



West Valley - Mission
Community College District

**DISTRICT COUNCIL
APPROVED SUMMARY OF THE FEBRUARY 11, 2013 MEETING**

Present	District Council Member	Representing:
X	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Davis, Brad	Administrator, Interim WVC President
X	Dorian, Dianne	Faculty, Academic Senate President, MC
	Espinosa, Brigit	Administrator, Managers Association Representative
X	Farnsworth, Cheryl	Administrator, District Administrative Services Representative
X	Peterson, Geri for Johnson, Tracy	(non-voting) Recorder
X	Jones, Laurel	Administrator, MC President
X	Kinley, Laurel	Classified, Classified Senate President, WVC
X	Maduli, Ed	(non-voting) Vice Chancellor, Administrative Services
X	Mendes da Costa, Napoleon	Classified, WVMCEA Representative
X	Moore, Albert	(non-voting) Facilitator
X	Morrone, Louis	Student, Associated Student Organization President, WVC
	O'Shea, David	Student, WVC
X	Pavao, Rod	Faculty, ACE President
	Peters, Sean	Student, Associated Student Government President, MC
X	Randle, Sarah (Proxy: Susan Monahan)	Classified, Classified Senate President, MC
X	Schmitt, Patrick	(non-voting) Chancellor
X	Schultz, Rose	Classified, District Administrative Services Representative
X	Shoemaker, Lance	Faculty, Academic Senate President, WVC
	Vacant	(non-voting) Associate Vice Chancellor, Human Resources
	Vacant	Faculty, WVC
	Vacant	Student, MC
<u>Others</u>		Pat Fenton, Rick Bennett, Randy Castello, Lydia Harris

The meeting was called to order at 1:32 p.m.

1. Order of Agenda

Lance Shoemaker, WVC Academic Senate President, asked that the following item be added: Item #13: District Enrollment Management Meeting on Friday, Feb. 8, 2013 (Presence of Academic Senate Presidents, Lance Shoemaker and Dianne Dorian omitted.)

It was M/S/P (Jones/Mendes da Costa) to approve the agenda. Motion passed unanimously.

2. Oral Communications

There were no oral communications.

3. Approval of Minutes for January 28, 2013

It was M/S/P (Farnsworth/Jones; Shoemaker, Kinley, Mendes da Costa abstained) to approve the minutes of the January 28, 2013, meeting as presented.

4. Review of February 19, 2013, Draft Board of Trustees Agenda

It was noted most of the Board agenda items appeared on the Consent Agenda. Particular highlights included:

- WVC Report on E-learning program.
- International Travel Report
- Personnel Transactions
- Increase on Bid Threshold
- Financial Reports from Vice Chancellor Ed Maduli on District Audit, Financial Statement, Budget Adjustments, and Second Quarter Financial Report.
- Also, in response to a request from the Board, Ed will present an update on the Higher One Debit Card Program, which is coordinated through the Financial Aid Departments at both colleges. Financial Aid money is distributed to students through the debit card, which facilitates students’ tuition payments and helps them to receive funds faster.

District Council Facilitator Albert Moore noted personnel transaction 6.1 for internal appointments and reclassification. WVC CS President Laurel Kinley spoke in favor of the reclassification of Tutorial Service’s Instructional Laboratory Technician Jeff Griffin to Program Coordinator, Tutorial Center & Learning Resource Center, praising the great work Jeff has done serving students in that capacity. MC AS President Dianne Dorian commented that the counterpart position at Mission College is a faculty position.

5. 311 Report

Director of Fiscal Services Ngoc Chim reviewed the Second Quarter 311 Report with Council members. Highlights included:

Fund 100 –	Unrestricted General Fund Projection as of 6/30/13
Revenue:	\$89.6M (includes \$655K in restoration funding)
Expenditures:	\$89.3M
Fund Balance:	\$11.1M

Ms. Chim indicated the ending balance projection for Fund 100 of \$11.1M is allocated as follows: \$4.5M is reserves, \$5.7M is allocated for banked leave liability, \$600K is allocated for contractual obligations and \$400K for contingency reserves.

6. 2nd Quarter Financial Statements

District Budget Manager Cheryl Farnsworth highlighted and reported on the Second Quarter financial status of the following funds: Fund 100-Unrestricted General Fund, Fund 122- Parking Fund, Fund 330- Child Development Fund, and Fund 428-Measure C. She said the second quarter typically shows expenditures at approximately 50% of the adopted budget. Fund 100 is currently 51%, which is following past trends.

She pointed out that Parking Fund revenues are coming in at 46%, which is the same as last year, while expenditures are at 44%.

She also noted that the WVC Child Development Fund is showing expenditures exceeding revenue by \$14K which is offset by the fund balance leaving them with a small positive fund balance. Ms. Farnsworth worked closely with the CDC Program Director to assure all revenues were posted as of December 31. She said this is an improvement over last year, as there was a \$77K deficit at that time. She said the CDC is working diligently to keep revenues and expenditures in line. Laurel Jones commended the CDC for the very impressive job they have done in sustaining their positive budget.

Ms. Farnsworth also indicated actual activities have been posted for the second quarter for the Measure C Bond Construction Fund as a result of the sale of Measure C bonds. She welcomed District Council members to email her with any questions.

7. 2011-12 Audit

There was no handout distributed for this item, but Ed Maduli indicated the information has been posted on the district website. Regarding two findings, 1) CARE at Mission College and 2) attendance accounting, both colleges have had corrections implemented. Prior audit finding regarding District credit cards has been addressed. As a result, there has been a strict enforcement of credit card use and reporting regulations.

8. Resource Allocation Model

Vice Chancellor Ed Maduli reported that the RAM Task Force membership includes the two colleges' VPs of Administrative Services, ACE President, the two colleges' Academic Senate Presidents and Classified Senate Presidents, and District Finance resource personnel, including Ed Maduli, Ngoc Chim and Cheryl Farnsworth. He stated this was a hard working group that had processed several iterations to put together one package. In 2010-11, the District Council approved the RAM Task Force in concept and initiated a RAM Task Force. He noted that one of its tasks is to review the associate faculty funding model and issues related to associate faculty salary rates over a number of years.

Mr. Maduli also reported that the group examined non-resident FTES and developed an accounting methodology to allocate resources based on non-resident FTES. MC President Laurel Jones suggested that all documents be posted on a shared file folder.

Mr. Maduli distributed a handout showing the Associate Faculty Funding Model – Draft, with and without the 144 restoration FTES. WVC Vice President of Administrative Services Pat Fenton presented the Associate Faculty allocation model. He indicated the draft includes the linchpin of decision points from RAM based on distribution of FTES. As this is a draft document, all numbers could potentially change.

Mr. Fenton stated the District Performance Goals Committee meets annually to set the enrollment goal, which is currently set at 560, with 10 added, bringing the effective number to 570. The total FTEF is based on that formula from the position control file, subtracting faculty overload contracts and banked leave, to arrive at the FTEF per semester. Mr. Fenton added that faculty salaries are the largest portion of the budget. The early goal set by the RAM Task Force was to determine how non-resident WSCH could benefit the colleges, given the growth pattern.

Ms. Chim reviewed revenue and expenditure numbers listed on the Resource Allocation Model – Draft document that was distributed to the DC members. Ms. Chim explained in detail what the color key means and how the resources are distributed throughout the model.

Mr. Maduli pointed out budget differences between the colleges, such as the number of object codes. He added if there is a major shortfall at the end of the budget year, and the colleges use contingency funds, they have two years to pay back those funds. Mr. Maduli said at Mission College, \$600K was a permanent budget cut in associate faculty, and this model attempts to restore that. Laurel Jones said it was important to understand how the model works. Other DC members spoke of difficulty comprehending the final numbers and requested a word document to further explain it.

Cheryl Farnsworth said when increasing the associate faculty budget, the funds need to come from somewhere, and it often impacts the operating budget.

Laurel Jones spoke highly of the work of the RAM Task Force. She said that going through horrendous budget issues two years ago generated some mistrust, but now she feels very grateful for the work the group has done in putting the college on a better playing field. She said everyone has had to make difficult decisions at the two colleges, and can now move forward.

However, Dr. Jones added, assistance from the Task Force will be needed when explaining this to constituency groups, as people will have difficulty understanding it. Mr. Maduli said he would be glad to attend participatory governance meetings when this is agendized. He would like to reach consensus in May and offer a two-fold action item. Albert Moore said this will remain an information item on every District Council agenda until the group feels it is ready for action.

Other points made:

- Laurel Jones clarified that RAM will take recommendations through the participatory process at each college.
- Ed Maduli said the RAM will be adopted in May.
- Laurel Jones suggested reviewing past District Council minutes to determine due dates for RAM recommendations.

It was moved by Diane Dorian that the RAM diagram (no numbers) and associate faculty funding narrative matter be used to inform constituencies so that they can see progress is being made and keep momentum going. ACE President Rod Pavao seconded.

Discussion: Mr. Pavao indicated that until details are ironed out, he was uncomfortable with sending out the RAM draft.

The motion was amended by Mr. Pavao to send the narrative without the flow chart, and to include a two-page Excel spreadsheet without the 144 FTES. M/S/P/ unanimous.

9. 2013-14 Tentative Budget Development

Ed Maduli said planning for the 2013-14 tentative budget will include one-time funds, pending the ongoing budget reduction process and the state's "May Revise." There are two components to consider: COLA funding and restoration/growth. The state legislature will also have a hand in the budget development mechanism. Mr. Maduli said, in essence, the District is covered this fiscal year. However, lower revenues are anticipated in 2013-14. He discussed the \$300M in statewide funding for Adult Education and said that CCC's need flexibility to plan for implementation. Mr. Maduli said he will find out more information at a March 8 meeting in Sacramento. He said the District may become a Basic Aid district in the next two or

three years. He explained that in a Basic Aid district, revenue is solely derived from local property taxes and enrollment fees.

10. College Enrollment Update

Laurel Jones said both college presidents are waiting for late-start courses to begin to get more accurate information on positive attendance for the second report.

11. WVC President Search Update

Albert Moore reported that HR has finalized the electronic brochure and related links, and the position should be posted early this week. The next search committee meeting is scheduled for February 21, and the committee will work on screening criteria and interview questions. Brenda Rogers is the committee chair. The committee will give regular updates to the college community. The search process is on target for a May 21, 2013, appointment at the Board of Trustees meeting.

12. Accreditation Update

Albert Moore reported that all sections of Standard III and Standard IV had successful and helpful District-coordinated research and evidence-sharing sessions on February 1. The next DisJoint meeting is scheduled for Friday, February 22, from 9:00 – 11:00 a.m. at Mission College.

13. District Enrollment Management Meeting on Friday, Feb. 8, 2013 (Presence of Academic Senate Presidents, Lance Shoemaker and Dianne Dorian omitted.)

WVAS President Lance Shoemaker asked for clarification regarding the meeting held the previous Friday, and why he and MCAS President Dianne Dorian were not aware of it. He said other faculty members were invited, but he did not understand why he and Ms. Dorian were not told about it. Mr. Shoemaker indicated that Academic Senate leadership was important for participation.

Mr. Maduli said there has been difficulty in getting the committee together and the last regular meeting had been cancelled. In order to move business along, a sub-committee working group was brought together for a special meeting to share research information. It was not a formal meeting and no motions or decisions were made.

Chancellor Patrick Schmitt said calling the special meeting was an oversight, and assured it would not happen again. He asked Ed Maduli to brief the Academic Senate presidents on any items or information discussed, and said the committee would resume its regularly scheduled meeting with a full membership complement to affirm any decisions. Laurel Jones felt the conversation of the committee has broadened, and suggested review of its membership, mission and charge. All recommendations will go through District Council. Rod Pavao felt the committee could possibly be expanded.

14. Announcements, Future Agenda Items:

Albert Moore assured that the RAM will remain on the District Council agenda.

The meeting was adjourned at 3:40 p.m.

Meeting summarized by Geri Peterson, Executive Assistant to the Chancellor

The next District Council meeting will be held Monday, February 25, 2013.