



**College Council Meeting Minutes  
September 8, 2014**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Susan Kincade	VP Instruction	√	
Al Alt	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Bill Anelli	Academic Senate	√	
Florida Arias	Professional Development Coordinating Committee		√
Nancy Backlund	College Technology Committee	√	
Francisco Banuelos	Facilities Council		√
Debi Bolter	YFA President	√	
Flora Carter	College Committee for Diversity & Community	√	
Rosanne Costa	CSEA President	√	
Lisa Husman	LTAC	√	
Deborah Laffranchini	Instructional Council		√
Bryan Marks	CSAC	√	
Curtis Martin	Academic Senate	√	
Ross McKenzie	YFA Rep	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee		√
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President	√	
Tyler Minane	ASMJC	√	
Roxanne Weaver	ASMJC		√
Vacant	Accreditation Council		
Vacant	Academic Senate President-elect		
Vacant	CSEA		
Vacant	Dean		
Vacant	Resource Allocation Council		

**GUESTS**

<b>Name</b>	<b>Title</b>
Sarah Curl	YFA VP
Jennifer Hamilton	Interim Dean, BBSS
Brian Sinclair	Faculty Consultant to the Board

**I. Call to Order**

Jill Stearns called the meeting to order, reordering the agenda to allow members who are joining late to participate in introductions around the table.

## II. Action Items

### A. Approval of Minutes

#### Action Item:

**Motion:** Ross McKenzie moved to approve the minutes of April 28, 2014.

**Seconded by:** Rosanne Costa

**Result:** The minutes of April 28, 2014 were approved by aye vote with one abstention.

### B. 2014 Midterm Report to ACCJC

Jennifer Hamilton informed members that the midterm report is due in October. The report is a response to a series of planning agenda items when the 2011 self-study was written. A work group went through and wrote a response to items, outlining what we are going to do. The next report will be the big picture. Summary planning agenda items are on the website. Page 8 of the document shows items actually met.

Jennifer acknowledged that the Engaging All Voices document provides helpful procedural steps. Everything in the midterm report has been written and drafted and the report will be ready for everyone to read soon. The report has been written by a broad based group of people. Every item is either met or in progress or no longer applicable.

Jennifer stated that the Engaging All Voices document positions us well for what is coming up 2017 and she feels good about the midterm report and where we are at the institution.

#### Action Item:

**The agenda item was tabled to the next meeting when members are able to review the finished document.**

Jill Stearns added that there has been some accreditation changes and some items do not carry over and it is going to be based on what is current.

### C. First Read - YCCD Board Policy

These policies have been read by College Council before, but now contain some language changes that should go through constituency groups. The policy work group has changed significantly.

#### 1. 3420 – Recruiting & Hiring

It was clarified that policy 3420 will be titled *Equal Employment Opportunity Recruitment and Hiring* and cross referenced to policy 7120 *Recruitment and Hiring*.

#### 2. 3440 – Service Animals

Therapy animal issue has not been resolved and the use of service horses continues to increase. There is a lack of certification and baseline.

#### 3. 7120 – Recruitment and Hiring

#### 4. 7337 - Fingerprinting

Jill Stearns pointed out the exceptions and importance of background checks as outlined in this policy.

#### **Action Item:**

**These policies will appear on the consent agenda at the next College Council meeting.**

### III. DISCUSSION

#### A. Full-time Faculty Orientation

Debi Bolter reported that YFA has been talking about establishing a day during Institute Week for MJC faculty activities. The biggest issue with current full-time faculty orientation has been the time factor of only two hours for orientation. A full day is needed for the ability to give a tour and not rush information. Debi said that she had a full day when she was new and it worked well.

Curtis Martin reported that when he was hired they met with YFA, the secretaries of the division gave a tour, and master teachers were involved. The first thing was a very good YFA presentation, then administrators and it was a relaxed, fun day. There was also a lunch with the dean and secretaries.

James Todd added that he liked the idea of a day set aside and everyone being involved. He thinks putting it on a calendar and marking the time off is a good idea.

Curtis Martin suggested the week before Institute Day and making it mandatory.

Susan Kincade would like to have every fourth Friday of the month to have a conversation and bring in speakers for a brown bag event. She felt that if it is paced throughout the year that might be good instead of on one day with so much information.

Bill Anelli suggested deciding the day for the orientation in March or April.

#### **Action Item:**

**There was general consensus to revisit this item in March and establish a work group to plan the orientation.**

#### B. College Council Annual Evaluation Draft

Susan Kincade reminded members that they need to bring minutes of the different councils where College Council information was shared for evidence for accreditation.

Jill Stearns referred to the April 28, 2014 College Council minutes where she pulled comments to draft the evaluation document. Looking at these items is significant in terms of where we need to be in the next step in our own continuous quality improvement.

Jill stated that it is good to set specific goals and monitor progress. She suggested a work group for what does the annual evaluation look like and designing what those should be. A work group could be identified at the next meeting to accomplish that. There should be a

master calendar that targets leadership groups. Jill informed members that a group identified college goals that will come forth in October.

Jill referred to the timing of agenda items stating that it will remain a challenge with the pace at which we need to respond to some district level items. Jill stated that College Council's role is communication and fostering communication among constituent groups and governance councils. Representatives are tasked with sharing out and hearing, and reporting back to College Council.

**Action Item:**

**There were no objections to the 2014 College Council Annual Evaluation draft as presented by Jill Stearns.**

**V. REPRESENTATIVE REPORTS**

**A. Instruction Council**

Susan Kincade reported that the Instruction Council is not scheduled to meet until next Tuesday.

**B. Student Services Council**

Martha Robles reported that the Student Services Council will meet this coming Friday.

**C. Resource Allocation Council**

Al Alt reported that RAC had its first meeting last Friday. Members reviewed the evaluation of RAC. He added that there is no real effective way to evaluate if we don't know what our goals are. One thing that might be helpful is knowing what committees handle what so items are not reviewed twice. RAC is setting a planning agenda and have split meetings into training and technical implementation items. The committee meets on Friday.

**D. Facilities Council**

Al Alt reported that the Facilities Council has not met.

**E. Accreditation Council**

Susan Kincade reported that the Accreditation Council will meet this Thursday.

**F. ASMJC**

Luis Rebolledo introduced himself and Tyler Minane. ASMJC had a welcome back event on August 25<sup>th</sup>. ASMJC purchased 200 tickets to the Modesto Nuts games and a student ended up throwing out the first pitch. He stated that their advisor might change and as soon as he finds out more, he will let members know. One of ASMJC's former students has started cram night at her school in Washington, DC which they adopted whole heartedly. September 19<sup>th</sup> is the next meeting and alternating from campus to campus is being looked at.

## **G. CSEA**

Rosanne Costa reported that last month, 4 CSEA members were awarded distinguished classified staff at the Classified Staff Appreciation Breakfast. A chapter meeting was not held last month because there were workshops around Institute Day a couple days before at the same time and there was not enough in attendance for a quorum. Rosanne added that on the good side, some members attended the workshops instead of the chapter business meeting. She will be putting out another email for CSEA reps for some of the councils that have vacancies.

## **H. CSAC**

No report.

## **I. YFA**

Ross McKenzie reported that the workload retreat went very well and was productive with two guest speakers, with an afternoon exercise. YFA met and distributed mugs and contracts to our new full-time faculty during Institute Week and at Columbia the first week of school. The YFA newsletter will be coming out this month and renamed to "Advocate" and will be produced hard copy. The fall 2014 negotiation schedule is nearly finalized. Gene Womble, Tom Nomof, Iris Carroll, Sarah Curl and Jim Stevens will be the negotiators. Two new articles will be negotiated: Part-time faculty issues and due process. Professional time, banked time, and maximum class size will also be revisited. At Columbia College, YFA is hosting two STRS events this week on Thursday, September 11. One for newer faculty to help them start planning now for the best retirement options, and one for faculty nearing retirement.

## **J. Academic Senate**

James Todd commented that tracking of legislation would be really nice. The Senate is updating its election bylaws. The Senate had difficulty having large pools of people running for office so they went back to the president and vice president model. Curtis Martin has been nominated for vice president. Nominations will close just for an interim person. Program Review and Assessment Day will be held on the 19<sup>th</sup> of September. Eileen Kerr is in the process of talking to different disciplines to get together. The Student Success Committee needs a Student Equity Committee who will look at the data. Student Equity is now tied to SSSP. James hopes that committee will inform College Council of some of these items. A Curriculum tech assistant visit is coming up so everyone can get informed of statewide information.

## **K. LTAC**

Lisa Husman reported that LTAC had an extended meeting in July that moved the evaluation process draft forward to HR. During this meeting all constituent feedback was reviewed. The LTAC president met with HR the next day and received positive feedback from the vice chancellor of human resources. Final evaluation documents will be sent out to all Leadership Team members as the talks with HR progress. The items involved are: changing forms, changing the ratings from a 5 point to a 3 point scale, proposed change of survey timeline to every other year in conjunction with the main evaluation and then proposing a goal (short and long term) sheet to be done annually.

As of July 1, 2014, confidentials are no longer contracted employees, they are permanent employees with rights to due process according to ed code although membership in Leadership Team and representation on LTAC will continue. HR drafted new LT handbook language to

address the requirements for this group, specifically. An email with the details of the proposed new language was sent to all effected on July 24. A table showing salary placements for classified staff promoting to management will be placed in the LT handbook to clarify the process. Review of personnel file language is being considered for addition to the LT handbook based on an accreditation recommendation for MJC.

LTAC is looking for volunteers to serve on two new District committees: District Technology Advisory Committee and Employee Opportunity Advisory Committee. LTAC President Shawna Dean can be contacted for interest or information. The next LTAC meeting is Monday, October 6<sup>th</sup>.

#### **L. President**

Jill Stearns reported having the opportunity to meet with UC President Janet Napolitano who is incredibly positive about community colleges and says that our transfer students are very well prepared. Jill felt that it was wonderful to be able to share with President Napolitano how she can help us.

Jill said that it is critical that high school counselors to be able to hear that community colleges are a valued pathway to the UC. She was thrilled at how respectful the UC representatives were at this gathering of California community college chancellors and presidents from the valley. There was a significant lack of understanding of how the traditional full time UC student model is not a good fit with community college non-traditional students, as they still see our student body as age 18, right out of high school, with no children. A series of conversations are planned for future dates. Jill added that it was exciting to have valley colleges talk about valley students and it was great to hear that the UC needs us.

#### **IV. ANNOUNCEMENTS/COMMENTS**

Members introduced themselves around the table.

#### **V. FUTURE AGENDA**

1. Revisit – Midterm Report to ACCJC
2. YCCD Board Policy 3420, 3440, 7120, 7337 – Consent
3. College Council Annual Evaluation – Work Group
4. New Faculty Orientation (March 2015)

#### **VI. ADJOURNMENT**