

APPROVED MINUTES OF THE MAY 21, 2013, BOARD OF TRUSTEES MEETING

ITEM 3.4  
ACTION ITEM  
JUNE 4, 2013

PREPARED BY: TRACY JOHNSON

**1.0 CALL TO ORDER - PUBLIC SESSION**

Public session was called to order at 6:20 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 Trustee: 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 6:22 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 in Closed Session.

**3.3 Approval of the Order of the Agenda**

Board President Heimlich announced that:

- On page 84 of the agenda packet, Item 5.3, 'Approval of Curriculum Changes at West Valley College,' Deactivations, Art, the final course number should be changed from 095G to 094G.
- A replacement Item 7.8, 'Resolution No. 13052102 to Grant an Easement to the City of Santa Clara for the Installation of an Underground Water Facility at Mission College. The replacement item is attached to these minutes under Appendix A.

Action Taken:

It was M/S/P 7/0/0 (Owens/Polk) to approve the Order of the Agenda with the two changes noted above.  
Student Trustee: One yes vote.

**3.4 Approval of the Minutes of the May 7, 2013, Regular Meeting of the Board of Trustees.**

Action Taken:

It was M/S/P 7/0/0 (Owens/Lucas) to approve the minutes of the May 7, 2013, Regular Meeting of the Board of Trustees, as presented.

Student Trustee: One yes vote.

**3.5 Presentations/Recognitions**

Educational and Student Services Presentation

Mission College Degree Audit and E-Advising with Scanning Progress

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Dean of Student Support Services Dan Sanidad and Director of Student Enrollment and Financial Aid Rita Grogan presented the Board with information on this topic, including:

Degree Audit/eAdvising are components of the Colleague (DATATEL) system that allow tracking of student throughput. Mission College's strategy in using this information is to support students' achieving completion and allow tracking of student academic and progress success/completion.

The K-16 Bridge Programs online educational planning tool and Colleagues eAdvising Module work together, populating student educational plans in DATATEL. Counselors create ed. Plans in partnership with student, in a standard format. Collected data can be used to inform instructional offerings, and the plans are accessible using student K-16 Bridge Accounts. This aligns with 2012 Student Success Act recommendations to utilize technology to deliver services and ensure that educational plans are student accessible.

Degree Audit is a module that retrieves data from multiple sources within Colleague as it relates to a particular student with a specific program of study – an associate's degree or certificate. Information includes:

- The student's program of study
- Coursework activity to date
- Courses completed and in progress at Mission and West Valley Colleges
- Course equivalents from other colleges or universities
- Courses still needed to complete degree objective
- Status of all coursework

Degree Audit and e-Advising, working in tandem, can provide data to produce reports to:

- Assist with two-year planning updates
- Identifying the number of sections needed in specific future terms to support course and academic goal needs
- Place students on a pathway to earlier completion

Reports generated from data within Degree Audit and eAdvising may assist PGC membership to

- Sustain FTES production to established goals
- More accurately identify FTEF needs
- Provide courses that the majority of students need to complete educational goals
- Be proactive to current student demand/needs
- Evaluation programmatic and course needs for the future

The Board members asked questions and thanked Mr. Sanidad and Ms. Grogan for the excellent information provided.

### 3.6 Oral Communications from the Public

ACE President Rod Pavao noted that this year's LVN to RN Pinning Ceremony unfortunately conflicted with the District-wide Employee Longevity and Retiree Recognition Ceremony. He thanked Trustees Owens and Polk for attending the Pinning Ceremony. They provided a Board presence that was very much appreciated at this important step in the graduate's lives. He also thanked Interim Vice President of Instruction Daniel Peck for so ably representing President Jones at the Pinning Ceremony.

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3.7 Written Communications from the Public  
Executive Assistant to the Board of Trustees Tracy Johnson indicated that none were received.

4.0 **UNFINISHED BUSINESS** - There were no items.

**APPROVAL OF THE CONSENT AGENDA**

Trustee Bob Owens pulled Item 5.3, Consider Approval of Curriculum Changes at West Valley College, for discussion and action.

**Action Taken:**

It was M/S/P 7/0/0 (Polk/Walsh) to approve the remainder of the Consent Agenda Items as presented.  
Student Trustee: One yes vote.

Consent Agenda Items are attached to these minutes under Appendix A.

5.3 **CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE**  
Trustee Owens noted that under 'Delete Courses' the listed justifications for deleting the courses seem rather to be the original justifications for creating the courses, and said that this should be corrected.

A discussion was held.

**Action Taken:**

It was M/S/P 7/0/0 (Polk/Walsh) to approve the curriculum changes at West Valley College with corrections to the 'Delete Courses' section to include the correct justifications for the course deletions.  
Student Trustee: One yes vote.

**REGULAR ORDER OF AGENDA**

5.0 **COLLEGE PROGRAMS AND SERVICES**

6.0 **HUMAN RESOURCES**

6.2 **ACADEMIC ADMINISTRATIVE APPOINTMENT – PRESIDENT OF WEST VALLEY COLLEGE**

A discussion was held.

**Action Taken:**

It was M/S/P 7/0/0 (Lucas/Walsh) to ratify the Agreement of Employment for Mr. Bradley Davis and appoint him as President of West Valley College, 100% of full time, 12 months per year; effective May 22, 2013.  
Student Trustee: One yes vote.

7.0 **BUSINESS AND FINANCE**

7.5 **FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS**

A discussion was held.

**Action Taken:**

It was M/S/P 7/0/0 (Walsh/Polk) to approve the accompanying financial statements and budget adjustments as specified below for the period of January 1, 2013, through March 31, 2013 (Third Quarter).  
Student Trustee: One yes vote.

7.6 **2012-13 CCFS 311 THIRD QUARTER FINANCIAL REPORT**

**Action Taken:**

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

Student Trustee: One yes vote.

7.7 **RESOLUTION NO. 13052101 TO ACCEPT AN EASEMENT FROM THE CITY OF SANTA CLARA FOR THE INSTALLATION OF AN UNDERGROUND STORM DRAIN SYSTEM AT MISSION COLLEGE**

A discussion was held.

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Action Taken:

It was M/S/P 6/1/0 (Grey/Polk; Roll call vote: Student Trustee Pham, Aye; Trustees Grey, Aye; Lucas, Aye; Owens, Nay; Polk, Aye; Walsh, Aye; Watanabe, Aye; Heimlich, Aye) to approve Resolution No. 13052101 to accept an Easement from the City of Santa Clara for the installation of an underground storm drain system at adjoining lands of the City of Santa Clara near Mission College.

7.8 RESOLUTION NO.13052102 TO GRANT AN EASEMENT TO THE CITY OF SANTA CLARA FOR THE INSTALLATION OF AN UNDERGROUND WATER FACILITY AT MISSION COLLEGE

A discussion was held.

Action Taken:

It was M/S/P 7/0/0 (Grey/Polk; Roll call vote: Student Trustee Pham, Aye; Trustees Grey, Aye; Lucas, Aye; Owens, Aye; Polk, Aye; Walsh, Aye; Watanabe, Aye; Heimlich, Aye) to approve Resolution No. 13052102 to grant an Easement to the City of Santa Clara for the installation of an underground water facility at Mission College.

8.0 **BOARD** - There were no items.

9.0 **INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION**

9.1 **ACADEMIC SENATE UPDATE**

Mission College Academic Senate President Dianne Dorian reported that the newly-elected Academic Senate President Wael would begin attending Board meetings in his official capacity starting in June.

Ms. Dorian reported that the Senate had held its last meeting of the academic year and determined that it had achieved all its annual goals, leaving everything in good order for next year. All subcommittees submitted final reports on the very significant work each had accomplished over the year.

She reported that the Academic Directions Committee received recommendations for all programs that were undergoing revitalization. The programs appreciated the help and support of the Committee and work was very collegial.

Ms. Dorian thanked all Committee Chairs and said that the work of all committees demonstrates that the faculty is taking student success very seriously.

Curriculum Review Committee Chair Cathy Cox distributed a copy of the Committee's year-end report to the Senate and discussed the work done by the Committee in the 12-13 Academic Year. The Committee completed several major projects, including the Course Families project, the review and approval of 90 new courses in Kinesiology, the development of new screen in Curricunet, and improved coordination between the Program Review Committee and the Academic Directions Committee. She discussed the large amount of curriculum processed in the year, and thanked the Board for their actions and support.

Ms. Dorian thanked West Valley College Academic Senate President Lance Shoemaker for his service on the Senate, and for his support of her. She remarked that he has been an extraordinary president and a wonderful partner.

She thanked the Board of Trustees, Chancellor Schmitt, President Jones, and Vice President of Student Services Penny Johnson for all their support.

She closed by thanking the faculty for its dedication to student success, teaching, and learning, and said it had been her privilege to serve as Senate President.

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West Valley College Academic Senate President Lance Shoemaker reported on the West Valley College Senate's last meeting, the end to a very productive year for the Senate.

He said faculty member John Hanigan had presented information on a connection between efficiency and student success, saying that programs with higher efficiency have lower student success, and vice-versa. The Senate passed a resolution to allow one or two faculty members to experiment and be held harmless if efficiency should decrease.

Mr. Shoemaker said that many staff members have expressed the opinion that the Department of Information Systems is not responsive to the needs of the campus, and he expressed a growing frustration with the situation. He indicated his opinion Information System issues are the biggest problem facing the District, aside from the budget. He urged that all options, including outsourcing, be discussed so that this vital service can be successfully delivered.

Mr. Shoemaker discussed his four years of service as Senate President. He said he has learned a great deal while serving as President, and he thanked Stephanie Kashima, Cathy Cox, and Dianne Dorian for their help and support. He also thanked Trustees Lucas, Walsh, and Polk for meeting with him over the years, and for their support. He expressed his confidence that newly-elected Senate President Eric Pape will be an excellent leader.

### 9.2 CLASSIFIED SENATE UPDATE

Mission College Classified Vice President Susan Monahan reported that the Senate had a very good year under the outstanding leadership of President Sarah Randle. She leads the Senate through a very successful year and brought in several new members.

She said Senators are both sad and happy to recognize Carolyn Kuri for her 36 years of service to Mission College, and wish her all the best in the future.

Ms. Monahan updated attendees on the recent, and extremely successful, WACAC Fair. This year's event attracted 3200 participants, the largest attendance to date.

She closed by thanking Ms. Dorian, a wonderful teacher and incredible leader, for her mentorship

There was no West Valley College update.

### 9.3 STUDENT SENATE UPDATE

Mission College Student Senate President Sean Peters thanked everyone and indicated his respect and thanks for everyone at the front table and for the Board of Trustees. He announced that he has been accepted at the University of California - Davis. He discussed the many activities of the Senate during his tenure, including the creation of an Interclub Council that will focus on events and projects. Among other things, the Senate held a Gamer Day, an International Day to share cultures, a fundraiser for the March of Dimes, and an end of year barbecue. He particularly thanked Carolyn Kuri for her outstanding support of the students, and said that he cannot say enough good things about her. He said Ms. Kuri will be missed tremendously.

There was no update from West Valley College.

### 9.4 MISSION COLLEGE UPDATE

College President Laurel Jones congratulated newly-appointed West Valley College President Brad Davis. She said during his year as Interim President, he has shown himself to be an outstanding leader and he will make an exceptional president. She recognized the leadership of Dianne Dorian, Susan Monahan, Sean Peters, and Nelson Pham over the year. She thanked Daniel Peck for the incredible job he has done as Interim Vice

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President of Instruction. She congratulated Carolyn Kuri on her retirement and thanked her for her years of service.

She distributed the Mission College Board Report, and particularly called attention to the following:

- The Reading Apprenticeship Project Scholarship Application
- The *Santa Clara Weekly* article about the 'Best of the Best'
- An article about author, columnist, investor, businessman, and PBS host Michael Malone, the Mission College Commencement Speaker.
- The College's new STEM Center.
- The Employee Spotlight article highlighting the contributions of Dean of Science, Engineering, and Mathematics Danny Nguyen

9.5 WEST VALLEY COLLEGE UPDATE

College President Brad Davis thanked the Board of Trustees for their action earlier in the evening to appoint him as President. He thanked the Trustees for their support of the College, noting that the College appreciates their attendance at the many year-end events.

He discussed the College's upcoming graduation, noting that the ages of graduates range from 17 to 67 years, and that 64% of graduates have a grade point average of 3.0 or higher

He reported that enrollment has been on a steady decline. Kuni Hay and the PGC have worked incredibly hard to drive and increase summer enrollment and meet a very high goal. It will be a ringing success even if it falls short of its goal.

He thanked Mr. Shoemaker for his service as Senate President, and spoke of the great respect he has for Mr. Shoemaker's work as Senate President.

He noted that student Anna Garcia is a recipient of the Pfister Scholarship. He said that Ms. Garcia is a wonderful student dedicated to achieving her educational goals. She and her sister share a one-room apartment, she commutes to school on public transit, she is active and involved, and is very deserving of this scholarship.

He thanked Dean of Career Education and Workforce Development Frank Kobayashi for all his work. Mr. Davis said it is bitter sweet to see Mr. Kobayashi go, but is very grateful for his contributions. He wished Mr. Kobayashi all the best in his future endeavors.

9.6 ACTING DIRECTOR OF HUMAN RESOURCES OPERATIONS' REPORT

Acting Director of Human Resources Operations Albert Moore announced that the annual Retiree Recognition event was a great success. He noted that the memorial service for Webster Owens was very well attended and the many recollections and feelings shared were very heartfelt. He congratulated Mr. Davis on his appointment, and thanked Ms. Carolyn Kuri and Ms. Lydia Harris on their retirements from the District.

9.7 VICE CHANCELLOR'S REPORT

Vice Chancellor of Administrative Services Ed Maduli reported on the Governor's newly-released May Revise to the budget proposal.

He indicated that it is more advantageous than the original proposal, and better than those in the last years. He noted, though, that the District will probably not make base this year, and hence will not be able to make use of any newly-available growth funds.

Mr. Maduli said that the Resource Allocation Model (RAM) had been approved and would be used in the District's final budget.

9.8 CHANCELLOR'S REPORT

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Chancellor Patrick Schmitt welcomed Mr. Brad Davis as the permanent President of West Valley College. He said that Mr. Davis' leadership has been invaluable over the past year as he served as Interim President, and he is an outstanding choice to lead the College into the future. All present joined Dr. Schmitt in welcoming Mr. Davis.

Dr. Schmitt discussed the very successful Employee Recognition and Retiree Event. He feels it is important that people leaving the District are told how much their work has been valued and know that they are appreciated.

He invited people to come to the upcoming Ice Cream Socials on each campus in recognition of Classified Staff Appreciation Week

9.9 STANDING COMMITTEE REPORTS

Audit and Budget Oversight Committee

Chair Chad Walsh reported that the Committee met and discussed several of the fiscal items that had been approved earlier in the meeting. The Committee also discussed the May Revise. He thanked Rick Bennett and Pat Fenton for the excellent presentation regarding the Colleges' budget processes, and recommended that the presentations be made at a Board meeting in the future.

Legislative Committee

Committee Chair Adrienne Grey reported that the Committee is working with the Chancellor to determine a plan to obtain feedback from the various constituent groups regarding AB806, SB520, and SB547, and may bring feedback and recommendations to the Board at a future meeting.

9.10 TRUSTEE COMMENTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

Trustee Grey related an experience she and Trustee Lucas had that brought home the real meaning of what many students face, how hard they work, and how determined they are to achieve an education: She and Trustee Lucas left an event walking behind a young woman in a wheelchair who was balancing her belongings on her lap. They walked with her to her vehicle to assist in carrying her belongings. Her vehicle was an older truck loaned to her by an aunt, and operated by portable hand controls. In order to get in, she had to manually disassembly the wheelchair and haul it up into the truck, a process that takes about 10 minutes. Ms. Grey said this was a very moving example of the many struggles and obstacles faced by so many of the District's students. It brought home the importance of the work done by all who work at the District, and she thanked all who make it possible for students to achieve their goals and dreams. Trustee Lucas seconded those sentiments.

Trustee Lucas commented that he had enjoyed the May 7 meeting with constituent groups at the Campbell Community Center, and looks forward to the next meeting in the fall.

At the May 7 meeting, he was invited to join West Valley College Instructor Dulce Gray's English Composition Class. He was impressed with Ms. Gray's enthusiasm and with the motivation of the students. He asked the students to state their concerns and promised that he would bring them to the Board. The concerns expressed were:

- The need for laptop computers to be available for lease by lower-income students in classes where computers are a component of the class.
- The need for reduced and/or free Valley Transportation Authority bus fare for lower-income students.
- The need to increase the hours of the WVC Writing Center, with an emphasis on weekend hours.
- The need to decrease class enrollments to allow the instructors additional time to work with students needing help with composition skills.

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Trustee Polk congratulated Ms. Lydia Harris and Ms. Carolyn Kuri on their retirements and thanked them for their years of service.

Board President Heimlich noted that Trustee Walsh desires to form a STEM Committee. He will seek guidance from the Chancellor and report back.

Mission College Student Trustee Pham thanked everyone present for the tremendous job they do in helping students succeed. He congratulated President Davis. He especially thanked Ms. Kuri and said how much she will be missed by the students, and thanked her for her tremendous service over the years.

Board President Heimlich adjourned the meeting at 9:25 p.m.

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APPENDIX A

CONSENT AGENDA ITEMS

FROM THE May 21, 2013, BOARD OF TRUSTEES MEETING

(For the full text of each item, please see the agenda packet for the May 21, 2013, meeting.)

**5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda**

5.1 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE

Recommendation: That the Board of Trustees approves the curriculum changes at Mission College as presented.

5.2 CONSIDER APPROVAL OF DISCONTINUANCE OF TWO PROGRAMS AT MISSION COLLEGE:

1. MANAGEMENT
2. MARKETING

Recommendation: That the Board of Trustees approve the recommendation of the Mission College Academic Senate to discontinue the Mission College Marketing and Management programs, with the reassignment of applicable courses, certificates, and degrees into the Business program.

~~5.3 CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE~~

~~Recommendation: That the Board of Trustees approve the curriculum changes at West Valley College as presented.~~ This item was pulled from the Consent Agenda for discussion and action.

**6.0 HUMAN RESOURCES – Consent Agenda**

6.4 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

Recommendation: That the Board of Trustees approve the listed personnel items.

**7.0 BUSINESS AND FINANCE – Consent Agenda**

7.1 REVIEW OF PURCHASE ORDER TRANSACTIONS

Recommendation: This is an information item only.

7.2 APPOINTMENTS TO CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

Recommendation: That the Board of Trustees approve the appointment of Ms. Gail Long and Mr. Frank Jewett to the CBOC.

7.3 AWARD OF RFP #11-1213 NETWORK SWITCH EQUIPMENT

Recommendation: That the Board of Trustees authorize the District to enter into a three-year contract with Dasher Technologies, Inc. and reject all other bids.

7.4 PROPOSITION 30 EDUCATION PROTECTION ACCOUNT (EPA) SPENDING PLAN

Recommendation: That the Board of Trustees approve the spending plan for the Education Protection Account for fiscal year 2012-13.

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APPENDIX A

Replacement Page for Item 7.2, Page 98, on the  
March 19, 2013, Board Agenda

**AMENDED ITEM 7.2**  
MARCH 19, 2013  
ACTION ITEM  
CONSENT AGENDA

PREPARED BY: BRIGIT ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

**SUBJECT: ACQUISITION OF FIXED SEATING FOR MISSION COLLEGE**

**CHANCELLOR'S RECOMMENDATION:**

That the Board of Trustees authorize the acquisition of fixed seating from KI in the amount of ~~\$94,242.14~~ **\$94,350.60**.

Funding Source/Fiscal Impact

The funding for this project is from Measure H, line item 10 of the Mission College Project Priority List.

Reference(s)

The Board of Trustees approved a three-year contract with KI on January 18, 2011, and the District will utilize that bid to award this purchase.

Background/Alternatives

This seating is for the lecture lab as part of the Main Building Replacement project.

Coordination

This purchase has been reviewed by the Director of General Services; Director of Construction; Executive Director of Facilities, Maintenance and Construction; Interim Vice President of Instruction, and Vice President of Administrative Services.

Follow-up/Outcome

Upon Board approval, a purchase order will be issued.