



West Valley - Mission
Community College District

DISTRICT COUNCIL - APPROVED SUMMARY OF THE MARCH 7, 2016, MEETING

Present	District Council Member	Representing:
X	Bennett, Rick for Peck, Daniel	Administrator, MC President
X	Kinley, Laurel for Ceresa, Melissa	Classified, Classified Senate President, WVC
	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Abdeljabbar, Wael	Faculty, Mission College
X	Davis, Brad	Administrator, WVC President
X	Farnsworth-Ryan, Cheryl	Administrator, District Administrative Services Representative
X	Hou, Erik	Student, Associated Student Government President, MC
X	Johnson, Tracy	(non-voting) Recorder
X	Maduli, Ed	(non-voting) Vice Chancellor, Administrative Services
X	McGowan, Sean	Classified, District Administrative Services Representative
X	Lopez, Maria	Classified, WVMCEA President
X	Moore, Albert	(non-voting) Facilitator, and AVC of Human Resources
X	Pape, Eric	Faculty, Academic Senate President, WVC
X	Denne, Mike	Classified, Classified Senate President, MC
X	Schmitt, Patrick	(non-voting) Chancellor
X	Sebo, Johnathan	Student, Associated Student Organization President, WVC
	Sobczyk, Joanna	Student Representative, Mission College
X	Wasserbauer, Ann Marie	Faculty, ACE President
X	Williams, Debra	Administrator, Managers Association Representative
X	Winsome, Thais	Faculty, Academic Senate President, MC
	Vacant	Student, WVC
<u>Others</u>	Fenton, Pat; Salazar, Mathew.	

The meeting was called to order at 1:35 p.m. by facilitator Albert Moore.

1. Order of Agenda

Action taken: It was M/S/P (Williams/Bennett; Kinley abstained) to approve the Order of the Agenda.

2. Oral Communications

There were none.

3. Approval of the Minutes

Action Taken: It was M/S/P (Winsome/Wasserbauer; Kinley, McGowan, Sebo, and Williams abstained) to approve the minutes of the February 22, 2016, meeting.

4. Review of the March 15, Draft Board Agenda

Chancellor Patrick Schmitt reviewed the draft March 15 Board Agenda with members, particularly noting the following:

The ESSP will be the Mission College Honors Program.

The West Valley College Tenure item will be removed from the draft agenda and will be placed on the April 19 agenda, as that meeting takes place at West Valley College.

The Consent Agenda includes second- and third-year contract approvals for a number of faculty.

An item increasing the contract with Bryce Consulting, the firm handling the District's Classification and Compensation Study, was added to the agenda. Chancellor Schmitt noted that, even with the increase, the total cost of the study will still be below the budgeted amount.

5. Approval of Administrative Procedures, Chapter 6

Council members discussed revised Chapter 6 Administrative Procedures. Vice Chancellor Ed Maduli explained that procedures do not go to the Board for approval, but they do come to District Council for review.

All chapters of Board Policy were updated in 2012 and some have been revised since. The Chapter 6 procedures have been undergoing development and review over the past two years or so. The procedures were initially brought to DC for approval at the February 8, 2016, meeting. Following discussion at that meeting, the item was continued to the February 22 meeting, to allow additional time for constituent review and feedback regarding any substantive concerns.

Mission College Academic Senate President Thais Winsome indicated that the Mission College Academic Senate would like to have additional discussion on the first three procedure sections ([AP 6200, Budget Preparation](#); [AP 6240, Allocation of Community Support Funds](#); and [AP 6250, Budget Management](#)). Senate records indicate Senators discussed the procedures last year but came to no resolution at that time. They now would like to have further discussion on several items, such as the compensation goal of 'not less than the median in the Bay 10,' and the 'Fiscal Workgroup.'

Vice Chancellor Maduli explained that the Fiscal Workgroup itself is not being reviewed as part of the procedure updates. The Fiscal Workgroup and its charge were approved at the June 8, 2015, DC meeting, after substantial review and discussion by DC and all constituent groups. One of the charges of the Fiscal Workgroup is to review community support funding and allocation. The changes to AP 6240 and 6250 referring to the Fiscal Workgroup are only to make clear that the Fiscal Workgroup has taken over the task of reviewing and making recommendations regarding Community Support Funds from the Community Support Fiscal Workgroup. (The Community Support Fiscal Workgroup was established in 2014 to develop the initial Board Policy for a Basic Aid funds allocation process.)

Dr. Wael Abdeljabbar recalled the extensive Senate discussions at the time the Fiscal Workgroup was proposed, and noted that the Mission Senate had approved the proposal and recommended its adoption by District Council.

Ms. Winsome indicated that she would take those comments back to the Senate regarding AP 6240 and 6250, but requested that AP 6200 be deferred to the next meeting to allow for Senate discussion. Mr. Maduli agreed that this would not be a problem.

There were brief questions regarding other procedures.

Action taken: It was M/S/P (Williams/Bennett) to approve Administrative Procedures, Chapter 6, with the exception of AP 6200, which will return for action at the next DC meeting.

6. Banner Implementation Update

Mr. Maduli reported that Fiscal Services' implementation continues to be right on schedule for live implementation on July 1, 2016. The District's 2016-17 Tentative Budget will be loaded into the new system. Fiscal Services staff is intently working on the move to the new system. A number of staff members have come in on the weekend to be sure they stay on top of their day-to-day responsibilities while devoting time to implementing the new system. In-depth training and testing will continue through April. Human Resources is working intensively on its business process mapping and planning for the move to Banner. Even though the Advancement Module is not scheduled to go live until 2017, initial work is being done to convert the accounting for the Club Accounts.

Mr. Moore reported that Human Resources is also working hard on the project. Several days a week, Banner representatives are present on campus to work with HR staff. They are moving forward to actual implementation training and testing so that in the fall, modules can be tested before going live. He indicated that HR has some backfill, with hourlies providing support; however, there are many things that only the actual specialists can do.

Chancellor Schmitt referenced the Banner Implementation Update at a recent Board meeting, and said he feels very good about the current status of the implementation.

7. **Classification and Compensation Study Update**

Mr. Moore briefly updated the group regarding the Classification and Compensation Study. All classification specifications have been loaded onto a website and these recommendations from the consultants are ready to view. A link was sent out for all constituencies to see the classification recommendations. Regarding the compensation portion, all units were provided with the results of the study and the deadline for review and response to those results was February 29. The consultants will analyze the feedback received and provide compensation recommendations within a few weeks. All recommendations will follow the normal bargaining/meet and confer processes.

8. **Other**

Mr. Maduli reported on the discussion at a recent CBO Board meeting, where it was noted that a number of key people are leaving the Chancellor's Office. Also discussed were the hearings taking place regarding the budget trailer bills. There is a proposed \$200 million for a Strong Workforce Program. The Trailer Bill language statutorily establishes the program to expand the availability of CTE and workforce development programs. The proposal by the Administration would create a regional structure for the planning and development of new or expanded programs and it would use that regional structure to distribute funds to colleges. He also indicated that, ultimately, there will be a COLA lower than that originally proposed.

Mr. Moore discussed the process of Board policy development and maintenance. He noted that it is the Board that establishes all official policy. Administrative procedures are the processes used by staff to implement Board policies. He explained the Community College League of California's Model Policy Service, which we have used for a number of years. Districts were having difficulty keeping up with policy changes made necessary by annual changes in laws and mandates. The CCLC Policy and Procedure Service created 'best practices' policy templates and updates those templates on a regular basis. In 2011/12, the Board reviewed all its policies and moved to the CCLC recommended format. However, it was not a 'vanilla' conversion because the Board included many of its existing policy language that it found valuable and did not want to lose. At that time, it also removed much of what was really procedure and directed that it be put into the Procedures Manual. As policies change, procedures must be updated. The appropriate people establish and modify the procedures and then bring them to DC for approval and recommendations to Chancellor.

Executive Assistant to the Board, Tracy Johnson, reminded DC members that the May 3 Board meeting is a Constituent Conversation and will be held at West Valley College. She urged members to encourage attendance by their constituencies.

Mr. Rick Bennett updated DC regarding Mission College's recent open house, at which 40 volunteer walked students through the admissions process and the services available to them. Ms. Debra Williams indicated that the College experienced an increase in enrollment during the hours of the event, because staff physically enrolled students at the event.

Mr. Abdeljabbar discussed the recent visit of a group from Malaysia who came to tour the Cisco Academy. They were quite impressed and are investigating the possibility of an MOU with Mission College to provide training in Cisco Certifications.

9. **Announcements**

There were none.

10. **Future Agenda Items**

- Distance Learning Goals, Objectives, and Policies
- Discussion of most efficient way to complete procedure changes.
- Review of District Goals.

The meeting was adjourned at 3:00 p.m.