

Modesto Junior College
College Council Meeting Minutes
September 23, 2013

MEMBERS

Council Member	Representing	Present	Absent
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	√	
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		√
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

Name	Title
Brian Sinclair	Faculty Consultant to the Board

SUBSTITUTE

Name	Title
Taeilorae Levell	Victor Costa

Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order, explaining that a number of members are attending the student success conference in Sacramento today and are unable to be at College Council. She welcomed new YFA rep, Ross McKenzie and Taeilorae Levell who is sitting in for ASMJC rep, Victor Costa.

2. Review of Agenda

Jill Stearns reviewed the agenda with members.

3. Review of Minutes

Jillian Daly moved to approve the minutes of September 9, 2013. Paul Cripe seconded.

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

4. YCCD Board Policy – 2nd Reading

Policies being reviewed:

- 2345 Public Participation at Board Meetings
- 2350 Speakers
- 5055 Registration Priorities
- 6530 Authorization to Drive District Vehicles

The above proposed YCCD Board policy draft revisions were presented at the September 9, 2013 College Council meeting and subsequently vetted with members' respective constituent group. No feedback has been provided from constituent groups regarding the revisions.

Action

Debi Bolter moved to approve the proposed YCCD Board Policy 2345 revisions. Jillian Daly seconded.

Motion passed by aye vote.

Jillian Daly moved to accept the proposed YCCD Board Policy 2350, 5055, and 6530 revisions. Susan Kincade seconded.

Motion passed by aye vote.

5. ACCJC Follow-up Report

Members were provided a draft copy of the 2013 Accreditation Follow-up Report. Debi Bolter pointed out that the document is prefaced with the Statement on Report Preparation authored by President Stearns. The report speaks to the five "college" recommendations and two "district" recommendations with available links.

The report has been vetted through the Accreditation Council and open meetings. At the meetings each recommendation was brought up for those attending to be able to provide input. The report will be in a nice format, going into design late tomorrow and provided to the Board for review at the next Board meeting. ACCJC will meet in January.

Jill Stearns thanked everyone for their fine input. She explained the draft watermark is on the document because it needs some fine tuning.

Action

Debi Bolter moved to accept the 2013 Accreditation Follow-up Report affirming draft as presented. Andrew Campbell seconded.

Motion passed by aye vote.

Jill added that there will be a photo on the front cover of the report and the final document will be on the college web site. Susan Kincade will send out a district-wide announcement regarding the report.

Informational Items

6. Update from Work Group developing faculty hiring prioritization process

James Todd reported that the Senate passed the hiring prioritization document and it was forwarded to the Instruction Council. He added that a couple of items were changed that were just amendments regarding if a faculty member passes away. A clause also needs to be included regarding workforce. Jill Stearns said that it is nice to have a plan in place if someone passes away.

7. Accreditation Update

Debi Bolter, Faculty Accreditation Chair reported that the Accreditation Council is moving to the next project which is the Mid-Term Report for October 2014. She added that the Council will be very focused on this report.

Jill Stearns explained that we have to give an update on where we are with our plans. The mid-term report is a requirement for everyone. Susan Kincade clarified that the Mid-Term Report will address the college's self-identified Summary of Planning Agenda from the 2011 Accreditation Self Study. These are on the accreditation document on full evaluation on the web site.

8. FTES

Susan Kincade reported working with the deans going line by line to determine what we hope to offer and what FTES are expected. This is adjusted each semester. The college was asked to do a 3% growth and given the funds to accomplish. Susan added that it is hard to do and get in and make it work. The college was able to grow 2% over the summer. The 2% growth put us in the hole for 2013-14. Then enrollment stopped because of the economy getting better and people getting a few more jobs and not attending college. The college is currently looking at 93% fill rate instead of 110% fill rate last fall.

Part of the problem is the *one and done* limit imposed for PE classes with the exception of collegiate sports. The majority of PE courses cannot be repeated and it has resulted in the college being down about 1,000 FTES due to that limit. Music is only repeatable if you are a music major and you repeat them in families; Oboe 1, 2, 3, 4 for instance.

Susan Kincade stated that each dean has some different plan for adding sections. Ninety percent of our students are in our area and about 80% are taking classes on campus. She explained that the average online student is a single mother. Susan added that she will feel more optimistic once we get our schedule in place.

Jillian Daly asked if we need to do a better job getting the word out to our faculty. Jill Stearns responded that if we could have our existing students take just one more class, it would not disrupt our existing services.

Cece Hudelson-Putnam suggested encouraging faculty to take five more students in each of their classes and allow students to add classes for a longer period of time.

Jill Stearns informed members that 977 sections had wait lists on the first day of class. Susan Kincade expressed appreciation that we have been given money from the start and that helps us. She added that currently, day and time of the week and courses are being analyzed. The plan is to start registration around the first week in April for summer and fall classes. Susan felt that students should be able to move around freely and drop/add classes. The second week of class, permission to add should be from the instructor. The third week of class, the faculty member and dean need to approve

adding classes. Susan stated that some good changes are being made in Student Services and ideas explored for what we want to do to improve. Jill Stearns added that there has been great focus by Susan Kincade and Brenda Thames on what to do to make students more successful.

Susan Kincade stated that Community Ed is an option for people for the PE courses that people want to take over and over for exercise.

9. Resource Allocation Proposal – Detail

Jill Stearns reminded members that the allocation of \$150,000 from items identified in Program Review was approved at the last meeting. The document distributed is the actual justification pulled out of Program Review and gives the detail of each allocation.

10. Update from Work group developing faculty hiring prioritization process

James Todd reported that September 30th in a normal year for faculty to give notification of intent to retire was accepted by the Senate and Instruction Council. The recommendation is to move the date for this year only to the nearest date after College Council meets. Instead of a September 30th retirement announcement, it is recommended that the date would be by October 25th for this year only. This would be a *soft* announcement to the dean for planning purposes.

There was no objection to move the early retirement announcement date to be received by October 25th for this year only.

REPRESENTATIVE REPORTS

ASMJC

Korey Keith expressed thanks to everyone who attended or volunteered at Petey Pirate's birthday celebration on September 19th. She thanked Jill Stearns for speaking at the event that was very successful and fun. There will be a Student Senate meeting this Friday from 1-3 p.m. Last Friday ASMJC reps attended a Region V meeting. A trip to Washington, D. C. is coming up for the American Student Government Association (ASGA) which she is very excited about.

LTAC

Cece Hudelson-Putnam reported that LTAC is working on the evaluation process and doing a survey of members.

Accreditation Council

No report.

Academic Senate

James Todd stated that a great cake was provided for the meeting by the president and appreciated by all. The Senate continued discussion on the hiring prioritization process. Program Review and high unit course value was discussed. A message will go out for people who want to participate in the high unit course value discussion.

Curtis Martin brought a process paper to adopt for Program Review. At the next meeting there will be a template for Program Review Net. James said that there are some changes but not a lot. He added that someone also applied for the Outcomes Assessment Group chaired by Eileen Kerr.

Facilities Council

Brian Sinclair reported that it was just an informational meeting. Jill Stearns reported that the council is going to start review of a list of unfunded projects. She added that there are lots and lots of unglamorous items that are in need of funding. The council will make a recommendation of prioritization of those items to come to College Council. We will continue to fund down until we run out of dollars.

Jillian Daly asked what the timeline is for North Hall. Jill Stearns responded that operationalizing will begin in the next few days. In the year 2015, everything in Measure E funding will be done.

Bill Anelli requested a facility where a coffee house or café could be for faculty. Jill Stearns responded that there will be a shift in usage of buildings when the library is finished. There are no plans right now for a café.

YFA

Jillian Daly reported that YFA will begin negotiations again and hopefully finish up on workload and online education. She is going to Southern California to Santa Monica next Friday for a FACCC Board meeting. The Academic Senate president will join at the Bay Area Faculty Association meeting which should be good.

Resource Allocation Council

RAC did not meet because of management and faculty training sessions. Jill Stearns informed members that the board will be approving bringing on an interim VP of College Administrative Services, Larry Carrier. He lives in Groveland and will work Mondays and Wednesdays. Larry will be asked to help with the budget development process.

CSAC

Debbi Partridge reported that new staff orientation was held and 15 people attended. Good feedback was received from the participants.

Student Services Council

No report.

CSEA

Debbi Partridge thanked President Stearns for sending out an email to help get vacant positions filled for CSEA.

Instructional Council

Susan Kincade reported that Michael Smedshammer did a great presentation on distance ed. The Distance Ed course review flow chart and online course design rubric passed. The Program Review Reading Party will be September 27 from 8-1 and people will be there to help. An email will be sent out announcing.

President

Jill Stearns reported that this summer she spent a lot of time reading faculty evaluations and wanted to say how good the faculty evaluations and peer evaluations were. They were very well done and she

appreciates the attention and time put into them. She added that it is really important and it is the only place where we watch what happens in our classrooms. Jillian Daly asked to have this noted in *Reflections*.

Jill Stearns stated that it is really unfortunate how MJC was portrayed in the media recently regarding the U. S. Constitution not being allowed to be distributed on campus. She added that it has been very ugly and personal and inappropriate to be directed at our staff. She requested that members give our Campus Safety officer support.

Professional Development Council

No report.

ANNOUNCEMENTS/COMMENTS

FUTURE AGENDA

ADJOURNMENT