EXECUTIVE BOARD
Approved Minutes
April 26, 2006

MEMBERS PRESENT
Diana Demetrulias, CSU Stanislaus
Charles Jennings, San Joaquin Delta College (Representing Della Condon)
Jim Johnson, Modesto Junior College
John Spevak, Merced College
Marcella Rodgers, HECCC Executive Director

OTHERS PRESENT
Claudia Abarca, Regional Title V Administrative Assistant

I. TITLE V

Welcome and Introductions
Spevak welcomed everyone and introductions were conducted.

Research
Rodgers indicated that the student survey preliminary report will be available for review at the May Board Meeting. Delta College and Columbia College reports will be included.

According to the results of the fall 2005 report, students attending SI sessions at least three to five times per semester increased their grades and retention rate. Rodgers will meet with the Research Committee to finalize the Fall 2005 report. She will then present it to the Board for review during the May Board Meeting and will ask the Council for approval during the June Joint Meeting. After review, the Board unanimously approved the Fall 2005 Report.

Robert Bauer, Research Analyst from Merced College will share his research model regarding how SI affects retention and campus funding during their May 9, 2006 meeting.

The possibility of institutionalization through HECCC was discussed briefly. Rodgers proposed to utilize funds to support the institutionalization of regional research in relationship to increasing student transfer. There will be further discussion during the May Board meeting.

Activity One
The University of Minnesota General College Site Visitation Faculty Staff Development is scheduled for May 1 – 3, 2006. The HECCC Faculty Delegation participant list was distributed as part of the meeting packet. Nine faculty are attending; four from MJC, two from Merced College and Columbia College, and one from San Joaquin Delta College. Title V funds will pay for faculty from Merced and MJC, while Columbia and Delta will pay for their faculty from their campus funds. The participating faculty will be invited to the May Board meeting to share their experience in Minnesota. Rodgers suggested the establishment of a Regional Faculty Development Institute thru HECCC, a pilot project could be funded with carryover Title V funds during the next two years. Board members agreed unanimously.
Also agreed by the Board was to continue collaboration with the Tutor Center Coordinators in the fall 2006 semester for the purposes of institutionalization of the SI grant objective.

**Activity Two**
Rodgers distributed the unapproved minutes for the March 22, 2006 Regional Technology meeting and highlighted the discussion of Electronic Student Transcript Transmittal from Merced College and MJC to CSU Stanislaus. Merced College and MJC submitted a proposal to the Regional Office for $20,000. Datatel will provide the necessary staff training and specialized consultation to both community colleges. A second proposal was included from Merced College requesting $8,960 to modify its current Datatel process of storing and printing breadth and articulation codes. CSU Stanislaus is not requesting funds for either project. Upon Johnson’s request, Rodgers will send Susie Augustini at MJC the proposal for her review. The Datatel proposal for both amounts was approved unanimously. The Title V carryover budget will be used for this project.

The Electronic Education Plan and Electronic Degree Audit will be discussed during the campus Title V MJC and Merced College collaborative meetings in May.

The Career Awareness Days were discussed briefly. The Memorial Hospital tour on March 29, 2006 was organized by Martha Robles and was a success. The Gallo tour on April 14, 2006 was cancelled. The Hilmar Cheese Factory tour is scheduled on May 4, 2006 and, to date, fifteen students are registered to attend.

The HECCC Transfer Committee meeting is scheduled for May 16, 2006 at the MJC West Campus.

**May Board Meeting Agenda Items**
- Faculty Delegation Report, General College Visitation
- Update on Electronic Education Plan and Electronic Degree Audit Plan Implementation
- HECCC Transfer Initiative
- June Combined Council/Executive Board Meeting Agenda Items
- Title V Board Selection of Regional Title V Grant Director
  - Process Recommendations

**June Combined Council and Board Meeting**
The Board will discuss agenda items during the May Board Meeting.

**Title V Board Selection of Regional Title V Grant Director**
Spevak proposed that the new Title V Grant Director be selected by the Title V Board. Johnson and Demetrulias agreed. Demetrulias suggested that she, Spevak, and Johnson talk before the next Board meeting about possible alternatives that David Dauwalder has discussed with her. Spevak will provide an update report during the May Board meeting.

**II. HECCC**

**Recruitment of HECCC Executive Director**
Spevak proposed three different options. Option one is to hire one new person to do both director positions, Title V and HECCC. Option two is to divide the responsibilities into two director positions. Option two is in part due to the expanded HECCC Executive Director responsibilities. Option three is for Rodgers to remain in her position as the HECCC Executive Director and hire another person as the Regional Title V Grant Director. Rodgers indicated she is willing to consider the HECCC Executive Director position depending on the responsibilities. However, she cannot continue as the Regional Title V Grant Director beyond May 2006. Spevak requested a budget proposal from Rodgers for the HECCC Executive Director position for 2006-07. The grant budget can provide the funding available for the Title V Director position.
Spevak suggested the Regional Title V Grant Director hiring pool consist of either current full-time CSU Stanislaus, Merced College, or MJC employees, retired employees from any of the three collaborative institutions, and/or anyone who meets the position qualifications. The 80% position is ten-month with benefits and will be paid using the funds as allocated in the grant budget.

Approval of March 22, 2006 Minutes
The minutes were approved as read with one change.

Review Joint Meeting Discussion with Vice Presidents of Student Services

Phase I: Short Term Goals
Rodgers indicated that the first task assigned to the HECCC Transfer Committee by the Board is to develop a one-page transfer process summary for community college students who are planning to transfer to a four-year institution. Rodgers will draft a letter regarding the Evaluators Committee and send to Board for approval. All three HECCC committee meeting calendars and rosters will be posted to the HECCC website before the end of the May 2006.

Spevak’s request that the Vice Presidents of Student Services be invited to every other Board meeting next year was agreed upon by the Board. The 2006-07 draft meeting calendar will be adjusted and sent to the Board for their final approval.

Phase II: Long Term Goals
The Community College Student Transfer Survey report was tabled until the May Board meeting.

Draft 2006-07 HECCC Budget and Dues Assessment for Council Review
Spevak requested a one-page draft be created by each institution to review during the May Board Meeting. Accountant Donna Moore from CSU Stanislaus is the contact if any questions or concerns should arise.

Rodgers reported to the Board there are HECCC funds in the Provost Office at CSU Stanislaus and recommended that the $10,243.91 be returned to the YCCD HECCC account prior to distributing to each institution in order to keep a “clean paper trail” for auditing purposes. The Board approved Rodgers’s request.

Approval of 2006-07 Meeting Calendars
The 2006-07 meeting calendar was reviewed. Pending David Ashley’s approval, Jane Lawrence will be contacted to represent UC Merced during the dates David Ashley is not available. Her availability will determine if the drafted dates need to be changed. Spevak requested the Wednesday meetings be changed to Thursday. Abarca will make the changes.

The HECCC Evaluators, Articulation, and transfer committee calendars were reviewed and approved.

MA/MS Interdisciplinary Studies Degree Program
Demetruilas asked for clarification if changes had occurred in either regulations or practice regarding the applicability of CSU Stanislaus' Interdisciplinary Studies master's degree for teaching at community colleges in the region. Because of a query letter from a graduate, she had discussed this matter with President Duran who suggested this item be included on the agenda for the Board meeting as a means to ensure that information distributed by CSU Stanislaus continued to reflect the expectations for hiring faculty at the community colleges. The Board affirmed that degree equivalency regulations had not changed and that decisions continue to be made for each individual applicant as judged by the faculty in each discipline.

CAMPUS REPORTS

Delta:
Jennings reported that Della Condon is ill until further notice. He will be representing her in the future as needed. Enrollment goal was reached. The building of the Tracy campus is still in progress. There have
been many faculty and staff retiring. Five out of nine retired positions have been filled. Benefit costs will increase shortly.

**CSU Stanislaus:**
Demetrulias reported that the hiring process to fill the permanent Provost position is still underway, as is the hiring process for five Deans, other key administrative positions, and faculty. The President is looking into the possibility of faculty housing as one means to attract faculty and make it more affordable for them to work at CSU Stanislaus. The campus is in its initial stages for seeking WASC reaccreditation.

**MJC:**
New President will commence working in July. MJC has lost many faculty members in the past two and a half years and major administrative positions have been Interim. There are seven candidates applying for the Allied Health administrative position, twelve for the Library, and seventeen for Science. Four new faculty have been hired in critical areas. There was a two percent growth in the spring 2006 semester. MJC will have a $3 million cut/loss in the near future. The Robert Kennedy Jr. speech had a good turnout; approximately 1,400 people attended.

**Merced:**
The Library Building is still under construction at the Los Banos campus and will be open in 2007. Enrollment was “flat” with approximately a one percent growth. Dr. Duran proposed to add a Vice President position in Institutional Research.

Respectfully Submitted,

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