

**Modesto Junior College**  
**College Council Meeting Minutes**  
**July 9, 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	√	
Bill Anelli	Academic Senate		√
Flerida Arias	Professional Development Coordinating Committee		√
Nancy Backlund	College Technology Committee		√
Francisco Banuelos	Facilities Council	√	
Debi Bolter	YFA Rep		√
Iris Carroll	Distance Ed 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		√
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	√	

**SUBSTITUTE**

<b>Name</b>	<b>Member Substituting for</b>
George Boodrookas	Flerida Arias

**Business**

**1. Call to Order and Introductions**

Jill Stearns called the meeting to order and welcomed the new members and guest to College Council. Everyone introduced themselves around the table.

**2. Review of Agenda**

Jill Stearns reviewed the agenda with members. Jill will send today's handouts electronically to members.

### **3. MJC Position Summary**

Jill Stearns reminded members that there was a request at the last College Council to have a snapshot of positions being hired with particular focus on faculty hiring. She distributed a position summary sheet which identified the position vacated, the position being recruited, and comments on the current status. In response to two faculty positions on hold, Jill replied that the 60/40 split is being reviewed regarding the American Sign Language position and the Coordinator Fire Science position is being proposed to change to a director. James Todd stated that the Senate will be discussing the Fire Science position.

Jill pointed out that six positions that were previously subject to layoff are coming back.

#### **Action Items**

### **4. Review of Minutes**

Debbi Partridge stated that the word “not” should be deleted in Flora Carter’s reference to Debbi being present at the meeting.

The minutes of April 22, 2013 were approved as corrected.

### **5. Update from workgroup developing Faculty Hiring Prioritization Process**

James Todd reported that the group had a good meeting yesterday. Members talked about older Senate documents and agreed on areas that need to be included in faculty hiring. The group is attempting to understand how faculty hiring works inside a division and then what happens after that. How does program review and discussion emerge after that? Different options are being explored. In the Instruction Council, deans were invited as part of the discussion. At the meeting, there was mention of a process where a formula was developed and how people would rank them. The group will be reevaluating the formula at the next meeting. Part of the discussion was where is the Senate and YFA coming in? James added that it seems the union figures out how many (faculty) and the Senate figures out how. A large packet of information will be going out to people.

The group wants to figure out standardized forms that come out from the division to standardize the process when we look at how we hire. James added that it seems that people are comfortable for this to go to the Instruction Council. He said you are hoping that everyone on the council has detailed knowledge of enrollment, program review, and success rates.

The group hopes to have recommendations and a report at the end of July or early August for College Council. One concern was what happens when people retire from a one person program? James said if it is a one person program it does become an academic and professional issue and how do we judge the healthy programs?

### **6. Accreditation**

Susan Kincade reported that she and Debi Bolter are meeting regularly both in person and via email in an attempt to get a draft together. The goal is to have a written report to our Board of Trustees. Susan thinks they will get it done and to our councils to take a look at soon. She added that they continue to ask the right questions and get the words on paper for ACCJC to take a look at.

Susan reported that the college has not had a substantive change in its report for a couple of years. She is providing this information for the commission and documenting everything we have done in the last two years. There were questions about a new degree we put forward and about our distance education. Susan put together a substantive change for distance education.

Jill Stearns informed members that the action on substantive change is probably at the end of the ACCJC report in the two times a year they meet.

## Informational Items

### 7. Assessment Update

James Todd reported that the college is in the process of doing several things. The college has met its goals for assessment in 2012-2013, and he stated that what they are building right now is really good, standardized data. In the information the Outcomes Assessment Workgroup get from faculty concerning SLOs, faculty document conversations they are having with each other. Last spring a pilot session of our PLOs was done in our new 5-year cycle, and those pilots look really good. The new cycle continues in the fall, and the Academic Senate and OAW are working on ways of strengthening our PLO analysis and integrating it with a complementary 5-year Program Review cycle. Curtis Martin, our Academic Senate Program Review Chair, along with James Todd and Susan Kincade, have been regularly meeting this summer to revise program review and strengthen the process.

James stated that the challenge is to figure out how data moves up scale and he thinks a lot of colleges are working on this. He has talked with people at the state Senate about the kind of data being used. He has also talked to people about how curriculum is being used. James felt that right now we have a process that is working real well; we are meeting our goals set last year and meeting our timeline. A draft will be ready the first week of August regarding how well our assessment and program review models merge. What kinds of data to use and what will work well? The hope is to have a model this fall for program review that will work well for everyone. The attempt is to make program review more meaningful at the division level.

Susan Kincade stated we are not starting a new process and suggested taking a look at what we have done and evaluating saying what we can do better. She explained that we track and look at how students are impacted by different service areas. Iris Carroll stated that we need to have a way to be able to communicate through forums or programs how areas contribute.

It is planned that by Institute Day the web will be fully developed and information posted. James added that by reflecting on program review we have discovered more data we would like to use.

### 8. Measure E

Jill Stearns reported that the Science, Math & Engineering folks are adjusting to their new building. In the old Science building, if something didn't work, they knew what to do. Items to be fixed are being identified and it is moving along well. The Career/Transfer Center was scheduled to be complete when school starts and they will relocate the middle of September. The bathroom project in the Student Center has been completed. It is now more accessible and that was the plan.

The Redbud building for the RN program is scheduled to be completed at the start of school. The ribbon cutting will be delayed. Things are moving along for North Hall. Bids are now out and there is some concern because costs are going up.

The Modesto Police Department has requested to use the facility while the campus is closed. This will be most likely a Saturday or Sunday. It will be beneficial for them to be training on our campus so they can be familiar with our buildings if they are called on campus for an incident. The exterior paint is being applied with the North side being done. Jill added that it is turning out really nice with the interior just as nice. It is scheduled for completion in the fall and anticipated to be open in the spring.

There is a growing list of projects that would benefit the college. One example is a storage facility at the Ag pavilion and a lot of similar items have come up. When more is known when current projects are finished, we will look at what money is left. Cece Hudelson-Putnam added that the Forum Building is really in need of new carpet.

## 9. Organization Chart

Jill Stearns distributed a draft MJC organization chart and requested that it be shared with members' constituent groups. She explained that the college has some areas where there are definitely some holes. There is an opportunity related to folks who have left the college, to fill the gaps. The big areas where we really need some help are shown in working titles. The Dean of Instructional Services would have a broad scope: IT and Media Services, professional development, and Health Services. The attempt is to piece together a position with more responsibility.

Susan Kincade informed members that one of the things that have come about is another opportunity when the Fire Science Coordinator retired. She stated that in a meeting someone suggested that this be made from a faculty position to a management position. Susan emailed counties, particularly in California and many of them had this as a management position. This is a partnership with the regional fire science and it cannot happen with someone with a shortened contract. The position needs someone who can come in five days a week, and come in on the weekend. She spoke with the Fire Authority and they said to a person that someone needs to be there five days a week with someone doing administration work. Jill Stearns added that we can let training happen there by the Fire Authority and make money. It would be a win-win for both sides. Susan Kincade added that we could recruit other Fire Authorities to use our facility. This needs to be a 12 month position. Cece Hudelson-Putnam added that when faculty is evaluating faculty as this was, that is a conflict.

There is another director position, title yet to be determined, that would encompass the following areas: Student Access and Student Success.

Jill Stearns requested that when College Council meets in August, she wants to take action on this organization chart and that is why she is asking for feedback from constituent groups. The total hit to the college for the three positions would be \$126,000. Monies will be coming from vacated Title V and Director of Health Services positions so the college will not be taking on the whole cost of the three additional positions. The hope is to get this organization chart on the board agenda for September. The recommendation might be to do an interim for both director positions.

## 10. Budget Update

Michael Guerra reported that the original allocation of \$187,000 is more than the previous allocation but doesn't quite hit our step and column increase of \$203,000. The May revise came and included growth of 1.5%. The current budget is over one million dollars more. A tentative budget was adopted in June and on September 11, the final budget will be approved.

Michael stated that there will be pockets of money coming from the state that will be used in the final budget. There is still a 5.2 million reserve at the district. The college is in a good position right now with building back faculty and structuring in order to implement all instruction and do outreach. Student success and special program funding will be finalized later.

Michael distributed a handout of the 2012-2013 second principal apportionment that was posted as if June 24<sup>th</sup>. Our funding increased by 3.5 million which is .6 million below our target. Michael assured members that we are not leaving any money on the table. Some community colleges are having trouble, even with rolling back. Scott Lay, President & CEO of the Community Colleges League of California is working with CEO executives to work with the Department of Finance to get money that was supposed to come to community colleges. The shortfall is due to revenues the state assumed would be directed to community colleges from the redevelopment agencies (RDA). They will work to get the state to true up community colleges revenues. Until all deferrals are paid down, you won't see funding. Prop 30 will sunset in 2018-19. Michael cautioned that we need to be on a constant stream to build our reserves. Michael anticipates that the budget picture is going to look pretty good the next 3-4 years. He added that there are still some challenges as it is a very cautious market we are in.

## 11. Budget Model

Jill Stearns stated that Sherri Potts beautifully captured what our budget development process is in a graphic design. She distributed the graphic which is in the shape of a dollar sign. Jill reminded members that this is not a new process. The Accreditation for California Community and Junior Colleges (ACCJC) wants to see the college codify this process.

The process is already approved and Jill is looking for the best visual we can have to represent the process. The deans and the Resource Allocation Council (RAC) have looked at the graphic and their input has been included in this updated version.

The dollar sign graphic illustrates: After the resource allocation requests are ranked by priority for funding by the appropriate council (Instructional, Student Services, or Facilities), they are forwarded to the Resource Allocation Council. The Resource Allocation Council forwards a recommendation to College Council. College Council would then forward their recommendation to the President's Exec Cabinet and flow to Chancellor's Exec Cabinet and then Board of Trustees. The final outcome would end with a budget.

The gray boxes on the graphic document show some of the ideas that influence thinking, both internal and external (i.e., Learning Outcomes, Accreditation, Institutional Effectiveness, Partnerships Community Trends and Forecasts).

Jill requested input on the list and title of items in the gray boxes. A narrative will be completed as well. This will fit alongside the program review process and fit with how the college moves forward. Unless there is something really egregious that comes forward, Jill is hoping College Council would trust and rely on the expertise of the other councils, but just not rubber stamp everything.

Jill reminded members that the big picture of the college should be considered at every level.

## 12. Mission Statement Revision

Jill Stearns referred to the strategic planning session at the district to consider the college's mission fit with the district's. Michael Guerra said that at the event that day we were to look at the district, Columbia and MJC's mission statement to see what the alignments were. One of the things that came out was the second paragraph in our mission statement that it is really more of a value statement. The recommendation was that the second paragraph be eliminated and that we use the first paragraph as a mission statement. The second paragraph could be brought back when a value statement is being considered. Those present at the meeting reviewed the district and college statement and reviewed the proposed change that follows below.

### **MJC Mission Statement**

#### Proposed Change 2013

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.

~~Education is the reason our institution exists. To this end, we value innovation, professionalism, integrity, and responsible stewardship. We foster respect for and interest in the diverse individuals and histories of our community. These values are foundational to the way we shape our programs and services, make and communicate decisions, reinforce collaborative relationships within our community, and promote civic engagement.~~

### **13. Institutional Learning Outcomes**

James Todd distributed a document detailing the proposed Institutional Learning Outcomes and requested input from now and July 23<sup>rd</sup>. The Senate will be voting on the document. James explained that the workgroup started to organically grow these and then compared them to other institutions. He estimated that probably two ILOs could be done every semester.

The following are the categories of the proposed Institutional Learning Outcomes (ILOs):

- 1) Communication
- 2) Information and Technology Literacy
- 3) Personal and Professional Development
- 4) Creative, Critical and Analytical Thinking
- 5) Cultural Literacy and Social Responsibility

### **REPRESENTATIVE REPORTS**

#### **Student Services Council**

Brenda Thames reported that Martha Robles is sending out a request for participants to join and help with the implementation of the Student Success Committee.

#### **CSEA**

Rosanne Faughn reported that CSEA will hold its annual picnic Friday in Riverbank at the Jacob Meyers Park. The CSEA annual conference will be held at the end of the month. Rosanne and two new delegates, Tanya Smith and Julie Hughes will be going this year.

#### **CSAC**

Tanya Smith reported that the CSAC staff development day went off very well. She expressed thanks for everyone who attended. Tanya said that there was a lot of collaboration and she got to see some people she had never met before. She reported that it has been crazy in Admission & Records with summer, fall, and degrees.

#### **Facilities Council**

Francisco Banuelos reported that Measure E projects were discussed at the meeting. December 2015 is the last date to have everything done with Measure E. Campus Safety received a grant for electrical vehicles. Action was taken on benches outside auditorium. There was a recommendation on Fireside Lounge for not bolting furniture but putting furniture in place for a year and placing signs that moving furniture is not allowed. The item (bolting of furniture) will be brought back for review. Recommendation for Engaging All Voices document: They would like to add Campus Safety to the Facilities Council.

#### **Academic Senate**

James Todd reported that the Senate met and cleared up a lot of hiring committee ideas. ILOs were discussed and the Senate wants to talk about the Fire Science position.

#### **ASMJC**

Andrew Campbell reported that the first council meeting will be Thursday from 1:30 to 3:30. He added that everyone is making the transition to new leadership. The entire construction project has been

completed in the Fireside Lounge. He would like to meet with President Stearns regarding the Fireside Lounge.

### **Professional Development Council**

George Boodrookas reported that some good work has been done on the website. Peggy Kroll is working on Institute Day.

George is looking for volunteers for the Summer Sonata on July 18<sup>th</sup>.

### **ANNOUNCEMENTS/COMMENTS**

It was decided to cancel the July 30<sup>th</sup> meeting due to CSEA members attending the state conference. The next meeting will be August 6<sup>th</sup> at 2:00 p.m.

### **FUTURE AGENDA**

### **ADJOURNMENT**