



DISTRICT COUNCIL - APPROVED SUMMARY OF THE SEPTEMBER 25, 2017, MEETING

Present	District Council Member:	Representing:
	Abdeljabbar, Wael	Faculty, Mission College
X	Massa, Cheryl	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	Hampton, Lori for Goo, Brian	Classified, Classified Senate President, MC
X	Johnson, Tracy	(non-voting) Recorder
	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	Ehlers, Gretchen	Faculty, Academic Senate President, WVC
X	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
	Lazari, Mikela	Student, Associated Student Government President, WVCC
	Vacant	Student Representative, WVC
	Sharma, Navsan	Student, Associated Student Organization President, MC
	Vacant	Student Representative, MC
Others	Beard, Jessica; Bennett, Rick; Fenton, Pat	

Facilitator Albert Moore called the meeting to order at 1:35 p.m.

1. **Order of Agenda**

Action taken: It was M/S/P (Ehlers/McMahon) to approve the Order of the Agenda.

2. **Oral Communications**

There were none.

3. **Approval of Minutes of September 11, 2017, DC Meeting (A)**

Action taken: It was M/S/P (McMahon/McGowan; McGowan and Peck abstained) to approve the minutes of the September 11, 2017, meeting.

4. **Review of the October 3, 2017, Draft Board Agenda Items (Schmitt) (I)**

Chancellor Patrick Schmitt reviewed the October 3, 2017, draft Board agenda items and discussed the meeting. The ESSP will be the WVC Study Abroad Program. A highlight of the meeting will be the acceptance of a \$10,000 donation from Faculty Emerita Lydia Harris.

5. **College Enrollment Reports (Davis, Peck) (I)**

West Valley College President Brad Davis reported that the College is above 100% of its enrollment goal without counting late-start classes. Efficiency is 437.6

Mission College President Daniel Peck said that the College is at 98% of goal and he expects to reach 100%. Efficiency is at 445.05.

Those reports are attached to these minutes.

6. **Update Re Bullying Procedure Development (Task Force) (I)**

Chancellor Schmitt indicated that the procedure had been sent to legal counsel for review following the last DC meeting and counsel's comments had just been received that very morning. He shared that counsel said that overall, the policy is in good shape and shows careful thought on the issues concerned. The suggestions are being returned to the task force to finalize and send to the constituencies for final comments. Afterward, the finalized version will be returned to legal counsel for a last review.

The following discussion took place:

The task force will decide whether to delete the words 'civil conduct' in the title. Mr. Moore suggested that they should be deleted because it had been removed from the body of the procedure.

Ms. Ehlers said that DESP feels that the language on mitigating circumstances should not be in the procedure; Ms. Winsome agreed. (Ms. Winsome originally wrote it as a placeholder but replacement language was not received or developed.) Mr. Moore agreed and pointed out that the language regarding investigations does not mention mitigating circumstances.

Mr. Moore suggested the procedure be titled 'Bullying and Bullying Investigations' and the task force thought this was a good suggestion.

The task force will finalize the language, District Council members will take it back to their constituencies for final review, and it will return to the first DC meeting in November for final review following which it will be returned to counsel for their blessing.

7. **Banner Implementation Update (Maduli/Moore/Schmitt) (I)**

Chancellor Schmitt said that there are a number of relatively minor issues that are being addressed, along with a couple of major issues, one of which is the availability of reports from the system. SIG is working to develop basic reports and there are plans to hire a person to continue report development. Issues should be forwarded to Mr. Bennett and Mr. Fenton.

Overall, however, the process seems to be continuing on course and moving forward.

Training issues will continue to be addressed. Payroll seems to be on track for a January 2018 implementation.

Mr. Moore said that there would be a training on absence leave reporting, which will now be online, as will hourly timesheet reporting.

8. **Other**

Ms. Ehlers recalled the discussion at previous meetings regarding faculty email. DESP must sometimes communicate confidential information with both part time and full time faculty. Currently, when an individual is hired, it is the responsibility of the supervisor or the SOC to arrange for email accounts; however, it would be best if this happened as part of the hiring process. Chancellor Schmitt indicated that he would investigate and report to DC.

9. **Announcements**

There were none.

10. **Future Agenda Items**

Mr. Moore reminded that HR had recently provided hiring procedures to DC members for review with their constituencies. This topic will be added to a November DC meeting.

The meeting adjourned at 2:20 p.m.