

APPROVED MINUTES OF THE FEBRUARY 19, 2013, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
MARCH 5, 2013

PREPARED BY: TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION

Public session was called to order at 6:02 p.m.

1.1 Roll Call

Board President Nick Heimlich; Trustees Adrienne Grey, Jack Lucas, Bob Owens, Buck Polk, Chad Walsh, and Karl Watanabe; and Chancellor Patrick Schmitt.

Student Trustees: David O'Shea and Nelson Pham (7:00 p.m.)

1.2 Oral Communications from the Public on Closed Session Agenda

There were none.

2.0 ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 6:04 p.m. There was one agenda item:

Provide direction to Kevin Dale, Esq., Acting Director of Human Resources Operations Albert Moore, and Chancellor Patrick Schmitt, District designated representatives, regarding negotiations with ACE, WVMCEA, Teamsters, and POA (Government Code 54957.6); and to Chancellor Patrick Schmitt regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:00 p.m.

3.1 Pledge of Allegiance

Board President Nick Heimlich led all present in the Pledge of Allegiance.

3.2 Report of Closed Session Action

Board President Heimlich reported that no action was taken.

3.3 Approval of the Order of the Agenda

Board President Heimlich indicated that Item 7.4, Audit Report, would be moved to immediately follow Item 3.4, Approval of the Minutes.

Action Taken:

It was M/S/P 7/0/0 (Owens/Polk) to approve the Order of the Agenda as modified.

Student Trustees: Two yes votes

3.4 Approval of the Minutes of the February 5, 2013, Regular Meeting of the Board of Trustees.

Action Taken:

It was M/S/P 6/0/1 (Polk/Owens; Lucas abstained) to approve the minutes of the February 5, 2013, Regular Meeting of the Board of Trustees, as presented.

Student Trustees: Two yes votes.

The following item was moved forward to this point in the agenda:

7.4 2011-2012 DISTRICT AUDIT REPORT

Audit and Budget Oversight Committee Chair Chad Walsh reported that the Committee had reviewed the 2011-2012 Audit Report and voted to recommend approval, (2 ayes, 1 abstention).

A discussion was held.

Action Taken:

It was M/S/P 7/0/0 (Lucas/Owens) to accept the 2011-2012 District Audit Report.

Student Trustees: Two yes votes.

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3.5 Presentations/Recognitions
Educational and Student Services Presentation

Fred Chow and Lisa Kaaz provided the Board with information regarding West Valley College's eLearning Program.

West Valley College prepares students for transfer to four-year colleges and universities, and it provides basic skills education and workforce training. Distance Education, specifically eLearning, is an important and growing component of how WVC meets its mission to provide high quality education.

eLearning attracts an increasingly wide range of students from across town to across different time zones. While some of those students may mirror traditional college students, others may work part-time to pay for college or be professionals who work full time and juggle many life-demands; some have mobility restraints, or are stay at-home-parents, single parents, or retirees; some may be striving to reposition themselves in the workforce. Most of these students have grown up with the latest technology close at hand. Technology is integral in their lives and they're used to having information instantly at their fingertips. Thus, they expect to access their education any time, anywhere, at their convenience.

eLearning at WVC integrates technology-mediated instruction and support services to deliver rigorous education online and to enrich hybrid and face-to-face courses. Trained instructors and counselors use technology to make it possible for students to access higher education without having to be physically present at a specific place and time.

eLearning courses reduce travel time and cost, meet the needs of individual learning styles, and meet the demands of individual schedules, mobility restraints or disabilities.

eLearning courses help to prepare students to work and live in an increasingly borderless world. Like face-to-face classes, eLearning courses may meet general and transfer requirements for public and private colleges and universities.

eLearning courses are delivered using the Web, Internet and interactive electronic communication tools such as the ANGEL course management system, chats, podcasts, discussion forums, blogs, wikis, social media, email and video conferencing.

Instructors' expertise in the virtual classroom extends beyond the skills required in a traditional environment. In order to teach effectively in the virtual classroom, an instructor has to have solid skills in organizing and managing time, in using online tools to create interactive assignments and activities, building engaged and motivated virtual communities, and in meeting the needs of students' cognitive learning processes and various learning styles without ever meeting them physically.

3.6 Oral Communications from the Public
There were none.

3.7 Written Communications from the Public
Executive Assistant to the Board of Trustees Tracy Johnson indicated that communications were received from Faculty Emerita Lydia Harris and Faculty Emeritus Ken Colson.

4.0 UNFINISHED BUSINESS - There were no items.

APPROVAL OF THE CONSENT AGENDA

Action Taken:

It was M/S/P 7/0/0 (Polk/Owens) to approve the Consent Agenda Items as presented.

Student Trustees: Two yes votes.

REGULAR ORDER OF AGENDA

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5.0 COLLEGE PROGRAMS AND SERVICES - None

6.0 HUMAN RESOURCES - None

7.0 BUSINESS AND FINANCE

~~7.4 2011-2012 DISTRICT AUDIT REPORT~~ *This item was moved forward in the agenda to immediately follow Item 3.4, Approval of the Minutes.*

7.5 FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

Audit and Budget Oversight Committee Chair Chad Walsh reported that the Committee had reviewed the Financial Statements and Budget Adjustments and voted to recommend approval, (3 ayes).

Action Taken:

It was M/S/P 7/0/0 (Polk/Walsh) to approve the financial statements and budget adjustments for the period of October 1, 2012, through December 31, 2012 (Second Quarter).

Student Trustees: Two yes votes.

7.6 2012-13 CCFS 311 SECOND QUARTER FINANCIAL REPORT

Audit and Budget Oversight Committee Chair Chad Walsh reported that the Committee had reviewed the 2012-13 CCFS 311 Second Quarter Financial Report and voted to recommend approval, (3 ayes).

Action Taken:

It was M/S/P 7/0/0 (Watanabe/O'Shea) to accept the 2012-13 Second Quarter Financial Report and authorize Fiscal Services to forward the CCFS-311Q Report to the California Community Colleges Chancellor's Office (CCCCO).

Student Trustees: Two yes votes.

8.0 BOARD

8.1 RESOLUTION NO. 13021901 REGARDING TRUSTEE ABSENCE FROM THE FEBRUARY 5, 2013, MEETING OF THE BOARD OF TRUSTEES

Action Taken:

It was M/S/P 7/0/0 (Owens/Grey; Roll Call Vote: Student Trustees O'Shea, Aye; Student Trustee Pham, Aye; Trustees Grey, Aye; Heimlick, Aye; Lucas, Aye; Owens, Aye; Polk, Aye; Walsh, Aye; and Watanabe, Aye) to approve Resolution No. 13021901 excusing Trustee Lucas' absence due to illness from the February 5, 2013, Board of Trustees meeting.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

West Valley College Academic Senate President Lance Shoemaker reported that the WVC Senate has met once this year. The Senate spent most of the meeting on the formation of the Academic Directions Committee (ADC). This Committee, modeled on the Academic Directions Committee at Mission College, is being established to assist programs in need of revitalization. Senators discussed the charge of the ADC, the bylaws, committee membership, criteria to be used when reviewing programs, and whether the committee should be proactive or wait for referrals. The bylaws were adopted and appointments were made to the committee, which will hold its first meeting on February 22. Mr. Shoemaker indicated that the Performance Goals Committee has referred four programs to the ADC.

Mr. Shoemaker said that the ADC is being created at a time when as many as five programs may be nominated for discontinuance in the fall. One issue with which the Senate will grapple at that time is the requirement in the Program Discontinuance Policy that programs have one year to improve. Any programs nominated in the fall will only have had six months to revitalize. He thanked Thais Winsome, Dianne Dorian, Cathy Cox, and Stephanie Kashima for their help in providing information and assistance.

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Mr. Shoemaker thanked former Senate Secretary Grace Hazan for filling in while current Senate Secretary Jennifer French is out on medical leave.

Mission College Academic Senate President Dianne Dorian also thanked Ms. Hazan. She discussed the College's faculty search. Initially, there were not enough viable applicants, but a second round of recruitment was very successful.

She said that the Senate has started a subcommittee on faculty professional development. She looks forward to meeting with the committee and getting it started on matters like Flex Day, training, etc., and determining what types of professional development faculty need.

Ms. Dorian indicated that the Senate is in the process of electing a new President for the next academic year, and she hopes to be able to provide the new President's name at the next Board meeting. She said her goal is to hand over to the new president a Senate with an updated constitution and new subcommittees and appointments.

9.2 CLASSIFIED SENATE UPDATE

West Valley College Classified Senate President Laurel Kinley discussed the recommendations of the State Chancellor's Office's Professional Development Committee (PDC), formed to develop strategies for implementation of the Student Success Task Force Report's recommendation to revitalize and re-envision professional development for faculty, staff, and administration. The PDC is developing 8 recommendations related to professional development in the CCC System and is now asking for input from the various constituent groups before the recommendations are finalized. The Senate is encouraging all classified staff to complete the PGC's survey. If the Recommendations for Professional Development are adopted by the California Community Colleges Chancellor's Office, one result is that all colleges will be required to offer 5 mandatory days of professional development to classified staff. This is a major revision to the Flex Day requirement that has traditionally been focused on faculty professional development.

Ms. Kinley informed the Board that District Administrative Services will provide this year's nomination for the Board of Governor's Classified Employee of the Year Award. A WVMCCD classified staff member has won this award for three years in a row: Ms. Kinley in 2010, Ms. Susan Monohan in 2011, and Mr. Scott Ludwig in 2012.

She closed by indicating that the nomination for offers and members of the WVC Classified Senate are underway, and elections will take place in March.

Mission College Classified Vice President Susan Monahan said that the Senate's first meeting of the semester will take place later in the month. The Senate has already begun process of nominating classified employees for the annual Faculty and Staff Recognition Awards Ceremony.

She informed the Board that Hospitality Management classes have begun for the new semester and studnets will offer lunch service to the public on Tuesdays and Thursdays. She invited everyone to stop in and support the program by enjoying a wonderful meal.

9.3 STUDENT SENATE UPDATE

West Valley College Student Senate President Louis Morrone said that the West Valley and Mission College Senates are working together on a project to bring the VTA Eco Pass to both Colleges. The student bodies of both Colleges have indicated interest in pursuing Eco Passes, a transit program that promotes sustainability and cost-effectiveness. Both Colleges will move forward with an election to determine whether the student bodies will assess themselves a fee to participate in the program. He discussed the continuing success of the Books for Food program, and said that the students are also starting a Book Barter program that they hope will grow. The Senate is also working with the Advancement Foundation on a project in the Viking Grove. Patio stones are available for purchase and personalization; the funds raised will be used for Campus Center improvements.

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Mission College Student Senate President Sean Peters distributed a newsletter that he and Student Trustee Nelson Pham had produced. In addition to information on the Eco Pass project, the newsletter contains articles regarding the very successful spring semester Club Day and other Welcome Week activities, and the Open Mic and Make Your Own Valentines Card events that took place on Valentine's Day. He said the students are looking forward to the upcoming semester.

9.4 MISSION COLLEGE UPDATE

College President Laurel Jones distributed the February Mission Board Report. She particularly noted the following:

- Kudos to Trustee Jack Lucas, a member of the advisory board for 'Silicon Valley Reads,' a community program offering events county-wide to engage the public in reading, thinking, and discussing topical books.
- Ken Bayloras, the Vice President of Research at NSS Labs, will be the next speaker in the MC2IT Speaker Series. The talk on cyber security will be hosted by the Santa Clara Convention Center.
- The Child Development Center has done a tremendous job in managing their program within a meager budget. At the upcoming California Association for Education of Young Children Conference, CDC staff will make a presentation on funding child development labs in a fiscal crisis.
- The outstanding job done by Financial Aid staff in getting out information regarding financial aid, scholarships, grants, and loans available.

Dr. Jones thanked Counselor Jennifer Jovel for her work with the Puente Program, Mission College faculty members Linda Retterath and Char Perlas for their participation in a professional development program to learn how to motivate students to succeed in college, and Academic Senate President Dianne Dorian for her work with the Senate.

Trustee Polk complimented Senior Executive Assistant to the President Linda Angelotti on the design of the Board Report and her work in putting it together.

9.5 WEST VALLEY COLLEGE UPDATE

Interim College President Brad Davis complimented Student Senate President Louis Morrone on his outstanding work the ASO and his skill in running meetings of that body.

President Davis thanked Dr. Dan Furtado for his extremely generous donation of \$40,000 for the naming of the Veteran's Plaza and Resource Center at the Viking Grove. Dr. Furtado is currently the Commander of the 334th Army Reserve Medical Group and the senior-ranking pharmacist of the Army, and an appointed ambassador for the Army Reserve in California. He serves in a leadership capacity for a number of veteran's associations throughout the Bay Area.

Mr. Davis noted the ambitious enrollment targets the 2012-13 academic year, and said that West Valley College's fall enrollment had been less than hoped. The College exceeded goals in winter session but spring enrollment is about 15% below target. The College is continuing strong strategizing and marketing efforts and is planning for an ambitious summer to meet enrollment goals.

Mr. Davis noted that the College will fill four faculty positions that were prioritized by the PGC in the high-priority areas of Math, Sociology, English, and Studio Arts.

President Davis discussed the budget reductions that must take place over the next three years. He said there will be careful, thoughtful discussions on the topic at all levels of the campus community, and that at the end of the process, the College will look very different than it does now.

He closed by asking that everyone save the date of April 20 for the West Valley College Gala Fundraiser, a performance of Sweet Charity.

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9.6 ACTING DIRECTOR OF HUMAN RESOURCES OPERATIONS' REPORT

Acting Director of Human Resources Operations Albert Moore said that Human Resources is very happy to be participating in the recruitment for faculty members that is underway. He invited Board members to visit the District's website and see the posting for the WVC President recruitment. From the webpage, an applicant can link to an electronic 'brochure,' and from there to the E-Recruitment system. All applications will be received through the E-Recruitment System.

Mr. Moore closed by indicating that Administrative Services will nominate a classified employee for the Board of Governor's Classified Employee of the Year Award.

9.7 VICE CHANCELLOR'S REPORT

Vice Chancellor of Administrative Services Ed Maduli reported that the Focus Topic for the March 5 Board of Trustees meeting will be the Board's Budget Workshop.

9.8 CHANCELLOR'S REPORT

Chancellor Patrick Schmitt reported that he had recently toured Mission College's Gillmor building in the company of President Jones, Mr. Gillmor, and construction staff. He said he was very impressed by the building, which is due for completion in the spring of next year. He said it is a very human-proportioned building, and will provide a state-of-the-art learning environment that is still comfortable and accomodating.

9.9 STANDING COMMITTEE REPORTS

Audit and Budget Oversight Committee

Committee Chair Chad Walsh reported that the Committee had met the previous week to review the Audit Report, the quarterly Financial Statements and Budget Adjustments, and the Second Quarter 311 Report, and recommended adoption of all three.

Legislative Committee

Committee Chair Adrienne Grey reported that the Committee will hold its first meeting of the semester at 4:30 p.m. on March 5. It will meet at 4:30 p.m. on the first Tuesday of each month, unless the Committee determines that no meeting is necessary.

9.10 TRUSTEE COMMENTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

West Valley College Student Trustee David O'Shea recognized and thanked the ASO members who had attended the meeting.

Trustee Jack Lucas distributed copies of the CCLC's 2013 Fast Facts sheet that he received at the recent CCLC Legislative Conference.

Trustee Adrienne Grey offered a thank you to Trustee Lucas for his assistance in introducing her to a number of people at the conference, and for helping her distribute the flyer she has developed for her run for a seat on the CCCT Board.

Board President Heimlich adjourned at the meeting at 9:15 p.m.

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APPENDIX A
CONSENT AGENDA ITEMS

FROM THE FEBRUARY 19, 2013, BOARD OF TRUSTEES MEETING

(For the full text of each item, please see the agenda packet for the February 19, 2013, meeting.)

5.1 MISSION COLLEGE INTERNATIONAL TRAVEL REPORT JULY 2012 THROUGH
JANUARY 2013

This information report is being presented in compliance with Board Policy 7400, which governs reporting of travel outside of the 50 United States to the Board of Trustees on a semi-annual basis.

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
Recommendation: That the Board of Trustees approve the listed personnel transactions.

7.1 INCREASE IN BID THRESHOLD

The Board of Trustees will review the annual adjustment to the bid threshold.

7.2 REVIEW OF PURCHASE ORDER TRANSACTIONS

The Board of Trustees will review purchase order transactions in excess of \$10,000.

7.3 RATIFICATION OF VENDOR WARRANTS

Recommendation: That the Board of Trustees ratify vendor payments from October 1, 2012, through December 31, 2012; Datatel warrant numbers 252585-254515, totaling \$24,877,458.34.