

MINUTES**Representative Council Meeting
November 9, 2005**

Meeting is called to order by YFA President, Jillian Daly, at 3:05 p.m.
MJC East Campus Faculty Lounge

Members Present: 18

EXECUTIVE BOARD: (1) Erik Andal, (2) Jillian Daly, (3) Cece Hudelson-Putnam, (4) Alan Layne, (5) Dorothy Scully, (6) Nancy Sill, (7) Gene Womble, (8) Sandra Woodside.

REP COUNCIL: (9) Michael Akard, (10) Sue Adler, (11) Jim Curl, (12) Linda Kropp, (13) Jon Kropp, (14) Dan Martin, (15) Larry Scheg, (16) Desdemona Martinez; (17) Hanna Louie, and (18) Mike Smedshammer.

Excused Absence: Deborah Laffranchini, David Ward, Jim Stevens, Steve Stroud

Absent Members: John Mendes, Vicki Hollis-Nelson

Quorum : Established.

MINUTES : 10/12/05 Tabled.

President Jillian Daly announces guests scheduled to appear at this meeting. They are: JEFF WEAVER, Chairman of the MJC Sabbatical Committee, BRIAN SANDERS, YFA Chief Negotiator, who has been working on the Faculty Survey, and BRIAN SINCLAIR, YFA Architectural Ad Hoc Committee representative/Measure E Committee, RICH SWEENEY, YFA representative of the Measure E Committee, and PATRICIA HARRELSON, Chairman of the CC Sabbatical Committee 2005-2006, who will attend via speaker phone to give a report on the changes in the sabbatical process at CC.

The big items on today's agenda will be the Faculty Survey prepared in draft by Mike Smedshammer and Brian Sanders, an update on the draft revisions prepared by the Bylaws Revision Committee, and a report by the Calendar Committee. Jillian asks for a motion to have the reports and approval of the 10/12/05 Minutes moved toward the end of the agenda.

MOTION: Jim Curl/Alan Layne. Discussion.

M/S/C : **“That the Minutes and the Reports be moved to the end of the meeting agenda.”**

President Jillian Daly presents and welcomes Sandra Woodside, the newly elected secretary of YFA, and notes that Jeff Weaver has arrived. An “Overview of Sabbatical Leave Process, Fall, 2005,” was distributed (attached to original Minutes). The phone conferencing is initiated and Patricia states that she is not asking for Rep Council approval of the changes in Columbia College's sabbatical process. She believes the process, as used, is within the guidelines in the sabbatical binder; however, she does acknowledge that the committee is out of compliance on the timeline. It is the intention of the Sabbatical Committee to review and update the sabbatical binder in the Spring.

CC 2005-2006 Sabbatical Committee Chair/Patricia Harrelson. Columbia College received six applications. The first application/proposal is a draft proposal submitted by the applicant to the committee. The committee may choose to provide feedback to an applicant on ways to strengthen the proposal and the applicant is given an opportunity to resubmit it within three weeks. The committee then reviews the finalized proposal using a grid to score and evaluate the application. At Columbia, the initial review process has just been completed and feedback will be sent to each applicant who may elect to have an optional face-to-face meeting regarding the comments they have received or any other matter relating to proposal writing in general. The entire committee then

interviews each applicant, scores and makes the recommendations to the college President. The deadline for submissions this year is November 28. Patricia agreed to make a notation to the applicant stating that the meeting can be as long as 15 minutes. Patricia stated that the three semesters available is not adequate and that they would like to have at least four semesters. The CC 2005-2006 Sabbatical Committee is chaired by Patricia, and includes members, Micha Miller/Biology, Bill Wilson/Psychology, and Ellen Stewart/Speech & Drama. The committee is comprised of junior and senior members and members remain on the committee for two years following a sabbatical return. Full-year sabbatical recipients chair the committee the second year.

MJC 2005-2006 Sabbatical Committee Chair/ Jeff Weaver. MJC's sabbatical process is considerably simpler than that used by CC. MJC has 20 applicants, 14 available semesters. Unlike CC, the applicant does not have the privilege of resubmitting an application. The initial application is reviewed and ranked by the Sabbatical Committee, from highest to lowest, based on, among other things, rigor, applicability to student, and applicability for the school and district. These are not recommendations for or against an applicant, but merely a method of ranking. The ratings are passed on to the college President, then to the Chancellor, and lastly to the Board who either approves or disapproves the sabbatical request. The deadline for application submission was last Friday, November 4. The MJC 2005-2006 committee is chaired by Jeff Weaver, with members Bonnie Costello/Nursing, Jaymes Michelena, Mathematics/SME, Tom Nomoff/Physics, SM&E, and Marianne Franco/Lit & Lang. Jeff would like some contract language added that states that the timeline for a sabbatical recipients' next sabbatical opportunity will not begin until that faculty member has completed their sabbatical report. Additionally, he thinks that sabbaticals should be district funded. The MJC sabbatical process will be reviewed and suggested changes discussed.

Sabbatical Reports/Jillian Daly: A recipient took a sabbatical last year and did not meet the report deadline. Instead, the recipient requested, and was granted, an extension by the President. Jillian recommended to Dr. Scroggins that he advise the recipient that under these circumstances, another sabbatical could not be applied for until three years after the completion of the report.

MJC Measure E Coordinating Committee Update/Rich Sweeney/Jillian Daly. The committee made two recommendations that passed and have gone on to College Council. A chart (attached to the original Minutes) with information regarding the proposals, was distributed for review. The committee voted for the building of a new parking structure, as well as for Alternatives 2 & 3. Alternative 2, designed to combine the Library and High Tech Center, is projected to cost \$368,170.58 and Alternative 3, designed to change the Learning Center from a new building into a remodel and change Student Services from a new building into a combination of new and adding the Morris Building to it with remodeling, is \$473,049.61. Alternative 3 was our #1 alternative, passing with a 7-2 vote, as the committee felt that Student Services is the first place that students check in when they come to this campus and this project should be upped in the chronological time line. Jon Kropp pointed out that the High-Tech Center will include the Electronics program so you will see that number on the chart to go up a little bit. Rights of assignment and the contract language regarding transfers was discussed.

Selection of Architectural Firms/Brian Sanders. Of the pool of architects that will be used for the planning of buildings, 51 architects have submitted RFQ's. There are several different categories for major projects (over ten million dollars) and minor projects (ten million dollars and under). Some companies will be used just for planning purposes. On the Selection Committee are four people at MJC, four people at Columbia, Maria Baker from the District, and Kitchell, who will be on the interview panel using the same techniques as our hiring practices. On November 21 & 22, interviews will be conducted, one day at Columbia and one day at MJC. Brian recommended that if anyone has a question they would like the candidates to answer, that it be submitted to one of the persons on the committee for consideration.

Faculty Survey/Brian Sanders/Mike Smedshammer. (Proposed Faculty Survey attached to the original Minutes) The Faculty Survey is distributed and reviewed. Item 19 is discussed at length.

President Jillian announced that she had to leave to attend a District Board meeting and appointed Erik Andal, Second Vice President, to act on her behalf due to the absence of the First Vice President. She emphasized that the survey must be approved for finalization and noted that only Items 19 and 22 remain for discussion.

MOTION: Jim Curl/Hanna Louie. Discussion.
M/S/C : **“To approve the Faculty Survey with changes as discussed, excluding Item #19, which will be addressed at a later date.”**

After further discussion regarding Item 19, the wording was agreed upon, however, without a quorum, and the following motion was made:

MOTION: Linda Kropp/Gene Womble. Discussion
M/S/C : **“To use a web vote to approve the changes to Items 19.”**

MOTION: Dorothy Scully/Jim Curl. Discussion.
M/S/C: **“To adjourn the meeting.”**

There being no further business, the meeting was adjourned at 5:15 p.m.

Recording Secretary: Molly Navarro