

Modesto Junior College
College Council Meeting Minutes
September 9, 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 | 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 |
|----------------|---------------------------------|
| Brian Sinclair | Faculty Consultant to the Board |

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, adding her update of the VP of College Administrative Services.

3. VP of College Administrative Services – Update

Jill Stearns reported that there were no candidates for the internal search for the Interim VP of College Administrative Services position. Jill met with Executive Vice Chancellor, Teresa Scott who is connected with the Business Officers Association to identify a recent retiree for a few days a week to focus on the budget side of MJC operations. The permanent position has gone out as an early alert. The hope is to have a permanent person in place in the spring.

Action Items

4. Review of Minutes

Debi Bolter, James Todd & Susan Kincade had amendments to the minutes.

Flora Carter moved to approve the minutes of August 13, 2013 with amendments. Cece Hudelson-Putnam seconded.

The minutes of August 13, 2013 were approved as amended by aye vote.

5. YCCD Board Policy – 1st Reading

Jill Stearns requested that members share the following proposed Board Policy draft revisions with their constituent group to get feedback for an action item at the next College Council meeting.

Policies being reviewed:

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

Members did not have any questions regarding the draft revisions.

6. Engaging All Voices - Revised

James Todd was very happy to report that the Senate had no changes in terms of the actual document and the Senate did accept the document, *Engaging All Voices* at the last Senate meeting.

Action

James Todd moved that College Council ratify with modification, the entire revised *Engaging All Voices* document. Jennifer Hamilton seconded.

Motion passed by aye vote.

Jill Stearns added that the Board is excited and impressed by the document. The document is in the process of being formatted.

7. Resource Allocation Proposal

A chart listing the division and amount of recommended allocation was provided to members as an attachment to the agenda. Of the \$150,000 one-time funds, \$98,800 will be disbursed to various divisions as noted in the chart. The remaining \$51,200 will be used for classroom technology upgrades and equipment, college wide.

Paul Cripe commented that he thought there might be more details in terms of making their theme smart rooms, as they were going to find out the exact rooms. Jill Stearns stated that some room numbers were noted in the program review. She added that Jeff Swank, Interim Director of IT & Media Services will work with the deans to determine which rooms still need to be updated. Jill will ask for a listing of these rooms.

Paul Cripe stated that RAC has not met since the last College Council meeting.

Jill Stearns informed members that the Resource Allocation proposal will be a consent item for College Council.

In reference to the chart, Jillian Daly requested a sentence or two description of what has been approved which is not indicated on the chart. Jill Stearns will get that information posted.

James Todd suggested that it would be nice to know what the Resource Allocation Council's (RAC) calendar looks like so divisions could be prepared. Jill Stearns responded that it is dependent upon when the funding becomes available. The money available would be at a time when the budget is not being developed. Jill reiterated that she will provide more information on the allocation, revising the chart and get it posted.

Jill Stearns noted that the largest portion of the allocation is going toward instructional technology. There were classrooms identified that need equipment upgrades. She added some monies were allocated toward instructional video sources.

Jill informed members that Program Review will also come under consent agenda.

Action

James Todd moved to accept the Resource Allocation Council's proposal with a request for a revised allocation proposal that includes greater detail. Rosanne Faughn seconded.

Motion passed by aye vote.

Jillian Daly asked where the \$150,000 came from. Jill Stearns responded that the funding came from the general fund money that was unspent dollars from 2012-2013 savings.

Informational Items

8. Update from Workgroup developing Faculty Hiring Prioritization Process

James Todd reported that a model for hiring priorities was circulated and the group had discussion on one that was brought forward a week and a half ago. The idea is a process where faculty and administrators are engaged. A lot of positive comments were made in the discussion. Where faculty had issues were the smaller programs. The stories are from every division and the Senate had some ideas about direction. James met with Susan sharing a document that will still go to the Instruction Council. The document was accepted by the Senate with only two nay votes. James feels that everyone is comfortable with the hiring prioritization process document, but anxious regarding how it is going to play out. A feedback report will be provided at the end of the year. James feels that this year will be tricky and they will be cautious. He thinks once we have gone through a cycle, we will be more firm on how it will turn out. There were a lot of faculty voices shaping the process. This will go to the Instruction Council first and then to College Council. There will be a very big meeting for everyone to start grappling with the document. There is a person from every division on the Instruction Council.

James added that it would be nice if there was a guide so everyone could understand how the data comes about.

Jill Stearns expressed appreciation for the effort and sensitivity brought to the process. Jennifer Hamilton pointed out that the framework is there but there are details that need to be forced out and it was not exhaustive for every little detail.

Jillian Daly said she is feeling good that we have a new process.

9. Accreditation Update

Debi Bolter reported that two campus wide meetings were held to talk about the accreditation report for the district and college accreditation. Work is being done on finalizing the report and the responses are responding very specifically to our last February letter on just the little things we need to meet regarding the standards a year and a half ago. The draft is being finalized for review, then forwarding to the Board for their review before it is sent out to ACCJC in four weeks. September 18th is the internal deadline. President Stearns will be reviewing the report before there is a final product for the Board of Trustees' October 9th meeting.

10. FTES Update

Susan Kincade reported that the attempt is to obtain 3% growth and she thinks we are doing a good job at it. Students are deciding where they want to take classes. There is the usual bottleneck with classes like math. She would like to go ahead and bring in as many students as possible so we are able to offer classes. Duplicated headcount is 51,000 and unduplicated is 18,000. FTES is over 6,200 and is flexing quite a bit now. The college is up about 140 sections from last fall but FTE is not up to what we would expect.

Bill Anelli requested the percentage increase in online. Susan Kincade will find out that information.

REPRESENTATIVE REPORTS

Instructional Council

Susan Kincade announced that the first meeting will be on the 17th.

Student Services Council

No report.

Resource Allocation Council

No report.

Facilities Council

No report.

Accreditation Council

Susan Kincade announced there will be a meeting on Thursday.

ASMJC

Andrew Campbell reported that ASMJC has been meeting quite a bit and the next meeting is this Friday. Andrew said he is very excited about *Engaging All Voices* being approved. ASMJC is celebrating a new partnership with the MJC Foundation. He is hoping that the partnership events, Homecoming and Petey Pirate's birthday will be big events with community wide celebration. The fall semester started well for ASMJC and they are close to having all of their positions filled.

CSEA

Rosanne Faughn reported that she is also happy about Engaging All Voices being approved. CSEA is finished with negotiations and a document is ready for the October board meeting. Some classified members have stepped down and some are not available to attend meetings. Rosanne added that it is difficult to get people involved.

CSAC

Debbi Partridge reported that this Friday there will be a new staff orientation which has not been done since 2009. She is really excited to have it come back. Some people who have been here a while are attending. There will be a breakfast, information on the structure of YCCD and CSEA and a complete tour of east campus in the morning. The group will travel to west campus for lunch for a presentation by Central Services. Debbi expressed appreciation of the chancellor and president in supporting this all-day event.

YFA

Jillian Daly reported looking for a College Council rep, and having a very nice conversation with Nancy Backland about becoming the budget analyst. YFA had a lot of workshops and a luncheon on Friday. The first rep council meeting will take place this week. YFA is back in negotiations for articles most of last year was spent working on. She felt negotiations was a positive experience. Most everyone she has asked in their co-hort is getting COLA like we did.

Academic Senate

James Todd reported that in the last couple weeks the Senate passed the Engaging all Voices and Hiring Prioritization Process documents. Assessment Day was held and was very well attended and an extraordinary amount of work was done. During the afternoon, workshops were held for people who wanted to change their information.

The course unit value discussion was more about the varieties of pressures at the college. How unit values are affecting students and financial aid. He thought the conversation was really productive and there were heartfelt conversations. Many colleges are struggling with this as well as MJC. He had another conversation in Curriculum Committee on Friday. He thinks it is important to hear the teachers who teach the classes and listen to their concerns. He doesn't feel it will be an easy area to talk about. James signed an MOU with the president to establish program viability for an ongoing procedure and he thinks that will take some time.

James told the board at the last meeting that he has felt the best he has since last year. He really feels that things are going well, coming together and having good conversations.

Professional Development Council

No report.

ANNOUNCEMENTS/COMMENTS

Flora Carter announced that the MJC College Committee for Diversity and Community is sponsoring the musical theatre group, Los Valientes. The performance will be October 21 at 7 p.m. in Music 108. Free tickets will be offered at the PAC box office in advance, due to limited seating capacity. The music theatre will be exploring the artistic and political passions of Mexican painter Diego Rivera, the commitment to human rights of Salvadoran Archbishop Oscar Romero, and the pursuit of social justice by Mexican American Joaquin Murrieta. A workshop is also being planned.

Jill Stearns informed members: Teresa Scott will be sharing at the Board meeting on Wednesday a snapshot of funding for 08-09 when 66% came from the state general fund and that is now 35% and we are now funded from temporary sources. It is a definite shift and one the state chancellor really has his eye on.

Jill Stearns thanked everyone for excellent work and diligence in trying to get the boards together. She stated that RAC did the right thing last year in developing guiding principles which is the right thing to do when you don't have any money. She added that it really is the right time to talk about program discontinuance because we are not looking to make reductions to programs at this time.

FUTURE AGENDA

1. Action Item: Board Policy revisions approval
2. Resource Allocation Proposal - Detail

ADJOURNMENT