WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
APPROVED SUMMARY OF THE
MAY 9, 2011, JOINT DC/DBAC MEETING

Present	**Members:**	
	Teresa Amos	District Administrative Services Representative
X	Roberta Berlani	ACE President
X	Cheryl Farnsworth	Confidential Unit Representative
	Randy Castello	ACE Representative
X	Queenie Chan	MC Classified Senate Representative
X	Ngoc Chim	District Budget Manager
X	Charles Clemons	SEIU Representative
X	Cathy Cox	MC Academic Senate Representative
X	Brad Davis	Associate Vice Chancellor, Human Resources
X	Blake Dibala (alternates w/Fullmer)	WVC Student Representative
X	Michelle Donohue-Mendoza	Teamsters Representative
X	Brigit Espinosa	District Administrative Services Representative
X	Linda Francis	Director, Fiscal Services
	Chance Fullmer (alternates w/Dibala)	WVC Student Representative
	Lori Gaskin	WVC President
	Sergio Gonzalez	WVC Associated Student Organization President
X	John Hendrickson	Chancellor (non-voting)
X	Kurt Hibner	District Administrative Services Representative
X	Victoria Hindes	WVC VP, Student Services
X	Penny Johnson	MC VP, Student Services
X	Tracy Johnson	Recorder/District Administrative Services Rep.
X	Laurel Jones	MC President
X	Laurel Kinley	WVC Classified Senate Representative
	Napoleon Mendes DeCosta	SEIU Representative
	My Loi	MC Classified Senate Representative
X	Ed Maduli	Vice Chancellor, Administrative Services
	Albert Moore	District Administrative Services Representative
X	Worku Negash	MC VP, Administrative Services
X	Char Perlas	MC Academic Senate Representative
X	Michael Renzi	WVC VP, Administrative Services
X	Rose Schultz	Confidential Unit Representative
X	Lance Shoemaker	WVC Academic Senate Representative
	Vacant	MC Student Representative
	Guests:	
	Norma Ambriz-Galaviz	
	John Hannigan	
	Celine Pinet	
	Nancy Ghodrat	

Co-facilitator Brigit Espinosa convened the meeting at 1:38 p.m.

1. Order of the Agenda

It was M/S/P (Negash/Francis) to approve the order of the agenda as presented.

2. Oral Communications from the Public

There were none.

3. Approval of the Minutes of the April 4, 2011, and April 11, 2011, Joint Meetings

It was M/S/P (Hindes/Francis) to approve the April 4, 2011, minutes as presented.

It was M/S/P (Johnson/Renzi; Perlas, Dibala, Espinosa, Francis, and Jones abstained) to approve the April 11, 2011, minutes as presented.

4. Review of the May 17, 2011, Pre-Board Agenda

Chancellor Hendrickson reviewed the May 17, 2011, Pre-Board agenda with those present. He made particular note of the following items:

- Public Session will reconvene after Closed Session at 7:00 p.m.
- Under Item 5.3, Presentations and Recognitions, West Valley College will make a presentation on World Languages.
- The item regarding 'Redistricting' will be moved to follow Presentations and Recognitions. An attorney from AALRR will attend and make a presentation to the Board on the issue.
- The majority of business services items for this meeting have been placed on the consent agenda. The consent agenda is the appropriate place for routine matters of business to be placed, so that the items can be approved with one motion. Trustees can ask clarifying questions regarding consent agenda items, or remove an item from consent if a more detailed discussion is desired.
- There is an item to change the job title for the position of 'Director, Facilities Construction and Maintenance' to 'Executive Director, Facilities Construction and Maintenance.' Vice Chancellor Ed Maduli indicated there is no change to the salary range or job duties - it is simply a change in job title to more clearly reflect the level of the position.
- Item 7.10, Establishment of New Funds: Four new funds are being established: Fund 597 – Entrepreneurial Funds, Fund 721 – Student Representation Fee Trust Fund Mission College, Fund 722 – Student Representation Fee Trust Fund West Valley College, and Fund 759 – Foundation Scholarships. To date, entrepreneurial funds have been recorded in the unrestricted general fund with a particular grant code to identify them as entrepreneurial funds. The District's auditors have recommended that entrepreneurial funds be accounted for under proprietary funds, so that change is being made. The other three funds are being established as fiduciary funds: a fund for Mission College's new student representation fee, a similar fund for West Valley College in case the College eventually approves such a fee, and a fund for the endowment from the Land Corporation.

Associate Vice Chancellor of Human Resources Brad Davis discussed the HR items, and distributed a final copy of Item 6.1, Personnel Transactions.

He noted the second reading of the Program Manager job description, and said that the job description appears on the May 17 agenda. Mission College Academic Senate President Cathy Cox said that there had been no objections at Mission College during the first reading.

SEIU Representative Charles Clemons commented that the salary offered does not seem an amount that would attract someone with a master's degree. Mr. Davis indicated that the job market is quite different now than it was a few years ago, and the salary and qualifications will not be an impediment to attracting applicants. It is a categorical position, and when and if the funding is discontinued, the position will be discontinued.

Mr. Davis discussed Item 6.2, Elimination and Reduction of a Classified Position, noting that for some time the Child Development Center at WVC has experienced erosion, both in funding from the state and from the number of students who have matriculated through the program. A decision has been made to discontinue one position; however, this decision will not result in a person losing employment. Mission College has openings in its Child Development Center, and the individual will transfer there.

Charles Clemons remarked that the centers at both colleges are different, and West Valley has just hired a new director. It is a positive step in the right direction.

Vice Chancellor Ed Maduli discussed item 7.14, Facilities Planning. He indicated that the future facilities priority lists for both colleges and administrative services were reviewed and updated as necessary and appropriate. There were no changes at West Valley College, but there was a priority realignment and a few scope changes at Mission College. The dollar amounts will not be updated until necessary information is received from the State Chancellor's Office. At a point not too far in the future, the Board will be asked for permission to contract for a new poll, so that the process of exploration of a potential bond can move forward.

5. Program Discontinuance and Other Academic Senate Matters

West Valley College Academic Senate President Lance Shoemaker briefly recapped the work of the WVC Senate over the past months. The review, changes, and revisions to the Program Discontinuance Policy were a large part of that work, and have been underway for about a year. The review and revisions were done in part because of the experiences with program discontinuance in the previous year. Although everyone thought the system worked fairly well, it was not perfect. Some felt that programs were not given an adequate warning, so more due process has been built in, including qualitative and quantitative provisions. He noted that the review was not undertaken with any knowledge of programs to be discontinued, but simply because the memory of the process was fresh after last year.

Mr. Shoemaker also noted the work of both West Valley and Mission's Senates in reconvening the District Academic Senate.

Mission College Academic Senate President Cathy Cox indicated that the Mission College Senate had also reviewed the program discontinuance process. The Program Discontinuance Policy, renamed the Program Revitalization Policy, has been revised to ensure that troubled programs start getting help far in advance. The revitalization process for a program will take a minimum of a year, and likely longer. Troubled programs will be referred to the new Academic Directions Committee (an Academic Senate subcommittee) for help. Discontinuance will be the end stage only for those programs that have not been able to be revitalized. Only when revitalization fails would a program be referred to the Senate for Program Discontinuance. She noted that program discontinuance is a regrettable but necessary part of keeping a college vital - new programs cannot grow without pruning those that are not working well.

Mr. Shoemaker noted that what he had earlier referred to as 'due process' at West Valley is a program revitalization process, and that the process at West Valley College would be a minimum of eighteen months.

6. Instructional Focus Topic Presentation

West Valley and Mission College Vice Presidents of Instruction Celine Pinet and Norma Ambriz-Galaviz presented an abbreviated version of the Instructional Programs Focus Topic presentation from the May 3, 2011, Board meeting. Chancellor Hendrickson said the once-a-month focus topic meetings were developed to present to the Board information that is useful in its decision-making processes. He thought it important for District Council/DBAC to see the types of information being presented to the BOT, and the Instructional Programs presentation is a good example.

Drs. Pinet and Ambriz-Galaviz discussed the mission of California Community Colleges, requirements and other aspects of degrees and certificates, course approval processes, the types of courses, the curriculum approval process, Curricunet, administrative oversight, and the distribution of FTES.

They noted that state Chancellor Jack Scott has said it is more important now than ever for colleges to protect core programs and preserve classes in the areas of career technical education, transfer, and basic skills. In addition, the report from the Commission on the Future specifically addressed the need to increase associate degree and certificate completions in California community colleges.

They discussed enrollment data for both colleges as well as enrollment for departments, along with the process for adjusting offerings. There is a balance of curriculum at both Colleges, and across the District. All processes are very data driven. Datatel and Cognos allow staff to scan, review and update. Adjustments take much advance planning, and require

work with different groups such as PGC, the District Enrollment Management Committee, etc. Decisions that are being made today will affect the schedule next spring.
In response to a question about PE offerings, Dr. Ambriz-Galaviz replied that both colleges had been making reductions in that area until the fiscal crises of the past years. Because the District must make a certain base, it was decided that PE would be allowed to increase again in order to make goal. It will, though, be reduced over years to come. Dr. Pinet noted that the data being discussed is 2009-10 data, and since that time PE has again pulled back, while still helping the District to meet goals, and focusing on those courses that are part of our core.

Mission College President Laurel Jones said that working with the state can be very dynamic – circumstances and directions change constantly. She expressed thanks to faculty and administration for their work in that area.

7. Police Services

Vice Chancellor Ed Maduli discussed police services and presented the results of the police services survey. The Board had directed that the District examine other options for the delivery of these services. Among the options explored were:

- Contracting out with the Santa Clara County Sheriff's Department. However, no proposal was received and at this point, none is expected. The District already contracts-out dispatch services.
- The idea of forming a joint powers authority with Foothill-De Anza and San Jose-Evergreen. This would be a long, drawn-out process, and because of the District's contract with its POA, costs would increase for the other two Districts, which are, therefore, not interested in moving forward.
- The option of moving from a sworn police department to use of a security service. All community college districts were surveyed, and the trend seems to be the other way. It was determined that most have police services like we do, and several more have migrated from security services to police services, especially in light of the current climate regarding safety on campuses.

Mr. Maduli distributed and discussed the responses to the campus-wide survey of police services. He noted the large number of contacts that are medical emergencies and which could cause liability issues if not responded to properly. He also noted that lighting on campus was a big issue to survey responders, as was auto theft, drugs, and alcohol.

Mr. Maduli will present the surveys and report to the Board without making recommendations.

8. District 3rd Quarter Report

Director of Fiscal Services Linda Francis discussed the report with those present. She highlighted projected actuals for June 30, noting that $1.7 million will be added to the budget less the deficit factor to carry forward to 2011-12 to help offset the projected deficit. Growth funds are being budgeted so the District must meet FTES goals. The District must be sure to capture all funding, and the enhanced summer will be very critical. The ending cash balance reported in the Santa Clara County Treasury, as of March 31, 2011, is $10,730,578. We did receive a good portion of our property taxes in April so this is not a concern at this time.

9. Budget Development Update

Vice Chancellor Maduli reminded those responsible for grants to invoice early and regularly, because lack of doing so affects the District's cash flow.

Chancellor Hendrickson said he had mentioned a few weeks back that working cooperatively with partner districts might be a way to maximize funds and services, and that among the many areas to be discussed, he had indicated that the idea of a merger might be raised, even though such a thing would be many years in the future. This mention seems to have started a rumor that could distract from our current efforts. He clarified that here are no merger discussions underway, and none are planned. It is not a good use of anyone's time to undertake such discussions, and there will not be any exploration of this issue as part of other continuing discussions regarding cooperative efforts.

10. Chancellor Search Update

Mr. Davis informed staff that the Board met to finalize the guiding tenets for the Chancellor search. The committee composition will be the same as the last search, which included an increased number of faculty and a decreased number of administrators. Mr. Davis will serve as chair. The College Presidents and Administrative Services will designate the administrators to serve. The Board will next be involved in the process when the brochure is developed. Salary and compensation are not being considered at this point – the position will be advertised without a salary being specified.

11. Consolidation of DC/DBAC

WVC Academic Senate President Lance Shoemaker distributed a handout setting forth a proposal from the District Academic Senate regarding the consolidation of District Council/DBAC. The proposal was adopted by the District Academic Senate and was ratified by the Senates of both colleges.

He reminded those present that Ms. Cox had brought a resolution in September asking that decisions regarding the potential merger of DC/DBAC be delayed until the end of the academic year in order to allow the District Academic Senate to meet . The DAS first had to reconstitute itself and adopt its constitution, but it has been meeting regularly since February.

He briefly recapped District Council and DBAC's decision to meet as a consolidated body on a trial basis. He indicated that he had originally been a proponent of the consolidation idea because, from his personal experience, there was much duplication between the two committees. He noted, though, that there is now a feeling among many members that there is not much depth of budget detail brought forward or discussed at the joint meetings.

MC Academic Senate President Cathy Cox reiterated the feeling that the budget information and issues are being presented to the consolidated group as information items, and that consideration and discussion is not taking place in the same depth and detail to allow issues to be considered effectively. Mr. Shoemaker agreed with that feeling. He said, and Ms. Cox agreed, that no one thinks it was a scheme to short circuit any processes, merely that presentation and discussion in the combined group evolved that way.

Mr. Shoemaker indicated that there have been many discussions at the Academic Senates regarding whether the bodies should be consolidated or not, and what the membership should be. Their recommendation is that the budget advisory committee meet separately as was done prior to the trial consolidation, and that, to the extent possible, the agendas for DC and DBAC remain distinct so as to avoid unnecessary repetition.

The proposal includes a recommendation for the membership of District Council, as follows:

- 4 faculty members, one appointed by ACE, one appointed by the Academic Senate of the college that is the home of the ACE president, and two appointed by the Academic Senate of the other college.
- 3 administrators, appointed by administrative services council.
- 3 classified members, one selected by SEIU, and one each from each college classified senate.
- 3 students, one each from each college's student senate, and one additional to be selected by the student senates from alternating colleges.

The same constituency representative balance is recommended for DBAC. The individuals serving need not be (but could be) the same.

Ms. Cox said that the proposal refers only to voting membership. Nothing would prevent any and all interested individuals from attending meetings.

The Senates believe that a plurality in the number of faculty serving on the committees is justified because having an odd number of members will avoid ties; faculty are the only shared governance unit given, pursuant to AB 1725, the ability to make recommendations directly to the Board and the Board has adopted a policy to rely primarily on the advice of the Academic Senate on matters covered by the 10+1; and, pursuant to the 50% law, at least half of our District resources must be devoted to instruction and state law recognizes the primacy of faculty in the overall mission of community colleges.

Teamsters Representative Michelle Donohue reminded members that students also have the 10 +1+1 reporting relationship to the Board of Trustees. The District was made aware of that by Scott Lay and the statewide Academic Senate President during a presentation some time ago.
Ms. Francis asked whether the Senates discussed DBAC's role, and pointed out that a Board member had asked whether DBAC was a participatory governance group. Mr. Shoemaker replied that the Senates did not directly discuss the role, but that they did not foresee upsetting the existing balance.

Ms. Cox said there is no policy or document directly addressing the District's participatory governance structure. This is something that needs to be done but it was beyond the scope of the discussions regarding DC/DBAC.

It was pointed out that, although there are 4 classified groups, only two groups are represented in the membership proposal. Ms. Kinley remarked that the classified senate represents all classified groups.

Mission College President Laurel Jones said, if she had her druthers as president, she would have 4 faculty members, 3 administrators, 4 classified, and 4 students on such a committee, because as president she is always interested in having an equal voice from the constituencies. (She would reduce administrators to 3 members if necessary in order to ensure non-tie votes.)

West Valley College Classified Senate President Laurel Kinley indicated that the timing of consideration of a new proposal regarding membership is worrisome, in that she would need to take it back to her membership for discussion, and it is essentially the end of the academic year.

Faculty member John Hannigan said that one of the District Academic Senate's biggest concerns was that the shared governance bodies of DC and DBAC acted to change their governance styles and procedures without going through the shared governance process. He said that the Academic Senate deemed that the district's shared governance structure is under the primacy of the Academic Senate. He said that since the Senate has primacy over the structure of the shared governance process at the District, any changes need to be made by the Senate. Before the two groups voted to merge, the concept should have been brought to the Senate. In terms of discussion, the Senates have no jurisdiction over the results of institutional planning and budgeting done by shared governance, but they do have jurisdiction over the structure of shared governance. He noted that the Senate presidents that sit on District Council/DBAC are not the Senates themselves, although they certainly have a voice on the Senates.

Ms. Cox noted that the District Academic Senate was not a functional body last year.

President Jones remarked that she was not here pre-consolidation, and she does not have a 'druther' regarding the consolidation She commented, though, that whether the group is consolidated or not, there are underlying things that make any committee more effective, and there still need to be processes and procedures that will ensure that decisions made by the body are not second-guessed. There needs to be a process by which people can participate and offer their opinions. At some point, we might want to think about what the committees do, how they can do it well, and how to be most effective.

Chancellor Hendrickson said that the consolidation was a trial scheduled to continue until the end of June, at which point decisions are to be made regarding consolidation. He said that although he does not have a vote on District Council or DBAC, he is listening closely to all discussion so that he can hear the issues raised.

Consolidation of the two groups will be considered again as an action item at the Joint DC/DBAC meeting on May 31 and possibly the following meeting, so that a decision can be made by June 30. It was noted that any discussions regarding a change in membership will very likely be held over at least until the new semester because the classified and academic senates are not meeting over the summertime.

ADJOURNMENT
The meeting adjourned at 3:47 p.m.