



Governance & Planning (GAP)

Meeting Summary

September 18, 2013

12:30 – 2 p.m.

Campus Center Rooms 219-220

NAME	P	A	TITLE
Wael Abdeljabbar	X		Academic Senate President
Rick Bennett	X		VP Administrative Services
Haze Dennis	X		Academic Senate
Jennifer Gile	X		Classified Senate
Penny Johnson	X		VP Student Services
Leandra Powell Martin	X		VP Instruction
Barbara McMahan	X		Classified Senate
Bob Miller	X		Academic Senate
Susan Monahan	X		Classified Senate
Gerry Oliver		X	Classified Senate
Sarah Randle	X		Classified Senate President / Int. Research Analyst
Monica Rivas		X	Academic Senate
Luan Tran	X		ASG President
Debra Williams	X		Administration, Director of DISC

I.	Order of Agenda	Approval	5 mins.
Order of the Agenda was approved as submitted.			
II.	Review of 9/4/13 Meeting Summary	Discussion & Approval	5 mins.
Meeting Summary for September 4, 2013 was approved as submitted. M/Miller S/Martin P/U			
III.	Constituent Reports	Information	10 mins.
Luan Tran introduced ASG's new member to GAP. Adrianna received a warm welcome and GAP members introduced themselves.			
<ul style="list-style-type: none"> ASG: Luan reported that ASG has a new advisor, Rachel Goldberg, Director of Student Development. ASG had a very successful Welcome Week. Constitution Day was Sept. 17 and Club Days were held on September 16 & 17. Free Legal Advisor, Mr. Rossi, will be here Sept. 25. Classified Senate: Sarah Randle, CS President, reports that there is an all Classified meeting to be held on Friday, Sept. 20 in TAV-130. Lunch will be provided for all classified staff who attend. This is a "Start of the Semester Thank You" to the 			

classified staff who keeps things moving so smoothly during the first few weeks of the semester!

- Administration: Rick Bennett, VP Admin Services, reported that Mission hosted a Santa Clara Chamber of Commerce mixer last night prior to the Board of Trustees meeting and that the Hindu Yoga Festival was held over the past weekend and was very successful.
- Academic Senate: No report.

IV.	Strategic Plan Goals for 2013-2014	Discussion and Action	40 mins.
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Interim President Daniel Peck opened this discussion by reviewing the “Mission College Strategic Plan Comprehensive Listing of Goals for 2012-13 through 2015-16” that was approved May 9, 2012. This document outlines the seven areas of Strategic Focus with the goals and objectives set to accomplish each Focus item. Last year GAP identified one, two or three objectives per focus item to accomplish during the 2012-13 academic year. At today’s meeting GAP reviewed each of the Strategic Focus Items goals and discussed the objectives assigned to each item. GAP chose the following objectives to focus on during the 2013-14 academic year:

Strategic Focus 1: Community Life, Outreach and Marketing

Goal #1: Increase the community’s understanding of the college, its value to the community and its ability to meet the educational goals of students.

- *Objective 1.2: Develop an annual summary of outreach and marketing events and activities to inform the college and develop activities for future involvement.*

Goal #2: Create a sense of community and collaboration at all levels across the college.

- *Objective 2.2: Develop and create opportunities to increase interdisciplinary communication and collaboration, e.g., learning communities.*

Goal #3: Advance Mission College’s visibility and service to the community.

- *Objective 3.2: Develop a database of alumni and implement outreach strategies identified in marketing plan to improve participation and generate revenue.*

Strategic Focus 2: Curriculum and Program Improvement

Goal #1: Ensure that the college’s curriculum responds to the 21st century needs of our

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students and the community.

- *Objective 1.4: Implement improvements in the curriculum design and approval process for improved efficiency and flexibility in addressing student and community needs.*

Goal #3: Increase the number of students who earn awards and transfer within Science, Technology, Engineering and Mathematics (STEM) disciplines.

- *Objective 3.2: Provide targeted curricula and services to help students obtain basic skills necessary to successfully complete STEM degree and transfer programs.*

Strategic Focus 3: Economic Development and Sustainability

Goal #4: Create a scheduling model which includes criteria for resource allocation model implications to ensure that college fiscal solvency equals enrollment solvency.

- *Objective 4.1: Develop a Two-Year Core Schedule across all disciplines.*
- *Objective 4.2: Revise scheduling grid to maximize FTES generation, improve efficiency of facilities utilization and improve responsiveness to student needs.*

Strategic Focus 4: K-12 and Higher Education Articulation and Partnerships

Goal #1: Strengthen collaborative partnerships with the local K-12 institutions to align programs and facilitate student matriculation to Mission College.

- *Objective 1.3: Implement opportunities for high school, middle school, and elementary school students to engage in real world experiences on a college campus.*
- *Objective 1.4: Establish summer and/or mid-year bridge programs that help high school graduates successfully transition to Mission College.*

Goal #2: Establish collaborative partnerships with local universities to align programs and provide students with a seamless transfer experience.

- *Objective 2.4: Enhance process for the routine update and expansion of existing articulation agreements.*

Goal #3: Expand and enhance collaborative partnerships with international communities to increase the global diversity of the college.

- *Objective 3.2: Expand and enhance the International Studies Program and articulation agreements with international communities.*

Strategic Focus 5: Leadership and Professional Development

Goal #1: Provide opportunities for all employees to receive professional development and skill building.

- *Objective 1.2: Work with Academic and Classified Senates to develop an orientation*

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and mentorship program for new/promoted faculty and staff, integrating them into the college's culture, planning and operations.

Goal #2: Promote leadership growth and participation in community and college activities from all college constituencies.

- *Objective 2.2: Develop a program that supports and recognizes community involvement for all faculty and staff.*

Strategic Focus 6: Student Learning, Completion and Institutional Accountability

Goal #1: Facilitate student persistence, retention, and goal completion through effective student support and instructional strategies.

- *Objective 1.8: Ensure course offerings and scheduling support successful student degree completion in a timely manner (two year schedule.)*

Goal #2: Implement ongoing institutional assessment and evaluation that supports student learning and completion.

- *Objective 2.1: Fully implement Student Learning Outcomes Assessment cycles and Service Area Outcomes Assessment cycles at the course, program, and institution to further improve institutional effectiveness at a minimum of proficiency level.*
- *Objective 2.5: Meet accreditation standards to ensure that the college successfully completes the self-study process and is reaffirmed as a fully accredited institution.*

Strategic Focus 7: Technology

Goal #1: Optimize technology to provide effective support for programs, services, and processes, with a focus on sustainability.

- *Objective 1.2: Integrate a process to link Program Review and the Facilities Safety Committee to ensure priority consideration of technology within the facilities and infrastructure planning for classrooms and labs.*
- *Objective 1.3: Create and maintain as appropriate, electronic storage and filing systems for the College.*

V.	WVMCCD Budget Planning Discussion	Information and Discussion / Presentation by Rick Bennett	30 mins.
<p>Rick Bennett, VP of Admin Services, gave GAP a PowerPoint presentation on "2013-2014 Budget Recap." This document will be posted on the GAP website. He went over the history of how we got here:</p> <ul style="list-style-type: none"> • Unable to continue balancing the budget with one-time funding 			

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- Enrollment has decreased which equals a revenue decrease. 12/13 FTES target is short by \$1.2 million. Our target efficiency is short by \$800K.
- While the 113/14 Budget is balanced, District closed 12/13 with a \$1 million shortfall pending ongoing one-time bargaining discussions.

Rick explained the breakdown of shortfall, revenues and other possible scenarios that affect the 2011/12, 2012/13, 2013/14 and 2014/15 budget. The budget development approach for the FY 13/14 District Budget shows that we had an estimated shortfall of \$4.5 million that was met with the following available revenues:

- \$3.0 million from the Land Corp
- \$1.5 million District / Colleges
 - Mission's portion of this amount was \$578K

The FY 13/14 Final Budget is balanced; 12/13 reductions and bargained concessions were one time and not carried into FY13/14; WSCH at 570; FTES funded target of \$15,898; 311.0 FTE funded faculty (meets our FON); 5% reserve and a contingency reserve of \$582,574.

Rick informed GAP that we are currently operating under the Basic Aid funding mechanism, which replaces state apportionment. Under Basic Aid the positives to the District are that our core funding will not be affected by State budget shortfalls or Community College shortfalls and deferrals. In addition, as property tax revenue increases, the District will receive increases. There is an unanticipated one-time district revenue of \$927,000 as a result of entering Basic Aid early; use of these funds has yet to be determined as they fall outside the existing model. A Task Force has been created under District Council to identify a plan for how to handle these additional revenues as they come in. We will continue to receive from the State:

- Lottery
- Mandated Costs
- Scheduled Maintenance & Instructional Technology (\$92K)
- Education Protection Act
- Student Categorical Funds (EOPS, DSPS, Financial Aid, Student Success)
- Other grants

The State has budgeted for a 1.57% cola in 13/14

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The 14/15 Budget Planning identifies permanent budget reductions for FY 14/15 with an estimated shortfall of \$5.0 million. Mission College's portion of this is \$1.35-1.4 million. The District has received the final installment from the Land Corp of \$1.5 million, leaving the District with total \$3.5 million budget reduction that is permanent and ongoing.

Our next steps include:

- Finalizing budget reduction plan for FY 2014/15 and beyond
- Develop Board policy for Basic Aid Funds Allocation – District Council is forming a task force and will bring forward their recommendations for approval. This follows the successful model used in revising the Resource Allocation Model (RAM) last year.

VI.	Future Agenda Topics	None	
Meeting Adjourned 2:20 pm			

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