



**College Council
Meeting Notes (no quorum)
March 28, 2016**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council		√
Alfonso Romero	ASMJC		√
Bill Anelli	Academic Senate	√	
Brenda Thames	Vice President, Instruction	√	
Curtis Martin	Academic Senate President		√
Debbi Partridge	CSEA President	√	
Flerida Arias	Dean of Equity and Student Learning		√
Flora Carter	College Committee for Diversity and Community	√	
Francisco Banuelos	Student Services Council		√
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		√
Lonita Cordova	Academic Senate	√	
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	Instruction Council		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Pat Wallace	Recorder	√	

Guests	
Scott Kerlin	Director of College Research
James Palmer	College Research Analyst
Laura Yager	Director, Admissions and Records

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:05. Due to low attendance, a quorum could not be reached. Several informal discussions took place.

II. Introduction of New Members

New College Council member Elizabeth David, Counselor and Coordinator for First Time In College, representing Academic Senate was introduced in absentia. Guests included Dr. Scott Kerlin and James Palmer of the Institutional Effectiveness and Research Department and Laura Yager, sitting in for F. Banuelos.

III. ACTION ITEMS

A. Approval of minutes

The approval of the minutes of February 29, 2016 was tabled to the next meeting.

B. Institution Set Standards and IEPI Goals for 2016

This action item was tabled to the next meeting; however, an informal discussion ensued. The final Student Success Scorecard will be posted on the DataMart this Wednesday. This may affect the numbers used to set institution set standards and IEPI goals for 2016 and will be adjusted accordingly. Institutional set standards are required by ACCJC and is considered the baseline. If we drop below, we should be concerned, find the cause and correct it. Once the baseline is set, we set goals to what the institution aspires to works toward within the next year. S. Kerlin will post the link to the updated scorecard as soon as it is available.

Mike Smedshammer will share with the council a 2012-15 exit survey from City College of San Mateo that collected data on why students withdraw from online classes with the council. MJC's retention has gone up from 81% overall to 85%. Online is also trending upwards in success rates.

IV. INFORMATION & DISCUSSION ITEMS

A. Substantive Change Proposal – Distance Education

The Distance Education proposal has gone through its final review and is going out to print. It will make it for the next review cycle.

B. Review of the college mission in relation to the BS in Respiratory Care.

For ACCJC and CCCC, we must ensure our mission statement does not limit us to associate level degrees and certificates. Our mission only refers to excellent education. It is not degree specific. SB850 proposed and passed the baccalaureate program at the community college level. Proposed to insert the word, "undergraduate" after the word "innovative" in the second sentence of the mission statement. The recommendation will need to go forward to Academic Senate as well as the Board of Trustees. P. Bettencourt will update this suggestion as a proposal and bring forward through the collaborative process.

C. YCCD Board Policies

6700: Use of District Facilities
6800: Safety
7110: Delegation of Authority for Personnel Actions
7130: Compensation
7160: Professional Development
7211: Faculty Service Areas, Minimum Qualifications, and Equivalencies
7232: Classification Review
7330: Communicable Disease
7335: Health Examinations
7340: Leaves
7700: Whistleblower Protection

J. Stearns asked the group to share the policies with their constituent groups for review and comment. Policy 7232: Classification Review and Policy 7700: Whistleblower Protection were discussed. Concerns were conveyed that classification reviews should be done across the board not just by the manager. Unfairness and favoritism can happen when not across the board. Unfortunately, the timeframe doesn't always come at a time where there are resources. Concern was expressed as to how to make a report or call attention if the Board and the Chancellor ever colluded with each other (hypothetical situation).

D. Enrollment Update

J. Stearns shared a Section Enrollment Summary Report for the spring 2016 term dated 3/28/2016. The 2015-16 target FTES is 15,024.

Current Resident FTES: 5940.42
Current Non-Resident FTES: 43.11
Total Sections: 1630

E. Student Success and Equity Update

Dr. Veronica Neal will be on campus Friday, April 1, for two workshops on cultural humility and competency. Encourage staff to attend. The faculty retreat will be August 17-20. Columbia College faculty will also be attending.

F. Content of Minutes

Jim Sahlman has requested more detail in the minutes. The minutes will remain brief with a bit more of a narrative. The role of the minutes is to record the action that is taken and document who was present.

G. Review of Engaging All Voices

Review is done annually from input from all groups. Because we are engaged in EMP and strategic planning, we want to roll this review into summer work. Take a look at the document. What kinds of changes do we need to make? Some groups have really struggled this year reaching quorum. Look at

structure, numbers, duplication of efforts and quorum. This is an opportunity to make changes that go well with EMP and strategic planning.

V. REPRESENTATIVE REPORTS

- A. **ASMJC** - Two thousand students have been fed lunch, or FLOW (Free Lunch on Wednesdays), as it is called on Wednesdays. Three more Wednesdays to go. Elections are going on right now. ASMJC has delivered 30 events this year compared to nine. Cram Night will be April 21, 8 pm to midnight. M. Smedhammer presented on Canvas last Friday. Working on constitution and bylaws.
- B. **Instruction Council** – struggles to make quorum. Student Services Council is joining them.
- C. **Student Services Council** – Talked about the EMP.
- D. **Resource Allocation Council** – no report
- E. **Facilities Council** – approved a pole barn for Ag and ordered a sample bench for Founders Hall.
- F. **Accreditation Council** – Standard 4 has posted its template. Standard 3 is close. Standards 1 and 2 are still working hard. Need help with Standard 2A. Templates will be done and posted before the semester break.
- G. **CSEA** – approved a new job description for Student Services Representative. Preparing for openers in contract. In 2016, the entire contract is open for negotiating. MUPS (member unity program) campaign theme: you are an essential piece of the puzzle. Goal of making one-on-one contacts with the members. Preparing for Classified Employee Week in May by putting together some professional development workshops and a picnic.
- H. **CSAC** – working with CSEA on the Classified Employees Week.
- I. **YFA** – Completed a survey of full-time faculty about adjunct issues. Full-time faculty and adjuncts will be meeting here on April 14 and in Columbia on April 15 to talk about the results of those surveys. Later on there will be a full-time faculty survey about full-time faculty issues. Elections will be soon.
- J. **Academic Senate** – Approved many of the board policy and procedures. A few were pulled for more discussion. Action items dominated the last meeting. The adoption of eLumen had its first reading. The issue for assessment is not whether it is a good thing to do, it is the frequency. No conclusions yet.
- K. **LTAC** – no report

VI. ADJOURNMENT

The meeting was adjourned at 4:52 p.m.