

Modesto Junior College
College Council Meeting Minutes
August 13, 2013

MEMBERS

Council Member	Representing	Present	Absent
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	√	

GUESTS

Name	Title
Heather Townsend	Accreditation/Assessment Process Specialist

SUBSTITUTE

Name	Member Substituting for
Mike Smedshammer	Iris Carroll

Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order and welcomed members.

2. Review of Agenda

Jill Stearns reviewed the agenda with members.

Action Items

3. Review of Minutes

Michael Guerra moved to approve the minutes of July 9, 2013. Cece Hudelson-Putnam seconded.

The minutes of July 9, 2013 were approved by aye vote.

4. MJC Organizational Change Proposal

James Todd reported that the Senate had questions on funding and how we get the funding. Jill Stearns responded that funding is partially through the Title V professional development grant. The Title V position has not been replaced and that position's funding will go toward salary. Restructuring Health Services was looked at and the Dean of Instructional Services would be where the administrative side of Health Services lives. Nothing bridged between practitioner nurse and administrator; the Director of Health Services position requires significant budget expertise. Having a mid-person for the day-to-day duties and someone to do the administrative side is being explored. Jill added that there are mixed reviews on how to interpret Title V.

Rosanne Faughn asked if this fell under Instruction. Jill Stearns responded that Student Services and Instruction no longer are totally separate, and therefore, the dotted line on the chart links the two areas and we need to look holistically at how we are serving our students. The bigger piece is even if we approve at the college level, there is no guarantee we will be able to go forward with it. There has been recognition at the chancellor cabinet level that we do need this administration position. Jill cautioned that we may be a year out before we can affect anything.

Debbi Partridge reported that a big concern is how do you take health from Student Services and merge the two together? Rosanne Faughn pointed out that there are guidelines on how the health fee can be spent. Jill Stearns responded that she has reviewed the guidelines and is concerned about establishing a division much smaller than the others.

Susan Kincade explained that having Health Services in this area is the practice at some colleges to blend the two together in a position.

Debbi Partridge stressed that a lot of similar responses were received and classified were very passionate about this.

Jill Stearns said that at other institutions, this is done many ways. When she looked at it, she thought these areas are focused on supporting the success of our students. Jill concluded by noting that the positions on the organization change have a negative impact on our 50% balance.

Action

James Todd moved to accept the 2013-2014 MJC proposed organization chart, but not move forward. Paul Cripe seconded.

Motion passed by aye vote.

5. MJC Mission Statement Revision

MJC's mission statement has been previously discussed and vetted by constituent groups and the district. In the meeting with the district, striking of the second paragraph was recommended in order to align MJC's mission statement with the district mission statement.

Cece Hudelson-Putnam moved to accept the proposal to strike the second paragraph of the mission statement. Florida Arias seconded.

Motion passed by aye vote.

6. Reemployment

Jill Stearns informed members that the Board is taking action tomorrow to bring back the previously laid off marketing and public relations officer. It is anticipated that Linda Hoile will rejoin MJC on August 15, 2013.

7. Institutional Learning Outcomes

James Todd reported that there were some changes and the Senate was fine with everything and the ILOs passed. The changes were under the heading Creative, Critical and Analytical Thinking. The additions are highlighted as follows:

- Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, **engaging in theoretical inquiry, and utilizing methods of rational inference.**
- **Demonstrate the ability to make well-considered aesthetic judgments.**

Action

James Todd moved to accept the Institutional Learning Outcomes with the above additions. Corey Keith seconded.

Motion passed by aye vote.

Jill Stearns clarified that those two items will be included in our report to the commission. Jill will provide more clarification on the organizational change proposal before any changes are enacted.

Informational Items

8. Update from Work Group developing Faculty Hiring Prioritization Process

James Todd reported that the group met four times and he is fairly comfortable with the process and the language they came up with. He is hoping to be able to do a little bit of clean up that there is to do. The hope is to be able to send out a document next week. The goal of the work group is to have a document that works well with current shared governance structure. There is a need to address faculty positions when retirement happens. The attempt is to try and get faculty to announce retirement early. James is trying to get together with the chancellor regarding a monetary incentive for faculty who announce early on. He pointed out that when a faculty member announces early, it enables better planning to take place.

Jill added that she has seen incentives for other than faculty where it gives everyone a heads up and she fully supports an incentive. Program development will continue to be worked on with the process in place.

James Todd stated that if people announce intent to retire by September 30, you could mark replacement. That application goes forward in a process ending up with the Instruction Council. The block of replacements would be considered first, but not ranked. The rest of the process is similar to what is in place, i.e., shared governance flowing to the Instructional Council deans. By the end of December positions would be approved and an announcement would come out in January.

James would like the Instructional Council in August to provide an instructional outlook, to give us a lay of the land. Jennifer Hamilton stated that this reporting would become a history of the trend of hiring.

James will send out the application and flow. He stressed that they want to make a distinction between replacement and growth. If there is a late retirement, there would be an emergency application and it would have to be a one year hire and would have to be really important for this one year hire. The workgroup would like the application to be for instruction and non-instruction. It is about using program review and standardized data. Every faculty hire would have to go through the same process following the formula.

Jill Stearns stated that we could be creative on how we do incentives and it would not necessarily have to be a monetary incentive.

9. Accreditation

Debi Bolter reported that things are going really well and a lot of progress has been made on the Follow Up Report. There are new councils, a lot of things are going on and a lot of movement. A draft of the report will be out next Monday. A brown bag lunch is scheduled so everyone can read the responses. She is hoping to have an additional one the following week on August 27th.

Susan Kincade added that part of the strategy is to keep responses brief, but the edits document will be there to show what we are doing. The documents are agendas, minutes, and anything that can point to what we are doing.

Debi Bolter clarified that the response is finite to things recommended, not to the standards so that makes it more succinct.

10. Institute Day

James Todd reported that Tuesday of Institute week will be Assessment Day for the college. They will be talking about program learning and the Institutional Learning Outcomes pilot we are going to have. James commented that they completed the task to do the pilot and it was an extraordinary amount of work and they did amazing work. This session will be a conversation on how that process went. The attempt is to make program review an assessment piece. The brown bag meeting is from noon to 1:00 and James added that he would love to talk about what they are doing with the college at a drop-in workshop held for everyone. He predicted that they will get a lot done that day.

On Thursday of Institute Day week, a unit value discussion will be held. Folks from different areas are being invited just to have a conversation because there are some issues. Some students are ending up with a lot of units before they move on. The attempt is to do something locally regarding high unit value courses to benefit students.

REPRESENTATIVE REPORTS

Instructional Council

No report.

Student Services Council

No report.

Resource Allocation Council

Paul Cripe reported that RAC were able to allot \$150,000 to priorities established through the program review process. There were a tremendous amount of requests and the council went through and looked for divisions that did not have other sources of money and tried to find things that could be afforded and had high priority. Some of those items were funded and RAC went through again with the extra money. The council has made recommendation that addresses classroom technology as a priority.

Paul added that the process was fun and the first time that it was truly kind of fun.

Jill Stearns commented that they got through in only an hour with that large group. There were specific program review needs and when the group convened, they decided to fund towards classroom technology and we are going to be able to address. Jeff Swank will bring a list to the deans to compare where problems are. Technology will be installed in some arts and math rooms. A list will be sent to everyone to share and at the next meeting, it will be a consent item. The intent is to let RAC have the opportunity to determine where money will go. The group is working from program review 2011 because that was the most recent and the most vetted program review. Knowing that it was old, the deans are being asked to look at the program review again to update on what has been funded or needed.

Jill Stearns reiterated that she was really, really pleased with the outcome of this meeting.

Facilities Council

No report.

Accreditation Council

No report.

ASMJC

Korey Keith informed members that the Student Senate has been meeting during the summer. ASMJC is discussing handing out non-perishable foods to students once a month. She expressed thanks to administrators who took time this summer to meet with ASMJC students.

CSEA

Rosanne Faughn reported that some CSEA members attended the state conference. In particular, a community college symposium was held at the conference where issues were addressed that were similar at other colleges. She added that the symposium for the community colleges was very good because most information is regarding K-12 at the conference. She will be meeting with HR and the president to get a handle on some items.

CSAC

No report.

YFA

Debi Bolter reported that faculty ratified the contract. Faculty were also encouraged to attend the benefits open enrollment next week. There will be mandatory sexual harassment training on September 20. YFA has a new executive assistant, Kathleen Guion and that will be a great help.

Academic Senate

James Todd reported that the Senate ratified and approved new board language policies and is sending to committee. More Title V language is included. That is what was asked by the district and it came from Dr. Retterer initially. He feels it will help in other areas. The Senate is also working on the governance document. He felt the last Senate meeting was very productive where some suggestions and minor modifications were discussed. He has not discussed this item with the whole Senate yet. This included some representation of some of the councils for some additional faculty. Having YFA representation on Student Services Council needs to be discussed with the YFA president. There is a Senate meeting scheduled this week. His focus at the beginning of the year is to bring forth more proposals for the Senate. Hiring priority is very positive. Outcomes Assessment group has met twice and will meet again next week. Meeting times will be changed to Friday to help some faculty. An outcomes assessment handbook is being worked on. Curriculum, program review and assessment will now be on a five year cycle.

Professional Development Council

No report.

President's Update

Jill Stearns reported having regular meetings with James Todd and Jennifer Hamilton attempting to work through some of the known areas in the *Engaging All Voices* document that were problematic. She is feeling good about what is happening on campus. She stated that James Todd did a good job of defining collegial consultation. She has done a draft text for the dollar sign graphic. Including this narrative will start to fill in some of the gaps. The goal is by the end of next week to have an updated version of *Engaging All Voices* on the web. She will send an email out explaining where the changes are. This will be a more complete version of the document and hopefully, the college will be able to move forward. Jill expressed appreciation for everyone's efforts in enabling the college to move forward.

ANNOUNCEMENTS/COMMENTS

Jill Stearns informed members that on Monday, Michael Guerra will be joining Central Services as VP, Support Services reporting to the Chancellor and Vice Chancellor.

Jill commented that she has been waiting all summer for things to slow down to get some items completed. The big item was the narrative for the budget process. She stated that she appreciates everything the council members do. The pace has not slowed down as in other institutions where she has been. She is really pleased with how everyone has been working so hard. She feels that we really have come a long, long way and she appreciates everyone's time and energy.

Jill informed members of the Foundation's major campaign, My MJC Story. The Foundation went to an existing list of donors and alumni asking for their story and there are currently 42 MJC stories. Jeremy Renner has agreed to be the face of our MJC story. Jill met with the Foundation board this morning and explained that they are really doing a tremendous job. They are so excited to know about the impact your job has been. They have read the stories.

The Foundation will celebrate Petey the Pirate's birthday on September 19th. He will be 92. Jill encouraged members to share a story if you have one or know of someone who has a story to share. The Foundation is going to use a variety of stories in a variety of ways.

FUTURE AGENDA

ADJOURNMENT