



**College Council
Meeting Minutes
April 11, 2016**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council	√	
Alfonso Romero	ASMJC		√
Bill Anelli	Academic Senate		√
Brenda Thames	Vice President, Instruction	√	
Curtis Martin	Academic Senate President	√	
Debbi Partridge	CSEA President	√	
Elizabeth David	Academic Senate	√	
Flerida Arias	Dean of Equity and Student Learning		√
Flora Carter	College Committee for Diversity and Community	√	
Francisco Banuelos	Student Services Council	√	
James Todd	Vice President, Student Services (Interim)	√	
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President	√	
Jonathan Andrews	ASMJC	√	
June Hunt	CSAC		√
LaKiesha McDonald	CSEA		√
Lisa Husman	LTAC	√	
Lonita Cordova	Academic Senate	√	
Mike Smedshammer	Distance Ed Committee	√	
Nancy Backlund	College Technology Committee		√
Patrick Bettencourt	Dean	√	
Ross McKenzie	YFA	√	
Tanya Smith	CSEA	√	
Tommy Ledesma	ASMJC President		√
Vacant	Academic Senate		√
Vacant	Accreditation Council		√
Vacant	Instruction Council		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Pat Wallace	Recorder	√	

Guests	
Jacquelyn Forte	Director of Basic Skills
James Palmer	College Research Analyst

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:03 pm and quorum was declared.

II. ACTION ITEMS

A. Approval of minutes

Action Item - Motion:

Who: R. McKenzie moved, J. Andrews seconded

What: Motion to approve the minutes of February 29, 2016 with correction to IV. C. YCCD Board Policies discussion on Policy 6620: Naming of Facilities to: Naming of facilities was discussed and it was clarified that the proposed policy was to prevent an expectation that a building would be named immediately after individual/s.

- Result: Unanimous Approval with one abstention (J. Sahlman)
- Motion Carried

Action Item - Motion:

Who: R. McKenzie moved, J. Andrews seconded

What: Motion to approve the unofficial meeting notes of March 28, 2016 with the following corrections: V.G. CSEA Representative Report: change Student Services Assistant to Student Services Representative; and V.A. ASMJC Representative Report: change “The Flow” to FLOW (Free Lunch on Wednesday).

- Result: Unanimous Approval with one abstention (J. Sahlman)
- Motion Carried

B. Institution Set Standards and IEPI Goals for 2016

The second reading of this report was conducted at this meeting. MJC is using data that already exists in the state system to set an attainable goal for one year and the next six years. For accreditation and in accordance with ACCJC practice MJC is establishing the absolute minimum performance that would trigger concern. There is no penalty for setting goals too high or too low. The current slate of initiatives we are engaged in and different interventions that we are providing to students are intended to bring greater gains than what historic improvements looked like.

Action Item - Motion:

Who: J. Hamilton moved, J. Todd seconded

What: Motion to accept the Institutional Set Standards and IEPI Goals for 2016.

- Result: 17 yes, 1 no
- Motion Carried

C. Mission Statement

ACCJC has been involved from the beginning with the opportunity for California Community College to offer baccalaureate degrees. The institutional mission statement needs to reflect inclusiveness of the

baccalaureate degree program. It is recommended that the word, “undergraduate” be added to the mission statement.

Action Item - Motion:

Who: A. Alt moved, R. McKenzie seconded

What: Motion to approve an amendment to the college’s Mission Statement

- Result: Unanimous Approval
- Motion Carried

The amendment to the Mission Statement will be listed on the Board of Trustees May agenda for Board approval.

D. MJC 2016-17 Tentative Budget

The Resource Allocation Council (RAC) spent considerable time planning the 2016-17 tentative budget although it is early in the process. RAC reviewed the Governor’s Proposed Budget, the District’s budget development timeline and the major components of the MJC budget. The college’s main components are permanent personnel (\$42.6 million), PTOL (projected to be \$11.5 million) and operational expenses. To fully fund permanent personnel and PTOL, there would not be funds available for operational expenses. The following tentative budget for 2016-17 was recommended to College Council:

Permanent Personnel:	\$42,699,159 (81%)
Part Time/Overload:	\$ 9,929,998 (18%)
Operational Expenses:	\$ 1,411,839 (.02%)
Total Tentative Budget:	\$54,040,905

Action Item - Motion:

Who: L. Husman moved, B. Thames seconded

What: Motion to accept the 2016-17 tentative budget

- Result: Unanimous Approval
- Motion Carried

E. 2016-2017 Enrollment Priorities

Student Success and Equity Committee (SSEC) reviewed five applications for second level enrollment prioritization. Technical review was completed on March 21, 2016 and presentations were made on April 4, 2016. SSEC recommends Athletics, FTIC (for two semesters) and TRIO SSS for second level enrollment prioritization. There were concerns that many FTIC students will need low level basic skill courses and there are not enough sections available. It was noted that less than fifty percent use their priority registration and some of these students are already have enrollment priorities with other groups such as veterans, DSPS or EOPS.

Action Item - Motion:

Who: P. Bettencourt moved, C. Martin seconded

What: Motion to approve second level enrollment prioritization to Athletics, FTIC and TRIO SSS

- **Result: Unanimous Approval**
- **Motion Carried**

III. Information and Discussion Items

A. Program Review Workgroup

Program review (PR) workgroup is making sure our practices reflect what the standards say are high quality and engage in program review in ways for institutional effectiveness, program improvement and budget development. A Program Review Workgroup is needed with a group of people that can be cheerleaders for it. There is also a need for a new tool to house PR that has better options for its users. The Program Review Workgroup needs to be task oriented and include the assessment coordinator, curriculum chair (or someone from the Curriculum Committee), faculty, administrators and staff. Volunteers from College Council are C. Martin (faculty co-chair, B. Thames (Admin co-chair), J. Hamilton, T. Smith and L. Cordova.

B. Student Success and Equity Update

SSEC completed second level prioritization review and recommendation to College Council. Disney Institute that is equity-themed and customer service will be August 5, 2016. Leadership will meet with Disney Institute on August 4, 2016. We are sending a group of FTIC faculty to Oncourse in May. Foster Youth conference is today in Sacramento. Cultural competency training with Veronica Neal was a well-done event. A data-group for ATD will review data coming out of the EMP discussions. Working on a STEM grant application.

C. Program Review Workgroup

Curtis Martin presented creation of a Program Review Workgroup for discussion. The workgroup would be tasked with transition of instructional and non-instructional program review into eLumen, establishment of a structure that would ensure timely and regular completion of program review, and review and revise the elements of the program review template in order that program review would remain central to improving institutional effectiveness. Clear consensus supported the establishment of a Program Review Workgroup co-chaired by Curtis Martin and Brenda Thames. The workgroup includes Nita Gopal (OAW Coordinator), Barbara Adams (Curriculum Co-Chair), Dr. Jennifer Hamilton (Dean), Tanya Smith (Evaluator), Dr. Lonita Cordova (Counselor), with opportunity for the work group to add additional faculty and administrators as deemed appropriate.

IV. REPRESENTATIVE REPORTS

- A. **ASMJC** – The American Holocaust and the plant sale at Ag went well. April 19th is mental health awareness day. There will be a concession stand at graduation with water and snacks. FLOW has distributed lunches to 4,000

- students and there are two more Wednesdays left this semester. Looking at ways to develop a food pantry on west campus. ASMJC elections are this week, today and tomorrow, 10 am-6 pm.
- B. **Instruction Council** – Gina Leguria came to settle some issues and discuss the EEOC plan and committee. We are seriously misaligned in the Hispanic employee to student ratio. The work group for hiring prioritization met this morning.
 - C. **Student Services Council** – SSC has been combined with Instruction Council.
 - D. **Resource Allocation Council** – Friday is the last meeting for this academic year. They will complete a self-evaluation and goal setting for next year.
 - E. **Facilities Council** – Last meeting for this year is April 18. They will complete a self-evaluation and goal setting for next. Another test bench is coming in for Founders Hall. A vendor has been brought in to do online parking pass distribution.
 - F. **Accreditation Council** – Will meet on Thursday.
 - G. **CSEA** – A Student Services reorganization is aimed towards student success. Julie Hughes will be receiving the Unsung Hero award. Rita Perez will be attending a communication academy.
 - H. **CSAC** – Meeting tomorrow to firm up the professional development activities.
 - I. **YFA** – There is an upcoming faculty meeting on adjunct issues. Bill Holly is now the adjunct representative. Negotiations continue.
 - J. **Academic Senate** – The Faculty Retreat committee is working very hard to provide as good or better retreat than last year. Over 100 faculty have signed up. Twenty adjuncts are attending. Program Review was due March 30.
 - K. **LTAC** – No report

VI. **ADJOURNMENT**

The meeting was adjourned at 4:50 p.m.