



**College Council Meeting Minutes
October 27, 2014**

MEMBERS

Council Member	Representing	Present	Absent
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 Bañuelos	Facilities Council		√
Debi Bolter	YFA President		√
Flora Carter	College Committee for Diversity & Community	√	
Rosanne Costa	CSEA President	√	
Jennifer Hamilton	Resource Allocation Council	√	
Lisa Husman	LTAC		√
Debbie Laffranchini	Instructional Council	√	
Bryan Marks	CSAC		√
Curtis Martin	Academic Senate VP	√	
Ross McKenzie	YFA Rep	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
Mike Sundquist	Dean		√
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President	√	
Tyler Minane	ASMJC		√
Roxanne Weaver	ASMJC		√
Vacant	Accreditation Council		
Vacant	Academic Senate		
Vacant	CSEA		

GUESTS

Name	Title
Brian Sinclair	Faculty Consultant to the Board

I. Call to Order

Jill Stearns called the meeting to order and introduced Jennifer Hamilton, the new Resource Allocation Council rep for College Council.

II. Action Items

A. Approval of Minutes

Martha Robles and Ross McKenzie had an amendment to the Student Services Council report.

Action Item:

Motion: Bill Anelli moved to approve the minutes of October 13, 2014 as amended.

Seconded by: Curtis Martin

Result: The minutes of October 13, 2014 were approved by aye vote as amended.

B. Consent – YCCD Board Policy

1. 4-8078 – Student Transportation – Field Trip

Martha Robles reported that the Policies & Procedures Committee looked at student transportation, field trips and off campus sites and wanted more time for further discussion to clarify.

2. 5130 – Financial Aid

Jill Stearns informed members that only policy 5130 – Financial Aid has been reviewed by District Council and is ready to go forward to the Board. The other policies are still being reviewed by the Policies & Procedures Committee. She reminded members that College Council's role is just to acknowledge that we have seen the policies and have gone through the process. If people have further input, they can contact their Policies & Procedures Committee constituent rep.

3. 5-8079 – Student Transportation – Extra Curricular

4. 7330 – Communicable Disease

The Policies & Procedures Committee needs time for more discussion of 7330 and when 7330 and 7336 move forward they would do so in tandem to prevent conflicting policies in terms of days cited (60 days vs. six months).

5. 7336 – Certificate of Freedom from Tuberculosis

Action Item:

Motion: Curtis Martin moved to approve policy 5130 – Financial Aid.

Second: Al Alt

Result: Motion passed by aye vote.

These above items will appear on the consent when approved by the Policy & Procedure Committee.

C. First Read - YCCD Board Policy

Jill Stearns informed members that she has already responded to the Policies & Procedures Committee chair that this is a really short timeline for such important pieces. These policies will be considered on November 12 at the Policies & Procedures Committee meeting. The next College Council meeting is November 10.

1. 4260 – Prerequisites and Co-requisites

James Todd informed members that each campus is going to have its own policy from the Curriculum Committee. He added that this is not a big change and only one paragraph actually got a change and the remainder is the same.

2. 5030 - Fees

Curtis Martin questioned the term 'indentured apprentice' (pg. 4 #A). Jill Stearns responded that it is an antiquated term, and the existing language is not being changed.

3. 5055 – Registration Priorities

Curtis Martin asked if the priority registration levels are law. Jill Stearns responded that some are and some are up to the college.

4. 5500 – Standards of Conduct

Ross McKenzie commented that at no point did he see that a copy of the complaint be given to the student. Jill Stearns responded that it would depend on the situation, i.e., student-to-student.

Bill Anelli asked about recording of lectures (pg.16 #13). Martha Robles responded that students are encouraged to record lectures if they have auditory difficulties. Brian Sinclair added that he has asked about release forms in the past and it got nowhere. He said that the policy looks fine but some explanatory language would be helpful. Jennifer Hamilton added that she lets students record her lectures but announces to the class that "someone" is recording in the class.

Curtis Martin suggested including breast feeding mothers in the protected status category to not discriminate against (pg. 15 #8). Jill Stearns assured members that the League will help us with that. Curtis added that he did not see definition of 'official' and he would like to know who is an official.

Bill Anelli asked in reference to cell phones, should they be turned down or turned off? Martha Robles said that it is talked about in orientation but faculty has different interpretations.

Curtis Martin in reference (pg. 23 #J) to determine by "consensus", is 100% what you want?

Action Item:

Members will take these policies to constituent groups and they will appear on the consent agenda at the next College Council meeting.

III. DISCUSSION

A. Student Success and Support Program (SSSP) Update

James Todd reported that there was a first read by the Senate on two thirds of the plan. The Senate has worked straight forward to get this done. The plan is about student success and how we deliver our services. Online orientation is moving forward this year. The college is trying to grow outreach to local high schools. There has been success in doing day events with incoming students in the spring. Changing by the addition of personnel would be filling gaps

between Student Services and Instruction. Currently, there is not a lot of staff who are focused on retention and success.

Student success specialists are new positions added to the plan and not easy to add. The Senate adopted a paper on what counseling is, delineating what it is. The specialists would not be infringing on counseling. A few people will be hired in that capacity (4-6 specialists are desired). James said he would like to have counseling positions considered in growth hiring (4-6) and they would have to go through the hiring process. Funds are specific and the college has to show how we earn these funds. James added that it is a proven fact that students who have a plan complete at a higher rate sooner.

Jill Stearns clarified that the plan allows us to approach it from the student side and help the student be successful. James Todd explained that the plan is due every year so we can make needed changes in the future.

Bill Anelli suggested videos from each department for students to view and having counselors visit classrooms. He felt that structures have to be set up and information given without taking a class.

James Todd announced that we need as many faculty as possible to come to the equity workshop this Friday.

Florida Arias felt that the biggest and best audience would be at the high school as that is where they are most anxious. She suggested showing the high school students the model videos.

Debbie Laffranchini felt that the clubs could help with alumni coming in and speaking regarding the difference disciplines like she has her club do.

Michael Smedshammer is creating an online "how to take an online class" where the student earns a certificate upon completion. Jennifer Hamilton suggested either incentivizing it or making it so everyone has to do it. Give ten points extra credit, for instance, for an incentive.

B. SB850 CCC Baccalaureate Initiative

Jill Stearns informed members that there has been considerable conversation with the state chancellor since Jack Scott was in office and quite a lot of frustration around repeatability. The college is being asked to go both directions – adult basic education and baccalaureate degree.

Fifteen colleges will be selected to conduct a baccalaureate pilot program. Just last week the college had the first communication regarding the baccalaureate initiative. The degree the colleges would offer cannot be offered by any UC or CSU. Colleges have until November 12 to submit a certificate of interest to conduct a pilot program. MJC has been doing its homework in the technical areas to see where we would have any interest and respiratory therapy is the only area. The Instructional Council and Academic Senate would have to look at this.

Jill Stearns reported attending a meeting with 29 colleges last Friday where there was huge frustration among the colleges regarding the initiative. This initiative is an incredible opportunity for us and should be approached carefully and make sense in the long run. She noted that the timeline is not mindful of participatory governance process. No one has been able to find a model and the college will have to build something new.

The timeline has not formally been communicated to the colleges. She requested that College Council support MJC in the intent to apply. The college might miss information about applying if

a letter of intent is not submitted. Jill stressed that there are a lot of unknowns and the timeline does not honor our process; however, December 19th is the due date for proposals.

The Allied Health dean and respiratory care faculty member are establishing more parameters for the director of the Center of Excellence so more data can be secured.

IV. REPRESENTATIVE REPORTS

A. Instruction Council

Debbie Laffranchini reported that the Instruction Council looked at hiring prioritization, two types of hiring, the categorical funding issue and possibility of losing position(s). Instructional Council needs to create a small work group for the Educational Master Plan. A rubric was created for Program Review with deadline of December/January. On November 21 the Instruction Council will meet to hear presentations by Divisions for growth positions. Programs will be given ten minutes for their presentation.

B. Student Services Council

Martha Robles reported that the Student Services Council did not meet as some members were involved in the event on campus with the high school counselors.

C. Resource Allocation Council

Jennifer Hamilton reported that RAC met on October 17th. There is Instructional Equipment and Library Materials (IELM) money (\$213,500) to be distributed. RAC is confirming this amount and the process by which the money will be allocated, following last year's model that relies on Program Review. The committee is ranking RAC goals for the year and then developing action items to meet these goals.

D. Facilities Council

Al Alt reported that the Facilities Council met last week with major topics categories of projects, deferred scheduled maintenance and Prop 39. Members are communicating out to constituent groups to inform.

E. Accreditation Council

No report.

F. ASMJC

Luis Rebolledo reported that ASMJC held the veterans' resource information day which was well received. Some American Legion posts were very appreciative of the event thanked them for support. The project was led by MJC veterans.

G. CSEA

No report.

H. CSAC

No report.

I. YFA

Ross McKenzie reported that YFA held faculty evaluations training. The PowerPoint for the training is online at the YFA website. YFA is discussing how to maintain YFA coverage for meetings and issues over the summer months. Currently, there is no reassigned time or stipend time for summer work, but the VPs and President do a lot over the summer. Ideas include reassigned time for summer, a rotation schedule (2 of 3 officers on at all times), or stipend work.

Negotiations are moving forward on part-time issues and due process. The YFA newsletter covers what the current issues are. Ross distributed copies of the newsletter, *The Advocate*, to members. Four members attended the California Community College Independents (CCCI) three-day conference in Manhattan Beach. Ross said Debi Bolter reported that the conference was really good and she would like to talk more about it.

J. Academic Senate

James Todd reminded members that the Student Equity Planning Workshop is this Friday, October 31. Dr. Brad Phillips, CEO, Institute of Evidence Based Change will give the presentation regarding Student Equity planning, implementation and evaluation. Some full-time faculty and classified have signed up already. He is hopeful that there will be a large cross section of attendees. Online expansion of classes from singles and doubles was discussed. The Senate met on the SSSP plan this week. Curriculum will be discussed this week and there is a meeting this week and next to wrap up. The biggest issue is the plan for getting the Student Equity Plan. The Student Success & Equity Committee (SSEC) did come up with a charge and the composition is a great group of twenty members.

K. LTAC

No report.

IV. ANNOUNCEMENTS/COMMENTS

V. FUTURE AGENDA

1. New Faculty Orientation (March 2015)

VI. ADJOURNMENT