



DISTRICT COUNCIL - APPROVED SUMMARY OF THE FEBRUARY 27, 2017, MEETING

Present	District Council Member:	Representing:
X	Abdeljabbar, Wael	Faculty, Mission College
X	Ceresa, Melissa	Classified, Classified Senate President, WVC
	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Davis, Brad	Administrator, WVC President
X	Farnsworth-Ryan, Cheryl	Administrator, District Administrative Services Representative
X	Goo, Brian	Classified, Classified Senate 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	McMahon, Barbara	Classified, WVMCEA President
X	Moore, Albert	(non-voting) Facilitator, and AVC of Human Resources
X	Pape, Eric	Faculty, Academic Senate President, WVC
X	Bennett, Rick for Peck, Daniel	Administrator, MC President
X	Schmitt, Patrick	(non-voting) Chancellor
X	Wasserbauer, Ann Marie	Faculty, ACE/AFT 6554 President
	Williams, Debra	Administrator, Managers Association Representative
X	Winsome, Thais	Faculty, Academic Senate President, MC
X	Yoshimoto, Lani	Student, Associated Student Government President, MC
	Vacant	Student Representative, WVC
	Vacant	Student, Associated Student Organization President, WVC
	Vacant	Student Representative, MC
Others	Fenton, Pat	

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

1. Order of Agenda

It was noted that Debra Williams was not able to be present so the update on the classification and compensation study as it relates to classified staff would be delayed to a future meeting. Also, her request to discuss the use of ZOOM technology for Banner training has been resolved separately.

Action taken: It was M/S/P (Farnsworth-Ryan/McMahon) 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 (McMahon/Abdeljabbar) to approve the summary of the February 13, 2017, meeting.

4. Review of the March 7, 2017, Draft Board Agenda

Chancellor Patrick Schmitt reviewed the draft Board Agenda with members, particularly noting the following items on the agenda:

- Board tour of the MC Viso Kinesiology Building.
- Oath of Office for new WVC student trustee.
- Administrator contract renewals.
- Mission College tenure-track faculty second and third year contract renewals.
- Mission College tenure approval.

- A service agreement for WVC to provide a foster parent training program.
- Design of a new website for Mission College.
- A nomination of a Mission classified employee for the statewide classified employee of the year award.
- An MOU between MC and Santa Clara Unified School District for a ‘Mission Early College High School.’
- A number of routine business services items.

To save both paper and Printing Service’s time and effort, curriculum packet backup material will be posted online rather than printed in the agenda packet. (The Board’s acceptance of curriculum changes will continue to take place on the agenda; it is simply the curriculum listings that will be posted online.)

5. **Review and Approval of Revised Chapter 6 Administrative Procedures**

Vice Chancellor Maduli indicated that updates had been made to AP6330, Purchasing; AP6340, Bids and Contracts; AP6345, bids, Contracts, and UPCCA; and AP6360, Contracts – Electronic Materials. After discussion at the February 13 meeting, District Council decided to further review the procedures, discuss them in their constituency groups, and provide any feedback to Vice Chancellor Maduli. Mr. Maduli had received no feedback after the February 13 meeting and Council members had no further comments.

Action taken: It was M/S/P (Bennet/McGowan) to approve the revisions to AP6330, Purchasing; AP6340, Bids and Contracts; AP6345, Bids, Contracts, and UPCCA; and AP6360, Contracts – Electronic Materials.

6. **Review and/or Approval of AP5505. Bullying**

Chancellor Schmitt briefly discussed the proposed procedure and asked that District Council members discuss it with their constituencies. It will be agendized for additional discussion at the next District Council meeting, and then return at a future date for approval. In response to a question from Ms. Wasserbauer, Dr. Schmitt indicated that the proposed procedure had been derived from various sources. Mr. Moore indicated that, some years ago, Dr. Victoria Hinds and previous WVMCCD employee Dr. Michelle Donohue had researched best policies and practices at other institutions and drafted most of the language in the procedure proposal.

7. **College Enrollment Reports**

Enrollment continues to be below goal at both Colleges. On February 27, 2017, Mission College reported 2,398.94 FTES, 9.2% below the target of 2,642. West Valley reported 2,700.24, 10.3% below the target of 3,009. West Valley’s percentage for spring as of that date was 53.27%, Mission’s was 46.73%.

Ms. Farnsworth-Ryan asked how under-enrolled classes are handled. How is it determined that a class is under-enrolled, and are under-enrolled classes cancelled? What is done to increase the numbers of classes that are popular to students and would be more heavily enrolled? What can be done to make changes that will positively impact enrollment? Ms. Wasserbauer indicated that it is a complex issue. If a department is meeting its efficiency goal, it does not necessarily have to cancel an under-enrolled class. This might happen if the department is trying to build enrollment in a new class or if an existing class must be maintained in order to allow all students in a particular program track to complete the program. Classes that come under the scrutiny of PGC are examined by that group. Under-enrolled classes in a department that is meeting efficiency would not be addressed at all.

Mr. Maduli discussed the fact that both Colleges are estimating and budgeting for a greater FTES target than is realistically possible to achieve, and have been doing so for a number of years. Because the District is in community support status, it has been possible to make up the shortfall from community support funds, but he believes a serious discussion regarding realistic targets is in order. Although the budgeted FTES target is more than 16,000, he does not believe it is realistically possible to achieve more than 13,500 FTES or so. The Department of Finance recognizes that the state is not growing in terms of community college enrollment. One-third of the districts are declining, one-third remain the same, and one-third are growing.

Ms. Winsome said that the Colleges and District need much better tools than they have in order to accurately and meaningfully analyze enrollment data and trends in order to make necessary decisions.

President Davis said that it is necessary to begin to think in a different way. There are only 2400 high school seniors in the College's service area and typically not more than 1/6 will come to WVC. Both Colleges need to look at other streams of students, at distance education, etc. The pedagogical aspects of each issue should be explored – maybe class sizes should be smaller, books or tuition free, or no fees charged. It is time to try something new because existing forms of marketing are not working.

Chancellor Schmitt said that he has been talking about this issue for at least two years. West Valley and Mission can explore and decide what types of schools they want to be. He believes what the Mission and West Valley have to see in Silicon Valley is excellence, and we would have the per-student funding to make it possible.

8. **Update on Classification/Compensation Study in Relation to Classified Staff**

This update will take place at a future meeting because the requestor, Debra Williams, was not able to be present.

9. **Banner Implementation Update**

Chancellor Schmitt reported that the implementation is moving along relatively smoothly. The plan is for the student module and accounts receivable to go live on April 1 and payroll will go live on July 1.

10. **Request to Have Banner Training Using ZOOM Technology**

The requestor, Ms. Williams, had indicated this issue has been resolved and no discussion will be necessary.

11. **Other**

There were none.

12. **Announcements**

There were none.

13. **Future Agenda Items**

There were none suggested.

The meeting adjourned at 2:05 p.m.