



West Valley - Mission
Community College District

**DISTRICT COUNCIL
APPROVED SUMMARY OF THE MAY 13, 2013 MEETING**

Present	District Council Member	Representing:
X	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Crumley, Max	Faculty, WVC
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	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
	Morrone, Louis	Student, Associated Student Organization President, WVC
X	Pavao, Rod (2:13 p.m.)	Faculty, ACE President
	Peters, Sean	Student, Associated Student Government President, MC
X	Randle, Sarah	Classified, Classified Senate President, MC
X	Schmitt, Patrick	(non-voting) Chancellor
X	Schultz, Rose	Classified, District Administrative Services Representative
X	Shoemaker, Lance (1:40 p.m.)	Faculty, Academic Senate President, WVC
	Vacant	(non-voting) Associate Vice Chancellor, Human Resources
	Vacant	Student, MC
	Vacant	Student, WVC
<u>Others</u>		Pat Fenton, Wael Abdeljabbar

The meeting was called to order at 1:35 p.m.

1. Order of Agenda

It was M/S/P (Schultz/Farnsworth) to approve the order of the agenda with the following changes:
Item 10, 49ers Parking, and Item 11, Mission College Director of Nursing, was removed.

2. Oral Communications

There were none.

3. Approval of Minutes for March , 2013, and April 8, 2013, Meeting

It was M/S/P (Farnsworth/Dorian) to approve the minutes of the March 4, 2013, and April 8, 2013, meetings.

4. Review of May 21, 2013, Draft Board of Trustees Agenda

Chancellor Patrick Schmitt reviewed the draft agenda for the May 21 meeting.

5. Resource Allocation Model

Vice Chancellor Ed Maduli distributed the final draft narrative and flowchart of the Resource Allocation Model (RAM), which was being presented to District Council for a final review and adoption. The RAM concept was first presented to District Council in October 2011. At that time, a decision was made to form a RAM task force to take the concept from the initial presentation framework to a fully-developed District-wide Allocation Model. The model closely follows the State of California's funding model established in SB 361, in that a basic allocation and FTES are drivers of the model.

The RAM Task Force provided frequent updates to District Council as its work proceeded, and more recently provided DC with drafts of the narrative and flow chart. The final draft narrative and flow chart were reviewed at the April 8 District Council meeting.

Mr. Maduli discussed the RAM narrative and flowchart. The principles of the RAM are:

- Allocate resources to support the integrated processes of strategic planning, educational master planning, accreditation, and program review.
- Be transparent and equitable across the three District units (Administrative Services and the two Colleges).
- Ensure fiscal solvency.
- Allow each entity to develop, implement, and manage its own budget.
- Adapt to the changing fiscal conditions at all levels.

Following brief final discussion, it was M/S/P (Crumley/Schultz, Dorian and Randle abstained) to adopt the Resource Allocation Model.

6. Third Quarter Financial Statements and Budget Adjustments

Budget Manager Cheryl Farnsworth discussed the third quarter financial statements and budget adjustments going to the Board for approval at the May 21 meeting.

7. Third Quarter 311 Report

Director of Fiscal Services Ngoc Chim reviewed and discussed the Third Quarter 311 Report going to the Board for approval at the May 21 meeting.

8. Education Protection Account Spending Plan

Mr. Maduli discussed the Education Protection Account (EPA) spending plan going to the Board for approval on May 21.

The November 6, 2012, passage of Proposition 30 temporarily raises the sales and use taxes, and also temporarily raises the income tax rate for high income earners to provide funding for local school districts and community colleges. These revenues are deposited into a newly-created state account called the Educational Protection Account (EPA).

District staff will work with College staff to establish the new account codes and ensure the District is in compliance with Proposition 30 and the Budget and Accounting Manual (BAM), which has the authority of regulation in accordance with Title 5 Section 59011 of the California Code of Regulations. Staff will need to reclassify revenue and expenditures in the new account codes.

Each local educational agency will be required to annually publish on its website an accounting of how much money was received from the EPA and how that money was spent. Revenues from EPA funds are unrestricted and should be accounted for separately.

The revenue from Proposition 30 has helped the District maintain current year budget levels without additional cuts. It is important to note that the EPA funding is not new money, but money that has been shifted from the general apportionment to the EPA. The District anticipates receiving approximately \$1.6 million through the EPA in fiscal year 2012-13. The District intends to use the money for instructional salaries and benefits. A separate account code will be established in the general ledger to track the revenue and expenditures for the EPA funding. After the close of the fiscal year, the District will publish the actual revenue received and the actual expenditures on the website.

9. 2013-14 District Goals

Chancellor Schmitt reminded members of a discussion at a previous DC meeting, at which he had suggested that the initially-proposed goals be made ‘SMART,’ and that metrics and benchmarks be added for measuring goal completion. He had presented a draft of those goals at the April 8 meeting for review and feedback. He distributed a revised copy, based on feedback received.

It was M/S (Shoemaker/Crumley) to approve the District Goals. Discussion ensued regarding the use of the word ‘District,’ in that it sometimes difficult to determine whether the word refers to Administrative Services or to the entire District, which includes the two Colleges and Administrative Services. It was also pointed out that acronyms should be spelled-out. In addition, there was discussion regarding the need for a goal addressing fiscal stability. Chancellor Schmitt suggested that he make the changes suggested and return the items for approval at the May 29 meeting.

Mr. Shoemaker withdrew the motion and the item was tabled until the May 29 meeting so that the wording can be clarified and the fiscal goal added.

10. 49er Parking

Removed from the agenda.

11. Director of Nursing Position

Removed from the agenda.

12. Director of Information Systems Job Description, Second Reading

The revised job description was presented for a second reading. Chancellor Schmitt pointed out that there was only one change: the position will now report to the Chancellor. There was no other change, including no salary change.

13. Approval of Charge and Membership for the District Enrollment Management Committee

Vice Chancellor Maduli noted that the charge and membership had been presented to District Council at the April 8 meeting for review and was returning at this meeting for approval.

It was M/S/P (Shoemaker/Dorian) to approve the charge and membership of the District Enrollment Management Committee. The charge and membership document will be attached to the posted meeting summary.

14. District Diversity Advisory Council

Interim Director of Human Resources Operations Albert Moore said that an EEOP was approved in 2009, as mandated by the State. A review and revision every three years is required. The EEOP requires an advisory council. This advisory council was not specified when the plan was initially adopted, but one will be established as part of the revision. Mr. Moore suggested that District Council become the advisory committee. (DC has served in the past as an advisory or steering committee; for instance, it served as the Staff Development Steering Committee.)

West Valley College Academic Senate President Lance Shoemaker remarked that the Senate had been asked at some point in the past to appoint a representative to the advisory committee. It was very controversial at the time and was the cause of some turmoil. He was frustrated to learn the committee had not in fact formed.

Interim West Valley College President Brad Davis pointed out that the request may have been part of past Human Resources Director Sarah Kahn's efforts to revive the committee.

Mr. Moore indicated that the revised plan will be brought to a future District Council meeting for review.

15. District Council Evaluation

Mr. Moore distributed the evaluation instrument for completion and return at the next meeting. He said he would also send it out electronically.

16. Budget Update

Mr. Maduli indicated that the May Revise will be released on May 14. The District will review and make any necessary changes to the Tentative and Final Budgets.

17. Accreditation Update

There was none.

18. Announcements

There were none.

The meeting was adjourned at 3:30 p.m.