



West Valley - Mission
Community College District

DISTRICT COUNCIL
APPROVED SUMMARY OF THE JANUARY 7, 2013, MEETING

Present		
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
	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
	O'Shea, David	Student, WVC
	Pavao, Rod	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	Faculty, WVC
	Vacant	(non-voting), Associate Vice Chancellor, Human Resources
	Vacant	Student, MC
<u>Others</u>		Kuni Hay, Pat Fenton, Ngoc Chim

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

1. Order of the Agenda

Ms. Ngoc Chim asked that Item 5, '2014-15 Budget Collaboration and Planning' be changed to read '2013-15 Budget Planning.'

It was M/S/P (Shoemaker/Jones) to approve the order of the agenda with the change to the title of Item 5.

2. Oral Communications from the Public

There were none.

3. Approval of the Minutes

It was M/S/P (Shoemaker/Farnsworth) to approve the minutes of the December 3, 2012, meeting, as presented.

4. Review of the January 15, 2013, Draft Board of Trustees Agenda

Chancellor Schmitt reviewed the draft agenda with Council members. Human Resources specialist Rose Schultz distributed a revised copy of Item 6.1, Personnel Transactions to be Acted Upon by the Board of Trustees.

5. FY 2013-15 Budget Planning

Director of Fiscal Services Ngoc Chim and District Budget Manager Cheryl Farnsworth reviewed the 2013-14 Budget Calendar with Council members. The calendar is established to serve as a timeline to ensure that regulatory requirements regarding budget preparation and approvals are met.

They particularly noted the following:

- The Governor's Budget Proposal will be released in January, and there will be an ACCCA/ACBO workshop in Sacramento following that release.
- District Council will review each Quarter's Financials and Budget Adjustments prior to their submission to the Board of Trustees (BOT).
- On February 11, District Council will review initial Revenue Projections and Allocation Model assumptions.
- The BOT will hold a Budget Workshop in March 2013.
- DC will conduct a review of the Fixed Cost Schedule on April 8.
- The deadline for the Colleges to submit line item detail for the Tentative Budget is April 15.
- On May 28, DC will review RAM for the Final Budget.
- The BOT will approve the Tentative Budget on June 18 and the detail will be loaded into Datatel by June 30.
- On July 29, DC will review the Fixed Cost Schedule and Allocation Model Calculation with District Council.
- The Final Budget will be completed in mid-August and approved by the BOT on September 3.

Ms. Chim and Ms. Farnsworth will coordinate with the Budget Offices at West Valley College and Mission College to ensure that all deadlines on the calendar are met.

6. 2013-14 District Goals Development

Facilitator Albert Moore distributed a copy of the District's 2012-13 Goals and said that DC is the body that proposes annual District Goals to the Board of Trustees. In order to develop proposed goals for the District, DC will:

- Review the progress of the Colleges and Administrative Services on their 2012-13 goals and their proposed goals for 2013-14.
- Review 2012-13 District Goals.
- Recommend updates and changes in order to develop proposed 2013-14 District Goals.

Mr. Moore distributed Administrative Services' progress report on its 2012-13 goals and a listing of its proposed 2013-14 goals and objectives. DC members reviewed both documents.

For its progress report, Administrative Services reviewed its 2012-13 goals, identified and removed objectives that had been completed and added bullet-point updates from those members who provided them. In developing its list of proposed 2013-14 goals, it used its existing list of goals as a basis and added the following:

- To goal 1, a reference to the Student Success Act was added.
- Under goal 4, the sentence 'Lead the District in developing strategies to address potential mid-year shortfalls' was added.
- Under goal 5, a reference to the active support of DisJoint was added.

West Valley College Academic Senate President Lance Shoemaker suggested additional language to add some recognition of and coordinating activities with the Standard Co-Chairs. West Valley College Vice President of Instruction Kuni Hay addressed the technology infrastructure goal, and indicated her feeling that the access to and cleanness of data at the most basic level should be a focus.

Mr. Moore thanked Mr. Shoemaker and Ms. Hay for the input and said he would take it back to Administrative Services Council.

Mr. Moore said that Administrative Services Council felt that the existing overarching District Goals can continue into the next year because they incorporate the units' updates. AS Council's only concern with the existing District Goals was that it wanted references to the Student Success Act added wherever possible.

Mission College President Laurel Jones reported that the College had completed a four-year Strategic Plan with yearly Strategic Focus Areas, and more detailed goals under each of those Focus Areas. She said that Mission's Strategic Plan and Strategic Focus Areas can be viewed on Mission's website. (<http://missioncollege.org/research/planning.html>)

She noted that District Administrative Services goals do not contain a marketing component, but that otherwise the College's and AS's goals should mesh together. She noted that part of Mission's strategic planning is the continuation and development of professional development activities, and suggested that District Goals should contain such a component.

West Valley College President Brad Davis said that West Valley's goals dovetail nicely with AS goals. The College has completed a one-year cycle and evaluation of progress. They have four main goals with a number of subsets that mesh nicely with what District Administrative Services is doing. In addition, the College has two other goals around diversity and budget planning.

Mr. Moore requested that the Colleges send him printable copies of their goals and progress reports and he will begin development of a 2013-14 District Goals document.

Chancellor Patrick Schmitt said that many of the goals are really activities, and asked how it is determined that a goal has been achieved. He said that he would like to see measurable goals, such as 'an increase of 5% in _____;' otherwise, progress can be determined only vaguely. He also asked whether the goals are actually used during the course of the year, and stated that goals that are not achievable or measurable become an annual exercise in development and are then just put aside because they do not call for any change in behavior or institutional process. He suggested rephrasing the goals so they are SMART (specific, measurable, achievable, relevant, and time-based) goals, and have measurable components. Mission College Academic Senate President Dianne Dorian agreed.

There was discussion regarding whether changes to the goals or the goals process should take place before or after the accreditation self-evaluation and visit.

Mr. Moore said that the current District Goals were created last February by receiving the goals from Administrative Services, Mission College, and West Valley College and developing over-arching District goals. The goals from the units serve as the sub-points of the over-arching goals, and these unit goals are specific and measurable. He noted that there is a Board-adopted goals development process with a timeline that calls for the Board to adopt new goals in February. If that process needs to be changed for the subsequent year, it should be changed because it is a good idea to change it, not for any other reason.

West Valley College Vice President of Instruction Kuni Hay suggested that the process remain as it is for 2013-14 goals development, and then in the future, develop themes that would link unit goals with District Goals. She said it is critical to have measurable outcomes to implement what is in the existing document.

Dr. Jones suggested that:

- It should be decided whether there should be a top-down or grass-roots approach to goals development.
- There should be focus themes with goals underneath each theme.
- An evaluation tool should be developed.
- Goals should last two years – an annual goals development process is too short. There is no time for reflection, dialogue, good progress, or meaningful assessment of progress.

West Valley College Interim Vice President of Administrative Services Pat Fenton said that it would not be a difficult process to convert the District Goals into a thematic, measureable, SMART approach. Chancellor Schmitt volunteered to rewrite the goals and Ms. Dorian indicated she would work with him. Mr. Fenton said that it must be a document that will be believed-in and used.

It was M/S/P (Shoemaker/Davis) to ask Dr. Schmitt, Ms. Dorian, and Mr. Fenton to work together and re-write the District Goals as SMART goals.

7. District Council Orientation

Mr. Moore distributed an orientation questionnaire that members completed and discussed. As part of the discussion of District Council functions, West Valley College Classified Senate President Laurel Kinley suggested that DC have a future agenda item regarding the depth of budget discussions that should take place at DC. WVMCEA President Napoleon Mendes Da Costa noted that there will be a discussion of the RAM module at the February 11 DC meeting, and that perhaps Ms. Kinley's topic could be agendized at that time, too.

8. WVC President Search Update

Mr. Moore said that the membership of the search committee is being finalized. The Committee will hold its first meeting on January 16, to meet with the Consultant and review the feedback from the Focus Group meetings at the Colleges. The Committee will develop a communication plan to keep the College community updated as the search progresses.

9. Accreditation Update

Mr. Moore said that, as promised at a previous meeting, on December 21 he sent DC members the narrative functional maps for Standards I, III, and IV, outlining the District's contributions to the realization of the particulars of the Institutional Mission and Effectiveness, Resources, and Governance and Planning standards. DisJoint is sponsoring an evidence/information sharing activity on February 1, which will allow college standard chairs and other interested parties to meet with DisJoint representatives concerning fiscal, technology, human, and facilities resources as well as District governance and leadership. He will provide an update following that meeting.

10. Announcements/Future Agenda Items

It was discussed that the next DC meeting, January 28, falls on the first day of school. It was decided that Council will meet on that day as scheduled. Mr. Mendes Da Costa said that he will not be present but will send a representative. Mr. Moore asked Council to consider whether it might want to return to the original meeting time of 2 p.m., making it easier for faculty members to attend.