



**College Council  
Meeting Minutes  
April 8, 2019**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jim Houpis	MJC President, Chair	√	
Jenni Abbott	Technology Committee Representative	√	
Al Alt	Vice President of College and Administrative Services	√	
Flerida Arias	Interim Vice President of Student Services	√	
Patrick Bettencourt	Dean Representative	√	
Nancy Carranza	ASMJC	√	
Julie Hughes	CSEA		√
Lisa Husman	LTAC		√
Harloveleen Hundal	ASMJC	√	
Andrew Kranzman	Academic Senate	√	
Bryan Justin Marks	Student Services Council	√	
Curtis Martin	Academic Senate	√	
LaKiesha McDonald	CSEA		√
Ross McKenzie	YFA	√	
Parul Parikh	CSAC	√	
Mikayla Ramirez	ASMJC	√	
Chad Redwing	Academic Senate	√	
Jim Sahlman	YFA	√	
Michael Smedshammer	Distance Education Committee	√	
Sherri Suarez	CSEA	√	
Jennifer Zellet	Vice President of Instruction	√	
Vacant	Vice President of College and Administrative Services		
Vacant	Accreditation Council		
Vacant	Resource Allocation Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Vacant	Student Success and Equity Committee		
Sabrina Miranda	Recorder	√	

<b>Guests</b>	
Laura Maki	Dean of Science, Math & Engineering

## I. CALL TO ORDER

J. Houpis called the meeting to order at 3:03 pm.

## II. Action Items

### A. Approval of Minutes

#### Action Item - Motion:

**Who:** R. McKenzie moved, J. Zellet seconded

**What:** Motion to approve the minutes of March 25, 2019

- Result: 18-ayes, 0-no
- Motion Carried

## III. Information & Discussion Items

### A. Faculty Hiring Prioritization, Pathways, and SCFF

J. Zellet stated that Instruction Council reviewed hiring prioritization in the fall and recommended a ranking list of 1 – 10. It was determined that we met our faculty obligation number, which is simply a minimum. The only way to get a bigger schedule is to find more faculty.

A proposal was put together by the executive team and presented, along with Interim President Steve Collins, to the Chancellor. The team pointed out why we were requesting the number of faculty that we were. The colleges within the district decided to grant three positions. The allocation was two to MJC and one to Columbia, but Columbia agreed to allow the position to be in MJC. We had two positions within our rankings that were fund 12 positions. What has been permitted to be put forward are the English, anatomy, and math positions. The two fund 12 positions funded out of SSSP is an 11 month counselor for athletics as well as a welding position (which was actually approved last year in the Strong Workforce proposal).

### B. College Technology Committee Requests Status Update on Electronic Catalog Project

J. Abbott stated that everyone worked diligently at the last College Technology Committee to understand the priority needs of technology. Everyone on the committee requested a status on the topic of the electronic catalog project.

J. Zellet stated that it is a district-wide project and Josh Hash is taking the lead. A meeting will be held very soon.

### C. MJC 2019-2020 Preliminary Budget – Resource Allocation Council Recommendation

A. Alt stated that as documented in Engaging All Voices, Resource Allocation Council (RAC) is responsible for recommending the preliminary budget to College Council. College Council ultimately recommends a preliminary budget to the President. To fulfil that responsibility, beginning in January, RAC began reviewing relevant inputs to the budget development process. Critical inputs include the Governor's Proposed Budget, the District's budget development timeline and the

major components of the MJC budget: Permanent Personnel, PTOL and Operational expenses.

It is important to note the budget is in the earliest stages and is subject to change as the State and District budget processes progress. The next most informative step in the process is the Governor's May Revision and then the adopted budget, typically completed by July.

While the State budget and the California Community College budget may change in the coming months, each unit within the District (MJC, Columbia and Central Services) is responsible for submitting a preliminary budget to Executive Vice Chancellor Susan Yeager consistent with the District Budget Timeline.

Each unit must develop a preliminary budget consistent with the college Target Budget by Site issued by Dr. Sarah Schrader on 03/20/19. In order to fulfill responsibilities noted in Engaging All Voices, Resource Allocation Council reviewed critical inputs include the Governor's Proposed Budget, the District's budget development timeline and the major components of the MJC budget: Permanent Personnel, PTOL and Operational expenses. The permanent personnel file projected staffing costs, including salary, benefits and mandated fringe benefits at \$47.6 million. The Council reviewed projected PTOL expenses for the 2019-2020 academic year and the College's FTES target. PTOL expenses are projected at approximately \$12.5 million. Office of the Vice President College and Administrative Services 2 Operational Budgets, funded at the same level as 2016-2017, total approximately \$1.94 million dollars. The budget necessary to accommodate the three major components of the college budget total \$62,123,285 (MJC Budget Need).

As noted previously, at the preliminary stage of the budget development, the College budget must balance to the target of \$59,640,370. In order to provide an initial College Budget that balances to the target, RAC reviewed budget options and recommended PTOL be utilized as the "balancer" in the preliminary budget. If the recommendation is adopted by College Council, the preliminary budget will be posted with a deficit in PTOL. If any additional one-time funds become available to the College through the State budget process or through one-time allocation from the District, those funds would be allocated to PTOL as a first priority.

Budget Category	Budget Need	Proposed Budget
Personnel	\$47,676,110	\$47,676,110
PTOL	\$12,500,000	\$10, 017,085
Operational	\$1,947,175	\$1, 947,175
Total	\$62,123,285	\$59,640,370
Target	\$59,640,370	\$59,640,370
	\$2,482,915	

**D. Strategic Enrollment Management Advisory Committee**

J. Zellet explained that there is a cross-functional way in which we must look at general education and scheduling. Our timeline from a scheduling perspective is always a year ahead of time, and in order to roll something out and it be available for students in fall of 2020, we must have a plan in place in fall of 2019.

There will be a group this summer that will work on the schedule. We have several electronic resources at our disposal, including Ad Astra, Hobsons Starfish, and unused components in EMS that will help us maximize our room scheduling. Using these tools, we will be able to meet our capacity goals and make sure that the most students can access the class as possible.

We have work to do in this area this summer, but what can be seen happening in the fall is a further discussion in an expanded group that can be fully educated and trained on the technology that we have. This strategic advisory group will then become a more permanent function. This will allow us to create year-long schedules.

#### **E. One-time Funds**

A Alt stated that in February, Resource Allocation Council asked College Council to adopt their recommendation to spend one-time money being allocated by the district to cover three priorities: back pay for faculty in categoricals, funds to cover the MJC Computer Refresh Plan as provided by Central Services in the Total Cost of Ownership, and that any remaining funds for one-time money be directed to pool expenditures not covered by insurance.

We have been working with IT to develop a new project plan to continue to implement the computer refresh program. Based on the potential of a deficit in system office revenues, we may not receive 100% of our funding at all districts. They have reported to us that we will not receive the one time money until the deficit can be addressed at the end of the fiscal year.

There are other money sources that exist that we can commit to bringing the computer refresh project back to life, and Resource Allocation Council is committed to seeing the project through.

### **IV. Representative Reports**

#### **A. CSEA**

S. Suarez stated that CSEA is currently in negotiations and trying to set goals for professional development money.

#### **B. CSAC**

No report.

#### **C. LTAC**

No report.

#### **D. YFA**

Shelley Akiona has been elected as the new YFA President. Elections for additional offices are being held. YFA continues to work on bylaws and class size.

#### **E. Academic Senate**

C. Martin stated that the metrics were approved for a first reading at the last Academic Senate meeting, and the Teaching and Learning Center has been approved for a second reading.

#### **F. ASMJC**

H. Hundal stated the 4<sup>th</sup> annual Campus Life Gala will be held on Wednesday, April

24. Cram Night is scheduled for Thursday, April 25 in the East Campus Student Center.

**V. ADJOURNMENT**

The meeting was adjourned at 4:34 pm.