



**West Valley - Mission**

Community College District

DISTRICT COUNCIL

APPROVED SUMMARY OF THE AUGUST 26, 2019, MEETING

Present	District Council Member:	Representing:
	Abdeljabbar, Wael	Faculty, Mission College
X	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Bullock, Charles (Interim WVC President)	Administrator, WVC President
X	Ehlers, Gretchen	Faculty, Academic Senate President, WVC
	Hampton, Lori	Classified, WVMCEA President
X	Hutton, Susan	Administrator, District Administrative Services Representative
	Maduli, Ed	(non-voting) Vice Chancellor, Administrative Services
X	Massa, Cheryl	Classified, Classified Senate President, WVC
X	McGowan, Sean	Classified, District Administrative Services Representative
X	Moore, Albert	(non-voting) Facilitator, and AVC of Human Resources
X	Do, Thanh	Classified, Classified Senate President, MC
X	Peck, Daniel	Administrator, MC President
X	Johnson, Tracy	(non-voting) Recorder
X	Davis, Brad	(non-voting) Chancellor
X	Disney, Kate	Faculty, WVMFT President
X	Williams, Debra	Administrator, Managers Association Representative
X	Shepherd, Aram	Faculty, Academic Senate President, MC
		Student, Associated Student Government President, WVC
		Student, Associated Student Organization President, MC
	Vacant	Student Representative, WVC
	Vacant	Student Representative, MC
<u>Others</u>	Danny Nguyen, Pat Fenton, Marsha Hovey, Chris Rolan	

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

**1. Order of Agenda**

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

**2. Oral Communications**

There were none.

**3. Approval of the Minutes of the July 29, 2019, District Council Meeting**

Action taken: It was M/S/P (McGowan/Hutton) to approve the minutes of the July 29, 2019, meeting.

#### **4. Review of September 3, 2019, Draft Board Agenda Items**

Chancellor Brad Davis asked if there were any questions about the draft agenda items. He noted that the ESSP will be the 2019/2020 District Budget.

#### **5. FY 19/20 Final Budget Presentation**

Director of Fiscal Services, Ngoc Chim, conducted a presentation regarding the District's 2019/2020 Final Budget, slated for review and approval at the September 3 Board of Trustees meeting.

There was discussion regarding a slide in the presentation that predicted compliance with the 50% Law would be at 46.5%. Ms. Chim indicated that the projection is an estimation and that the ultimate figure will be determined by actual expenditures during the year. It was asked whether the recent bargaining settlement with the faculty union, resulting in salary increases for faculty members, had been included in the calculation. Chancellor Davis said Fiscal Service will verify that the funds were included. In addition, discussions will occur to determine actions that can be taken during the year to ensure compliance; for instance, review of efficiency and FTES goals. He noted that, in any year, 50% law compliance is monitored throughout the year.

Action taken: It was M/S/P (Nguyen/Hutton) to recommend the FY 19/20 Budget for presentation to the Board of Trustees.

[Note: After the meeting, calculations were immediately and Ms. Chim emailed the following information to District Council members on August 28:

After reviewing the 50% calculation in greater detail, I discovered that the budget for the faculty salary increases, which was set aside in a contingency holding account, was not included in the calculation due to the account coding. After adding the amount to the calculation, the result yielded 48.5%. Adjustments will be made to the budget presentation to the Board. Please keep in mind that this is an estimated amount. The actual expenditures at year-end will determine the compliance number. The District will continue to monitor the 50% compliance throughout the year as expenditures occur. Additional controls has been put in place to ensure manual adjustments are made to include items set aside in a contingency holding accounts in the future for the 50% calculation.

The Faculty contract settlement mitigated some of the increase from the non-instructional expenditures. The result of the calculation is still below 50%. The District will be exploring options to comply with the 50% law. Some of the areas the District will be evaluating are:

1. Decrease in Ellucian and SIG consultants
2. Fixing categorical and grant funded positions
3. Review efficiency and FTES goals ]

#### **6. Second Reading and Approval of Emergency Operations Plan**

Police Chief Chris Rolan reminded all that the EOP had come to the previous District Council meeting as a first reading. Managers Association representative Debra Williams indicated that no changes had been recommended by that group.

Action taken: It was M/S/P (Massa/McGowan) to approve the Emergency Operations Plan.

**7. Review of the 4th Quarter Financial Report and Budget Adjustments**

Ms. Chim indicated that the fourth quarter budget adjustments had been discussed in detail at the Fiscal Workgroup meeting. She indicated that Fund 100, the Unrestricted General Fund, and Fund 120, the Restricted General Fund, are healthy. Unspent Fund 120 monies can be carried-over to the next Fiscal Year. She reviewed all remaining funds, and closed by reporting that the District is in good financial shape.

Action taken: It was M/S/P (Hutton/McGowan) to approve the 4<sup>th</sup> Quarter Budget Adjustments.

**8. Review of AP 4300, APs 6150-6335**

These administrative procedures were presented to District Council for information and review. Re AP 4300, Field Trips and Excursions, Ms. Ehlers indicated she would like time to take it to her Senate for review. Ms. Chim pointed out that AP 4300 is an existing procedure to which no change is being made. The revision came forward only to add the line: ‘See also AP 6300, Travel and Conference Reimbursement.’ Ms. Ehler replied that she would take it to the Senate to remind them of the existing process.

**9. First Reading of BP 6155, BP 6335, and BP 7400**

These policies came forward for a first reading. They will return at a subsequent meeting for a second reading and recommendation that they be forwarded to the Board of Trustees.

**10. First Reading of Chapter 3 Board Policy Revisions**

These policies came forward for a first reading. They will return at a subsequent meeting for a second reading and recommendation that they be forwarded to the Board of Trustees.

**11. First Reading of Chapter 7 Board Policy Revisions**

These policies came forward for a first reading. They will return at a subsequent meeting for a second reading and recommendation that they be forwarded to the Board of Trustees.

**12. First Reading, New Executive Class Specification: Associate Vice Chancellor, Facilities Development & Operations**

This new executive class specification was submitted to District Council for review. Members will share the job description with their constituencies as needed. It will return to the next meeting for second reading and approval.

**13. First Reading, New Executive Class Specification: Associate Vice Chancellor, Information & Educational Technology**

This new executive class specification was submitted to District Council for review. Members will share the job description with their constituencies as needed. It will return to the next meeting for second reading and approval.

**14. Second Reading, New Admin. Class Specification: Manager, Contracts Compliance**

This new administrative class specification was submitted for first reading at the July 29 meeting and was returned to this meeting for second reading and approval. No comments or changes were submitted. Chancellor Davis noted that this bond-funded position is not on the wrong side of the 50% law.

Action taken: It was M/S/P (Massa/Hutton) to approve the new administrative class specification: Manager, Contracts Compliance.

**15. Other**

In response to a question from Ms. Williams, Mr. Moore indicated that the trainings related to the

ADA settlement for administration and classified staff have been completed and the ones for faculty are upcoming.

**16. Announcements**

There were none.

**17. Future Agenda Items –**

No future agenda items determined at this time.

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