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
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
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

V. ADJOURNMENT
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 musical 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
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, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Ross McKenzie, Debbi Partridge, Martha Robles, Christine Serrano, Tanya Smith, Jill Stearns, Brenda Thames, James Todd, Andrew Campbell (ASMJC), Victor Costa (ASMJC), Korey Keith (ASMJC)

AGENDA
September 23, 2013
Staff Dining Room – 3:00 – 5:00

I.  CALL TO ORDER

II.  WELCOME & INTRODUCTIONS

III.  ACTION ITEMS

A.  Review of Minutes – September 9, 2013
B.  YCCD Board Policy
   i.  2345
   ii. 2350
   iii. 5055
   iv. 6530
C.  ACCJC 2013 Follow-up Report

IV.  INFORMATIONAL ITEMS

A.  Update from Work Group developing faculty hiring prioritization process
B.  Accreditation Update
C.  FTES Update
D.  Resource Allocation Proposal - Detail

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

V.  ADJOURNMENT
1. Call to Order and Introductions

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

Jill Stearns reviewed the agenda with members.

3. Review of Minutes

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

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

4. YCCD Board Policy – 2nd Reading

*Policies being reviewed:*

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

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

**Action**

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

Motion passed by aye vote.

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

Motion passed by aye vote.

5. ACCJC Follow-up Report

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

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

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

**Action**

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

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

**Informational Items**

6. **Update from Work Group developing faculty hiring prioritization process**

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

7. **Accreditation Update**

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

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

8. **FTES**

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

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

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

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

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

Jill Stearns informed members that 977 sections had wait lists on the first day of class. Susan Kincade expressed appreciation that we have been given money from the start and that helps us. She added that currently, day and time of the week and courses are being analyzed. The plan is to start registration around the first week in April for summer and fall classes. Susan felt that students should be able to move around freely and drop/add classes. The second week of class, permission to add should be from the instructor. The third week of class, the faculty member and dean need to approve
adding classes. Susan stated that some good changes are being made in Student Services and ideas explored for what we want to do to improve. Jill Stearns added that there has been great focus by Susan Kincade and Brenda Thames on what to do to make students more successful.

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


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

10. **Update from Work group developing faculty hiring prioritization process**

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

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

**REPRESENTATIVE REPORTS**

**ASMJC**

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

**LTAC**

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

**Accreditation Council**

No report.

**Academic Senate**

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

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

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

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

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

YFA

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

Resource Allocation Council

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

CSAC

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

Student Services Council

No report.

CSEA

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

Instructional Council

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

President

Jill Stearns reported that this summer she spent a lot of time reading faculty evaluations and wanted to say how good the faculty evaluations and peer evaluations were. They were very well done and she
appreciates the attention and time put into them. She added that it is really important and it is the only place where we watch what happens in our classrooms. Jillian Daly asked to have this noted in Reflections.

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

Professional Development Council

No report.

ANNOUNCEMENTS/COMMENTS

FUTURE AGENDA

ADJOURNMENT