known early, positions can be announced early with the caveat "contingent on funding" which would allow moving forward with the hiring process. In the event that something happens like the May revise, we have something to fall back on. Early communication of intent to retire would go through the dean. Once the dean receives notice of intent to retire, we can act on it and move forward.

## **6. Accreditation**

Debi Bolter reported that the 2013 MJC Accreditation Follow-Up Report was accepted by the Board of Trustees at its October 9, 2013 meeting. The report has been mailed to the Accrediting Commission for Community and Junior Colleges (ACCJC). The college will have a two member team visit on November 14. The team members are Drs. Glenn Roquemore and J. Laural Jones. Columbia College will have a separate visiting team.

Debi Bolter said in preparation for the visit, there are big black binders of the hard copy of all the evidence. She noted that recommendation 2 has its own binder. Work is continuing on all kinds of items related to accreditation.

Susan Kincade added that the other councils have been instrumental in bringing in our evidence. She acknowledged that Duplicating and Sherri Potts and a lot of others are working on accreditation. A meeting is planned with several people who are going to talk about the team room, making sure we have everything we need for the day. Susan will be sending a communication out about not scheduling meetings on that day. There will be an accreditation meeting on that day the team might want to attend.

Jill Stearns requested that members take a look at their web pages to make sure they are current and complete.

## **7. FTES**

Susan Kincade reported that compared to last year even with addition of 144 sections, we are 44 FTE up. In order for us to come back, online is where things are going. The college is soft in enrollment in PE because of the repeatability ruling and we had to take out 100 sections. The college is 1,000 FTEs down from the target of growth. If the college doesn't grow, we don't get funding. Money is funded two ways from the state, apportionment and COLA depending on how we allocate the money.

Flora Carter added that they are struggling to meet student goals but not getting enough money to do so. The situation just keeps circling.

Susan Kincade gave examples of colleges that cannot grow. She added that now we want to grow in the right direction and bring back things that make sense.

Jill Stearns added that we need to share the message "15 units to finish" with our students. She requested those who have contact with students to give this important message to them. For instance, if each student took one more course, we would meet our goal and would not need any additional resources.

Bill Anelli suggested slogans and posters advertising the 15 units to finish concept.

Jill Stearns added that we also want to encourage students to take summer classes if 12 units is all they can handle in a semester.

Brian Sinclair has observed that a lot of students are aware about the 15 units as it is getting out there.

Jill reported that she is working with Tom Changnon, Modesto Superintendent of Schools and Dr. Joseph Sheley, CSU, Stanislaus President formalizing a pathway for Stanislaus County students from K-12, to MJC, to CSUS.

Susan Kincade informed members that we are moving registration dates to April for fall so MJC is not the last to register students. Year round applications are being explored. Also being explored is an in-reach program where students come and learn from each department and areas and get check boxes filled in so we can say we reached so many students. This would be sort of like a career day. The idea is, they don't know what they don't know. Bringing P.O.S.T. certificates to campus is also being explored.

Florida Arias said in visiting with high school students, they have been very diligent in pushing out deadlines and process so the students get here and not just the first day of class. That way they don't just show up the first day of class and expect to get in.

## **ANNOUNCEMENTS/COMMENTS**

## **FUTURE AGENDA**

1. Distance Education Plan Revisions
2. Faculty Hiring Procedures

## **ADJOURNMENT**