



West Valley - Mission
Community College District

DISTRICT COUNCIL - APPROVED SUMMARY OF THE JANUARY 11, 2016, MEETING

Present	District Council Member	Representing:
X	Peck, Daniel	Administrator, MC President
	Ceresa, Melissa	Classified, Classified Senate President, WVC
	Chim, Ngoc	(non-voting) Director of Fiscal Services
	Vacant	Faculty, Mission College
X	Davis, Brad	Administrator, WVC President
X	Farnsworth-Ryan, Cheryl	Administrator, District Administrative Services Representative
	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
	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
X	Sobczyk, Joanna	Student Representative, Mission College
X	Wasserbauer, Ann Marie	Faculty, ACE President
X	Williams, Debra	Administrator, Managers Association Representative
	Winsome, Thais	Faculty, Academic Senate President, MC
	Vacant	Student, WVC
<u>Others</u>	Rick Bennett, Pat Fenton, Diana Merino	

The meeting was called to order at 1:35 p.m. by facilitator Albert Moore. Quorum was not present. Approval of the minutes was deferred to the January 25 meeting.

1. **Order of Agenda**

No changes were made.

2. **Oral Communications**

There were none.

3. **Approval of the Minutes**

Approval of the minutes will take place at the January 25, 2016, meeting.

4. **Review of the January 19, Draft Board Agenda**

Chancellor Patrick Schmitt reviewed the draft agenda for the January 19, 2016, Board of Trustees meeting, particularly noting the following:

- The ESSP will be the Colleges' Scorecard Metrics presentations.
- Vice Chancellor Maduli will provide a Banner Budget Report.
- Sabbatical leave requests will be approved.
- Mission College students have voted to implement a mandatory Eco Pass Transportation Fee of up to \$11 per semester.

- There will be opportunity for public comment on the District's collective bargaining proposals to the Teamsters and the Teamsters' proposals to the District.
- Ratification of the tentative agreement between Teamsters and the District will occur.
- There is a resolution in support of the Californians for Quality Schools ballot measure.

5. **Chief Technology Officer**

Chancellor Schmitt discussed this proposed position and distributed a draft recommendation of the duties of the position, which is proposed as an Associate Vice Chancellor. He noted that many schools have a chief technology officer, typically at the EMT level. As proposed, it would oversee both District Information Systems and information technology at the Colleges. He noted that, since technology is so absolutely essential in today's educational institutions, a position such as this is vital.

Chancellor Schmitt distributed information regarding proposed initial duties for the position and asked that District Council members take it to their constituencies for review and feedback. He will bring a formal job description to a future meeting.

6. **2016/17 Budget Calendar**

Vice Chancellor Maduli reviewed the Budget Calendar with District Council. He said that the annual budget development calendar is a guide to ensure that the District develops its budget on a timely basis and is able to meet the state's September deadline. Mr. Maduli noted that 2016 will be the first time a budget is loaded into the new Banner system. The 2015-16 fiscal end of year close will take place early in order to accommodate the work that needs to be done regarding the new system. He encouraged everyone to assist in facilitating the early close by not waiting until the last minute to expend funds or submit paperwork. The end-of-year deadlines have already been published.

7. **Fiscal Workgroup Update**

WVC Vice President of Administrative Services, Pat Fenton said that the group has met a number of times and has been reviewing the 'nuts and bolts' of fiscal planning. At its last meeting, the group discussed the budget calendar and the implications thereof. He noted that the District-level calendar pushes the College calendars in how they have to integrate and set the timeframes for College planning. The Workgroup discussed the Associate Faculty Funding Model, how it works, and some of its parameters, along with the Resource Allocation Model and the balancing act of developing a budget taking into account the FON and the 50% Law. The group also discussed Community Support Funding, where it comes from, how it is applied and budgeted, and the long-term implications of rising PERS and STRS costs. These discussions are laying the groundwork for the Workgroup's more deliberative future discussions regarding the various parameters around budget development, and District funding and planning for Community Support Funds.

8. **Banner Implementation Update**

Vice Chancellor Maduli reported that Fiscal Services' implementation continues to be on schedule. A draft chart of accounts has been completed and, using the decision matrix and feedback loop, is being tested and refined. In-depth training and testing will continue through April. He noted that Finance is using the process to implement any changes it sees to improve processes.

To date, Finance has been able to align workload and proceed using just opportunities for overtime. However, the next months will be faster-paced and backfill will be required as Finance must do several things at once – close the year, implement Banner, and develop the budget.

The 2016-17 District Budget will be loaded into Banner by June 2016. He again reminded all DC members that, as part of the implementation, Finance will close the fiscal year early and that it is important to get all requisitions and other paperwork in early.

Associate Vice Chancellor of Human Resources, Albert Moore, said that Human Resources is beginning its work on business process mapping and planning for the move to Banner. The Banner representative assigned to work with HR is on campus a number of days per week. The workload will be challenging but will be managed by backfill.

Mr. Maduli noted that the budget allowed for implementation of Banner, including backfill and overtime, should be sufficient.

9. **Classification and Compensation Study Update**

Associate Vice Chancellor of Human Resources, Albert Moore, reported that employees have had an opportunity to provide feedback on the consultant-proposed draft classification specifications (job descriptions). About 52% of employees provided feedback and some were re-interviewed. The consultants have reviewed all input and later this month will communicate to each individual letting them know the final recommendations. Any changes made will be reflected in the work of the compensation study team. All employee groups that have membership on the study committee will meet with the compensation study representative to drill down on the specifications used to compare with other agencies and what those outcomes were. Mr. Moore reminded the group that implementation of changes will require meeting with all bargaining units and meet and confer groups.

10. **Other**

Chancellor Schmitt asked that people who want to work on a committee to develop District Goals send him an email.

Vice Chancellor Maduli discussed the recently-released budget proposal by the Governor. He particularly noted the COLA of .47% and reminded Council members that this recommendation is often revised downward as state budget development proceeds. Only 2% is being allocated for growth and there is no augmentation for Student Success funding, adult education, or to help districts with increases in PERS and STRS. He noted that the state's budget proposal will be discussed in detail at the February 16 District Budget Workshop.

11. **Announcements**

There were none.

12. **Future Agenda Items**

- College Plans to Achieve Future Enrollment Goals
- Distance Learning Goals, Objectives, and Policies

The meeting was adjourned at 2:25 p.m.