

**Modesto Junior College**  
**College Council Meeting Minutes**  
**October 28, 2013**

**MEMBERS**

| <b>Council Member</b> | <b>Representing</b>                                | <b>Present</b> | <b>Absent</b> |
|-----------------------|--|----------------|---------------|
| Jill Stearns          | MJC President, Chair                               | √              |               |
| Susan Kincade         | VP Instruction                                     | √              |               |
| Vacant                | VP College Administrative Services                 |                |               |
| Brenda Thames         | VP Student Services                                | √              |               |
| Bill Anelli           | Academic Senate                                    | √              |               |
| Flerida Arias         | Professional Development<br>Coordinating Committee |                | √             |
| Nancy Backlund        | College Technology Committee                       |                | √             |
| Francisco Banuelos    | Facilities Council                                 | √              |               |
| Debi Bolter           | Accreditation Council/Acting YFA<br>President      | √              |               |
| Iris Carroll          | Distance Ed Committee                              |                | √             |
| Flora Carter          | College Committee for Diversity &<br>Community     | √              |               |
| Paul Cripe            | Resource Allocation Council                        | √              |               |
| Vacant                | YFA President                                      |                |               |
| Rosanne Faughn        | CSEA President                                     | √              |               |
| Rhonda Green          | LTAC   |                | √             |
| Jennifer Hamilton     | Academic Senate President-elect                    | √              |               |
| Cece Hudelson-Putnam  | Dean   | √              |               |
| Deborah Laffranchini  | Instructional Council                              | √              |               |
| Ross McKenzie         | YFA Rep  | √              |               |
| Debbi Partridge       | CSEA   | √              |               |
| Martha Robles         | Student Services Council                           | √              |               |
| Tanya Smith           | CSAC   |                | √             |
| James Todd            | Academic Senate President                          | √              |               |
| Andrew Campbell       | ASMJC President                                    | √              |               |
| Victor Costa          | ASMJC  | √              |               |
| Korey Keith           | ASMJC  | √              |               |

**GUESTS**

| <b>Name</b>    | <b>Title</b>                    |
|----------------|---------------------------------|
| Brian Sinclair | Faculty Consultant to the Board |

**SUBSTITUTE**

| <b>Name</b>         | <b>For Member</b> |
|---------------------|-------------------|
| Michael Smedshammer | Iris Carroll      |

**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.

### Action Item

## 3. Review of Minutes

Debi Bolter had several amendments to the minutes of October 14, 2013.

Jennifer Hamilton moved to approve the minutes of October 14, 2013 as amended. Korey Keith seconded.

The minutes of October 14, 2013 were approved as amended by aye vote.

### Informational Item

## 4. Parking Fee Increase

Jill Stearns reported sharing in the Resource Allocation Council (RAC) meeting that the parking fees will move forward with the board. A parking fee increase proposal was an effort that Michael Guerra was leading last year, then the new district controller was given the project to enact a parking fee increase. Student support was obtained but the matter did not go through shared governance. The proposal is for a fee increase to be in effect for the spring semester. Annual permits already purchased are good through June 30, 2014 without further cost.

Parking passes will be made available on the web and the logistics for buying a pass is being determined. This will enable parking by permit for events.

Paul Cripe felt that we should not be making our adjunct faculty pay the same as full time faculty for a parking pass. He added that the only difference for part time is that you could not get a pass for a full year.

Jill added that this increase will make a huge positive difference as we have not had a parking fee increase in twenty-two years. She further informed members that the Director of Campus Safety is looking at providing dispatch service to outside organizations at least for the graveyard shift to garner more funding. Right now officers are filling in as needed and occurring comp time or overtime. A day pass would be \$2.00 instead of \$1.00.

Flora Carter expressed concern for community members attending events. Jill responded that currently relaxing all parking in an identified lot is being done and there will probably still be some of that after the increase goes into effect. The issue is trying to be worked out with ticket sales, etc.

After concern was expressed by members of the lack of shared governance, Jill responded that she will request additional time. Right now we don't have enough day pass machines and a fix is needed that is easier for the user.

### Consent

## 5. Distance Education Plan Revisions

James Todd reported that the finalized version was presented at the last Senate meeting. The revised document still needs to go through one more Senate meeting. There are concerns in terms of evaluation. James pointed out that the design rubric will not be used in the evaluation process. Paul Cripe got the impression that some faculty were evaluated on the rubric in the past and were leery of

that being the evaluation tool. James stated that the Senate got this document really quickly. Paul Cripe assured members that there was a lot of support for the rubric itself and the content, but they were concerned that it not be used for faculty performance evaluation.

James Todd stated that most concern in the room was what happened in the past. Jennifer Hamilton commented that she thinks the fact that we are sticking to the process is a positive.

### Action

The Distance Education Plan Revision was tabled until after the Senate is able to meet and act upon.

## 6. Faculty Hiring Prioritization Document

The Faculty Hiring Prioritization Document has been presented to College Council in previous meetings. Updates of progress by the workgroup were given along the way and the document was vetted to constituent groups. James Todd clarified in response to Brenda Thames that the document is intended for non-instructional and instructional faculty. He further stated that the idea is hiring prioritization for full-time faculty.

Brenda Thames asked, if categorical is not prioritized what are they supposed to do with that money? Jennifer Hamilton responded that when those types of items come up, we have to decide what to do. She added that they are fully aware that it is a framework and we need to run through it a couple of cycles. Brenda stated that some positions, like EOPS are in Title V and you have to have those positions.

Jennifer Hamilton cautioned that if hires are in grants that you have to institutionalize, you have to be up front about that information. Brenda Thames assured members that anomalies will be handled as they arise.

### Action

James Todd moved to accept the Faculty Hiring Prioritization Document. Paul Cripe seconded.

Motion passed by aye vote.

## 7. Accreditation Update

Susan Kincade stated that there is no new information at this point. She stated that they have finished all the “big” work. She is going to ask people to stage our team room to make sure all documents are there. This staging will be set up in her office for dry run purposes. Susan reminded members that the team comes on November 14<sup>th</sup>.

Jill Stearns recommended that members read the Accreditation Follow-Up Report the weekend before the visit even if they have already read it.

## REPRESENTATIVE REPORTS

### Academic Senate

James Todd reported that the Senate is engaged in ongoing discussion on unit values. He and Jennifer Hamilton attended the Area A meeting where this was a discussion topic. There will be another Area A meeting in March. There was also discussion about faculty retreat day or institute day regarding a variety of things about state initiatives. James hopes to be able to put something together regarding the initiatives. He added that the more they know about state initiatives, the better off they will be.

## **YFA**

Debi Bolter reported that nomination requests for several open positions are now out. Negotiations are continuing with the district.

## **CSAC**

No report.

## **CSEA**

Rosanne Faughn reported that she does have some classified representatives. The ratified contract will be an action item for the board. She thanked everyone for inquiring about Jeff Swank and the tragic situation. Jeff is now out of ICU and in a regular room. She wants to say thank you to everyone for coming together with concern for Jeff.

The cost of retiree gifts was brought up at the CSEA meeting. The district decides on the gift for retirees and charges the cost back to CSEA. Some years there are a lot of retirees and the cost is really high. The members had a big discussion on the huge hit to the CSEA budget. Discussion will continue.

## **ASMJC**

Andrew Campbell reported that the students just got back from the California Community College Association conference in Sacramento. Students will be attending the statewide meeting this weekend. The Halloween carnival was successful, but smaller this year than last year.

## **Facilities Council**

Francisco Banuelos reported that they met and talked with the city about moving bike routes that run from east to west campus. The council wants to improve the routes through 9<sup>th</sup>, the overpass and under the overpass which avoids a lot of traffic. There was discussion about providing covered bike racks. An inventory will be done to see what kind and how many bike racks are currently in place.

There was a Measure E update and a list of unfunded projects presented at the meeting. At this time, it is not known how much bond money will be available for additional projects. MJC is prioritizing projects that will be funded until all bond revenue is expended. Jill Stearns explained that these are items that came forward which weren't fully addressed. She added that we will continue to fund projects that fit well within the Measure E bond language. Items like concrete, roads, and road access on West Campus. A funding plan would start from the top down because we know there is going to be some kind of money left.

Jill Stearns stated that they are finally able to move forward with the property which is \$4,500.00 for 155 square feet to enable access for cross light installation.

## **Resource Allocation Council**

Paul Cripe reported that RAC has covered most of the items discussed at the last and today's College Council meetings. RAC is getting ready to start the budget development process. The accreditation visit and parking situation came up at the meeting. Paul added that in the 2013-14 budget, it doesn't seem there is enough money for things or extra money floating around so it will be tight.

## **Student Services Council**

Brenda Thames reported that board policy was discussed. An in-service was done on assessment. The draft priority document was finalized and most of it is cosmetic in nature. Columbia College does

not want to allow concurrent enrollment and MJC does so they are going to clean that up and bring the document back here. Student Success looked at roadmaps from other colleges.

### **Instruction Council**

Debbie Laffranchini reported that the Instruction Council discussed the faculty hiring prioritization process being followed. The Instruction Office will compile rankings. The Instruction Council will discuss and the list will go forward. Discussion centered around increasing scores in each category from 5 to 20 to make it less likely to have a tie. The instructional outlook report will be used as a resource to analyze proposals. After rankings come back, there is discussion and the final ranking occurs. The council also discussed setting a limit of up to five proposals that the division feels is essential to the functioning of the division. Discussion notes will be forwarded to the committee.

### **LTAC**

No report.

### **Accreditation Council**

No report.

### **Professional Development Council**

No report.

### **FTES**

Susan Kincade reported that in fall 2013 there are 1500 sections with 6285.97 FTEs and in spring 2014 there are 1508 sections but the fill rate in the last two terms has been lower so more sections will need to be added. The college remains approximately 900 FTE short of the 14,445 FTE target for 2013-2014. Susan added that a fairly robust early start summer is needed.

Debbie Laffranchini recalled that years ago there was a call to everyone to enroll in a class and she wondered why that isn't out there now.

Susan Kincade informed members that they will be getting some advertisement out. She added that what we do want students to do is take another unit or class. Even if each student took just one unit more, it would help them achieve their educational goal and the college reach the FTES target.

### **ANNOUNCEMENTS/COMMENTS**

Brenda Thames reported that the VP of College and Administrative Services announcement is out and she is hoping to get the request for screening committee members out soon.

Brenda stated they are exploring summer and fall registration together and it will increase capacity of students to plan and reach their educational goals. A sub-committee is looking at technology and attempting to mitigate any problems. There is a need to hire a classified position out of a practical matter. The position will not be a current classification and she is working with HR to resolve.

### **FUTURE AGENDA**

1. Distance Education Plan Revisions

### **ADJOURNMENT**