

**Modesto Junior College**  
**College Council Meeting Minutes**  
**April 8, 2013**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction	√	
Michael Guerra	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Flerida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee	√	
Francisco Banuelos	Facilities Council	√	
Debi Bolter	YFA Rep	√	
Iris Carroll	Distance Ed Advisory Committee		√
Flora Carter	College Committee for Diversity & Community	√	
Paul Cripe	Resource Allocation Council	√	
Jillian Daly	YFA President	√	
Rosanne Faughn	CSEA President	√	
Rhonda Green	LTAC	√	
Jennifer Hamilton	Academic Senate President-elect	√	
Cece Hudelson-Putnam	Dean	√	
Deborah Laffranchini	Instructional Council	√	
Eva Mo	Academic Senate	√	
Debbi Partridge	CSEA		√
Martha Robles	Student Services Council	√	
Tanya Smith	CSAC	√	
James Todd	Academic Senate President	√	
Korey Keith	ASMJC	√	
Kevin Sabo	ASMJC President	√	
Mike Sharif	ASMJC	√	

**SUBSTITUTE**

<b>Name</b>	<b>Member Substituting For</b>
Michael Smedshammer	Iris Carroll

**GUESTS**

<b>Name</b>	<b>Title</b>
Rose LaMont	Economics Professor
Brian Sinclair	Computer Graphics Professor

**Business**

**1. Call to Order and Introductions**

Jill Stearns called the meeting to order. Michael Smedshammer was introduced as a substitute for member Iris Carroll.

## **2. Review of Agenda**

Jill Stearns reviewed the agenda with members.

### **Action Items**

## **3. Review of Minutes**

Debi Bolter, Eva Mo, and Rose LaMont had amendments to the minutes.

Jennifer Hamilton moved to approve the minutes with the amendments. Jillian Daly seconded.

The minutes of March 25, 2013 were approved as amended by aye vote.

### **Informational Items**

## **4. Faculty Hiring Prioritization**

Jill Stearns reported that the deans will be present at the Instructional Council tomorrow for the discussion regarding faculty retirement replacement. She informed members that there are already nine faculty retirements including one received on Friday. We are significantly behind in terms of hiring for the fall.

The recommendation was given to the Instructional Council that consideration be given to hire temporary faculty for all nine positions for a one year period. These faculty retirements are coming in very late and there was a notice last Friday of another retirement. Jill added that to be strategic, we will use fall 2013 for a broader process of determining faculty hiring priority.

Jillian Daly pointed out that some of the retirees come from one person programs. She felt that some program viability testing needs to be done and this would be a good opportunity as well as a need to look at these faculty positions.

Jill Stearns stated that the goal is to look at it as instructional, not individual. Recruitment should open up early in Spring 2014. She suggested that a College Council work group be formed to decide what data we should look at. A workgroup will be put together at the April 22<sup>nd</sup> meeting. Jill explained that we are following process that we have in place and at the same time we are having discussion on how we can do this better. This gets to the point of evaluating institutional effectiveness. It is important to be able to document and demonstrate what we have done. The college will be doing program review as we have and it is important to use the outcomes, closing that loop even as we are trying to improve the process.

There was discussion of the possibility of scheduling a summer meeting. Jill Stearns responded that ideally the councils should not meet in the summer. She further explained that summer would be for work groups and gearing up for the mid report. Jill will bring back a couple of dates for the summer at the April 22<sup>nd</sup> meeting. Members felt that Tuesday afternoons would be a good time to meet.

Paul Cripe will bring back information that Planning & Budget did regarding data to the next meeting.

## **5. Administrative Organization Planning**

Jill Stearns informed members that there is a significant gap in the administrative structure. There are important areas in need of leadership including student development and tech services. In the library there is an opportunity with distance ed to make some changes. Three one-year temporary faculty positions have been approved by the chancellor to aid MJC in reading the restoration of 2% in FTEs. Funding for a full time librarian has to be carved out because MJC committed to a full time west

campus subject specific librarian. Jennifer Hamilton explained that it had to do with the librarian to student ratio. Jill Stearns stated that we have to live up to that commitment and reiterated that there will be the 9 positions, plus 3, plus 1 to try to fill for 2013/14.

## **REPRESENTATIVE REPORTS**

### **ASMJC**

Kevin Sabo reported that elections were held last week for next year. The results went out on email to everyone. Andrew Campbell will be president and Korey Keith will be Executive Vice President. Kevin reminded members of the Neil Shuban speaking engagement on campus on April 19<sup>th</sup>. Dragon Naturally Speaking software was purchased so students would have it available was purchased for DSPS to use. Francisco Banuelos explained that this is a compliance issue for DSPS. The software would be expanded to other computer labs.

Cram night will be on west campus April 25<sup>th</sup> from 8 p.m. to midnight. ASMJC will be in partnership with Campus Safety regarding increasing the number and quality of cameras on campus. The student trustee election is ongoing. The students will be talking to the trustees to see how they can get a second student trustee.

### **CSEA**

Rosanne reported that not too much is going on right now. CSEA is getting ready for negotiations and meetings. The River Delta Field Office through CSEA is having a luncheon and Sherri Suarez will be awarded as an Unsung Hero. Some of the CSEA Exec Board members will be attending the luncheon.

### **CSAC**

Tanya Smith reported that invitations are being delivered regarding the Annual Classified Staff Development Day on May 22 featuring motivational speaker Bubba Paris. There will also be workshops offered in the afternoon.

### **YFA**

Jillian Daly reported that nominations open today for some offices. Nominations will close and finish by the end of April. There will be total compensation negotiation in April including some workload items, with health benefits around April 22<sup>nd</sup>. There will be a good window of opportunity for discussion in May. The court date of the appeals takes place on Wednesday and more will be known after that but it might take 3 months. Jillian noted that a lot of former YFA leaders are retiring this year and a large number of YFA members will be attending the retirement dinner. Twenty-four YFA members will make up the YFA tables.

### **Academic Senate**

James Todd reported that Academic Senate talked about hiring prioritization. The chancellor and the Executive Vice Chancellor gave the Senate an overview of the budget. There was not any big new news or surprises from their presentation. The Senate discussed hiring prioritization and trying to figure out a process. The program review map was the last thing the Senate approved. The Senate reaffirmed the resolution that they had regarding the three rified positions. The only position left out was industrial technology; however, the art (new position created for art) and library positions will be coming back. For the short term process, there will be an augmented set of faculty to put through. You would have one representative faculty from every division. There will be a special meeting Thursday to look through and ratify. James is hoping to have something for the college to be fully vetted in for hiring prioritization.

## **LTAC**

Rhonda Green reported that LTAC has been working on the leadership team handbook for two years and it is nearly complete. The Chancellor and Interim Vice Chancellor of Human Resources are looking at the handbook. She hopes that the handbook will be finalized soon. Rhonda explained that LTAC is a group that does not negotiate and therefore, things are done a lot differently. She stated that LTAC has worked with the Chancellor and will work with the President.

## **Instructional Council**

Deborah Laffranchini reported that the Instructional Council had its first reading for Guiding Principles, the Resource Allocation Council's document, with a second reading tomorrow. The council will look at other colleges for best practices and review in enrollment management possibly doing this in March and April so we are not doing it twice. Meetings will be continued to examine the current website with staff and faculty given an opportunity to give input. The council intends to look at its charge to see if it is meeting its charge.

## **Student Services Council**

Martha Robles reported that the council is discussing enrollment priorities and looking at criteria for the local level and criteria process for local regulations. The council is also looking at their charter.

## **Resource Allocation Council**

Paul Cripe reported that the Director of Campus Safety, Becky Crow presented a little more information regarding the parking fee. There was some concern that a fee increase could be a temporary quick fix for a problem that has some depth to it. The suggestion was made to slow down and not rush into something that hasn't been thought through.

Jillian Daly added: YFA is pretty much against a parking fee increase. When you look, almost every district charges nothing for parking. How is it that all these district who are similar, they fund security but not on the backs of faculty and staff? Paul Cripe responded that he thinks that was part of the decision to slow down, and there is definitely a need.

Debi Bolter requested that parking information be forwarded that YFA has not heard before as they will be meeting.

Jill Stearns encouraged groups to have Becky Crow visit them to give information. She added that Becky does a nice job of explaining the information. Paul Cripe stated that they encouraged all constituents to hear a presentation from Becky Crow because it is more than just reading information.

Paul Cripe stated that flowing through the different processes and how money would be allocated was discussed. Program review would go through the different councils. Visual aids will be made so people can understand. The program review cycle will be lengthened and it is expected that things will come up that cannot go through a three year cycle and that is being worked on. RAC did a little work on its guidelines and that will be finished up.

## **Accreditation Council**

Debi Bolter stated that the council evaluated the charge of the council and revised for College Council at the last meeting. The council talked about responses. Susan Kincade added that she shared her recent experience as a visiting team member and discussion followed on what we can do to make our visit successful. A brown bag Q & A event will be held on April 17<sup>th</sup>. The goal is to have something on east and west so people can come and ask accreditation questions. The council talked about doing videos on accreditation to have Institute Day and a promo for it.

Jill Stearns announced that April 22<sup>nd</sup> will be College Council's final meeting of the semester and the first reading of recommendations from the councils to make revisions to *Engaging All Voices*. It will be more of a conversation as we talk about some of the recommendations and document a wrap up. Also on the agenda will be recommendations for the work group on developing a faculty hiring prioritization data set.

### **Facilities Council**

Francisco Banuelos reported that the Facilities Council met on March 18<sup>th</sup>. Discussion and updates from Measure E process were held. There was a good turnout from students who made a presentation on Fireside Lounge and installation of furniture. A work order has been done to install the furniture. The council will meet again next week.

### **ANNOUNCEMENTS/COMMENTS**

Martha Robles reported that an email will go out regarding the student success initiative. Tomorrow the scorecard link will be released. She will send information out via email to everyone when available.

Michael Guerra reported that at the district planning meeting, the recommendation came back that the second paragraph should be eliminated from our mission statement. Jill Stearns added that the directions were to find commonality in the district and MJC mission statement. Michael stated that it was asked to be brought back so we might consider it as well.

### **FUTURE AGENDA**

1. *Engaging All Voices* recommendations from the councils
2. Recommendations for work group on developing faculty hiring prioritization process
3. Data elements Planning & Budget used – Paul Cripe
4. Summer meeting dates

### **ADJOURNMENT**