



**College Council
Meeting Minutes
November 23, 2015**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council	√	
Bill Anelli	Academic Senate	√	
Baljinder Gill	CSEA President		√
Brenda Thames	Vice President, Instruction	√	
Chad Redwing	Academic Senate	√	
Curtis Martin	Academic Senate President		√
Flerida Arias	Dean of Equity and Student Learning	√	
Flora Carter	College Committee for Diversity and Community	√	
James Todd	Vice President, Student Services (Interim)	√	
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President	√	
Jonathan Andrews	ASMJC	√	
June Hunt	CSAC	√	
LaKiesha McDonald	CSEA	√	
Lisa Husman	LTAC		√
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean	√	
Ross McKenzie	YFA	√	
Tanya Smith	CSEA	√	
Tommy Ledesma	ASMJC President		√
Vacant	Academic Senate		√
Vacant	Accreditation Council		√
Vacant	ASMJC		√
Vacant	Instruction Council		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

Guests	
Amanda Cannon	Accreditation/Assessment Process Specialist

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:04.

II. ACTION ITEMS

A. Approval of minutes

Action Item - Motion:

Who: J. Todd moved, F. Arias seconded

What: Motion to accept the Minutes of 11/9/15 as presented

- Result: Unanimous approval
- Motion Carried

B. Consent Agenda

1. 2015-16 Non-Credit SSSP Program Plan

J. Todd presented a brief preview highlighting: existing assessment, orientation and educational planning services are being augmented and professional development opportunities will be available; the writing team worked closely with ESL program faculty in developing the plan; proposed budget; and programs that meet noncredit criteria.

Action Item - Motion:

Who: J. Hamilton moved, B. Anelli seconded

What: Motion to accept and approve the submittal of the 2015-16 Non-Credit SSSP Plan as presented

- Result: Unanimous Approval
- Motion Carried

2. Student Equity Plan 2015-16

J. Stearns thanked J. Todd, his team, and the SSEC for their hard work and noted that they were not alone in recognizing the difficulty in putting all the pieces into place. James added that the plan was approved by Academic Senate and received a recommendation from SSEC to move forward to College Council. B. Thames suggested a town hall meeting where the contents of the plan can be shared with the college community and students. J. Andrews offered to assist with notifying students of the meeting.

Action Item - Motion:

Who: A. Alt moved, F. Carter seconded

What: Motion to accept and approve the submittal of the Student Equity Plan, 2015-16 as presented

- Result: Unanimous Approval
- Motion Carried

3. Substantive Change Proposal – Distance Education

M. Smedshammer reported that he shared the draft Substantive Change Proposal with the Distance Ed Committee. He added that the DE Committee would like to be involved in the development, review and proofreading of future Substantive Change Proposals for DE.

Action Item - Motion:

Who: M. Smedshammer moved, J. Hamilton seconded

What: Motion to approve submittal of the Substantive Change Proposal – Distance Education

- **Result: Unanimous Approval**
- **Motion Carried**

4. YCCD Board Policies

- i. **2710: Conflict of Interest**
- ii. **2712: Conflict of Interest Code**
- iii. **2714: Distribution of Tickets or Passes**
- iv. **2715: Code of Ethics-Standards of Practice**
- v. **2716: Political Activity**
- vi. **2717: Personal Use of Public Resources**
- vii. **2720: Communication Among Board Members**
- viii. **2725: Board Member Compensation**
- ix. **2730: Board Member Health Benefits**
- x. **2735: Board Member Travel**
- xi. **2740: Board Education**
- xii. **2745: Board Self-Evaluation**
- xiii. **2-8075: Parliamentary Procedure**
- xiv. **2-8076: Legal Council**

Action Item - Motion:

Who: J. Hamilton moved, F. Carter seconded

What: Motion to acknowledge receipt and having had the opportunity to disseminate and receive comment on the policy and procedure changes as noted above

- **Result: Unanimous Approval**
- **Motion Carried**

III. INFORMATION & DISCUSSION ITEMS

A. Accreditation – Brenda Thames, Amanda Cannon

Brenda Thames, VPI and Amanda Cannon, Accreditation/Assessment Process Specialist, distributed information on Standard IV: Leadership and Governance. Standard IV has been assigned to College Council and will be tri-chaired by President Stearns, Kevin Alavezos, and Debbi Partridge. Meetings will begin after the start of the spring semester on alternating Mondays from College Council.

President Stearns reviewed templates that include the questions from the Guide to Evaluating Institutions. The questions relate the college's ongoing work to the standard. The site visit is episodic and should be considered our time to showcase our practices.

President Stearns asked that College Council members not limit themselves to service on Standard IV, adding that if one has expertise or an interest in the other Standards to please work with those groups.

A question was raised regarding the possibility that ACCJC may be replaced as our accrediting agency and it was noted that this would not likely happen before our fall 2017 comprehensive visit.

B. Enrollment Update

J. Stearns shared a Section Enrollment Summary Report dated 11/23/2015. The 2015-16 target FTES is 15,024.

Current Resident FTES: 6209.80

Current Non-Resident FTES: 41.03

Total Sections: 1597

C. Student Success and Equity Update

The RP Group will feature the work of the MJC Student Success Specialists and faculty using the Six Success Factors will be showcased on their website. The Success Specialists are visiting the high schools and asking students to take a spring or summer class, complete assessments and abbreviated Ed Plans, and inviting them to New Student Days in March and May.

D. Substantive Change Proposal – Baccalaureate Degree Update

President Stearns reported that due to the length of the November 4 agenda, review of the MJC Substantive Change Proposal – Baccalaureate Degree has been postponed until December 1 when the committee will reconvene to complete the agenda.

E. Faculty Hiring Prioritization – Growth

A prioritized list of growth positions was shared. Data sets and presentations are available on the Instruction Council website. The number of available growth positions has not yet been reported from Central Services. The item will be placed on the January 25 agenda.

Action Item – Consensus:

Who: All

What: Move item to Information & Discussion Items for today and take no action until the number of growth positions for hire is known

IV. REPRESENTATIVE REPORTS

A. ASMJC

Last week's Harvest Luncheon fed close to 800 students. Cram night is scheduled for December 3 and faculty wishing to volunteer should contact Tommy Ledesma. During finals week, donuts and chocolate milk will be distributed to students. They are hoping to complete 9 events this semester which will be three times the number of events held in the last three years. J. Andrews added that he was a delegate at the General Assembly (GA) Conference held last week.

B. Instruction Council

Faculty hiring prioritization is complete, but the process needs to be evaluated. B. Thames will ask Joshua to set up a comment box on the website to gather input. A workgroup for the Educational Master Plan was established. All volunteers were from BBSS. They will make a second call for broader participation. Work will begin even if no others come forward. A first draft will be ready in April and a second will be completed over the summer.

C. Student Services Council

The Noncredit and Student Equity Plans were reviewed and further edits were made. Priority registration applications have been received and the SSEC will review them.

D. Resource Allocation Council

RAC met on Friday and received Standard III: Resources training. Al Alt (Administration), Julie Trejo (Classified) and Ellen Dambrosio (Faculty) are the tri-chairs. ILEM is on hold.

E. Facilities Council

A sample bench for the Founders Hall project is being tested for safety and aesthetics. If selected, locations for placement will then be determined.

F. Accreditation Council

No report.

G. CSEA

Nominations for chapter officers wrapped up last week. A candidates' forum will be held. Council members are reporting back at CSEA meetings. Facilities staff are completing trainings. A Survey Monkey survey was conducted and it is hoped that Survey Monkey can eventually be used for voting. A holiday social is being planned.

H. CSAC

No report.

I. YFA

The YFA Newsletter is near completion. YFA Exec Cabinet will meet to discuss issues of due process and step advances. A holiday social will be co-hosted with Academic Senate.

J. Academic Senate

The Equity and SSSP Plans passed. Several resolutions passed one did not. There were 14 action items on the agenda and not all were addressed. The remainder will appear on the next agenda. A first read of the program discontinuance process will occur.

K. LTAC

No report.

V. ADJOURNMENT

The meeting was adjourned at 4:28.

Next Meeting: January 25, 2016, Library Basement, Room 55, 3 – 5 p.m.