



West Valley - Mission
Community College District

DISTRICT COUNCIL - APPROVED SUMMARY OF THE JANUARY 25, 2016, MEETING

Present	District Council Member	Representing:
X	Peck, Daniel	Administrator, MC President
X	Kinley, Laurel for 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
X	Hou, Erik	Student, Associated Student Government 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	Lopez, Maria	Classified, WVMCEA President
	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
	Sebo, Johnathan	Student, Associated Student Organization President, WVC
X	Sobczyk, Joanna	Student Representative, Mission College
X	Wasserbauer, Ann Marie	Faculty, ACE President
	Williams, Debra	Administrator, Managers Association Representative
X	Winsome, Thais	Faculty, Academic Senate President, MC
	Vacant	Student, WVC
<u>Others</u>		

The meeting was called to order at 1:35 p.m. by acting facilitator Sean McGowan.

1. Order of Agenda

Action taken: It was M/S/P(Farnsworth-Ryan/Wasserbauer) to approve the Order of the Agenda.

2. Oral Communications

Ms. Laurel Kinley said that WVC Classified Senate President, Melissa Ceresa, had asked her to attend District Council on behalf of the Senate for the spring semester.

3. Approval of the Minutes

Action Taken: It was M/S/P (Winsome/Pape; Kinley abstained) to approve the minutes of the November 9, 2016, meeting.

Action Taken: It was M/S/P (Pape/Wasserbauer; Kinley abstained) to approve the minutes of November 30, 2015, meeting.

Action Taken: It was M/S/P (Wasserbauer/Lopez; Kinley, Hou, and Winsome abstained) to approve the minutes of the January 11, 2016, meeting.

4. Review of the February 2, Draft Board Agenda

Chancellor Patrick Schmitt reviewed the draft agenda for the February 2, 2016, Focus Topic Meeting, at which the annual update on facilities will be presented.

College Strategies and Plans Regarding Enrollment.

West Valley College President Brad Davis said that the College met its goal for winter and is at 80% of its spring goal, which is right where it should be at this point in the registration cycle. The College is making a big registration push with radio ads, video on social media, and lots of registration events. Scott Ludwig is marketing every day using every corner of the media. Outreach efforts directly to local middle schools and high schools are being quite successful. He said the College is strenuously marketing non-credit education, adult education, and programs that make the College unique. He noted, for instance, that Park Management enrollment has been phenomenal.

Ms. Wasserbauer mentioned Vice Chancellor Maduli's idea that students could be subsidized for their first year at the College, a plan that had increased enrollment at a school at which he had previously worked. Mr. Davis said he already plans an announcement at All College Day of a similar plan, made possible by a change in the way Land Corporation funds can be utilized.

Mission College President Daniel Peck discussed the College's initiatives and its focus on increasing outreach and marketing. The College has really boosted the number of ads it runs on the radio and in community newspapers. It is aggressively using social media and increasing its overall presence in the community.

The College is conducting outreach to the local community in order to maximize the services it offers to underrepresented students. New outreach materials have been developed in multiple languages. A series of powerful and well-done radio ads in both English and Spanish are running in which students share their experiences. An additional person has been added to the outreach team. Additional 'Destination Registration' events have been added, along with high school tours and open houses. The changes in the Land Corporation scholarship process will allow the College's outreach efforts to utilize new approaches.

In addition, the College is looking at the mechanics of scheduling and registration. It is updating webpages and looking at certain functional changes, including changes in timeframes, will ease the process of adding classes by faculty. New dashboards will allow department chairs and faculty to have better information to determine when to add new classes. Evening programs will start somewhat earlier and late start classes will be offered with a new focus on general education for students who were not able to get these classes at SJSU.

The College is making sure to have all the components of outreach and then making sure that students have experiences that suit their needs.

5. Chief Technology Officer

At the January 11 DC meeting, Chancellor Schmitt had discussed the proposed position of Chief Technology Officer and distributed a draft recommendation of the duties of the position, which is proposed as an Associate Vice Chancellor. As proposed, it would oversee both District Information Systems and information technology at the Colleges.

He reminded District Council members to take the idea to their constituencies for review and feedback. He hopes to bring a formal job description to a March meeting.

Thais Winsome said she has received questions more than feedback, and indicated that faculty would like to discuss it at an early Senate meeting. Chancellor Schmitt said he would be happy to attend a meeting of each Academic and Classified Senate.

Ms. Wasserbauer said she received questions about how the CTO would be involved in ongoing training for faculty, and Dr. Schmitt said he has envisioned no large role in that area for the proposed position. He also indicated that the position is still at a 'concept stage,' and requirements about the background, education, and experience level of the new position are under development.

President Peck said that one step in exploring the concept should include discussions with the Colleges regarding the proposal, because the technology structure at the Colleges is currently working really well. Chancellor Schmitt will meet with the Technology Committees to discuss.

6. Banner Implementation Update

Chancellor Schmitt reported that Fiscal Services' implementation continues to be on schedule. A cross-walk between Datatel data and Banner is being developed. 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.

7. Classification and Compensation Study Update

Chancellor Schmitt reported that employees have had an opportunity to provide feedback on the consultant-proposed draft classification specifications (job descriptions.) Each employee has received a letter letting them

know the final recommendations. The first step in the compensation study is currently being released for review and feedback. It represents an initial series of data points that will be used to discuss an overall salary plan. Not every job will be listed in this initial step, because the placement of some jobs are dependent on the placement of the same job at another level. For example, the compensation for a Technician Level 1 can be calculated based on the compensation of a Technician Level 2, so it is only necessary to survey and determine the compensation of Technician Level 2 and then extrapolate above and below. The results will be examined group by group to determine any inequities.

8. **Other**

Chancellor Schmitt indicated that Laurel Kinley will spearhead the project of reviewing District Goals.

Dr. Schmitt said he would like to have the Colleges' Distance Learning Committees come to District Council to discuss what is being done on each campus in this area. He asked Council members to discuss Distance Learning with their constituents and determine if there are any questions. He will let everyone know ahead of time when the item will appear on the agenda.

9. **Announcements**

There were none.

10. **Future Agenda Items**

- Distance Learning Goals, Objectives, and Policies

The meeting was adjourned at 2:05 p.m.