College Council

Members: Bill Anelli, Flerida Arias, Nancy Backlund, Francisco Banuelos, Iris Carroll, Flora Carter, Paul Cripe, Rosanne Faughn, Cece Hudelson-Putnam, Jennifer Hamilton, Susan Kincade, Deborah Laffranchini, Bryan Marks, Ross McKenzie, Debbi Partridge, Martha Robles, Jill Stearns, Brenda Thames, James Todd, Andrew Campbell (ASMJC), Korey Keith (ASMJC), Luis Rebolledo (ASMJC)

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

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. ACTION ITEMS

A. Review of Minutes – December 2, 2013

IV. FIRST READ

A. YCCD Board Policy:
   a. 7110 Delegation of Authority for Personnel Actions
   b. 7120 Recruitment & Hiring
   c. 7125 Verification of Eligibility for Employment

V. CONSENT

A. Distance Education Plan Revisions
B. Faculty Hiring Prioritization
C. Measure E Project Prioritization

VI. INFORMATIONAL ITEMS

A. Accreditation Update
B. FTES Update

VII. 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

VIII. ADJOURNMENT
MEMBERS

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GUESTS

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<td>Teresa Rule</td>
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I. Call to Order

Jill Stearns called the meeting to order.

II. Welcome and Introductions

Jill Stearns welcomed everyone and thanked everyone for participating in this additional meeting.
III. Action Items

A. Approval of Agenda

The agenda was approved as presented.

B. Approval of Minutes

Debi Bolter and Ross McKenzie had amendments to the minutes.

**Action Item:**

**Motion:** Jennifer Hamilton moved to approve the minutes of December 2, 2013 with amendments.
**Seconded by:** James Todd.
**Result:** The minutes of December 2, 2013 were approved by aye vote as amended.

IV. First Read

A. YCCD Board Policy:

1. 7110 – Delegation of Authority for Personnel Actions

A brief discussion ensued around the chancellor delegating authority and ultimately reporting to the board.

2. 7120 – Recruitment and Hiring

3. 7125 – Verification of Eligibility for Employment

There was no discussion on policy 7120 or 7125.

**Action Item:**

Members will share the above YCCD Board Policies with their constituent groups. This item will come back to consent at the next College Council meeting.

V. Consent

A. Distance Education Plan Revisions

This agenda item was visited and discussed in previous College Council meetings and there were no additional questions or comments.

B. Faculty Hiring Prioritization

This agenda item was visited and discussed in previous College Council meetings and there were no additional questions or comments.

C. Measure E Project Prioritization

A brief discussion ensued about the likelihood of all of the items being funded. The purpose of the priority list is to have a plan in place in the event that extra money becomes available to enable funding other needed projects.
Motion: James Todd moved to approve the above consent items.
Seconded by: Paul Cripe
Result: The consent items were unanimously approved by aye vote.

VI. Accreditation Update

Jill Stearns reported that she has received no information from the college’s accreditation team visit. The report will be confidential when it is received and Jill will have an opportunity to review the report for error of fact. Ideally, she would work with the visiting team to correct any errors of fact. The team would finalize the report and give it to the Commission staff. The document would then become our team report.

VII. REPRESENTATIVE REPORTS

A. Instruction Council

Deborah Laffranchini reported that the Instruction Council met on Friday and discussed and approved all 16 faculty positions. Growth presentations for faculty positions will be held January 31st from 12:00 to 5:00 in Yosemite 213. Each division will continue to submit 5 positions with each division presenting their top two positions. Presentations will have a time limit of five minutes for each position. The Instruction Council’s self-study will take place on February 25th.

B. Student Services Council

Brenda Thames reported that the early alert system was discussed at the last Student Services Council meeting. Brenda and Martha Robles were not able to attend the last meeting.

C. Resource Allocation Council

Jill Stearns reported that RAC members continue in their effort to develop the budget for 2013-2014. She expressed appreciation for Larry Carrier’s interim service as VP of College Administrative Services. Contact is being made to a retired YCCD employee to consider duties similar to Mr. Carrier’s for budget development focus to make deadlines and have everything in order.

Brenda Thames reported that the application deadline was extended to January 17th for the VP of College Administrative Services to get a little more depth and breadth of applicants. The screening committee will be meeting with the consultant to develop questions. At last count, there were nine applications.

D. Facilities Council

There was no report as the council has not met.

E. ASMJC

Andrew Campbell reported that Cram Night was held last Thursday and had the biggest turnout he has ever seen. He added that he had his first final today. The final ASMJC Senate meeting for the semester is this Friday.
F. CSEA

Debbi Partridge reported that CSEA had its December meeting off campus on the 19th. Candy will be delivered from the See’s Candy fundraiser tomorrow. The calendar fundraiser turned out good. Debbi expressed thanks to everyone who has supported the fundraisers.

G. CSAC

Bryan Marks reported that CSAC is working on breakout workshops for Institute Day. CSAC is starting the Staff Talent Ability and Recognition (STAR) program in January.

H. YFA

Ross McKenzie reported that negotiations are completed now and members are voting on whether to ratify the contract or not. He was pretty pleased with how the distance ed article went out for the incrementally large class size to encourage faculty to take. Faculty was encouraged to attend the service for Charles Mullins.

I. Senate

James Todd reported that a big part of the last meeting was the adoption of a resolution for Charles Mullins. A lot of Senate discussion currently is centered on how to get information back to constituents. A process for getting information back and forth will be worked on over the next semester. Hiring prioritization was a big part of this conversation.

J. MJC President

Jill Stearns reported that the team chair commented that during the team visit it was very evident there was a great deal of respect among leaders on campus. She is looking forward to discussions in the spring about what we can improve or do better. One improvement would be that ideally, College Council would meet on the off week other groups meet. There is a need for a better way of coordinating that makes more sense for the ability to enable moving forward. What is needed is a schedule built into it the opportunity for coordination of groups.

VIII. ANNOUNCEMENTS/COMMENTS

Jill Stearns encouraged everyone to attend Chad Redwing’s Great Conversations that wraps up in January for the first year. The format is two small readings and conversations about what was read. This next year will focus on education, starting with historical information. Everyone is invited to attend.

Jill invited everyone to attend the Celebration of Life service for Charles Mullins.

Bill Anelli informed members that there will be breakout sessions on Institute Day from 9 to noon with division meetings in the afternoon. Top interests workshops were using online tools and technology in classrooms, the student success initiative, and behavioral intervention training. Other workshops will be featured as well.

IX. FUTURE AGENDA

1. YCCD Board Policy: 7110, 7120, 7125 (Consent)

X. ADJOURNMENT
College Council
AGENDA
February 10, 2014
Staff Dining Room – 3:00 – 5:00

I. CALL TO ORDER

II. ACTION ITEMS

A. Approval of Minutes
B. Consent YCCD Board Policy
   1. 3900 – Time Place and Manner
   2. 7235 – Probationary Period Classified Employees
   3. 7240 – Confidential Employees
   4. 7260 – Classified Supervisors and Managers

III. FIRST READ YCCD Board Policy:
   1. 3440 – Service Animals-Therapy Animals
   2. 3501 – Campus Security and Access
   3. 5140 – Disabled Students Programs and Services
   4. 6300 – Fiscal Management
   5. 7250 – Educational Administrators

IV. INFORMATIONAL ITEMS
   A. Labor Market Data – Michelle Marquez
   B. Measure E Project Update

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

Modesto Junior College Mission Statement

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.
I. Call to Order

Jill Stearns called the meeting to order.
II. Action Items

A. Approval of Minutes

Iris Carroll had an amendment to the minutes of January 27, 2014.

Action Item:

Motion: Jennifer Hamilton moved to approve the minutes of January 27, 2014.
Seconded by: Korey Keith
Result: The minutes of January 27, 2014 were approved as amended by aye vote.

B. Consent YCCD Board Policy
   1. 3900 – Time, Place and Manner
   2. 7235 – Probationary Period Classified Employees
   3. 7240 – Confidential Employees
   4. 7260 – Classified Supervisors and Managers

The above agenda items were visited and discussed in previous College Council meetings and shared with constituent groups. There were no additional questions or comments.

Action Item:

Motion: Iris Carroll moved to approve the above consent items.
Seconded by: Bryan Marks
Result: The consent items were approved by aye vote.

III. First Read

A. YCCD Board Policy:
   1. 3440 – Service Animals-Therapy Animals

There was discussion regarding the distinction between service animals and therapy animals and the law stating the only legal responsibility of the college is for service animals. An employee of the district can only ask the student what particular function a service animal provides. Francisco Banuelos advised that the best thing to do is to refer the student to DSPS because the student may need more accommodations beyond a service animal.

   2. 3501 – Campus Security and Access
   3. 5140 – Disabled Students Programs and Services
   4. 6300 – Fiscal Management
   5. 7250 – Educational Administrators

There was no discussion on items 2, 3, 4 and 5.

Members will share the above YCCD Board Policies with their constituent groups. This item will come back to consent at the next College Council meeting.
IV. Informational Items

A. Labor Market Data

Jill Stearns introduced Michelle Marquez, Director of the Center of Excellence. Michelle informed members that the center is here to help the college and region get labor market data. The center is structured from the state Chancellor’s Office and there is statewide, regional and local support. Michelle distributed an overview of the Center for Excellence and labor market data overview for Stanislaus County.

Besides regional labor data, Michelle can do a lot of things for MJC. She does a lot of work with whoever is coordinating a grant to get labor data completion and other applications. Data is provided to the state chancellor’s office. Michelle has worked a lot with the Tech Ed division and she gave an example of using data in determining whether their Psych Tech Program should be considered as a new program at MJC.

The work done by the seven directors in the different regions can be packaged in various ways i.e., career fact sheets and videos for students. The focus is shifting to student success and developing products. Work is being done on manufacturing jobs right now and health jobs will be worked on in the future. EDD updates data every quarter and Michelle updates her reports to include the most recent data.

B. Measure E Project Update

Jill Stearns distributed charts of the unfunded Measure E projects which include the recommendation prepared for the YCCD Board of Trustees consideration on February 12, 2014. The recommendation includes the road and pathway projects that were combined for presentation to the Board. The Board only wants to consider projects that have an identified fund source and estimated construction cost.

There is a 3% increase in bid packages from contractors going to the Board on February 12. Jill Stearns clarified the project status categories: “complete” could mean more expenditure and “closed out” means no further spending will take place.

V. REPRESENTATIVE REPORTS

A. Instruction Council

Deborah Laffranchini reported that the deans did their presentations for growth positions on Friday and it went very well. Each division was allowed to submit five positions from the division and present up to two. The deans were very creative and the presentations very exciting to watch. Ranking will be done by February 26th and a meeting held on the 25th for conversations and to make recommendations.

The Instruction Council discussed some glitches and had known that challenges were going to be discovered and some process would be identified. Deborah conveyed some of her thoughts: Consider giving every dean a one minute rebuttal at the end after all the presentations. It was a very transparent process. It might be helpful to have a dean and faculty member from the division present. The font size needs to be standardized.

B. Student Services Council

Brenda Thames reported that the Student Services Council members will be participating in a planning retreat.
C. Resource Allocation Council

Paul Cripe reported that approximately $200,000 in additional resources were recovered due to salary and benefits adjustments resulting from Larry Carrier’s assessment. RAC has requested this assessment be posted. Once again, Program Review was mentioned in the meeting and there needs to be a request coming that will be posted on the web.

D. Facilities Council

Francisco Banuelos reported that the Facilities Council went over the Measure E projects. The Library basement was mentioned as a meeting place. Council members gave updates around the table. Two workers comp claims have been filed from people falling on uneven pavement. Facilities is scheduled to fix the roof in the poultry building and the air conditioning. The Arts patio is also scheduled to be fixed to make it accessible. A memorial tree will be planted for a former employee.

E. Accreditation Council

Jennifer Hamilton reported that the council has not met since the last College Council meeting. She thanked those who worked so hard to regain the college’s accreditation status. Jennifer is working on substantive change now that the college has regained accreditation. Some really good things are being done. Jennifer and James Todd will give an update regarding the breakout session on what they learned.

F. ASMJC

Andrew Campbell stated that he too is very happy about MJC’s accreditation being restored. Lately ASMJC has been having issues with their special election. The last meeting was last Friday and was chaired by Korey Keith. The next meeting will be this Friday.

G. CSEA

Rosanne Faughn stated that there is not much to report but she is also happy about our accreditation being restored.

Jill Stearns said that we are going to do a campus wide celebration when the nice weather returns.

H. CSAC

Bryan Marks reported that CSAC is working on wellness activities, a second book club, Classified Staff Development Day, and is ready to hold the first meeting of the Staff Development and Recognition Committee.

I. YFA

Ross McKenzie reported that the contract is up on the web but discussion needs to take place regarding the new contract. Instructional faculty has been asked to help on March 8 and April 12 when high school students are on campus for orientation activities to gain priority registration. Robust discussion ensued around the table on whether or not faculty would be compensated or have flex credit as the orientations are on Saturdays.

Brenda Thames will look into options of providing compensation for faculty to work the orientations.
J. Senate

Jennifer Hamilton reported that the Senate had a meeting with interesting conversations about student success deadlines. They are looking into how faculty can put in ways that promote student success and academic success. A lot of meetings are scheduled to talk about ways faculty can be involved beyond some of the mechanics. There are greater things we can work across campus to do. This next weekend a team will be going to the first year experience conference. Jennifer is looking forward to promoting student success across campus through a holistic approach.

K. LTAC

Lisa Husman reported that LTAC had a meeting on February 3rd with the next meeting on March 3rd. They mostly went over the presentation on change. LTAC provided feedback. The evaluation process is the next step.

L. President

Jill Stearns reported going to an informal discussion meeting last Friday at CSU, Stanislaus with the school superintendents regarding Common Core new state standards. It was exciting and Jill is looking forward to being able to share more information on a wide basis. She emphasized that we are going to have a revolutionary change in student preparedness in the area of critical thinking and determining what is a reliable source of information and backing up answers. The writing sample provided at the meeting is a big change and shift from the past in the expectation of high school students.

VI. ANNOUNCEMENTS/COMMENTS

VII. FUTURE AGENDA

1. Board Policy: 3440, 3501, 5140, 6300, 7250 (Consent)

VIII. ADJOURNMENT
College Council

AGENDA
March 24, 2014
Staff Dining Room – 3:00 – 5:00

I. CALL TO ORDER

II. ACTION ITEMS
   A. Approval of Minutes
   B. Faculty Hiring Prioritization for Growth Recommendation - Revisit

III. INFORMATIONAL ITEMS
   A. FTES Update
   B. Integrated Planning

IV. 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

V. ADJOURNMENT

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March 24, 2014

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#### GUESTS

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<td>Brian Sinclair</td>
<td>Faculty Consultant to the Board</td>
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#### SUBSTITUTE

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<td>Jillian Daly</td>
<td>Cece Hudelson</td>
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I. Call to Order

Jill Stearns called the meeting to order.

II. Action Items

A. Approval of Minutes

**Action Item:**

**Motion:** Jennifer Hamilton moved to approve the minutes of March 10, 2014.

Seconed by: Iris Carroll

Result: The minutes of March 10, 2014 were approved by aye vote.

B. Faculty Hiring Prioritization for Growth Recommendation – Revisit

*Faculty Growth Prioritization from the Instruction Council:*

1. PRHE/Athletic Trainer
2. BBSS/Administration of Justice
3. FCS/Child Development
4. AHC/Speech Communication
5. SME/Engineering

James Todd reported that the concern the Senate had, was the repeatability issue. The Senate is also concerned about process and overturning something that was discussed at Instruction Council and the Senate not being in the room for the discussion. The Senate recommended that the hiring prioritization that was initially done by the Instruction Council and confirmed the process. James added that the planning set up in Engaging All Voices was followed and that it would be a positive to affirm that process.

Jillian Daly reminded members that there was some discussion about whether the information was correct.

Jill Stearns pointed out that while the athletic trainer position is not mandated, one person cannot provide training for 21 teams. The person currently assisting in training is asking for release from this 50% assignment. PRHE wants to grow the athletic training program. This position would be 50/50; teaching athletic training and performing athletic training.

Paul Cripe recommended that a priority list be maintained in the event that we get money.

Susan Kincade pointed out that it is the charge of the Instruction Council to review the faculty hiring prioritization process and see what can be done better as it always can be better.

Jennifer Hamilton stated that developing the Educational Master Plan will help us have more focus next year.

Deborah Laffranchini informed members that the Instruction Council ranked the 16 positions.

Flora Carter asked if it was possible to isolate the athletic trainer position. Curtis Martin added that if there are no concerns about administration of justice or child development, then let’s approve.
Action Item:

Motion: James Todd moved that College Council recommends the faculty hiring priority for growth recommendation rankings as presented by the Instruction Council.
Seconded by: Jillian Daly
Result: The motion was approved by aye vote with two abstentions.

Jill Stearns stated that in the April meeting, College Council will evaluate what we did well and where we can make improvement as part of the annual review of institutional effectiveness.

III. Informational Items

A. FTES

Susan Kincade reported no change for now, but she has high hopes for summer and the best case is to roll back from summer. It is estimated, but not verified, 460 FTEs to roll back.

B. Integrated Planning

Jill Stearns informed members that in April, Chancellor Smith will be holding a district wide vision process that will take a look at the district vision to be much more strategic and more intentional. MJC has been holding off on its strategic planning for this discussion to occur. MJC revisited its mission statement recently.

There is a workgroup under leadership of Brenda Thames that has drafted college goals. It will be a smaller set of goals with measurable outcomes that will be the foundation for an annual report to the community. This report will be something that will show at a glance on how well the college is meeting the goals. The strategic plan will be a brief document presenting the college vision, mission and goals.

Brenda Thames informed members that the Student Success and Support Program (SSSP) final draft must be completed by April in order to be reviewed at Institute Day and submitted to the state by October. First time student advising and educational planning are being discussed and more faculty involvement is needed. There are pathways to help with the process and the mission is very broad.

IV. REPRESENTATIVE REPORTS

A. Instruction Council

Deborah Laffranchini reported that the Instruction Council has not met since the last College Council meeting.

B. Student Services Council

Brenda Thames reported that the Student Services Council did meet and discussed SSSP planning and recommendation, student equity fact sheets and the student success initiative.

C. Resource Allocation Council

Paul Cripe reported that RAC met for just an hour long. There wasn’t a quorum, so those present just discussed information items, but nothing specific.
D. Facilities Council

Francisco Banuelos reported that the Facilities Council was presented with Measure E Updates. The most interesting was the traffic light on west campus which has faced challenges at every step of the development process.

Francisco added that at the next meeting evaluation and charge of the council will be on the agenda.

E. Accreditation Council

Jennifer Hamilton reported that the Accreditation Council primarily discussed the substantive change document and preparing for the midterm report. The council talked about the timeline and she looks forward to progressing the document across campus.

F. ASMJC

Andrew Campbell reported that ASMJC elections are currently underway. Luis Rebolledo, current College Council representative, along with two others, is running for ASMJC president.

G. CSEA

Rosanne Faughn reported that CSEA will be meeting in Sacramento instead of Las Vegas for conference this year. Debbi Partridge, Julie Hughes, Wendy Hesse and Carol Ellis will be attending the conference along with Rosanne. Sherri Potts was selected as CSEA Unsung Hero. A recognition lunch to celebrate will be hosted by River-Delta field office on April 12 in Stockton.

H. CSAC

No report.

I. YFA

Ross McKenzie reported that YFA will be surveying faculty on potential negotiation openers. Interest Based Bargaining (IBB) training sessions are in the planning stages. This training is for YFA members and any interested parties. Rep Council will be on the 3rd Wednesday of the month for the most part.

J. Senate

James Todd reported that the Academic Senate talked about the hiring prioritization and the role of council meetings. Last Friday, MJC housed an Area A session. Senate presidents from Oregon to Bakersfield were in attendance. At the plenary on April 11, a number of resolutions will be on the agenda. There was some discussion about repeatability.

Jill Stearns added that the new standards are on ACCJC’s website and the meetings are also posted. State Chancellor’s Office LeBaron Woodyard, Dean of Minimum Qualifications, Flex Calendar, Library & Learning Services and Distance Education has announced that the earliest flex changes will take place is January 2015.
K. LTAC

Lisa Husman reported that LTAC will meet on Monday, April 7.

L. President

Jill Stearns stated that the student attendance on all our councils has been tremendous and really good. She thanked everyone for engaging in conversation for the long term benefit of MJC.

V. ANNOUNCEMENTS/COMMENTS

FUTURE AGENDA

VI. ADJOURNMENT