



Governance & Planning Council

October 21, 2009

Approved Summary

Mission College's first priorities are student learning and success.

The College serves the ever changing educational and economic development needs of Santa Clara, Silicon Valley, and the larger community, and seeks to develop community leaders who can participate responsibly in a democratic society and become global stewards in a dynamic world economy.

To accomplish its mission, the College:

- * Provides transfer, degree, and certificate programs in lower division arts and sciences; community, career, and vocational education; and educational opportunities in basic skills and English as a Second Language;

- * Systematically assesses, evaluates, and improves student learning, educational programs, and student support services;

- * Maintains an organizational culture that engages in continuous learning and uses the results of systematic assessment and evaluation to inform decision making, allocate resources, and improve institutional policies and procedures;

- * Provides comprehensive academic and technological resources;

- * Provides a variety of culturally enriching experiences that embrace the diversity of the College.

Name	P	A	Name
Ambriz-Galaviz, Norma		X	VP of Instruction
Coleman, Yolanda		X	Academic Senate, Faculty
Grogan, Rita	X		Student Services Council
Hudak, Pat	X		Academic Senate, Voc Faculty
Inoue, Betty	X		Classified Senate
Jahan, Mina		X	Instructional Technology
Johnson, Keith	X		Academic Senate, Div Chairs
Johnson, Penny	X		VP Student Services
Karas, Tim	X		Administration
Kashima, Stephanie	X		Academic Senate President
Lino, Paulette	X		Classified Senate
Loi, My	X		Classified Senate President
Miller, Bob	X		Academic Senate, SS Non-inst. fac
Negash, Worku	X		VP Admin Svcs
Nelson, Jeff		X	Int. Dean of Instruction
Oliver, Gerry	X		Classified Senate
Robles, Harriett		X	President
Sanidad, Dan	X		Administration
Shokun, Pavel	X		ASB President
Wood, Alex	X		ASB

GUESTS:

Robbie Berlani	ACE
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GENERAL BUSINESS:

1. **Approval of Summary for 10/14/09:** Meeting Summary for October 14, 2009 was approved as submitted by consensus.

2. **Information Updates:** Linda Angelotti reminded GAP that on Thursday, October 22 there is a Community Reception for the new President of West Valley College, Lori Gaskin and the Chancellor of the WVMCCD, John Hendrickson, and that Mission College is invited to attend. It will begin at 5:30 in the Campus Center and end at 7:30 p.m.

GAP wanted to have a discussion about the emergency response to the power-outage that took place Monday, 10/19 and Tuesday, 10/20. The general discussion was that there isn't enough training taking place to provide instructors, staff and administrators with guidelines on how to respond to emergencies. The outages brought out problems with our preparedness that included:

- No emergency lighting in the building
- Lack of communication by the Emergency Responders

- Confusion about how to care for the students
- Confusion about whether or not classes were cancelled
- Lack of part-time instructors knowledge of protocol
- Weather complications in evacuation of students
- No one from facilities was immediately available to be in charge
- Difficulty in getting answers to questions about the extent of the problem right away
- No incident commander seemed to be in charge
- Lack of standardization of response
- Need administrators to report to each evacuation area and keep the areas informed

Penny Johnson, Vice President of Student Services, who is the Administrator in Charge during President Robles absence this week, noted that an Emergency Response Team will be addressing these concerns in the follow-up meeting. A chronology of the events is being prepared by Peter Anning who was Evening Administrator on Monday night when the power outage first occurred.

INFORMATION:

1. Budget Presentation: Vice Chancellor Ed Maduli arrived with Chancellor John Hendrickson to give GAP an update on our current budget crisis. Currently we are experiencing an on-going structural budget deficit that we have managed to balance each year with one-time funds. The Board has mandated that the District solve the structural imbalance. This amounts to a \$6.1 million deficit. Breakdown of the budget development for 2010-2011 is as follows:

<u>2010-2011 Budget Development</u>	
Plans to balance the budget structurally—current infrastructure deficit: \$6.1 million	
<u>Revenue Assumptions</u>	
	<u>Increases/Decreases</u>
No funded COLA	n/a
No growth funding	n/a
Property Tax/enrollment fee/ apportionment shortfall— <i>assume</i> <i>1.5% deficit factor</i>	(\$1,257,487)
<u>Expenditure Assumptions</u>	
No salary increases	n/a
Step/column/longevity	(\$977,872)
No fixed costs increases	n/a possible savings
No health benefit costs increase for active employees	n/a
Retiree health benefit cost increase— <i>assume</i> <i>8% inflation</i>	(\$579,600)
PERS rate increase — <i>assume 2%</i> <i>increase</i>	(\$376,744)
Projected Deficit	\$3,191,703 + \$6,100,000 = \$9,291,703
<u>Forecast Savings</u>	
Increased efficiency to 570 wsch/ftef	\$1.3 million
Additional savings from reorganization	\$1.0 million
Salary schedule reduction	\$
OPEB relief	\$1.7 million
Prescription vendor change	<u>\$100,000 to \$300,000</u>
Projected Savings	\$4.1 to \$4.3 million
Total Projected Deficit (estimated)	\$5.19 to 5.39 million

Vice Chancellor Maduli stressed that there are still many factors to consider and the picture could change before March 2010, but they are doing their “best guess” at predicting the State’s fiscal condition and its impact on the California Community Colleges.

He believes that we will be able to get through January 2010 without any mid-year cuts. At this time, he thinks the brunt of any cutbacks will fall on the categorical programs. We will have a more realistic picture of where we stand at the end of the Second Quarter at the end of December.

Questions about the budget regarding the switch to Envision prescription plan was answered by explaining that this item, while accepted by the Classified staff, was still in negotiations with ACE. VC Maduli stated that while we have seen savings by the retirements during the 2008-09 FY, they are not looking at any further retirement incentives at this time. There was considerable discussion about deleted positions and whether or not positions will be filled.

There was discussion on the best way to get the information out to all members of the community. This communication is the most important issue we have to deal with at this time. VC Maduli has made presentations to the Academic Senate, the Division Chairs, Student Services Council and Classified Senate. Managers need to disperse the information to their reports as soon as it is available. Both Chancellor Hendrickson and Vice Chancellor Maduli said that the budget situation calls for special cooperation between all categories of employees: instruction, student services and administrative services across the District and colleges. Each college is taking up the discussion now of how to manage cutbacks.

DISCUSSION:

2. Ron Smith, District IS Director Status Report: As soon as the Budget Presentation ended, Ron Smith arrived to present his report on the IS Department. Vice President Johnson opened the discussion by recapping the Organizational Review discussion that took place on October 7. There were a number of questions about the status of the IS Department and the changes taking place to comply with the recommendations made by the CCBT Organization. We invited Mr. Smith to come give us his update on how his department is reorganizing and its effects on the service that we receive from the Information Systems Department.

The position of Network Architect has been eliminated as the result of reclassifying two of his analysts to Senior Analysts and this is resulting in more cross-training among the three groups within his department. He is looking at the workflow on the Human Resources side of Datatel and is planning to provide Datatel training in December with money his department has from T-Tip funds from last year. Their website is being updated and should be completed by mid-December and the Datatel Room Scheduling module should be up and running by January 2010.

Ron was asked about providing a manual for users on Datatel. He advised us that Datatel has online help, but it isn’t specific to the requirements of our district. Discussion ensued on how a manual specific to the needs of our colleges might be developed.

Ron will take away from our meeting today our suggestions for more training, development of manuals, and management of priorities across the colleges and report back to us within the next couple of months.

Order of the Agenda was resumed:

1. Organizational Matrix & Review : Vice President Johnson asked Stephanie Kashima, President of the MC Academic Senate, to report on the Senate's progress on the Organizational Review. President Kashima indicated there is a continued desire to have Division Chairs and Deans at comparable levels on the organizational chart, rather than Division Chairs reporting to Deans. President Kashima said there had been considerable discussion and debate regarding the issue of moving departments across areas and the need for Deans to have specified tasks, such as schedule oversight, etc. The Senate will have its recommendation to GAP by the next meeting on October 28.

There was not enough time to have an update on Accreditation / Program Review, so it was reagendaized for the next meeting.

Meeting was adjourned at 12:00 p.m.

Respectfully submitted by Linda Angelotti on October 22, 2009

NEXT MEETING: October 28, 2009