

MCAS Shared Governance Report

These are just my own notes, not official meeting minutes. If I have made errors, I will be happy to correct them. SK

Sept 3, 2008

District Council Meeting, July 9

Interim Vice-Chancellor George Kozitza announced he is leaving the District. We will be hiring a consultant to perform his duties until a permanent Vice Chancellor of Finance is hired. Our new Chancellor, John Hendrickson, will begin work on August 1. Stan Arterberry's last day will be July 31.

Sharing of District Council Documents

The meeting facilitators requested that I not send out the draft copies of Board agenda items to all users anymore. I explained that I was sending these items out because it was my only means of communicating with faculty and getting feedback. Some Senators were not on campus and so could not forward items to their constituencies. I expressed that various people on campus (not just faculty) had thanked me for sharing the Board agenda items which they had never had access to before. It was explained to me that there was a concern about sharing draft items that may be changed and that District staff might be impacted by questions from people who didn't understand the documents.

We decided to agendize this topic for full discussion at a future meeting.

Review of the July 17 Pre-Board Agenda

Trustee Constantin had written a resolution recommending the formation of a District Police Oversight Committee. He asked that the District Council discuss and consider. The consensus of the committee seemed to be that a new committee was not necessary and the duties of oversight are already fulfilled by the Board of Trustees. Police Chief Laura Lorman expressed concern regarding the creation of a body with tremendous authority, but little training or understanding of police policies and procedures.

Update on Interim Hire Issues

Last year there were concerns about inconsistencies in hiring interim personnel, so a subcommittee was set up by District Council with 5-6 members. Angelica Bangle worked with HR and the District legal counsel. They will bring pack proposed procedures in the near future. There was special concern because we are looking at bringing in another Interim Vice Chancellor soon. I expressed concern that we were filling this interim position without first

getting the recommendations from the organizational review. It was stated that we are obligated by the state to have a chief financial officer. And Title 5 mandates that if you have an interim position filled, you must fill the permanent position within one year, so we must proceed with the search for a permanent Vice Chancellor. Further, it was stated that we can start the recruitment process for the permanent replacement, but we may not find a candidate until after the organizational study recommendations have been received which would inform our decision to proceed or not.

Accreditation Update

Dr. Hartley reported that WVC was one of only 2 colleges that received full accreditation out of the 9 colleges that were reviewed this cycle, and that of the 5 issues that were mentioned by the accreditation team, 2 of them are District issues. He further stated that the Accrediting Commission has become more rigorous in its evaluation of colleges. Penny Johnson reported for Dr. Robles that she is working with James Andrews, Daniel Peck, the Chancellor and the Senates on completing the recommendations by the March 1, 2008 deadline.

De-Funded Positions

There is now a new sign-off process so that when requests for filling positions are submitted, funds must be identified at the college, fiscal and Executive Management Team levels of review.

Use of Mission College as Bond Collateral

Faculty Union President Kleppinger expressed that these types of issues (use of college buildings as collateral) need to be communicated to the colleges before the Board meetings. The Senate and Union Presidents only found out about this use of MC buildings at the Board meeting where the bonds were being discussed. Buildings at Mission College were originally listed as collateral for the issuing of the OPEB bonds. Buildings at WVC have now been listed as collateral in place of Mission College.

Suggested District Policy Changes to 'Fiscal Standards'

There were a number of changes made to this document. The statement regarding the importance of adhering to the 75/25 formula was deleted because the Board can choose to either use the 75/25 formula or the Faculty Obligation Number(FON). The Fiscal Office recommended using the FON. President Kleppinger asked that the reference to 75/25 be put back in. I requested that we insert a statement recommending that our allocation of funds should be similar to those colleges of similar size and location. This document will come back to this body for further review.

Global Education

President Bangle reported that 1200 students participated in activities at the WVC Global Activities Center last year.

Board of Trustees Meeting, Aug 7, 2008

I requested that the BOT consider the MCAS resolution on request for funds from the Land Corp for a 5 year recovery from the fiscal crisis. The Board graciously discussed it, expressed appreciation for the spirit of the resolution and recommended that we return with a more specific budget plan for them to consider. Further, some members emphasized the need for faculty to understand the urgency of the budget situation and that it is not a one-time situation, but an ongoing \$10 million deficit that must be addressed.

District Council Meeting, Aug. 13

Interim Vice Chancellor

Tom Kesity has been selected on a consulting basis to perform the duties of the Vice Chancellor of Finance. He will be here until Dec. 31.

Last-Minute Hires

The District Council and the Chancellor have recommended to the Board that when there are last minute hires where the operation of the District would be unduly affected by waiting for the Board to approve the appointment, that the Chancellor be given the authority to approve their employment until the next Board meeting.

Police Oversight Board

The question of how this Oversight Board would be different from the oversight by the Board of Trustees (BOT) was asked. Answer: Only when there is a review by District personnel of police matters, the BOT has access to the information. Otherwise, the BOT does not have access to information unless the Chancellor brings it to them as an unresolved issue. This new Board would have the ability to review all police actions, but it would not have the authority to discipline staff. Trustee Constantin indicated that this was his first attempt at policy change in the District and that he felt the BOT should take more leadership in addressing some of the weaker areas of the District than they have in the past. He vowed to take more action in the next 4 years to strengthen the District. There was a recommendation to change the name from the Oversight Board to the Process Review Board. Mr. Kleppinger and I recommended that if Trustee Constantin were interested in addressing areas of weakness, he might focus his attention on the high rate of administrative turnover at Mission College. He stated that processes need to be in place to ensure the continuity in policy and procedure even when there is turnover.

Procedures for Making Out-of-Class Assignments (Classified Staff only)

This is one of the ways the District deals with temporary absences – by filling critical positions temporarily with existing staff. The procedure, policy and form were reviewed.

Enrollment Reports

Dr. Robles reported that we were down .7% in unduplicated headcount, but up 1.2% in number of enrollments. We were down .98% in FTES. All of these numbers were for August 13 in comparison with the same time last year. These numbers did not include HbA in the current year or previous year's basis of comparison. These are positive numbers considering that this is after HbA was taken out. For the summer, we were up 11% in enrollment and 11.8% in unduplicated headcount because we added many more classes than in the past.

Dr. Hartley reported that WVC summer enrollments were also up. The classes were scheduled strategically to ensure that no other area colleges had a particular time in the summer when they had no competition from WVC. We are now looking at a year-round calendar which includes "Mid-Spring" and "Mid-Fall" terms ("late start" was felt to be a negative term). There are new marketing ads including some very good TV ads coming out this week. The WVC goal for 08-09 is 9435 FTES.

Sharing Pre-Board Agenda Documents with All Users

The Chancellor supported sharing these documents with the public. He indicated he would work with Ron Smith the Director of District IS to get all these documents online for public review. They would most likely not be posted until after the District Council had a chance to review and make changes, but they would be available before the BOT meetings. We agreed to agendize this item for further discussion at a future meeting. If you are a member of the faculty or staff and would like to see the Board agenda items before the District Council meeting, contact your Senate representative. I will continue to send these documents to all Academic Senators and Classified Senate President My Loi also gets copies of them.

Organizational Review

The Chancellor reported that the RfP had gone out and that he was confident we would get good firms to help us compare ourselves to comparable institutions. The Executive Management Team and the Senate Presidents will join the Chancellor in paperscreening and interviewing firms on Aug. 25. We expect the contract to be ready for approval by the BOT for the Sept 4 BOT meeting. There are 7 applications at this time.

District Budget Advisory Committee, Aug 20

We reviewed the fixed cost schedule. There was a discussion of space issues at the District. There are times when there is no additional space for classes. The agreement for the Campbell Center has already been made. Since the rental, the WVC enrollment has gone up. President Robles and Vice President Negash submitted a proposal for Mission College to rent some space to house additional classes. Will DBAC approve the proposal? Must consider cost, need and location. Currently, there is no money to fund another rental of space. The Budget Office will conduct a study of cost, need and location and bring it back to DBAC. The committee recommended approval of the budget put forth. I abstained – not enough knowledge of the numbers.

08-09 Final Budget

Sept 18, the BOT will consider approval of the final budget for 08-09. There were 4 faculty who took the retirement incentive for 07-08: 3 WVC, 1 MC. Other retirement incentives will take place in the 08-09 year and the savings won't be seen until 09-10. How much would a freeze on step and column increases save the district for one year? 1.5% of total salaries which are \$70 million, so about \$1 million. Harriett will supply a full accounting of all the unfilled positions including positions vacated in the past 2 years.

ACE expressed anxiety by faculty regarding layoffs. Chancellor Arterberry indicated that we are overstaffed in faculty by about 40 faculty members in the District. We have indentified 20 faculty who are retiring. We need information on which faculty positions are being filled. This will affect possible faculty layoffs. Our District Faculty Obligation Number is 319. We currently have 368 Full-Time faculty (this number was questioned – it may include defunded positions). The average cost per faculty member is about \$92,000.

I advocated for a methodical/strategic approach to reducing costs and not just looking at the FON as a number that should be reached this year - if we can back fill that number of faculty lost over our FON in another way.

3 proposals were submitted for organizational studies. The EMT and Senate Presidents are reviewing those proposals. Cost for org study \$100,000-\$200,000 taken from fixed cost budget.

Linda Francis will begin the planning of the 09-10 budget in December 08. Colleges should be looking at FTES, positions and EFMP recommendations now in anticipation of need to plan 09-10 budget in Dec.

Governance and Planning Meeting, Aug 27

Accreditation

We reviewed the accreditation planning matrix that Daniel Peck put together for us. Dr. Robles indicated that we will receive \$12,000 from the Fixed Cost Subcommittee for hourly help with accreditation for the Spring 09 visit in March. Our progress report is due March 1. We expect a visit in mid-March. Daniel drafted a form for “owners” of planning agenda items to use to track their progress, assess status and create their own action plan. We will be reviewing our status on the planning agenda items every other week starting Sept 22. All the items must be completed and evidence submitted by Nov. 26. Our separate team members’ status reports are due to us, the owners, Oct 1, Oct 15, Oct 29, Nov 12. The owners’ reports are due to GAP on Sept 15, Oct 7, Oct 21, Nov 5, Nov 26.

GAP Goals 08-09

- Accreditation
- Budget
- Enrollment
- Shared Governance Review
- Institutional Effectiveness Scorecard

Report from subcommittees

Cathy Cox had spearheaded a review of the shared governance structure and committees. I indicated I would take over her role and call a meeting of Pat Hudak, Mina Jahan and Linda Angelotti to discuss next actions.

District Budget Advisory Committee 9/3/08

DBAC minutes are posted online and sent out to all users. 08-09 Final Budget will go to the BOT for approval on Sept 18. We looked at 07-08 year end close numbers. We began FY 08-09 with a \$2.6 million shortfall. Linda Francis will be bringing in a full explanation of stability, growth and restoration funding as it applies to us in 2-4 weeks. The Chancellor is going to ask the BOT to consider postponing the OPEB bond obligation start date from Fund 100 so that we can maintain about \$7 million/year temporarily.

I asserted that we need a strategic District or College plan for dealing with budget and enrollment. Phil and Harriett responded that we have a defacto enrollment plan when we submit our new schedule. The Spring schedule was due to the Office of Instruction Sept. 5. Further, Harriett reminded us that we have an educational master plan and EFMP recommendations that we should follow. I emphasized the need for a District strategic plan.

