



West Valley - Mission
Community College District

**DISTRICT COUNCIL
APPROVED SUMMARY OF THE APRIL 8, 2013 MEETING**

Present	District Council Member	Representing:
X	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Crumley, Max	Faculty, WVC
X	Davis, Brad (Acted as Facilitator)	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
	Maduli, Ed	(non-voting) Vice Chancellor, Administrative Services
X	Mendes da Costa, Napoleon	Classified, WVMCEA Representative
	Moore, Albert	(non-voting) Facilitator
X	Morrone, Louis	Student, Associated Student Organization President, WVC
	O'Shea, David	Student, WVC
X	Pavao, Rod (3:05 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	Faculty, Academic Senate President, WVC
	Vacant	(non-voting) Associate Vice Chancellor, Human Resources
	Vacant	Student, MC
<u>Others</u>		Javier Castruita, Chia-Chien Chen, Pat Fenton, Clement Lam, Daniel Peck, Don Houston, Bill Taylor

The meeting was called to order at 1:40 p.m.

1. Order of Agenda

It was M/S/P (Kinley/Farnsworth) to approve the order of the agenda with the following changes:

Item 4, Fixed Costs, will follow approval of the minutes.

Item 12, Enrollment Management Committee Update, will take place at approximately 2:00 p.m. to accommodate the schedules of MC Interim Vice President of Instruction Daniel Peck and Mathematics Division Chair Clement Lam, who will present the update.

(For clarity's sake, the items are included in these minutes in correct numerical order.)

2. Oral Communications

There were none.

3. Approval of Minutes for February 11, 2013 and February 25, 2013 Meeting

It was M/S/P (Mendes da Costa/Shoemaker; Randle abstained) to approve the minutes of the February 11, 2013, meeting. It was M/S/P (Kinley/Shoemaker) to approve the minutes of the February 25, 2013, meeting.

4. Review of April 16, 2013, Draft Board of Trustees Agenda

Chancellor Patrick Schmitt reviewed the draft agenda for the April 16 meeting.

5. Board Meeting with Constituent Groups

Chancellor Patrick Schmitt discussed the May 7, 2013, Board of Trustees meeting, which is planned to be a meeting of the Board of Trustees and College/District constituent groups. The meeting will consist of breakout sessions on a variety of strategic topics that will be chosen based on suggestions by faculty, staff, students, and Board members. After the breakout sessions, attendees and the Board will assemble as one group to discuss points made and suggested next steps, and to have general discussion.

There was discussion regarding the dual purpose of the meeting: an opportunity for strategic discussions between constituent groups and Board members, and an opportunity for constituents and Board members to get to know each other better as individuals. WVC Classified Senate President Laurel Kinley said that the last time such a meeting was held, it was held at an off-campus location. Following additional discussion, it was decided that holding the May 7 meeting at an off-campus location would be ideal. The Chancellor's office will find an appropriate location.

Chancellor Schmitt noted that a meeting of the Chancellor/Senate Roundtable was taking place immediately following District Council and suggested that details of the May 7 meeting be developed there.

6. 2013-14 District Goals

Chancellor Schmitt reminded members of 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 discussed the revised draft 2013-14 District Goals document, which is attached to these minutes. He said that he had extracted the newly-proposed goals from the originally-proposed goals and bullets, and had added a means to measure each goal.

In response to a question, he indicated that benchmarking would take place over a period of several months and would proceed per Goal #6, 'Establish a process for creating district goals with appropriate metrics and benchmarks,' and would lead to the development of West Valley-Mission Community College District Goals for the following year. He encouraged that the group review the proposed goals and provide feedback.

Ms. Farnsworth commented on the original format of the goals, and indicated she had liked to be able to see how the WVMCCD goals related back to the goals of WVC, MC, and Administrative Services. She also noted that benchmarking is not easy, and that perhaps the process should not be made too difficult.

7. Fixed Cost

Director of Fiscal Services Ngoc Chim and Budget Manager Cheryl Farnsworth reviewed the Tentative FY13/14 Fixed Costs Budget and highlighted particular areas. Facilities Director Javier Castruita pointed

out that fixed costs related to facilities had declined over previous years but are now starting to rise again based on new construction and compliance necessities.

Mission College Academic Senate President Dianne Dorian asked if some of the costs are due to the fact that older buildings are still being supported during construction of the replacements. He replied that there are areas where there are still two systems in place. Ms. Dorian asked whether, if the older building is being used as 'swing space' during construction, those costs can be charged to the bond. Mr. Castruita said he will determine whether this is possible and will charge as appropriate. Ms. Farnsworth asked for approval of the Fixed Cost Budget as presented for use in the Tentative Budget. Any changes can be incorporated into the Final Budget.

It was M/S/P (Dorian/Shoemaker) to approve the Tentative Fixed Cost Budget for FY13/14, with the proviso that Mr. Castruita investigate the swing space question and make any appropriate adjustments in the Final Budget.

8. Associate Faculty Funding Model

Ms. Chim noted that the associate faculty funding model had been updated following previous DC discussions and sent to DC members for final review. She asked that DC members approve the model so that it can be used in budget development.

Mission College President Laurel Jones asked whether there had been any constituent group feedback. West Valley College Academic Senate President Lance Shoemaker said most people do not understand it. He commented that absence of questions does not mean buy-in. Ms. Dorian indicated there had been a fair amount of discussion by the MC Senate about the exempt category and whether the exempt number will increase, in addition to questions regarding the nonresident FTES. She noted that MC Vice President of Administrative Services Rick Bennett had been present and was very helpful in the discussion.

Dr. Jones asked whether the model would be reviewed in a few years, and Ms. Chim replied that it will be reviewed annually.

It was M/S/P (Jones/Dorian) to approve the Associate Faculty Funding Model.

9. 2014/15 Budget Planning

A document regarding District-Wide Planning for FY 2014/15 had been provided for review prior to the meeting. Ms. Chim discussed FY 2014/15 planning. She noted that the baseline budget for FY 14/15 will be the FY 13/14 adopted budget. The projected shortfall for the FY 13/14 budget is approximately \$4.8 million and will be covered primarily with one-time funds from the Land Corporation and one-time funds from Administrative Services and the two Colleges. The FY 13/14 budget development approach is to delay the on-going budget reductions until FY 14/15 to allow the involvement of all constituent groups in discussions regarding a budget reduction plan that will include program discontinuance, consolidation of College/District functions, and possible reorganization of College and District departments. She noted that the projected shortfall for FY 14/15 is approximately \$5.2 million.

10. Information Systems Update

Chancellor Schmitt announced he is making a change so that the Director of Information Systems will report to the Chancellor. He will bring the one-line change to the job description to the next District Council meeting.

11. Job Description, Second Reading, Director of Business/Community Engagement and Workforce

Development

Dr. Laurel Jones discussed the Director of Business/Community Engagement and Workforce development, a position she said will be instrumental in increasing enrollment and bringing in additional funding for the College. ACE President Rod Pavao expressed his understanding that the position had been put on hold. He said that there is a cap on benefits and faculty is being asked for a 3.5% cut, and he asked how the new position would help with that. Dr. Jones said that part of planning for budget reductions includes finding options for bringing in more students and for increasing revenue from alternate sources. She believes it will be beneficial for the College. Ms. Dorian said it is a way to take some pressure off discretionary funds.

Chancellor Schmitt said all funding from outside sources is to be encouraged, and investing a little money can have a big return. He said West Valley College is also exploring options for increasing revenue.

Dr. Jones said the College must look at all options to take the pressure off the general fund. She encouraged any additional questions or comments.

12. Enrollment Management Committee Update

Mr. Peck and Mr. Lam reported that the Enrollment Management Committee had met on March 25, 2013, and finalized its charge, membership, reporting structure, and meeting schedule. The DEMC is not a shared governance committee but a workgroup that forwards recommendations to District Council. It will meet once per month, after the second District Council meeting. Additional meetings may be scheduled if necessary.

Charge:

- 1.) Analyze and contextualize data to:
 - Set optimal enrollment targets.
 - Recommend Strategies on enrollment.
 - Maximize student success, completion and enrollment.
- 2.) Maintain enrollment to meet targets.
- 3.) Consider impacts from partnerships, new programs or consolidation.
- 4.) Respond to continuous changes from state regulations, fiscal information, and marketing needs.

Membership:

Vice Presidents of Instruction of both colleges
Vice Presidents of Administrative Services of both colleges
Vice Presidents of Student Services of both colleges
A PGC representative from each college
Academic Senate Presidents of both colleges
Directors of Admissions and Records of both colleges
Vice Chancellor of Administrative Services
Director of Fiscal Services
ACE President

In addition, there can be up to three ad-hoc members, if needed. Current ad-hoc membership is an institutional researcher from each college and an IS representative.

The Committee will be co-chaired by the VPI from one campus and the PGC representative from the opposite campus, serving for a two year term. Clement Lam and Kuni Hay are the co-chairs for 2013-15.

13. West Valley College President Search Update

Dr. Schmitt reported that the search was continuing on schedule. Recommendation for an appointment is scheduled to go to the Board at the second meeting in May.

14. Accreditation Update

There was none.

15. Announcements

There were none.

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