MISSION COLLEGE

FEBRUARY 19, 2019

BOARD OF TRUSTEES
Anne Kepner · President
Susan Fish · Vice President
Adrienne Grey
Randi Kinman
Jack Lucas
Robert Owens
Karl Watanabe

Roman Matera · MC Student Trustee
Kian Lechner · WVC Student Trustee

Patrick Schmitt · Chancellor
GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

The following instructions are intended as a guide for members of the public who wish to address the Board of Trustees. These guidelines are in the interest of giving the Board a fair opportunity to hear a diversity of viewpoints.

1. **Oral Communications from the Public (Items Not Listed on the Agenda)**

   You are asked to sign up at the beginning of the meeting, using the form provided at the entrance to the Board Room, but you are not required to do so. The completed form should be submitted to the Board Clerk. When you make your presentation, approach the podium, wait to be recognized by the President of the Board, and identify yourself and the topic you wish to discuss. Limit your presentation to three (3) minutes.

2. **Public Discussion (Items Listed on the Agenda)**

   We welcome comments from the public specific to items that are part of the Board agenda for that meeting. In fairness to those who wish to speak and as a courtesy to those who have come to listen, we request that you adhere to the following guidelines. If you wish to speak, you are asked to provide a completed form to the Board Clerk, but you are not required to do so. When the Board President opens an item for discussion and calls for speakers, approach the podium, identify yourself, and limit your presentation to three (3) minutes. If you wish to give an opinion which has already been expressed by others, please do not be repetitive. The President may impose additional time limitations on any major discussions involving multiple speakers.

ADJOURNMENT TIME

Pursuant to District Policy, Regular Board meetings will be adjourned not later than 11:00 p.m. unless continued by a majority vote of the Board members present.

DOCUMENTS PROVIDED TO THE BOARD OF TRUSTEES

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Board of Trustees in connection with this agenda are available in the Chancellor’s Office, 14000 Fruitvale Avenue, Saratoga, CA, 95070, at the time they are distributed to the Board.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor’s Office at 408-741-2011. Notification 24 hours prior to the meeting will allow the District to make reasonable arrangements to ensure accessibility.

(A) = Action    (I) = Information
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WEST VALLEY-MISSION
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 19, 2019

Mission College
3000 Mission College Blvd., Santa Clara, CA 95054

6:00 p.m. Public Session Campus Center Room 219
6:01 p.m. Closed Session Campus Center Room 219
7:00 p.m. Public Session TAV-130

1.0 CALL TO ORDER – PUBLIC SESSION
1.1 Roll Call Oral
1.2 Oral Communication from the Public on Closed Session Agenda
   Members of the audience may address the Board on any item listed on the
   Closed Session agenda. Comments will be limited to three (3) minutes per
   agenda item, with a total of fifteen (15) minutes of public comment on an item
   unless waived by the Board. Oral

2.0 ADJOURN TO CLOSED SESSION
   DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
   Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and
   Chancellor Patrick Schmitt, District-designated representatives, regarding negotiations with
   WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA; and to Chancellor Patrick Schmitt
   regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION
3.1 Pledge of Allegiance Oral
3.2 Report of Closed Session Action Oral
3.3 Approval of the Order of the Agenda (A) Oral
3.4 APPROVAL OF THE MINUTES OF THE FEBRUARY 5, 2019, BOARD OF
   TRUSTEES MEETING AND THE FEBRUARY 5, 2019, FINANCING
   CORPORATION MEETING
   MINUTES OF THE FEBRUARY 5, 2019, BOARD MEETING
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3.5 PRESENTATIONS/RECOGNITIONS Oral
   Educational and Student Services Presentation:
   PRESENTATION OF THE 2018 STUDENT SUCCESS SCORECARD REPORTS
   FOR MISSION AND WEST VALLEY COLLEGES
Inge Bond and Miqueas Dial will present the 2018 Student Success Scorecard Reports for Mission and West Valley Colleges. The Board of Trustees will review and interact with the 2018 Student Success Scorecard Reports, and receive public comment on the Report.

3.6 Oral Communications from the Public
This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. No action will be taken.

Public comments on items on the agenda will be taken at the time the item is discussed by the Board.

3.7 Written Communications from the Public

4.0 UNFINISHED BUSINESS- There is none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS
Action items will be acted upon in one motion unless they are removed from the Consent Agenda. Information items will not be discussed unless they are removed from the Consent Agenda.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda – There are no items.

6.0 HUMAN RESOURCES – Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
Recommendation: That the Board of Trustees approve the listed items.

6.1 Personnel Transactions

Appointment(s)

Classified
a. Bedrudin Kukuljivic, Maintenance Electrician, WVMCEA Operations & Support Unit, Range 67 ($5,875.17-$7,739.58), Facilities Department, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 25, 2019.
b. Mark Darrah, Administrative Specialist, WVMCEA Office, Business & Technical Unit, Range 69 ($6,095.67-$8,051.58), Marketing & Athletics, Mission College, 100% of full time, 11 months per year; effective February 25, 2019.
c. Leslie Pollock, Financial Analyst, WVMCEA Office, Business & Technical Unit, Range 73 ($6,665.75-$8,803.50), Administrative Services, West Valley College, 100% of full time, 12 months per year; effective February 25, 2019.
Confidential
d. Sara Valencia, Human Resources Specialist I - Confidential, Confidential Unit, Range 40 ($5,347.17-$7,035.08), Human Resources, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 25, 2019.

Reclassification(s)

a. Dat Nguyen, from Information Technology Analyst, WVMCEA Unit, Range 82 ($8,180.58-$10,862.92), Educational Technology Services, Mission College, 100% of full time, 12 months per year; to Senior Information Technology Analyst, WVMCEA Unit, Range 84 ($8,560.92-$11,359.08), Educational Technology Services, Mission College, 100% of full time, 12 months per year.
7.0 BUSINESS AND FINANCE – Consent Agenda – There are no items.

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES – There are no items.

6.0 HUMAN RESOURCES

6.2 RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND POLICE OFFICERS ASSOCIATION (POA) - PORAC REGION I, FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT (A) 26
Recommendation: That the Board of Trustees approve the proposed MOU with the Police Officers Association (POA) as presented at the February 19, 2019, meeting.  
6.2-POA One-time Salary Enhancement

6.3 RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND SUPERVISORS ASSOCIATION – TEAMSTERS LOCAL 856, FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT (A) 28
Recommendation: That the Board of Trustees approve the proposed MOU with the Supervisors Association as presented at the February 19, 2019, meeting.  
6.3-Supervisors Association One-time Salary Enhancement

6.4 RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND WEST VALLEY-MISSION CLASSIFIED EMPLOYEE ASSOCIATION (WVMCEA), FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT (A) 30
Recommendation: That the Board of Trustees approve the proposed MOU with the WVMCEA as presented at the February 19, 2019, meeting.  
6.4-WVMCEA One-time Salary Enhancement

6.5 APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE CONFIDENTIAL UNIT (A) 32
Recommendation: That the Board of Trustees approve a one-time, off-schedule salary enhancement for the Confidential Unit as presented at the February 19, 2019, meeting.  
6.5-Confidential Unit One-time Salary Enhancement

6.6 APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE MANAGERS’ ASSOCIATION (A) 34
Recommendation: That the Board of Trustees approve a one-time, off-schedule salary enhancement for the Managers’ Association as presented at the February 19, 2019, meeting.

6.6-Managers’ Association One-time Salary Enhancement

6.7 APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE EXECUTIVE MANAGEMENT TEAM (INCLUDING THE CHANCELLOR)

Recommendation: That the Board of Trustees approve a one-time, off-schedule salary enhancement for the five member Executive Management Team (EMT) as presented at the February 19, 2019, meeting.

6.7-EMT One-time Salary Enhancement

7.0 BUSINESS AND FINANCE – There are no items.

8.0 BOARD – There are no items.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 STANDING COMMITTEE REPORT
   • Audit and Budget Oversight Committee

9.2 TRUSTEE COMMENTS

10.0 CONTINUATION OF CLOSED SESSION, IF NECESSARY

11.0 RECONVENE PUBLIC SESSION

11.1 Report of Closed Session Action

ADJOURNMENT
UNAPPROVED MINUTES OF THE FEBRUARY 5, 2019, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
FEBRUARY 19, 2019
PREPARED BY: TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION
Public session was called to order at 6:00 p.m.

1.1 ROLL CALL
Present: Board President Anne Kepner, Trustees Adrienne Grey, Randi Kinman, Jack Lucas, Robert Owens, and Karl Watanabe; and Chancellor Patrick Schmitt. Absent: None. Student Trustees: Kian Lechner and Roman Matera (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 6:01 p.m. There was one agendized item:
DIRECTION TO LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54957.6
Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Patrick Schmitt, District-designated representatives, regarding negotiations with WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA 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
All present recited the Pledge of Allegiance.

3.2 REPORT OF CLOSED SESSION ACTION
Board President Kepner reported that no action was taken.

3.3 APPROVAL OF THE ORDER OF THE AGENDA
Student Trustee Matera asked that Item 7.3, Approve the 2019/20 Nonresident Tuition Rate, be removed from the agenda for discussion and action. Action on that item is reflected in the Regular Order of the Agenda in the Business and Finance Section.
Action Taken:
It was M/S/P 7/0/0 (Kinman/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to approve the order of the agenda with the change noted above.
Student Trustees: One yes vote; Matera not present

3.4 APPROVAL OF THE MINUTES
Approval of the minutes of the January 22, 2019, Board of Trustees meeting.
Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to approve the minutes of the January 22, 2019, Board of Trustees meeting.
Student Trustees: One yes vote; Matera not present

3.5 PRESENTATIONS AND RECOGNITIONS
Oath of Office Ceremony and Presentation of Badges for New Officers Bruce Leung and Garrett Dang
Police Chief Ken Tanaka administered the Oath of Office to Officers Leung and Dang. He
indicated that not only is a swearing-in a joyous occasion, it is also a serious commitment for the new officers and a reminder to the veteran officers of their responsibilities and the oaths they took years ago. He presented each with a copy of the Constitution, a tradition started by previous chief Laura Lorman as a reminder that officers are guardians and defenders of the Constitution. Officer Leung’s fiancée, Tiffany Dang, pinned on his badge. Chief Danny Acosta of Foothill-De Anza pinned on Officer Dang’s badge. All present welcomed the new officers.

Educational and Student Services Presentation

STEM Programs at Mission College

Dr. Clement Lam, Mission College Dean of Mathematics and Science, provided the Board with information on STEM Core at Mission College. The goal of STEM Core is to create an accelerated pathway to bring remedial students to foundational skill levels required to earn A.S. and B.S. degrees and find industry employment. He discussed the vision of the program, STEM Core community college pathways, Mission’s team and the spring class schedule. The benefits of the program include free use of textbooks, workshops and events for student development, student support specialists, visits to local tech companies and transfer universities, and opportunities to compete for paid internships. He discussed statistics showing the enhanced successes in class of students who participate in the program.

The Board of Trustees asked questions and thanked Dr. Lam for the excellent information.

3.6 ORAL COMMUNICATIONS FROM THE PUBLIC

Connor Keese of Mission College and Shann Chu of Santa Clara Unified School District spoke regarding the upcoming STEAM (Science, Technology, Engineering, Art and Math) Expo the two educational institutions are holding in partnership. The event will take place on Saturday, May 18, 2019, in the Mission College Student Engagement Building. All are invited and encouraged to attend. The event will demystify and showcase the STEAM events taking place at every level – the excellent K-12 programs at Santa Clara as well as the great work taking place at Mission College.

3.7 WRITTEN COMMUNICATIONS FROM THE PUBLIC – There were none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS

Action Taken:
It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to approve the Consent Agenda items with the exception of 7.3, Approve the 2019/220 Nonresident Tuition Rate. Action on that item is reflected in the Regular Order of the Agenda in the Business and Finance Section.
Student Trustees: Two yes votes
Consent Agenda Items are attached to these minutes as Appendix A

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.8 SECOND READING AND BOARD APPROVAL - CREATION OF BOARD POLICY 4021, HOURS AND UNITS; BOARD POLICY 4022, CURRICULUM APPROVAL; AND REVISION OF BOARD POLICY 4020, CURRICULUM DEVELOPMENT

Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to conduct a second reading and to approve the new and revised board policies on how the colleges award credit/units based on instructional hours.
Student Trustees: Two yes votes
6.0 HUMAN RESOURCES – There were no items.

7.0 BUSINESS AND FINANCE

The following item was removed from the Consent Agenda for discussion and action.

7.3 APPROVE THE 2019/2020 NONRESIDENT TUITION RATE

A discussion was held.

Action Taken:
It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to establish a nonresident tuition fee of $265 per credit unit and no foreign citizen capital outlay fee for fiscal year 2019/20.

Student Trustees: Two no votes

7.5 RESOLUTION NO. 19020501 APPROVING 2019 AMENDED AND RESTATED BYLAWS FOR THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT CITIZENS’ BOND OVERSIGHT COMMITTEE

An updated version of the Bylaws was distributed. These are attached to these minutes as part of Appendix A.

A discussion was held.

Action Taken:
It was M/S/P 7/0/0 (Owens/Grey; Roll Call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) approve resolution No. 19020501 amending and restating the Bylaws for the West Valley-Mission Community College District Citizens’ Bond Oversight Committee.

Student Trustees: Two yes votes

7.6 RESOLUTION NO. 19020502 AUTHORIZING THE ISSUANCE OF WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (SANTA CLARA AND SANTA CRUZ, COUNTIES CALIFORNIA) ELECTION OF 2018 GENERAL OBLIGATION BONDS, SERIES 2019A, AND ACTIONS RELATED THERETO

A discussion was held.

Action Taken:
It was M/S/P 7/0/0 (Lucas/Owens; Roll Call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) adopt Resolution No. 19020502 authorizing the issuance of Election of 2018 General Obligation Bonds, Series 2019A, and actions related thereto.

Student Trustees: Two yes votes

8.0 BOARD

8.1 RECENT ADVERSE PROPERTY TAX APPEALS BOARD DECISION AND CONSEQUENCES FOR THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT.

Action Taken:
It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, and Watanabe; Nays: None) to encourage the Santa Clara County Assessor to exercise, in a timely manner, everything he has in his authority to appeal the November 28, 2018, decision of the Assessment Appeals Board in the appropriate manner.

Student Trustees: One yes vote; Lechner abstained

In addition, there was direction to staff to encourage the Assessor that, in the future, the Board and the District would appreciate receipt in a timely manner of information that would have an adverse impact on the District.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE
Mission College Academic Senate President, Thais Winsome, was honored to announce that Associate Faculty member Monica had been awarded Associate Faculty of the Year by the Faculty Association of California Community Colleges. She has been a huge presence on behalf of Mission’s CTE Programs and students. She highlighting counseling staff’s work each year in assisting students to prepare and submit their paperwork for graduation and/or transfer.

She discussed the tax preparation clinics held each year at which low income individuals are assisted by students in preparing their taxes. In addition to providing a service to the community, students are assisted in their training and hours toward their licensure. She indicated that Theresa Thompson does a fantastic amount of work in arranging and carrying out this event and monitoring students as they do the paperwork.

The Senate resumes its meeting schedule this week and continues its work on Guided Pathways.

West Valley College Academic Senate President, Gretchen Ehlers, informed the Board that Rob Johnstone, a very well known speaker and practitioner in the Guided Pathways movement, addressed the entire college as part of All-College Day and presented a breakout workshop in the afternoon. He used local college data to show how Guided Pathways can help support all students.

The Counseling, Math, English and Outreach Departments have been putting in lots of hours to make sure each department is ready for AB 705 implementation. She thanked Dean Jose Martinez-Saldana for leading this institutional effort and Outreach Counselor Amy Gutierrez for developing and finalizing messaging to current and future students. Mission is close to finalizing its Guided Self-Placement Tool, with the help of Jeremy Sias in IS. Students will be able to use this online tool to help decide the most appropriate math and English classes to take.

Ms. Ehlers closed by discussing the Books for Food Program in which students donate 10 cans of food to check out a book for the semester. The program now has 450 graphing calculators and a vastly increased number of textbooks available. The program was able to donate 12 bins of food to the Second Harvest Food Bank.

9.2  CLASSIFIED SENATE UPDATE
Mission College Classified Senate Secretary. There are two Senators attending the Student Equity event in March, and five attending the Classified Leadership Institute in June. The Senate is looking forward to the joint award ceremony with the Academic Senate later in the semester.

She closed by discussing the work of classified professional on Guided Pathways.

There was no report from West Valley College.

9.3  STUDENT SENATE UPDATE
The Mission College Student Senate representative discussed the very successful Welcome Week activities. The Senate hosted food for more than 100 students at breakfast and lunch for the entire week. The Senate is actively recruiting for new members and planning for the spring semester, including the upcoming Club Day.

The West Valley College Senate representative indicated that the Senate’s first meeting had been held earlier in the day. She noted that the Senate budget had been cut by 40% due to the downturn in enrollment. There are 35 Senators, all of whom have been assigned to one of four active committees.

She discussed plans for the semester, including club fairs, the Spring Fling, and Mental Health Awareness Day. Polling to determine student desires for student government will take place.
She thanked faculty and staff for their support.

9.4 MISSION COLLEGE UPDATE
President Peck informed the Board that there had been a student disciplinary suspension at Mission College due to violation of the Code of Conduct.

He indicated that All College Day had been a great success, with lots of positive energy generated by the keynote address of Dr. Victor Rios. He really set the tone for what the College is doing in connecting with students and helping them succeed. It really framed the work the College is doing in Guided Pathways.

He is very pleased by the partnership between Mission College and Santa Clara Unified School District for the STEAM Expo, which will become an annual event.

Mr. Peck indicated that there will be a Leadership Santa Clara Event at Mission College on February 7 and the Community Partner Breakfast will take place on Friday.

He closed by inviting everyone to attend the upcoming Black History Month Celebration.

9.5 WEST VALLEY COLLEGE UPDATE
President Davis spoke about the excellent All College Day and Rob Johnstone’s presentations regarding Guided Pathways.

He talked about the College’s new website and indicated that he is very pleased with this big step in enhanced outreach for the College.

He congratulated Trustee Kinman on the success of the Santa Clara County Women’s Leadership Policy Summit just held at West Valley College. Over 300 people participated in this outstanding event.

Mr. Davis let the Board know that the VTA is again considering discontinuance of several bus routes from east San Jose to West Valley College because of low ridership. It may be that the College will have to explore having its own transportation from that area.

He discussed the leadership role the College is taking with Casa in educating regarding construction pipelines and housing options.

He closed by informing the Board that he is meeting with the University of San Francisco, which is looking to relocate its San Jose Campus to West Valley College, which will provide opportunities for both colleges.

9.6 ASSOCIATE VICE CHANCELLOR OR HUMAN RESOURCES REPORT
There was no report.

9.7 VICE CHANCELLOR’S REPORT
There was no report.

9.8 CHANCELLOR’S REPORT
Chancellor Schmitt indicated that, two years ago, the District completed a comprehensive review of recommended Board policy changes that derived from our subscription to a California Community Colleges League service. At that time, staff recommended only one change, primarily because the District keeps up with recommended changes as they come down to it.

In order to fully meet accreditation standards, the District needs to involve the Trustees in a comprehensive and on-going review of Board policies. We have already begun to do this, with an ad hoc committee of the Board that has been charged with this work.

I propose that at an upcoming Board meeting the Board formalize this ad hoc committee into a
permanent standing committee with a charge to meet at least twice a year to review board policies. Staff will continue to recommend changes in policy as they come to the District from the League; the Board committee will review that work and report out to the Board with findings and recommendations at least twice a year, with a provision for “as-needed just-in-time” reporting.

Such work will engage the Board more directly in Board Policies in order to ensure greater comprehension and knowledge of the Policies and the part they play in the work of the District, the outcome sought by the accreditation standard.

9.9 STANDING COMMITTEE REPORT
ABOC President Owens indicated that the Committee met and had a report on student fees.

9.10 TRUSTEE COMMENTS
Trustee Kinman discussed the Santa Clara County Women’s Leadership Policy Summit held recently at West Valley College. There were sessions on housing, transportation, policy initiatives, how to be an effective leader, and how to advocate for yourself and others. Ms. Kinman thanked the College staff for their outstanding assistance that contributed to the success of the event.

Trustee Grey reported on her attendance at the CCLC annual legislative conference and the CCCT/CEOCCC Joint Board meeting. She will work with the Chancellor to provide links to the highlights and information from that meeting to anyone interested. She reported on very positive discussions and results from the Affordability, Food, and Housing Access Taskforce on which she has been participating. There was a briefing at the capital on Monday. It was packed with legislators and staff who wanted to hear the committee present the stories of food and housing insecure students and recommendations to the legislature regarding how they can assist in addressing these pressing issues.

Board President Kepner informed the Board that the three members of the Audit and Budget Oversight Committee, Trustees Owens, Kinman, and Fish, have agreed to serve for another year, and that Trustee Owens will continue to Chair.

Board President Anne Kepner adjourned the meeting at 9:30 p.m.
CONSENT AGENDA ACTION ITEMS FROM THE FEBRUARY 5, 2019, MEETING

For the full text of each item, please see the agenda for that meeting.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

5.1 APPROVAL OF EXPENDITURES TO AD AGE MARKETING FOR MISSION COLLEGE
Recommendation: That the Board of Trustees approve expenditures of a total of $200,000 per year to Ad Age for its Marketing efforts for Mission College.

5.2 PEARSON VUE OPEN PURCHASE ORDER
Recommendation: That the Board of Trustees approve the increase to the open purchase order to Pearson Vue from $130,000 to $160,000.00 on behalf of the Health Workforce Initiative Regional Testing Center.

5.3 WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (WVMCCD) BOARD
ACCEPTANCE OF A PLEDGE DONATION OF $25,000 TO ESTABLISH A NEW SCHOLARSHIP ENDOWMENT AT MISSION COLLEGE (MC)
Recommendation: That the Board of Trustees authorize the West Valley-Mission Community College District (WVMCCD) Foundation and the District administration to accept the donation of a pledge donation of $25,000.00 to establish a new scholarship endowment at Mission College; the name and criteria of which the donor will determine later.

5.4 ACCEPT STUDENT TRAVEL EXCEEDING $10,000 IN COST
Recommendation: That the Board of Trustees approve the student/faculty travel to Historically Black Colleges and Universities (HBCU) commencing March 31 – April 5, 2019.

5.4 ACCEPT STUDENT TRAVEL EXCEEDING $10,000 IN COST

5.5 WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (WVMCCD) BOARD
ACCEPTANCE OF JACK PEASE’S LATEST DONATION OF $10,000 TO WEST VALLEY COLLEGE (WVC)
Recommendation: That the Board of Trustees authorize the WVMCCD Foundation and the District administration to accept the donation to West Valley College of $10,000 from donor and West Valley College founder and faculty emeritus Jack Pease.

5.6 WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (WVMCCD) BOARD
ACCEPTANCE OF THE DONATION OF $25,000 TO WEST VALLEY COLLEGE (WVC) TO ESTABLISH THE BRIAN J. TRAMONTANA SCHOLARSHIP ENDOWMENT
Recommendation: That the Board of Trustees authorize the WVMCCD Foundation and the District administration to accept the donation to West Valley College of $25,000 to establish the scholarship endowment in memory of late WVC photography instructor Brian J. Tramontana.

5.7 ACCEPT WEST VALLEY COLLEGE STUDENT TRAVEL EXCEEDING $10,000 IN COST
Recommendation: That the Board of Trustees to approve the student/faculty travel for the following Study Abroad Program (SAP) Study Tours held on various dates commencing May 27, 2019, through July 12, 2019.

6.0 HUMAN RESOURCES – Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
Recommendation: That the Board of Trustees approve the listed items.

Reclassification(s)

a. Lili Ebrahemi, from Office Assistant, WVMCEA Unit, Range 50 ($4,041.83-$5,282.08), Student Activities, West Valley College, 80% of full time, 10 months per year; to Financial Assistant, WVMCEA Unit, Range 54 ($4,408.83-$5,766.08), Student Activities, West Valley College, 80% of full time, 10 months per year.

Transfer(s)
a. Brian Shively, WVMCEA Unit, from Program Specialist, Range 64 ($5,464.00-$7,190.50), Outreach, assigned to West Valley College, 100% of full time, 12 months per year to Program Specialist, Range 64 ($5,464.00-$7,190.50), Administrative Services, assigned to Mission College, 100% of full time, 12 months per year; effective February 11, 2019.

Interim Appointment(s)

Temporary Academic

a. Amanda Kight, temporary appointment, Spring 2019 semester. Instructor, Health Occupations, Mission College, 100% of full time, 10 months per year, effective January 25, 2019, through May 31, 2019.

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 REVIEW OF PURCHASE ORDER TRANSACTIONS
Recommendation: That the Board of Trustees review purchase order transactions.

7.2 INCREASE IN BID THRESHOLD
Recommendation: That the Board of Trustees review the increase in the bid threshold.

The following item was removed from the Consent Agenda for discussion and action. Action on this item is reflected in the Regular Order of the Agenda in the Business and Finance Section.

7.3 APPROVE THE 2019/2020 NONRESIDENT TUITION RATE
Recommendation: That the Board of Trustees establish a nonresident tuition fee of $265 per credit unit and no foreign citizen capital outlay fee for fiscal year 2019/20.

7.4 CONTRACT INCREASE TO KRJ DESIGN GROUP FOR INTERIOR DESIGN SERVICES FOR THE STUDENT SERVICES CENTER AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the contract increase in the amount of $30,000 to KRJ Design Group for interior design services for the Student Services Center project at West Valley College.
Section 1. **Committee Established.** The West Valley-Mission Community College District (the "District") was successful at the election conducted on June 5, 2012 (the “2012 Election”), in obtaining authorization from the District’s voters to issue up to $350,000,000 aggregate principal amount of the District’s general obligation bonds (the “Measure C”). The District was successful at the election conducted on November 6, 2018 (“2018 Election”), in obtaining authorization from the District’s voters to issue up to $698,000,000 aggregate principal amount of the District’s general obligation bonds (“Measure W”). The 2012 Election and the 2018 Election are hereinafter referred to as the “Elections”. The Measure C and Measure W are hereinafter referred to as the “Measures”. The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District has established a Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the West Valley-Mission Community College District (the "Board") hereby establishes the Independent Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these 2019 Amended and Restated Bylaws (the “Bylaws”). The Committee does not have independent legal capacity from the District.

Section 2. **Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure C and Measure W. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review. However, to the extent that facilities are financed with a combination of Measure C and Measure W monies and other non-bond funds, such projects shall be subject to Committee oversight and review.

Section 3. **Duties.** To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2, and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure C and Measure W; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses, except as permitted by Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee’s proceedings and activities for the preceding year.
3.4 **Duties of the Board and/or Chancellor.** Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of construction contracts,

(ii) Approval of construction change orders,

(iii) Expenditure of construction funds,

(iv) Handling of all legal matters,

(v) Approval of construction plans and schedules,

(vi) Approval of all deferred maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 **Measure C and Measure W Projects Only.** In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without Measure C and Measure W bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board’s sole discretion as part of carrying out its function under Prop 39.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution at the same time said Audits are submitted to the District, and review the Audits.
(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chancellor.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving Audits, responses to any and all findings, recommendation, and concerns addressed in the Audits, and review said responses.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for either Mission College or West Valley College, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 et seq.), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code (“Article 4”) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code (“Article 4.7”) are applicable to members of the Committee. Accordingly:

(i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any
sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

(ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District’s Board of Trustees, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members who have previously served on the Measure C Committee shall be permitted to serve on the Committee and, if appointed by the Board, are entitled to serve new three (3) consecutive two (2) year terms from the date of their appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Chancellor or his or her designee will review the applications; and (c) the Chancellor or his or her designee will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record relating to projects funded by the Measures.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

6.2 Location. All meetings shall be held within the West Valley-Mission Community College District, located in Santa Clara County and Santa Cruz County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:
(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. **Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. **Officers.** The Chancellor shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

Section 10. **Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. **Termination.** The Committee shall automatically terminate and disband concurrently with the Committee’s submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure C and Measure W monies.
This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

• OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

• COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the West Valley-Mission Community College District;

• COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.
1.0 CALL TO ORDER
The February 5, 2019, meeting of the West Valley-Mission Community College District Financing Corporation was called to order at 7:00 p.m. by President Adrienne Grey.

1.1 ROLL CALL

1.2 APPROVAL OF ORDER OF AGENDA
ACTION TAKEN:
It was M/S/P 7/0/0 (Owens/Lucas) to approve the order of agenda as presented.

2.0 REGULAR ORDER OF THE AGENDA

2.1 APPOINTMENT OF NEW OFFICERS
ACTION TAKEN:
It was M/S/P 7/0/0 (Owens/Grey) to appoint Anne Kepner (the current Board President) as the President of the Corporation, Susan Fish (the current Board Vice President) as Vice President of the Corporation, and Chancellor Patrick Schmitt (the current Board Secretary) as Secretary/Treasurer of the Corporation.

2.2 PUBLIC COMMENTS
There were none.

2.3 OTHER BUSINESS
There was none.

ADJOURNMENT
The meeting adjourned at 7:00 p.m.
SUBJECT: PRESENTATION OF THE 2018 STUDENT SUCCESS SCORECARD REPORT FOR MISSION AND WEST VALLEY COLLEGES

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees review and interact with the 2018 Student Success Scorecard Report, and receive public comment on the Report.

Funding Source/Fiscal Impact
None

Reference(s)
This reporting requirement is a result of AB1417, which authorizes the California Community College Chancellor’s Office (CCCCO) to design and implement a performance measurement system that contains performance indicators for the system as a whole, as well as each college’s credit programs.

Background/Alternatives
The CCCCCO disseminates the preliminary Student Success Scorecard report each January, at which time each college has the opportunity to review its data for accuracy and submit corrections before the final Student Success Scorecard report is released in March.

Coordination
The research staff (Inge Bond at Mission College, and Miqueas Dial at West Valley College) developed the presentation of the data that were provided to the Colleges in March 2018.
Follow-up/Outcome
The CCCCO requires that the Board of Trustees review and interact with the Student Success Scorecard report, and that there be opportunity for public comment. The District needs to submit to the CCCCO by March 15, 2019, a copy of the Board minutes documentating this interaction.
ITEM 6.1
FEBRUARY 19, 2019
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SEAN MCGOWAN
REVIEWED BY: ALBERT M. MOORE
APPROVED BY: PATRICK SCHMITT

SUBJECT: PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the listed items.

I. Appointment(s)

*Classified*

a. Bedrudin Kukuljevic, Maintenance Electrician, WVMCEA Operations & Support Unit, Range 67 ($5,875.17-$7,739.58), Facilities Department, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 25, 2019. Position ID# DC2004. Fund 110-General Fund.

b. Mark Darrah, Administrative Specialist, WVMCEA Office, Business & Technical Unit, Range 69 ($6,095.67-$8,051.58), Marketing & Athletics, Mission College, 100% of full time, 11 months per year; effective February 25, 2019. Position ID# MC1070. Fund 110-General Fund.

c. Leslie Pollock, Financial Analyst, WVMCEA Office, Business & Technical Unit, Range 73 ($6,665.75-$8,803.50), Administrative Services, West Valley College, 100% of full time, 12 months per year; effective February 25, 2019. Position ID# WC1036. Fund 110-General Fund.

*Confidential*

d. Sara Valencia, Human Resources Specialist I - Confidential, Confidential Unit, Range 40 ($5,347.17-$7,035.08), Human Resources, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 25, 2019. Position ID# DCF015. Fund 110-General Fund.
II. Reclassification(s)

a. Dat Nguyen, from Information Technology Analyst, WVMCEA Unit, Range 82 ($8,180.58-$ 10,862.92), Educational Technology Services, Mission College, 100% of full time, 12 months per year; to Senior Information Technology Analyst, WVMCEA Unit, Range 84 ($8,560.92-$ 11,359.08), Educational Technology Services, Mission College, 100% of full time, 12 months per year. Position ID# MC1046. Effective October 26, 2018. Fund 110-General Fund.
SUBJECT: RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND POLICE OFFICERS ASSOCIATION (POA) - PORAC REGION I, FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the proposed MOU with the Police Officers Association (POA) as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the POA as provided in the proposed agreement.

Reference(s)

Background/Alternatives
The District and POA entered into and concluded negotiations on the salary enhancement on January 30, 2019.

Summary of the proposed agreement:

- Article 12 – Salary and Compensation:
  
  One Time Salary Adjustment
  - 2% of annual salary based on base pay (range/step) as approved on the 2018/19 Salary Schedule.
  - Calculated on the salary step occupied on July 1, 2018.
  - Employee must have been employed on July 1, 2018.
• Employee must be employed in month enhancement is paid.
• Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.

Coordination
The Associate Vice Chancellor of Human Resources (HR) and the Executive Assistant worked with the POA to achieve this MOU.

Follow-up/Outcome
Human Resources will coordinate with the POA, Payroll, and District management to implement and administer all provisions of the agreement.
SUBJECT: RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND SUPERVISORS ASSOCIATION – TEAMSTERS LOCAL 856, FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the proposed MOU with the Supervisors Association as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the Supervisors Association as provided in the proposed agreement.

Reference(s)

Background/Alternatives
The District and Supervisors Association entered into and concluded negotiations on the salary enhancement on February 1, 2019.

Summary of the proposed agreement:

- **Article 16 – Salaries and Compensation:**
  
  **One Time Salary Adjustment**
  - 2% of annual salary based on base pay (range/step) as approved on the 2018/19 Salary Schedule.
  - Calculated on the salary step occupied on July 1, 2018.
  - Employee must have been employed on July 1, 2018.
• Employee must be employed in month enhancement is paid.
• Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.

Coordination
The Associate Vice Chancellor of Human Resources (HR) and the Director of Compliance, Training, and Employee Relations worked with the Supervisors Association to achieve this MOU.

Follow-up/Outcome
Human Resources will coordinate with the Supervisors Association, Payroll, and District management to implement and administer all provisions of the agreement.
SUBJECT: RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND WEST VALLEY-MISSION CLASSIFIED EMPLOYEE ASSOCIATION (WVMCEA), FOR A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the proposed MOU with the WVMCEA as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the WVMCEA as provided in the proposed agreement.

Reference(s)

Background/Alternatives
The District and WVMCEA entered into and concluded negotiations on the salary enhancement on February 1, 2019.

Summary of the proposed agreement:

- Article 15 – Salaries and Compensation:
  
  One Time Salary Adjustment
  - 2% of annual salary based on base pay (range/step) as approved on the 2018/19 Salary Schedule.
  - Calculated on the salary step occupied on July 1, 2018.
  - Employee must have been employed on July 1, 2018.
• Employee must be employed in month enhancement is paid.
• Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.

Coordination
The Associate Vice Chancellor of Human Resources (HR) and the Human Resources Specialist worked with the WVMCEA to achieve this MOU.

Follow-up/Outcome
Human Resources will coordinate with the WVMCEA, Payroll, and District management to implement and administer all provisions of the agreement.
SUBJECT: APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE CONFIDENTIAL UNIT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve a one-time, off-schedule salary enhancement for the Confidential Unit as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the Confidential Unit as provided in the proposed agreement.

Reference(s)
Confidential Unit Handbook, July 2018

Background/Alternatives
The District and Confidential Unit entered into and concluded discussions on the salary enhancement on January 24, 2019.

Summary of the proposed agreement:

- Section 2 – Salaries and Compensation:

  One Time Salary Adjustment
  - 2% of annual salary based on base pay (range/step) as approved on the 2018/19 Salary Schedule.
  - Calculated on the salary step occupied on July 1, 2018.
  - Employee must have been employed on July 1, 2018.
  - Employee must be employed in month enhancement is paid.
  - Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.

Coordination
The Associate Vice Chancellor of Human Resources (HR) worked with the Confidential Unit to achieve this agreement.

**Follow-up/Outcome**
Human Resources will coordinate with the Confidential Unit, Payroll, and District management to implement and administer the salary enhancement.
SUBJECT: APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE MANAGERS’ ASSOCIATION

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve a one-time, off-schedule salary enhancement for the Managers’ Association as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the Managers’ Association as provided in the proposed agreement.

Reference(s)
Administrative Handbook

Background/Alternatives
The District and Managers’ Association entered into and concluded discussions on the salary enhancement on January 29, 2019.

Summary of the proposed agreement:

• Section 4 – Administrative Contracts:

One Time Salary Adjustment
• 2% of annual salary based on base pay (range/step) as approved on the 2018/19 Salary Schedule.
• Calculated on the salary step occupied on July 1, 2018.
• Employee must have been employed on July 1, 2018.
• Employee must be employed in month enhancement is paid.
• Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.

Coordination
The Associate Vice Chancellor of Human Resources (HR) worked with the Confidential Unit to achieve this agreement.

Follow-up/Outcome
Human Resources will coordinate with the Confidential Unit, Payroll, and District management to implement and administer all provisions of the agreement.
SUBJECT: APPROVAL OF A ONE-TIME, OFF-SCHEDULE SALARY ENHANCEMENT FOR THE EXECUTIVE MANAGEMENT TEAM (INCLUDING THE CHANCELLOR)

BOARD PRESIDENT’S RECOMMENDATION:
That the Board of Trustees approve a one-time, off-schedule salary enhancement for the five member Executive Management Team (EMT) as presented at the February 19, 2019, meeting.

Funding Source/Fiscal Impact
The 2018-2019 Final Budget includes funding for expenditures for the EMT as provided in the proposed agreement.

Reference(s)
Individual Executive Contracts

Background/Alternatives
The Associate Vice Chancellor of Human Resources and EMT discussed the salary enhancement on February 4, 2019.

Summary of the proposed agreement:

- Executive Contracts:

  One Time Salary Adjustment
  - 2% of annual salary based on base pay as approved on the 2018/19 Salary Schedule.
  - Calculated on the salary in effect on July 1, 2018.
  - Employee must have been employed on July 1, 2018.
  - Employee must be employed in month enhancement is paid.
  - Paid in March 2019 payroll provided there has been Board action prior to March 6, 2019.
Coordination
The Associate Vice Chancellor of Human Resources worked with the EMT and the Board to achieve this agreement.

Follow-up/Outcome
Human Resources will coordinate with the EMT, Payroll, and District management to implement and administer the salary enhancement.