College Council

Members: Debi Bolter, Jillian Daly, Rosanne Faughn, Michael Guerra, Bill Kaiser, Susan Kincade, Allan McKissick, Debbi Partridge, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, John Zamora, Kevin Sabo (ASMJC), Mike Sharif (ASMJC)

AGENDA
October 8, 2012
Morris Bldg A - 3:00 – 5:00

I. CALL TO ORDER

II. REVIEW AGENDA

III. ACTION ITEMS
   A. Review of Minutes
   B. Assessment Update – James Todd
   C. Accreditation Follow-up Report – Debi Bolter and Susan Kincade
   D. Strengthening Student Success Conference – Jill Stearns

IV. ADJOURNMENT
Modesto Junior College  
College Council Meeting Minutes  
October 8, 2012

MEMBERS

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Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order.

2. Review of Agenda

Jill Stearns reviewed the agenda with members. Per a request, she will give an update on the status of the decision-making document at the end of her report on the Student Success conference.

3. Review of Minutes

The minutes of October 1, 2012 were tabled to the October 22, 2012 meeting.
4. Assessment Update

James Todd reported attending the RP Group “Strengthening Student Success” conference that featured several different sessions on assessments and how other colleges were grappling with them. He felt that MJC is somewhere in the gray area of proficiency. James added that it was good to hear some colleges talk about budget problems, course offerings, and how some courses do not make it within the timeline. MJC started the process beginning the semester with assessment day which brought the college to a place where we can say proficiency is met. In the spring a whole new cycle begins, which starts when and how long it will be. Currently, the college is doing assessing twice within a five year period. The Accreditation/Institutional Effectiveness Committee (AIE) is talking about assessment in relation to program review.

Institutional Learning Outcomes are starting in November. A report is due on the 15th with a report to the board the end of November. James has a meeting with the outcomes assessment group for the report to ACCJC on how we are doing in terms of accessing data and doing budgetary decisions. He hopes to have a draft of the report done by the end of the week.

James Todd also learned how people are using their data at other institutions. The goal between now and once we build Institutional Learning Outcomes would be that all faculty would sit down with all their outcomes and know when they see that list over the next five years, that they are okay with it and they can easily be streamlined.

James Todd stressed that we need to make sure we can put assessment to the front with a two hour meeting that is devoted to assessment. He noted that spring marks the first semester of the second cycle. James will get input from the work group on an assessment session around the timeframe of Spring Institute Day. There is a five year curriculum cycle and discussion needs to take place regarding whether we have program review every five years to align.

5. Accreditation Follow-up Report

Susan Kincade reported that the accreditation follow-up report is now complete. She said that Debi Bolter was phenomenal and so many others in helping with the report. There have been three sessions reviewing with several revisions at the conference, Saturday, Sunday and today. The document will be in the hands of the board by this evening. Printing of seven sets of the report will be done to be included as evidence for ACCJC and team members along with thumb drives so the document will be easily accessible.

Susan Kincade will provide a link to the follow-up report to everyone.

Jill Stearns informed members that the accreditation team will visit October 31 starting at noon and all day November 1. The follow-up report will be online after the board approves it on Wednesday.

6. Strengthening Student Success Conference

Jill Stearns reported attending the Research & Planning Group (RP Group) Strengthening Student Success conference. She informed members that the standards are currently under review and input is being gathered regarding standards. One of the comments she is hearing is please eliminate redundancy especially in our responses. It is more of an expectation on how we are using SLOs. The next step is going to be tracking the learning outcomes of students which is where this is headed, and how do you start to manage? There would be some sort of a check box for each student. She is waiting to see a draft of what the revised standards look like. This would be another major initiative for colleges to develop. Once the draft is out, the college needs to start having conversations regarding what our SLOs would look like. Some things are yet to be determined and there are a lot of unknowns. The other big change is each college is going to be expected to define student success and what that means for the institution. There will be a draft when the Commission convenes in January, hopefully.
These new standards would take effect in 2014. Once the draft is out, there will be quite a vetting process. SLOs and program review are not being eliminated; this is just taking things a step further.

ANNOUNCEMENT

Jill Stearns informed members that she sent out an email stating that we are going to move forward with the decision-making document.

FUTURE AGENDA

1. Co-chairs to be revisited

ADJOURNMENT
College Council

Members: Debi Bolter, Jillian Daly, Rosanne Faughn, Michael Guerra, Bill Kaiser, Susan Kincade, Allan McKissick, Debbi Partridge, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, John Zamora, Kevin Sabo (ASMJC), Mike Sharif (ASMJC)

AGENDA
November 5, 2012
Morris Bldg A - 3:00 – 5:00

I. CALL TO ORDER

II. REVIEW AGENDA

III. ACTION ITEMS
   A. Review of Minutes – October 1, 2012 & October 22, 2012
   B. Second Reading – follow-up for recommendations
      i) BP 2100 Board Elections
      ii) BP 2010 Board Membership
      iii) BP 3440 Service Animals
      iv) BP 7140 Collective Bargaining

IV. INFORMATIONAL ITEMS
   A. Follow-up Visit – October 31 – November 1, 2012 - Report
   B. Student Mental Health Program grant (SMHP) – Antoinette Herrera
   C. Budget

V. REPRESENTATIVE REPORTS
   A. YFA
   B. CSEA
   C. Dean’s Cabinet
   D. Student Senate
   E. Academic Senate

VI. ADJOURNMENT
MEMBERS

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Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order.

2. Review of Agenda

Jill Stearns reviewed the agenda with members. James Todd added a discussion of meeting times.

3. Review of Minutes

John Zamora stated that it was James Todd who presented the 8 recommendations document on page 3 of the October 1, 2012 minutes.

Action Item

Jillian Daly moved to approve the minutes of October 1, 2012 with John Zamora’s correction. Kevin Sabo seconded. There was general consensus to approve the minutes with the correction.

Kevin Sabo moved to approve the minutes of October 22, 2012. Susan Kincade seconded. There was general consensus to approve the minutes of October 22, 2012.
4. Board Policy – Second Reading follow-up for Recommendations

Service Animals

Bill Kaiser read an email from a staff member who has reviewed all existing board policy and the proposed modification to allow for service animals. The person made the conclusion that since there is no prohibition in Board Policy against having pets in general in our instructional spaces, there is no need for a special dispensation to allow service animals to attend class.

The person recommended the following 3 items be added to the service animals board policy.

- Pets may occasionally be brought to campus for instructional purposes, as approved by the division dean. E.g. practical aspects of a veterinary technician class or speech event.
- Animals may be used for instructional purposes, e.g. aquarium or terrarium in science or livestock in agriculture.
- Other than as delineated in the board policy, pets may not be brought into campus buildings.

Michael Guerra added that he would like to see inoculation papers on animals sent forward for proof of current vaccination.

Jill Stearns reminded members to keep in mind that some people are afraid of dogs.

A recommendation was sent forward to include in Board Policy that dogs have to be current on vaccinations.

Collective Bargaining

No recommendation was sent forward.

5. Follow-up Visit – October 31 – November 1, 2012 - Report

Jill Stearns reported that the visit by the accrediting team went incredibly smooth. Everyone made sure technology was in place, the team room was comfortable, and the hospitality was great. The team did mention that last year there were technology problems but not this year. Jill only met with the chair and the team met with the VPs. The answers from the Resource Allocation Council (RAC) members aligned with what the administrators told the team. The team knew they were familiar with the report and the document we talked about in meetings. She has been told that the team was really nice and that was good to hear. Ideally, Jill would have the draft from the team the end of next week. Jill just gets to review for factual content. She felt that it was a pretty positive visit.

Susan Kincade added that it was a team effort and that everyone really pitched in to help.

6. Student Mental Health Program grant (SMHP) - Antoinette Herrera

This item was tabled to the next meeting.

7. Meeting Date Proposal

Jill stated that she felt it best to have everyone meet and decide on a meeting date. However, James Todd suggested establishing meeting dates and times would help in recruiting faculty to serve. The group mapped out a council meeting schedule that avoids conflicts.

Jillian Daly informed members that it is in YFA bylaws that meetings are on Wednesdays.
James Todd informed members that Tuesday is when the Curriculum Committee meets. He added that the reason he suggested Wednesday for College Council is the Board and District Council meets on Wednesday and that would be a good day for all the big meetings.

Jillian Daly will need to bring the scheduling issue to YFA because the meeting time is part of their bylaws.

Jill Stearns put the known meeting times of the different groups on the white board. In the end, it was determined that College Council will meet on the second and fourth Mondays from 3-5. She added that if a holiday happens to fall on the second or fourth Monday, then there would not be a meeting held. This would allow for another group to schedule a meeting on the first and third Monday of the month.

REPRESENTATIVE REPORTS

YFA

Jillian Daly reported that YFA is working very hard to get Prop 30 passed. YFA has a new PAC chair, Steven Miller. YFA is in the middle of ratifying for the concessions. The election ends November 9\textsuperscript{th}. Research topics were narrowed down. Other items being looked at are maximum/minimum class size, load factor, lecture/lab loads, parking lot, non-instructional issues, and appointment time. A work group meeting will be held on Friday to pick out research details: Contractual co-horts, student success rate demographics, number of sections offered, units and core units, to see if we are articulating. The purpose of research is to get money for total compensation. YFA also wants to see how MJC's productivity compares to other districts.

Issues on parking lot: Flex days, our contract says one thing and district says another, professional development stipends, responsibility days on campus, office hours, time spent on emails with students, and commencement day time.

Jillian reported that the 2013-2014 calendar was approved by the committee and a tentative 2014-2015 calendar. The calendar is a negotiated item. Assessment Day needs to get on the calendar that is negotiated. The 2013-2014 calendar is status quo. The 2014-2015 calendar is a test drive for a longer break between fall and spring and is not settled. Columbia wants to take a longer look at this because they have an earlier start.

CSEA

Rosanne Faughn reported that CSEA is also working very hard on Prop 30. CSEA is negotiating contract language and different articles. Nominations open for next year for E-Board. Concessions were ratified and a strong percentage passed.

IAC

Bill Kaiser reported that the highlight of the meeting was degree audit. There will be live training on degree audit with the counselors on Thursday. The degree audit program has everything in it including all built-ins. Dean's Cabinet will have an all-day retreat November 20\textsuperscript{th}.

Brenda Thames clarified that to get the maximum benefit out of degree audit, it will involve faculty advisors. She clarified that in order to get the most utility, we will need to have discipline based faculty advisors.

Student Senate

Kevin Sabo reported that he attended the general assembly last weekend at Rancho Mirage. There was a parli pro breakout that James Varble presented at. Funding of education and a lot of issues
other colleges were having were discussed at the assembly. Items such as performance based funding, Student Senate representation of students rather than just having 10 seats, and making them different student areas was discussed. There are issues at other colleges regarding Higher One services for financial aid where if there are costs incurred, the costs are deducted from the students' financial aid.

**Academic Senate**

John Zamora reported that the plenary session is coming up that some Academic Senate members will attend. Area E meeting will be held on the 19th. Information will be shared with faculty regarding course ID number. Major resolutions will be affirmation of 10+1. John referenced Brian Sinclair’s work regarding disciplines not requiring a master degree and moving forward. John explained that Area A is a narrow portion down the center of California to Bakersfield. VP of Instruction, Susan Kincade was at the last Senate meeting for a Q & A session and there were some good questions. Antoinette Herrera, Director of Health Services will be in attendance regarding the mental health program at the next meeting. The Academic Senate is discussing the council structure.

John Zamora announced that at the end of the fall semester, he is returning back to the classroom due to the lack of computer graphic faculty in his division. Nominations will be opened for president-elect, Senator, and Adjunct-at-Large positions.

James Todd reported that Curtis Martin has resigned as the program review person. He said that the Senate is going to really have to replace that position. The assessment work group is working to start a new cycle for the spring. He added that hopefully, our five year cycle will be done.

**Student Services**

No report.

**ANNOUNCEMENT**

**FUTURE AGENDA**

1. Student Mental Health Program grant (SMHP) – Antoinette Herrera

**ADJOURNMENT**
AGENDA
January 28, 2013
Staff Dining Room - 3:00 – 5:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. REVIEW OF COLLEGE COUNCIL ROLE

IV. ACTION ITEMS

A. Review of Minutes – December 3, 2012

B. Consideration of Board Policy and Administrative Procedure – Second reading

  • 2410 Policy and Administrative Procedure
  • 2432 CEO Succession (NEW)
  • 2717 Personal Use of Public Resources (NEW)
  • 3300 Public Records
  • 3-8001 Public Communications
  • 3-8008 Communication Channels (ELIMINATION)
  • 7335 Health Examinations
  • 7337 Fingerprinting
  • 7-8049 Academic Senates

Consideration of Board Policy and Administrative Procedure – First reading

  • 2105 Election of Student Member
  • 2015 Student Member

V. INFORMATIONAL ITEMS

A. Resource Allocation Council (RAC) Guiding Principles – Paul Cripe
VI. REPRESENTATIVE REPORTS

A. Instruction Council
B. Student Services Council
C. Resource Allocation Council
D. Facilities Council
E. Accreditation Council

VII. ADJOURNMENT
MEMBERS

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Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order. Each member introduced themselves around the table as the council memberships are all new.
Jill Stearns briefly reviewed the role of College Council. The primary role of the College Council is to advise the President on college policy and procedural matters. The College Council also advises the President to advocate at District level on college wide issues. Jill pointed out that the big item is making a recommendation to the president on budget. The College Council agenda and minutes will not be sent out to everyone but will be stored on the college website for convenient access. Jill has been working with the MJC Front End Web Developer to have the agenda and minutes in a table format on the web.

The College Council will have primary responsibility for institutional effectiveness. At the last meeting in April, College Council members will review the changes that have been made to the council and look at the effectiveness of that. This is a work in progress and not set in stone.

Jill Stearns reminded members that the college mission statement was recently adopted. She will be asking for a group to work with Research Analyst, Nora Seronello to identify some goals that would stand year after year. She pointed out that there has not been a report out to the community on how well we have done. The college needs to have a reasonable number of goals, 4-6 and annually report to the community how well we have done in each of those areas. That responsibility belongs to this group primarily. Jill will be looking for folks to serve at the next meeting.

A detailed description of College Council's role in decision making can be found in the MJC participatory decision-making handbook, Engaging All Voices on page 34. The document can be found on the MJC website under Governance and Planning.

2. Review of Agenda

Jill Stearns reviewed the agenda with members.

3. Review of Minutes

Kevin Sabo moved to approve the minutes of December 3, 2012. Rosanne Faughn seconded.

There was general consensus to approve the minutes of December 3, 2012.

4. Consideration of Board Policy and Administrative Procedure – Second Reading

Jill Stearns explained for the benefit of new College Council members that the district is reviewing board policies to align them with the ones from CCLC (Community College League of California). She added that there is a lot of benefit in going through the process to discover where there should be a policy and there is not one and for those that need updating. Our numbers will also be aligned with the league. This effort is being led by Nick Stavrianoudakis with a large team who are reviewing and taking information back to constituents. College Council has an opportunity to take a look at what has come out of the policy group which has already gone to constituencies group. College Council can make suggestions regarding the policies.

Jill Stearns further clarified that everyone here except the vice presidents and president is represented by a constituency group and members can forward the policies for input. College Council may see some of the policies a couple of times as we go through the process.

Action Item

2410 Policy and Administrative Procedure

Martha Robles moved to approve policy 2410 Policy and Administrative Procedure. Michael Guerra seconded.
Motion approved by aye vote.

**2432 CEO Succession (NEW)**

Debi Bolter moved to approve policy 2432 CEO Succession (NEW). Kevin Sabo seconded.

*This item is mandated and needs to be added to district policies.*

Motion approved by aye vote.

**2717 Personal Use of Public Resources (NEW)**

Korey Keith moved to approve 2717 Personal Use of Public Resources (NEW). Peggy Kroll seconded.

*Emily Malsam commented that the policy is too vague and pointed out that there is a computer use statement now that is minimal.*

*James Varble clarified that this is aiming at not using resources for campaigning or for any kind of ballot measure.*

Motion approved by aye vote.

**3300 Public Records**

Susan Kincade moved to approve 3300 Public Records. Martha Robles seconded.

Motion approved by aye vote.

**3310 Records Retention and Destruction**

James Todd moved to approve 3310 Records Retention and Destruction. Martha Robles seconded.

Motion approved by aye vote.

**3-8001 Public Communications**

James Varble moved to approve 3-8001 Public Communications. Kevin Sabo seconded.

Motion passed by aye vote.

**3-8008 Communication Channels (Elimination)**

Susan Kincade moved to approve 3-8008 Communication Channels (Elimination). Kevin Sabo seconded.

*James Varble pointed out that the Brown Act says that anyone can go to the trustees.*

Motion passed by aye vote.

**7335 Health Examinations**

*Emily Malsam reported that YFA is sending this back to the policy and procedures group for language to be worked on. Because of YFA’s understanding of ADA laws, some of the language in the policy contributes to the problem. YFA wants some specific parameters as to when exams should be required and hoping to create more clarity.*
There was general consensus to report out that YFA is suggesting some substantive language changes.

7337 Fingerprinting

*Kevin Sabo commented that this policy would make volunteers required to have fingerprints and is disadvantageous to the volunteers. He added that ASMJC very much depends upon volunteers. He strongly encouraged that the policy not apply to student workers and that they be excepted from having to be fingerprinted. Kevin added that it would be very hard to recruit volunteers and have them pay $60 to $70 upfront to be fingerprinted.*

*Christine Serrano added that it is going to be impossible to have an event without volunteers and some would be working for just one day.*

*James Todd requested letting Nick know that the entire room was uncomfortable with the way this is written.*

There was general consensus to have the constituent group look at student liability.

7-8049 Academic Senates

*James Todd reported that the Academic Senate is going to begin a first reading on this at the next meeting. There are a couple clauses the Senate is wondering about. It is a mutually agreed item.*

There was general consensus to table this item until after the Academic Senate is able to review.

5. Consideration of Board Policy and Administrative Procedure – First Reading

2105 Election of Student Member/2015 Student Member(s)

*Kevin Sabo reported that the students tried to get a second student trustee in Fall 2011. He explained that the students at MJC and at Columbia College feel very strongly about the fact that the two campuses are totally different. He felt the grade point average requirement should be 2.0 and not 2.5. Ed code states that the student has to be chosen from the membership. He reiterated that he strongly believes in having a second student trustee. He is waiting on Columbia College’s vote on the matter.*

*James Varble added that it is not unheard of for a district to have multiple student trustees. The idea is to try and make sure all points are equitably represented for the school and each college would have an equivalency.*

*Kevin Sabo recommended giving ASMJC some time to get what we agreed to.*

There was general consensus to agree to Kevin Sabo’s recommendation.

*James Todd added that the Academic Senate has been asked to redefine its faculty consultant to the board. He explained that they are in the position of why do we need a faculty liaison if we have two presidents at the board meeting.*

6. Resource Allocation Council (RAC) Guiding Principles document

Paul Cripe informed members that the guiding principles document was designed on purpose to not include the nuts and bolts which comes next. Paul explained that in its almost entire existence, the
Resource Allocation Council has been put in an emergency position where a decision has to be made immediately. RAC has been given the opportunity to come up with guiding principles. This has been done and gone around and around and it was not just a quick creation to get to the document. Paul explained as the council was going through and determining the principles, specifics were taken out but kept so they weren’t lost when the nuts and bolts to specifics come in place.

Jill Stearns thanked the Resource Allocation Council for their work. She added that when she first met the group, they were the Planning & Budget Committee when she asked them to change direction. Jill explained that the group had been asked to dole out $100,000 for a $17 million need and she asked the group to think about it differently. She feels that RAC came up with a great blue print for when we have to downsize.

Flora Carter suggested that there be something in the document to consider a variety of allocations spread to a variety of areas. She added that if an area doesn’t get it one year, perhaps the next time they would be funded.

Michael Guerra added, for example, there are two areas that need ongoing money; technology and professional development.

Eva Mo requested that a clear process be defined.

Sentiment was expressed to make sure no one has an edge or the ability to make a backdoor deal, that decisions are equitable, and that a sense of history be involved.

Jill Stearns summarized that the blueprint for getting where we want to be is pretty well established in the Guiding Principles document.

**REPRESENTATIVE REPORTS**

**Instructional Council**

James Todd stated that the library used to be their own division and now they are not. He felt that the library should be represented on the Instruction Council. Jill Stearns responded that this will be reviewed in April when we discuss the councils.

**Student Services Council**

No report.

**Resource Allocation Council**

No report.

**Facilities Council**

No report.

**Accreditation Council**

No report.

**FUTURE AGENDA**

1. Group to discuss goals for report to community
ADJOURNMENT
College Council

Members: Flerida Arias, Nancy Backlund, Francisco Banuelos, Debi Bolter, Iris Carroll, Flora Carter, Paul Cripe, Jillian Daly, Rosanne Faughn, Cece Hudelson-Putnam, Rhonda Green, Michael Guerra, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Eva Mo, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Kevin Sabo (ASMJC), Mike Sharif (ASMJC), Korey Keith (ASMJC)

AGENDA
March 25, 2013
Staff Dining Room - 3:00 – 5:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS
   A. Review of Minutes – February 25, 2013

IV. INFORMATIONAL ITEMS
   A. Council Evaluation
   B. Engaging All Voices Recommendations

V. REPRESENTATIVE REPORTS
   A. Instruction Council
   B. Student Services Council
   C. Resource Allocation Council
   D. Facilities Council
   E. Accreditation Council
   F. ASMJC
   G. CSEA
   H. CSAC
   I. YFA
   J. Academic Senate
   K. LTAC

VI. ADJOURNMENT
1. Call to Order and Introductions

Jill Stearns called the meeting to order.

2. Review of Agenda

Jill Stearns reviewed the agenda with members and added an informational item, State and District updates.
3. Review of Minutes

Susan Kincade, Debbi Partridge and Brenda Thames had some amendments to the minutes.

Debi Bolter moved to approve the minutes with the amendments. Iris Carroll seconded.

The minutes of February 25, 2013 were approved as amended by aye vote.

4. Council Evaluation

Jill Stearns reminded members that the accreditation rubric requires attaining continuous quality improvement and documenting the process. There are only two more College Council meetings this academic year. College Council will engage in discussion of effectiveness of the new structure implemented this year. All of the councils will be asked to adopt a format for council evaluation having quantitative and qualitative measures. Jill has borrowed ideas from accreditation visits. The role and responsibility of the group and whether or not that has been met would be documented. The measure would be more qualitative for this group, it is a starting point for an ongoing cycle of annual evaluation.

Jill stated that this year the evaluation would be more informal. She added that it is important to make this step of evaluation and to document. The outcome will take place April 22nd. There will be a first reading of recommendations that come from the other councils regarding their role and responsibility also scheduled for April 22nd. College Council will have the summer to contemplate and have revisions. Jill will be working with council chairs to remind everyone that we are coming up quickly to the end of the year. She will ask that the other councils engage in evaluation at their last meeting of the spring.

5. State and District Updates

Jill Stearns informed members of California Community College Chancellor, Brice Harris’ message. His primary goal is in the area of restructuring access. He believes the legislature has heard, and believes, that we are turning students away and they are thinking that the students will return. This puts the college in a position where we are going to have to be pretty thoughtful and perhaps aggressive to figure out where we are going to get back to where we are. The expectation is that we look critically at those things that we eliminated. If we bring them back, we need to make sure there is a real need. We need to focus on improving student success.

Jill stated that Dr. Harris believes regarding Prop 30 dollars that the colleges will be told how they are going to spend that money. The funding will be based on the number of students we have assessed and who have ed plans in place. This process was previously called matriculation. Martha Robles added that every college would get a base funding but the percentages haven’t been approved at this time.

Jill stated that money for online instruction will come with a directive on how to use it. Many constituents are doing lots of lobbying. One of the big items is the notion of changing the census date, moving it to completion date. Another item is when 90 units are met, students would be asked to pay the full cost of instruction.

Dr. Harris has focused on the idea of adopting an online system where students could go on any system. They think they can make it easier for a student to take online classes at another college than the way it is right now.
There is a new scorecard about to be released from Accountability Reporting for the California Community College (ARCC). The idea was to take the 700 page report and do a snapshot. It was discovered that greater than 70% of students who enter college prepared achieve timely degree completion.

Jill informed members that everyone is struggling with trying to get to 2% growth, especially small colleges. MJC is having to work hard as well as other colleges and have put a lot into summer. We will be able to replace retirees, so that will assist. The chancellor has given permission to get some positions out for one year. Divisions are prioritizing. In some cases it might be the replacement will be where the retirement took place in the division. We are still waiting for information on what next year will look like concerning the budget. Jill clarified that there will probably be some full replacements and some temporary replacements.

Jill distributed a campaign flyer from the University of Hawaii for students and parents. The campaign encourages students to take 15 credits per semester to finish college on time. Jill suggested that each of our students (full time) would just have to take one more class. There was discussion about some students not being able to take more classes and the potential of the success rate going down with students taking additional classes. The deans are being asked to share summer packages for the students of the options. If we can get more students taking a heavier load, then we don’t need to get more students in. It was reiterated that not all students are prepared to take 15 units.

REPRESENTATIVE REPORTS

LTAC

No report.

Academic Senate

James Todd reported that Joan Smith and Teresa Scott will be attending the next Senate meeting to give a budget update. Jill Stearns, Michael Guerra and Susan Kincade will also be attending a meeting to talk about the budget. The goal is to have an idea of how the budget works and be all on the same page. The Senate is dealing with board policies. The FSAs are going well. Eva Mo added that the Senate is starting the conversation about how the process works between councils and their constituency groups. There is concern that waiting for information to trickle through committees and councils to get to the Academic Senate for discussion and votes would take much too long. It is hoped that a process to speed up information distribution and dialogue can be established in order to attain more timely discussions and more effective decision-making for all groups involved. James Todd added that the senate has had great conversations and just want to speed the process up.

The councils have been placed on the Senate agenda where action items can be discussed. The Senate is doing its own review process of how the councils are working and the progress made meeting their charges.

YFA

Debi Bolter reported that negotiations are ongoing. Elections of officers to include president, vice president, budget analyst (to be appointed) and treasurer will be taking place. Bylaw revisions were passed. The dues increase passed by a narrow margin; however, rep council will be discussing to decide how to proceed.

CSAC

No report.
CSEA

Rosanne Faughn reported that negotiations are ongoing. The evaluation article is being reviewed. A vote will be taken next month for the annual conference attendees. She said that unfortunately, representatives are dropping out so she will be moving a few representatives around. She is attempting to bring awareness to members of what the councils are. People are asking where to report out. Jill Stearns responded that sometimes the report out will just go to your area work group, depending on the information.

ASMJC

Kevin Sabo reported that the League of Women Voters is helping ASMJC will their election. The elections will be held on east and west and different food offered on each day. ASMJC is working with Student Services on Assessment Day on April 13th. ASMJC is sponsoring t-shirts for that day as well as clubs holding events. Clubs will be playing dodge ball. Brenda Thames added that she made announcements through the government teachers at high schools.

There will be an immigration forum at St. Stanislaus Catholic church and students are invited to come and share their stories. Mecha and ASMJC are participating. April 19th renowned biologist Neil Shubin will speak from 5 to 6 p.m. in the Performing & Media Arts Center. Cram night will be April 25th from 8 to midnight. ASMJC is working on getting a location. March 27th, a vendor fair will be held in the quad with businesses from the community participating. Everything will be free and businesses have to provide items for students.

ASMJC’s budget was passed for next year. The students are excited about the 90 unit cap being pulled by the legislature. The fireside lounge renovation is an ongoing saga. Kevin did attend the facilities meeting but there wasn’t a quorum in attendance and he hopes there will be a quorum at the next meeting.

Accreditation Council

No report.

Facilities Council

Michael Guerra reported that the bond projects were discussed at the last meeting. One that came forward was discussion on parking improvement. He doesn’t know how long it will take for the parking improvement project on west campus to make it easier to travel. They did talk about the fireside lounge bolting of tables and will hold off on that. There was a report out on barrier removal that Francisco Banuelos will bring back to discuss.

Resource Allocation Council

Paul Cripe reported that the group finally decided how to make decisions with consensus voting. If there is a time sensitive topic and it seems like it is going to be delayed, they will switch over to majority voting. There was a lot of information about the possible upcoming parking fee increase and a lot of discussion. The 50% law was discussed and what it was and what it means to the college. Paul said President Stearns said there would be a meeting between herself and a few people from the Senate regarding the topic of jump starting the budget in a way to make it acceptable to the Senate and others. Members requested that Becky Crow come in and let them know where the increased revenue is going to go which amounts to approximately $264,000.

Student Services Council

Martha Robles reported that the council has moved forward to change the Matriculation Workgroup to the Student Success Workgroup. The Student Services Council will be looking at the charge for the
Student Success Workgroup. The Student Services Council has looked at the matriculation components and will be looking at the membership of the Student Success Workgroup. The charge for the Student Success Workgroup will be broader and expanded to cover all aspects of the Student Success initiative. Student Services is looking at creating a Signature New Student experience with admissions, assessment, orientation, counseling, and advising. Criteria are being established for the Enrollment Priorities at the local level at Student Services Council. Assessment Day is planned for April 13. Instructions and communication for students and counselors is being worked on for degree audit.

Martha spoke on the Student Success initiative and indicated that the information will be going out on a frequent basis to the campus, the students, staff, and Academic Senate. Student Success Initiative Workgroups are created with representatives from all areas at the state level. She distributed a document regarding the student success initiative. Martha will be working with CSAC to possibly present information at their classified staff development day.

**Instructional Council**

Deborah Laffranchini reported that the council discussed program review as continuing business and for the remainder of this year, the process will remain unchanged. This summer a team will meet to create a process for program review that will lead to continuous program improvement, responding to the question: How are our students navigating our program? Mike Adams and Jeff Netto introduced a draft document for consideration: Guiding Principles. The document was discussed, suggestions were made and responded to and a revised draft will be presented at the next meeting.

There are now 7 TMCs that have been approved by the CCCCO (Admin of Justice, Art History, Business Admin, Communication Studies, Math, Music and Studio Arts); two have been submitted to CCCCO and are awaiting approval (Kinesiology and Theatre Arts); and two are in the internal pipeline (Anthropology and Geology).

Susan Kincade made a public comment at the meeting reminding the council that the Ed Master Plan, which the Instructional Council is responsible for, will begin to be completed for its five-year plan.

**ANNOUNCEMENTS/COMMENTS**

**FUTURE AGENDA**

**ADJOURNMENT**
College Council

Members: Flerida Arias, Nancy Backlund, Francisco Banuelos, Debi Bolter, Iris Carroll, Flora Carter, Paul Cripe, Jillian Daly, Rosanne Faughn, Cece Hudelson-Putnam, Rhonda Green, Michael Guerra, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Eva Mo, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Kevin Sabo (ASMJC), Mike Sharif (ASMJC), Korey Keith (ASMJC)

AGENDA
April 8, 2013
Staff Dining Room - 3:00 – 5:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS
   A. Review of Minutes – March 25, 2013

IV. INFORMATIONAL ITEMS
   A. Faculty Hiring Prioritization
   B. Administrative Organization Planning

V. REPRESENTATIVE REPORTS
   A. Instruction Council        G. CSEA
   B. Student Services Council   H. CSAC
   C. Resource Allocation Council I. YFA
   D. Facilities Council         J. Academic Senate
   E. Accreditation Council      K. LTAC
   F. ASMJC

VI. ADJOURNMENT
1. Call to Order and Introductions

Jill Stearns called the meeting to order. Michael Smedshammer was introduced as a substitute for member Iris Carroll.
2. Review of Agenda

Jill Stearns reviewed the agenda with members.

Action Items

3. Review of Minutes

Debi Bolter, Eva Mo, and Rose LaMont had amendments to the minutes.

Jennifer Hamilton moved to approve the minutes with the amendments. Jillian Daly seconded.

The minutes of March 25, 2013 were approved as amended by aye vote.

Informational Items

4. Faculty Hiring Prioritization

Jill Stearns reported that the deans will be present at the Instructional Council tomorrow for the discussion regarding faculty retirement replacement. She informed members that there are already nine faculty retirements including one received on Friday. We are significantly behind in terms of hiring for the fall.

The recommendation was given to the Instructional Council that consideration be given to hire temporary faculty for all nine positions for a one year period. These faculty retirements are coming in very late and there was a notice last Friday of another retirement. Jill added that to be strategic, we will use fall 2013 for a broader process of determining faculty hiring priority.

Jillian Daly pointed out that some of the retirees come from one person programs. She felt that some program viability testing needs to be done and this would be a good opportunity as well as a need to look at these faculty positions.

Jill Stearns stated that the goal is to look at it as instructional, not individual. Recruitment should open up early in Spring 2014. She suggested that a College Council work group be formed to decide what data we should look at. A workgroup will be put together at the April 22nd meeting. Jill explained that we are following process that we have in place and at the same time we are having discussion on how we can do this better. This gets to the point of evaluating institutional effectiveness. It is important to be able to document and demonstrate what we have done. The college will be doing program review as we have and it is important to use the outcomes, closing that loop even as we are trying to improve the process.

There was discussion of the possibility of scheduling a summer meeting. Jill Stearns responded that ideally the councils should not meet in the summer. She further explained that summer would be for work groups and gearing up for the mid report. Jill will bring back a couple of dates for the summer at the April 22nd meeting. Members felt that Tuesday afternoons would be a good time to meet.

Paul Cripe will bring back information that Planning & Budget did regarding data to the next meeting.

5. Administrative Organization Planning

Jill Stearns informed members that there is a significant gap in the administrative structure. There are important areas in need of leadership including student development and tech services. In the library there is an opportunity with distance ed to make some changes. Three one-year temporary faculty positions have been approved by the chancellor to aid MJC in reading the restoration of 2% in FTEs. Funding for a full time librarian has to be carved out because MJC committed to a full time west
campus subject specific librarian. Jennifer Hamilton explained that it had to do with the librarian to student ratio. Jill Stearns stated that we have to live up to that commitment and reiterated that there will be the 9 positions, plus 3, plus 1 to try to fill for 2013/14.

REPRESENTATIVE REPORTS

ASMJC

Kevin Sabo reported that elections were held last week for next year. The results went out on email to everyone. Andrew Campbell will be president and Korey Keith will be Executive Vice President. Kevin reminded members of the Neil Shuban speaking engagement on campus on April 19th. Dragon Naturally Speaking software was purchased so students would have it available was purchased for DSPS to use. Francisco Banuelos explained that this is a compliance issue for DSPS. The software would be expanded to other computer labs.

Cram night will be on west campus April 25th from 8 p.m. to midnight. ASMJC will be in partnership with Campus Safety regarding increasing the number and quality of cameras on campus. The student trustee election is ongoing. The students will be talking to the trustees to see how they can get a second student trustee.

CSEA

Rosanne reported that not too much is going on right now. CSEA is getting ready for negotiations and meetings. The River Delta Field Office through CSEA is having a luncheon and Sherri Suarez will be awarded as an Unsung Hero. Some of the CSEA Exec Board members will be attending the luncheon.

CSAC

Tanya Smith reported that invitations are being delivered regarding the Annual Classified Staff Development Day on May 22 featuring motivational speaker Bubba Paris. There will also be workshops offered in the afternoon.

YFA

Jillian Daly reported that nominations open today for some offices. Nominations will close and finish by the end of April. There will be total compensation negotiation in April including some workload items, with health benefits around April 22nd. There will be a good window of opportunity for discussion in May. The court date of the appeals takes place on Wednesday and more will be known after that but it might take 3 months. Jillian noted that a lot of former YFA leaders are retiring this year and a large number of YFA members will be attending the retirement dinner. Twenty-four YFA members will make up the YFA tables.

Academic Senate

James Todd reported that Academic Senate talked about hiring prioritization. The chancellor and the Executive Vice Chancellor gave the Senate an overview of the budget. There was not any big new news or surprises from their presentation. The Senate discussed hiring prioritization and trying to figure out a process. The program review map was the last thing the Senate approved. The Senate reaffirmed the resolution that they had regarding the three riffed positions. The only position left out was industrial technology; however, the art (new position created for art) and library positions will be coming back. For the short term process, there will be an augmented set of faculty to put through. You would have one representative faculty from every division. There will be a special meeting Thursday to look through and ratify. James is hoping to have something for the college to be fully vetted in for hiring prioritization.
LTAC

Rhonda Green reported that LTAC has been working on the leadership team handbook for two years and it is nearly complete. The Chancellor and Interim Vice Chancellor of Human Resources are looking at the handbook. She hopes that the handbook will be finalized soon. Rhonda explained that LTAC is a group that does not negotiate and therefore, things are done a lot differently. She stated that LTAC has worked with the Chancellor and will work with the President.

Instructional Council

Deborah Laffranchini reported that the Instructional Council had its first reading for Guiding Principles, the Resource Allocation Council’s document, with a second reading tomorrow. The council will look at other colleges for best practices and review in enrollment management possibly doing this in March and April so we are not doing it twice. Meetings will be continued to examine the current website with staff and faculty given an opportunity to give input. The council intends to look at its charge to see if it is meeting its charge.

Student Services Council

Martha Robles reported that the council is discussing enrollment priorities and looking at criteria for the local level and criteria process for local regulations. The council is also looking at their charter.

Resource Allocation Council

Paul Cripe reported that the Director of Campus Safety, Becky Crow presented a little more information regarding the parking fee. There was some concern that a fee increase could be a temporary quick fix for a problem that has some depth to it. The suggestion was made to slow down and not rush into something that hasn’t been thought through.

Jillian Daly added: YFA is pretty much against a parking fee increase. When you look, almost every district charges nothing for parking. How is it that all these district who are similar, they fund security but not on the backs of faculty and staff? Paul Cripe responded that he thinks that was part of the decision to slow down, and there is definitely a need.

Debi Bolter requested that parking information be forwarded that YFA has not heard before as they will be meeting.

Jill Stearns encouraged groups to have Becky Crow visit them to give information. She added that Becky does a nice job of explaining the information. Paul Cripe stated that they encouraged all constituents to hear a presentation from Becky Crow because it is more than just reading information.

Paul Cripe stated that flowing through the different processes and how money would be allocated was discussed. Program review would go through the different councils. Visual aids will be made so people can understand. The program review cycle will be lengthened and it is expected that things will come up that cannot go through a three year cycle and that is being worked on. RAC did a little work on its guidelines and that will be finished up.

Accreditation Council

Debi Bolter stated that the council evaluated the charge of the council and revised for College Council at the last meeting. The council talked about responses. Susan Kincade added that she shared her recent experience as a visiting team member and discussion followed on what we can do to make our visit successful. A brown bag Q & A event will be held on April 17th. The goal is to have something on east and west so people can come and ask accreditation questions. The council talked about doing videos on accreditation to have Institute Day and a promo for it.
Jill Stearns announced that April 22nd will be College Council’s final meeting of the semester and the first reading of recommendations from the councils to make revisions to *Engaging All Voices*. It will be more of a conversation as we talk about some of the recommendations and document a wrap up. Also on the agenda will be recommendations for the work group on developing a faculty hiring prioritization data set.

**Facilities Council**

Francisco Banuelos reported that the Facilities Council met on March 18th. Discussion and updates from Measure E process were held. There was a good turnout from students who made a presentation on Fireside Lounge and installation of furniture. A work order has been done to install the furniture. The council will meet again next week.

**ANNOUNCEMENTS/COMMENTS**

Martha Robles reported that an email will go out regarding the student success initiative. Tomorrow the scorecard link will be released. She will send information out via email to everyone when available.

Michael Guerra reported that at the district planning meeting, the recommendation came back that the second paragraph should be eliminated from our mission statement. Jill Stearns added that the directions were to find commonality in the district and MJC mission statement. Michael stated that it was asked to be brought back so we might consider it as well.

**FUTURE AGENDA**

1. *Engaging All Voices* recommendations from the councils
2. Recommendations for work group on developing faculty hiring prioritization process
3. Data elements Planning & Budget used – Paul Cripe
4. Summer meeting dates

**ADJOURNMENT**
College Council

Members: Flerida Arias, Nancy Backlund, Francisco Banuelos, Debi Bolter, Iris Carroll, Flora Carter, Paul Cripe, Jillian Daly, Rosanne Faughn, Cece Hudelson-Putnam, Rhonda Green, Michael Guerra, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Eva Mo, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Kevin Sabo (ASMJC), Mike Sharif (ASMJC), Korey Keith (ASMJC)

AGENDA
April 22, 2013
Staff Dining Room - 3:00 – 5:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS
   A. Review of Minutes – April 8, 2013
   B. Establish Faculty Hiring Priority Parameter Workgroup

IV. INFORMATIONAL ITEMS
   A. Engaging All Voices recommendations from the councils
   B. Recommendations for Work Group on developing faculty hiring prioritization process
   C. Data elements Planning & Budget used – Paul Cripe
   D. Summer meeting Dates
   E. SLO & Assessment Update – James Todd

V. REPRESENTATIVE REPORTS
   A. Instruction Council
   B. Student Services Council
   C. Resource Allocation Council
   D. Facilities Council
   E. Accreditation Council
   F. ASMJC
   G. CSEA
   H. CSAC
   I. YFA
   J. Academic Senate
   K. LTAC

VI. ADJOURNMENT
1. Call to Order and Introductions

Jill Stearns called the meeting to order.

2. Review of Agenda

Jill Stearns reviewed the agenda with members. Item C regarding data elements was removed from the agenda.
Kevin Sabo stated that he would really like College Council to make the recommendation that the Facilities Council made to bolt the tables down in the renovated Student Lounge.

Jill Stearns responded that there was not a quorum at that Facilities Council meeting in order to take a vote; however, per Kevin Sabo’s request Student Lounge was added as action item II C on the agenda.

**Action Items**

3. **Review of Minutes**

Flora Carter stated that Debbi Partridge was at the last meeting.

Jillian Daly moved to approve the minutes of April 8, 2013 with the correction. Paul Cripe seconded.

The minutes of April 8, 2013 were approved as corrected by aye vote.

4. **Establish Faculty Hiring Priority Parameter Workgroup**

Nancy Backlund reported that people wanted to get a feel for the time of the meetings. Jill Stearns responded that the group will meet when the majority of the members are available to meet.

James Todd volunteered to chair the workgroup for the faculty and indicated that he will be around this summer.

**Faculty Hiring Priority Parameter Workgroup Members:** James Todd (chair), Jennifer Hamilton, Martha Robles, Rosanne Faughn, Korey Keith, Nancy Backlund, Cece Hudelson-Putnam

Rosanne Faughn expressed concern that classified positions will be left out. Jill Stearns responded that there is a data set for faculty hiring but it does not translate for use with classified positions.

James Todd will lead the group and call the first meeting.

5. **Student Lounge (East Campus Student Center)**

Kevin Sabo reported that Facilities Council had a meeting a week ago and there was discussion regarding bolting down the furniture in the newly renovated student lounge. Members sat down and raised the point. It was established who in the room can vote and they decided there was a quorum. Jill Stearns responded that the chair would be the one who would bring an agenda item to College Council.

Kevin Sabo stated that a lot of new individuals were at the meeting. Five individuals voted to have the furniture bolted down, one nay and one abstention. He added that he would really like to finish this item and have the lounge opened for the spring. Nothing can happen with the furniture until a decision is made.

Jillian Daly asked why bolt the furniture down? Kevin Sabo responded that a small group of students monopolize the area. This group of students get there early in the morning and stay all day. As a result, a lot of students complained that there was no equity in the use of the lounge. Bolting some of the tables would allow more students to use the furniture. The constant moving of furniture would also limit the life of the floor. If another event is using the lounge, all the furniture gets taken out and no one else can use the lounge.

Jillian Daly pointed out that it is the only place on campus with a fireplace and maybe we need to work with facilities and have the use limited. The lounge has a long history of use for college celebrations. Jillian would hate to do something that is just one option and lock it in for the use of the college.
James Todd stated that he feels the same way and he knows the students are frustrated. He suggested that something could be posted like only use the space for two hours so others can use it.

Jill Stearns suggested upping the supervision of the area so it can be established that it is not all right to camp out all day. She added that there should not be any space on campus where students aren’t welcome. In terms of exclusiveness of the lounge by use of students, she is okay with that. There are other college spaces that could be used for fundraising or whatever the activity might be.

Jillian Daly stated that she is not sure bolting down furniture meets the needs of everyone.

Iris Carroll added that this is what they experienced in the library. People kept their space and it is difficult to monitor that. She doesn’t know if working it into security’s workload would work.

Kevin Sabo reminded members that there is no other place on campus where students can meet.

Francisco Banuelos explained that the furniture is there and there was a recommendation for the furniture to be placed and observe how it is going to be used. The designer said that she was not in favor of bolting down the furniture. The designer said yes, why don’t we set the furniture up to see functionality. By bolting down the furniture, you have done some permanent damage to the floor.

James Varble informed College Council that students came together in meetings and agreed that bolting the furniture was the way to go. He pointed out that the renovation was paid for by the students. He felt it was an equitable and fair arrangement. The tables are much bigger and heavier than the dining room tables. James would rather see our security stopping theft in the parking lots instead of monitoring the lounge.

Kevin Sabo said we know how students use it, they move around furniture and that has been the entire history of the lounge.

Jill Stearns asked how do we know today if we need three people to sit here today and seven to sit there next time?

Eva Mo stated that she is uncomfortable making a decision when the quorum issue is unclear.

Jill Stearns reiterated that the recommendation would come from the chair of the council to College Council.

Kevin Sabo stated that he doesn’t feel it is fair for members to hold up progress. The Facilities Council has been meeting without a quorum.

**Action Item**

Kevin Sabo moved to bolt down the furniture in the student lounge. Mike Sharif seconded.

James Todd called for the question and further stated that he would like to hear that there is a summer meeting (of Facilities Council) and that it will be hammered out. He wants to make sure that someone is accountable in that area if the tables are not bolted down. He added that the students have spent an incredible amount of time in this effort.

Motion failed 4 Ayes, 13 Nays, 1 Abstention

Jennifer Hamilton moved that the Facilities Council meet as soon as possible and bring it back following procedure. James Todd seconded.

James Todd amended the motion to add accountability whether the furniture is bolted down or not.
Motion passed by aye vote.

Martha Robles reminded members that we need to go back to our groups to see how they feel.

Jill Stearns clarified that we should have a recommendation from Facilities Council for our next meeting.

**Informational Items**

6. **Engaging All Voices recommendations from the Councils**

Jill Stearns stated that the plan is to hear the recommendations today, then they will be combined into one document in order to see the changes easily and forward to members.

Debi Bolter reported that for the Accreditation Council under membership, Academic Senate will be stricken to just list Faculty Accreditation Chair and adding Academic Senate President, Co-Chair.

Susan Kincade reported that the Instruction Council will be meeting tomorrow and making their recommendation.

Paul Cripe distributed the Resource Allocation Council’s recommendation. He added that the group had discussion on items that should be presented here and items on a more action oriented document.

Martha Robles reported that the Student Services Council recommends to add to its charge:


Francisco Banuelos distributed the Facilities Council recommendation. The Campus Safety Committee was added to their charter.

Carolyn Hart will send the compiled councils’ recommendations document when completed to members.

7. **Summer Meeting Dates (tentative)**

May 21 (not used)
June 18
July 9

Meetings would be from 2:00 to 4:00 p.m.

8. **SLO & Assessment Update**

James Todd informed members of the new five year cycle of Student Learning Outcomes. In the cycle, outcomes are assessed in the following time periods:

- CLOs: Regularly offered courses are assessed twice in 5 year period
- PLOs: Program (degrees and certificates ) Learning Outcomes are assessed twice in 5 year period
- GELOs: General Education Learning Outcomes are continually assessed by each discipline
- SSLOs, SAOs, AUOs, ILOs: Regularly assessed twice in 5 year period

20% of the college is assessed for five semesters.

PLOs and GELOs are in the pilot program now.

All CLO assessments are available online in CurricUnet as entered in the last two to three semesters.
A report will go to Instruction Council for review and will be available to all counselors. GELOs are established in the catalog already. AUOs and ILOs go to College Council.

James Todd stated that seeing what kind of data folks can generate is really important. He will be working with Curtis Martin this summer regarding program review. He informed members that there is an open position for an assessment and accreditation secretary.

James Todd referred to the five year cycle spreadsheets that were created so everyone can see what is to be done. The spreadsheet will be up in the summer. He is presenting this information today to go out to all constituent groups. James reviewed the following slide.

**Learning Outcomes Assessment Processes**

- All CLO assessments are available online @ CurricUnet
- PLO and GELO assessments
  - Go to OAW and Instruction Council for review and discussion
  - Available for all councils
  - Inform Program Review, Curriculum Review/Update Resource Requests
- SSLO and SAO assessments
  - Go to OAW, Student Services Council and Instruction Council for review and discussion
  - Available for all councils
- AUO and ILO
  - Go to College Council

Jill Stearns interjected that there is not a lot of variation across the institutions and this is similar to the colleges. She felt that our group has been really good in terms of getting there.

James Todd distributed a mission statement handout that indicates the three core commitment areas the college services as follows:

- Content Mastery & Breadth of Learning
- Globally Competitive Workforce
- Personal Growth, Cultural Awareness & Citizenship

James Todd went over the proposed Institutional Learning Outcomes statements that would drive the mission of the college:

**Communication.** Students will generate and develop capabilities for creative expression and effective communication.

**Information and Technology Literacy.** Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy.

**Personal and Professional Development.** Students will develop skills that aid in lifelong personal growth and success in the workplace.

**Creative, Critical and Analytical Thinking.** Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills.

**Cultural Literacy and Social Responsibility.** Students will be prepared to engage a global world while exhibiting a broad sense of diversity, cultural awareness, social responsibility and stewardship.
James added that the ILOs will be done in three sessions and that we need to start thinking about software that might help us on campus.

Carolyn Hart will email James’ presentation documents to the College Council members.

**REPRESENTATIVE REPORTS**

**ASMJC**

Mike Sharif reported that ASMJC had a successful dodge ball event which James Varble refereed. Cram night will be held on April 25th. Some ASMJC representatives are attending the Student Senate and Assembly in Burlingame. AB955 which would authorize two year education students to be charged for actual education, has been cleared.

On April 19th, American Paleontologist Neil Shubin spoke at MJC and it was a very successful event. Dr. Shubin discussed one of the books he authored, *Your Inner Fish*, in his presentation. The students presented James Todd with two books authored by Neil Shubin.

**CSEA**

No report.

**CSAC**

No report.

**YFA**

Jillian Daly reported that the main item YFA is working on is trying to wrap up health benefits in May. She gave recognition to the team that has been working really hard for workload and salary. A tentative agreement is expected soon. Jillian is looking forward to working with the statewide Academic Senate.

**Academic Senate**

James Todd reported that Academic Senate has forwarded recommendations for faculty hiring priorities. He attended the state Senate plenary and saw ASMJC members Korey Keith and Kevin Sabo there. Policy was talked about at the plenary. A lot of resolution was voted on, and different disciplines were passed. The state Senate president talked about the ways unit values are affecting transfer. Larger state conversations about that are happening as well. James talked with other people about the high unit classes effect. He is thinking about having a conversation on Institute Day or the day before to begin the conversation on how we deal with student success and the transfer model.

**LTAC**

No report.

**Resource Allocation Council**

Paul Cripe reported that an evaluation of how we did this year as a council led to a pretty interesting conversation. Tentative meeting times throughout the summer were set. Some ideas were brought up but nothing definite or official and everyone had their say.
Student Services Council

Martha Robles reported that the Student Services Council reviewed its charge, role, function and responsibilities. Recommended changes include: Rename the Matriculation Advisory committee as the campus Student Success Workgroup. This will be a workgroup under Student Services Council and would encompass Matriculation, the legislative mandates and other initiatives associated with the Chancellor’s Office Student Success Initiative.

Student Services Council discussed the charge and membership of the Student Success Workgroup. The proposed charge: “Under the direction of the Student Services Council develop implementation plans, processes, activities and initiatives related to student success.” Membership for the Student Success Workgroup to be open to anyone in the campus community interested in participating. Vice President, Brenda Thames will be sending out a campus-wide e-mail on the changes in the title, the charge, and its membership to invite participants.

Instructional Council

Deborah Laffranchini reported that Instructional Council discussed hiring priorities and nine or more replacements for retiring faculty. It has been recommended that these replacements just be one-year full-time temporary positions.

Accreditation Council

No report.

Facilities Council

No report.

ANNOUNCEMENTS/COMMENTS

Jill Stearns formally thanked Rose LaMont for attending today and for her many years of service to the college.

FUTURE AGENDA

1. Engaging All Voices recommendations from the councils
2. Student Lounge – bolting of furniture

ADJOURNMENT
College Council

Members: Bill Anelli, Flerida Arias, Nancy Backlund, Francisco Banuelos, Debi Bolter, Iris Carroll, Flora Carter, Paul Cripe, Jillian Daly, Rosanne Faughn, Cece Hudelson-Putnam, Rhonda Green, Michael Guerra, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Andrew Campbell (ASMJC), Victor Costa (ASMJC), Korey Keith (ASMJC)

AGENDA
July 9, 2013
Staff Dining Room - 2:00 – 4:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS
   A. Review of Minutes – April 22, 2013

IV. INFORMATIONAL AND DISCUSSION ITEMS
   A. Update from Work Group developing faculty hiring prioritization process
   B. Accreditation Update
   C. Assessment Update
   D. Measure E Update
   E. MJC Organizational Change Proposal
   F. Budget Update
   G. Resource Allocation Model Draft
   H. Mission Statement Revision (Draft)
   I. Institutional Learning Outcomes

V. REPORTS
   A. Instruction Council
   B. Student Services Council
   C. Resource Allocation Council
   D. Facilities Council
   E. Accreditation Council
   F. ASMJC
   G. CSEA
   H. CSAC
   I. YFA
   J. Academic Senate
   K. LTAC

VI. ADJOURNMENT
MEMBERS

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<td>Jill Stearns</td>
<td>MJC President, Chair</td>
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<td>Susan Kincade</td>
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<td>Michael Guerra</td>
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<td>Brenda Thames</td>
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<td>Flora Carter</td>
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SUBSTITUTE

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<td>George Boodrookas</td>
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Business

1. Call to Order and Introductions

Jill Stearns called the meeting to order and welcomed the new members and guest to College Council. Everyone introduced themselves around the table.

2. Review of Agenda

Jill Stearns reviewed the agenda with members. Jill will send today’s handouts electronically to members.
3. MJC Position Summary

Jill Stearns reminded members that there was a request at the last College Council to have a snapshot of positions being hired with particular focus on faculty hiring. She distributed a position summary sheet which identified the position vacated, the position being recruited, and comments on the current status. In response to two faculty positions on hold, Jill replied that the 60/40 split is being reviewed regarding the American Sign Language position and the Coordinator Fire Science position is being proposed to change to a director. James Todd stated that the Senate will be discussing the Fire Science position.

Jill pointed out that six positions that were previously subject to layoff are coming back.

Action Items

4. Review of Minutes

Debbi Partridge stated that the word “not” should be deleted in Flora Carter’s reference to Debbi being present at the meeting.

The minutes of April 22, 2013 were approved as corrected.

5. Update from workgroup developing Faculty Hiring Prioritization Process

James Todd reported that the group had a good meeting yesterday. Members talked about older Senate documents and agreed on areas that need to be included in faculty hiring. The group is attempting to understand how faculty hiring works inside a division and then what happens after that. How does program review and discussion emerge after that? Different options are being explored. In the Instruction Council, deans were invited as part of the discussion. At the meeting, there was mention of a process where a formula was developed and how people would rank them. The group will be reevaluating the formula at the next meeting. Part of the discussion was where is the Senate and YFA coming in? James added that it seems the union figures out how many (faculty) and the Senate figures out how. A large packet of information will be going out to people.

The group wants to figure out standardized forms that come out from the division to standardize the process when we look at how we hire. James added that it seems that people are comfortable for this to go to the Instruction Council. He said you are hoping that everyone on the council has detailed knowledge of enrollment, program review, and success rates.

The group hopes to have recommendations and a report at the end of July or early August for College Council. One concern was what happens when people retire from a one person program? James said if it is a one person program it does become an academic and professional issue and how do we judge the healthy programs?

6. Accreditation

Susan Kincade reported that she and Debi Bolter are meeting regularly both in person and via email in an attempt to get a draft together. The goal is to have a written report to our Board of Trustees. Susan thinks they will get it done and to our councils to take a look at soon. She added that they continue to ask the right questions and get the words on paper for ACCJC to take a look at.

Susan reported that the college has not had a substantive change in its report for a couple of years. She is providing this information for the commission and documenting everything we have done in the last two years. There were questions about a new degree we put forward and about our distance education. Susan put together a substantive change for distance education.
Jill Stearns informed members that the action on substantive change is probably at the end of the ACCJC report in the two times a year they meet.

**Informational Items**

7. Assessment Update

James Todd reported that the college is in the process of doing several things. The college has met its goals for assessment in 2012-2013, and he stated that what they are building right now is really good, standardized data. In the information the Outcomes Assessment Workgroup get from faculty concerning SLOs, faculty document conversations they are having with each other. Last spring a pilot session of our PLOs was done in our new 5-year cycle, and those pilots look really good. The new cycle continues in the fall, and the Academic Senate and OAW are working on ways of strengthening our PLO analysis and integrating it with a complementary 5-year Program Review cycle. Curtis Martin, our Academic Senate Program Review Chair, along with James Todd and Susan Kincade, have been regularly meeting this summer to revise program review and strengthen the process.

James stated that the challenge is to figure out how data moves up scale and he thinks a lot of colleges are working on this. He has talked with people at the state Senate about the kind of data being used. He has also talked to people about how curriculum is being used. James felt that right now we have a process that is working real well; we are meeting our goals set last year and meeting our timeline. A draft will be ready the first week of August regarding how well our assessment and program review models merge. What kinds of data to use and what will work well? The hope is to have a model this fall for program review that will work well for everyone. The attempt is to make program review more meaningful at the division level.

Susan Kincade stated we are not starting a new process and suggested taking a look at what we have done and evaluating saying what we can do better. She explained that we track and look at how students are impacted by different service areas. Iris Carroll stated that we need to have a way to be able to communicate through forums or programs how areas contribute.

It is planned that by Institute Day the web will be fully developed and information posted. James added that by reflecting on program review we have discovered more data we would like to use.

8. Measure E

Jill Stearns reported that the Science, Math & Engineering folks are adjusting to their new building. In the old Science building, if something didn’t work, they knew what to do. Items to be fixed are being identified and it is moving along well. The Career/Transfer Center was scheduled to be complete when school starts and they will relocate the middle of September. The bathroom project in the Student Center has been completed. It is now more accessible and that was the plan.

The Redbud building for the RN program is scheduled to be completed at the start of school. The ribbon cutting will be delayed. Things are moving along for North Hall. Bids are now out and there is some concern because costs are going up.

The Modesto Police Department has requested to use the facility while the campus is closed. This will be most likely a Saturday or Sunday. It will be beneficial for them to be training on our campus so they can be familiar with our buildings if they are called on campus for an incident. The exterior paint is being applied with the North side being done. Jill added that it is turning out really nice with the interior just as nice. It is scheduled for completion in the fall and anticipated to be open in the spring.

There is a growing list of projects that would benefit the college. One example is a storage facility at the Ag pavilion and a lot of similar items have come up. When more is known when current projects are finished, we will look at what money is left. Cece Hudelson-Putnam added that the Forum Building is really in need of new carpet.
9. Organization Chart

Jill Stearns distributed a draft MJC organization chart and requested that it be shared with members’ constituent groups. She explained that the college has some areas where there are definitely some holes. There is an opportunity related to folks who have left the college, to fill the gaps. The big areas where we really need some help are shown in working titles. The Dean of Instructional Services would have a broad scope: IT and Media Services, professional development, and Health Services. The attempt is to piece together a position with more responsibility.

Susan Kincade informed members that one of the things that have come about is another opportunity when the Fire Science Coordinator retired. She stated that in a meeting someone suggested that this be made from a faculty position to a management position. Susan emailed counties, particularly in California and many of them had this as a management position. This is a partnership with the regional fire science and it cannot happen with someone with a shortened contract. The position needs someone who can come in five days a week, and come in on the weekend. She spoke with the Fire Authority and they said to a person that someone needs to be there five days a week with someone doing administration work. Jill Stearns added that we can let training happen there by the Fire Authority and make money. It would be a win-win for both sides. Susan Kincade added that we could recruit other Fire Authorities to use our facility. This needs to be a 12 month position. Cece Hudelson-Putnam added that when faculty is evaluating faculty as this was, that is a conflict.

There is another director position, title yet to be determined, that would encompass the following areas: Student Access and Student Success.

Jill Stearns requested that when College Council meets in August, she wants to take action on this organization chart and that is why she is asking for feedback from constituent groups. The total hit to the college for the three positions would be $126,000. Monies will be coming from vacated Title V and Director of Health Services positions so the college will not be taking on the whole cost of the three additional positions. The hope is to get this organization chart on the board agenda for September. The recommendation might be to do an interim for both director positions.

10. Budget Update

Michael Guerra reported that the original allocation of $187,000 is more than the previous allocation but doesn’t quite hit our step and column increase of $203,000. The May revise came and included growth of 1.5%. The current budget is over one million dollars more. A tentative budget was adopted in June and on September 11, the final budget will be approved.

Michael stated that there will be pockets of money coming from the state that will be used in the final budget. There is still a 5.2 million reserve at the district. The college is in a good position right now with building back faculty and structuring in order to implement all instruction and do outreach. Student success and special program funding will be finalized later.

Michael distributed a handout of the 2012-2013 second principal apportionment that was posted as if June 24th. Our funding increased by 3.5 million which is .6 million below our target. Michael assured members that we are not leaving any money on the table. Some community colleges are having trouble, even with rolling back. Scott Lay, President & CEO of the Community Colleges League of California is working with CEO executives to work with the Department of Finance to get money that was supposed to come to community colleges. The shortfall is due to revenues the state assumed would be directed to community colleges from the redevelopment agencies (RDA). They will work to get the state to true up community colleges revenues. Until all deferrals are paid down, you won’t see funding. Prop 30 will sunset in 2018-19. Michael cautioned that we need to be on a constant stream to build our reserves. Michael anticipates that the budget picture is going to look pretty good the next 3-4 years. He added that there are still some challenges as it is a very cautious market we are in.
11. Budget Model

Jill Stearns stated that Sherri Potts beautifully captured what our budget development process is in a graphic design. She distributed the graphic which is in the shape of a dollar sign. Jill reminded members that this is not a new process. The Accreditation for California Community and Junior Colleges (ACCJC) wants to see the college codify this process.

The process is already approved and Jill is looking for the best visual we can have to represent the process. The deans and the Resource Allocation Council (RAC) have looked at the graphic and their input has been included in this updated version.

The dollar sign graphic illustrates: After the resource allocation requests are ranked by priority for funding by the appropriate council (Instructional, Student Services, or Facilities), they are forwarded to the Resource Allocation Council. The Resource Allocation Council forwards a recommendation to College Council. College Council would then forward their recommendation to the President’s Exec Cabinet and flow to Chancellor’s Exec Cabinet and then Board of Trustees. The final outcome would end with a budget.

The gray boxes on the graphic document show some of the ideas that influence thinking, both internal and external (i.e., Learning Outcomes, Accreditation, Institutional Effectiveness, Partnerships Community Trends and Forecasts).

Jill requested input on the list and title of items in the gray boxes. A narrative will be completed as well. This will fit alongside the program review process and fit with how the college moves forward. Unless there is something really egregious that comes forward, Jill is hoping College Council would trust and rely on the expertise of the other councils, but just not rubber stamp everything.

Jill reminded members that the big picture of the college should be considered at every level.

12. Mission Statement Revision

Jill Stearns referred to the strategic planning session at the district to consider the college’s mission fit with the district’s. Michael Guerra said that at the event that day we were to look at the district, Columbia and MJC’s mission statement to see what the alignments were. One of the things that came out was the second paragraph in our mission statement that it is really more of a value statement. The recommendation was that the second paragraph be eliminated and that we use the first paragraph as a mission statement. The second paragraph could be brought back when a value statement is being considered. Those present at the meeting reviewed the district and college statement and reviewed the proposed change that follows below.

**MJC Mission Statement**

Proposed Change 2013

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.

Education is the reason our institution exists. To this end, we value innovation, professionalism, integrity, and responsible stewardship. We foster respect for and interest in the diverse individuals and histories of our community. These values are foundational to the way we shape our programs and services, make and communicate decisions, reinforce collaborative relationships within our community, and promote civic engagement.
13. Institutional Learning Outcomes

James Todd distributed a document detailing the proposed Institutional Learning Outcomes and requested input from now and July 23rd. The Senate will be voting on the document. James explained that the workgroup started to organically grow these and then compared them to other institutions. He estimated that probably two ILOs could be done every semester.

The following are the categories of the proposed Institutional Learning Outcomes (ILOs):

1) Communication
2) Information and Technology Literacy
3) Personal and Professional Development
4) Creative, Critical and Analytical Thinking
5) Cultural Literacy and Social Responsibility

REPRESENTATIVE REPORTS

Student Services Council

Brenda Thames reported that Martha Robles is sending out a request for participants to join and help with the implementation of the Student Success Committee.

CSEA

Rosanne Faughn reported that CSEA will hold its annual picnic Friday in Riverbank at the Jacob Meyers Park. The CSEA annual conference will be held at the end of the month. Rosanne and two new delegates, Tanya Smith and Julie Hughes will be going this year.

CSAC

Tanya Smith reported that the CSAC staff development day went off very well. She expressed thanks for everyone who attended. Tanya said that there was a lot of collaboration and she got to see some people she had never met before. She reported that it has been crazy in Admission & Records with summer, fall, and degrees.

Facilities Council

Francisco Banuelos reported that Measure E projects were discussed at the meeting. December 2015 is the last date to have everything done with Measure E. Campus Safety received a grant for electrical vehicles. Action was taken on benches outside auditorium. There was a recommendation on Fireside Lounge for not bolting furniture but putting furniture in place for a year and placing signs that moving furniture is not allowed. The item (bolting of furniture) will be brought back for review. Recommendation for Engaging All Voices document: They would like to add Campus Safety to the Facilities Council.

Academic Senate

James Todd reported that the Senate met and cleared up a lot of hiring committee ideas. ILOs were discussed and the Senate wants to talk about the Fire Science position.

ASMJC

Andrew Campbell reported that the first council meeting will be Thursday from 1:30 to 3:30. He added that everyone is making the transition to new leadership. The entire construction project has been
completed in the Fireside Lounge. He would like to meet with President Stearns regarding the Fireside Lounge.

**Professional Development Council**

George Boodrookas reported that some good work has been done on the website. Peggy Kroll is working on Institute Day.

George is looking for volunteers for the Summer Sonata on July 18th.

**ANNOUNCEMENTS/COMMENTS**

It was decided to cancel the July 30th meeting due to CSEA members attending the state conference. The next meeting will be August 6th at 2:00 p.m.

**FUTURE AGENDA**

**ADJOURNMENT**
College Council

Members: Bill Anelli, Flerida Arias, Nancy Backlund, Francisco Banuelos, Debi Bolter, Iris Carroll, Flora Carter, Paul Cripe, Jillian Daly, Rosanne Faughn, Cece Hudelson-Putnam, Rhonda Green, Michael Guerra, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Andrew Campbell (ASMJC), Victor Costa (ASMJC), Korey Keith (ASMJC)

AGENDA
August 13, 2013
Staff Dining Room - 2:00 – 4:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS
   A. Review of Minutes – July 9, 2013

IV. ACTION ITEMS
   A. MJC Organizational Change Proposal
   B. Mission Statement Revision
   C. Institutional Learning Outcomes

V. INFORMATIONAL ITEMS
   A. Update from Work Group developing faculty hiring prioritization process
   B. Accreditation Update
   C. Institute Day

VI. REPORTS
   A. Instruction Council
   B. Student Services Council
   C. Resource Allocation Council
   D. Facilities Council
   E. Accreditation Council
   F. ASMJC
   G. CSEA
   H. CSAC
   I. YFA
   J. Academic Senate
   K. LTAC

VII. ADJOURNMENT

Next Meeting August
MEMBERS

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GUESTS

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<td>Heather Townsend</td>
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SUBSTITUTE

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<td>Mike Smedshammer</td>
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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.
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. Flerida 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. Korey 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.

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 27\textsuperscript{th}.

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
AGENDA
September 9, 2013
Staff Dining Room – 3:00 – 5:00

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS

A. Review of Minutes – August 13, 2013
B. YCCD Board Policy – 1st Reading
   i. 2345
   ii. 2350
   iii. 5055
   iv. 6530
C. Engaging All Voices – Revised
D. Resource Allocation Proposal

IV. INFORMATIONAL ITEMS

A. Update from Work Group developing faculty hiring prioritization process
B. Accreditation Update
C. FTES Update

REPORTS

A. Instruction Council
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GUESTS

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<td>Brian Sinclair</td>
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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