



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

Present	District Council Member:	Representing:
X	Peck, Daniel	Administrator, MC President
X	Rogers, Brenda for Ceresa, Melissa	Classified, Classified Senate President, WVC
	Chim, Ngoc	(non-voting) Director of Fiscal Services
X	Abdeljabbar, Wael	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	McMahon, Barbara	Classified, WVMCEA President
X	Moore, Albert	(non-voting) Facilitator, and AVC of Human Resources
X	Pape, Eric	Faculty, Academic Senate President, WVC
	Denne, Mike	Classified, Classified Senate President, MC
X	Schmitt, Patrick	(non-voting) Chancellor
X	Sebo, Johnathan	Student, Associated Student Organization President, WVC
	Sobczyk, Joanna	Student Representative, Mission College
X	Hobbs, Rick for 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>	Fenton, Pat	

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

1. Order of Agenda

Action taken: It was M/S/P (Farnsworth-Ryan/Rogers) 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 (Winsome/McGowan; Hobbs, McMahon, and Rogers abstained) to approve the minutes of the March 7, 2016, meeting.

4. Review of the April 19, Draft Board Agenda

Chancellor Patrick Schmitt reviewed the draft April 19 Board Agenda with members, particularly noting the following:

- The ESSP will be the West Valley College Title III Grant.
- The Consent Agenda includes second- and third-year contract approvals for a number of faculty members.
- Both West Valley and Mission Colleges will award tenure to faculty members.
- The Citizen’s Bond Oversight Committee’s annual report will be reviewed and accepted, and Mr. William Hult will be reappointed to the Committee.

5. Review and Approval of Administrative Procedures, AP 6200 and 6700, and Chapters 3 and 7

AP 6200 had been discussed at the March 7 DC meeting. At that time, the Mission College Academic Senate indicated it would like additional time to review and discuss, and the approval was deferred to this meeting.

ACE representative Rick Hobbs mentioned the Senates' concerns over the change to the language regarding the District's compensation goal. Vice Chancellor Maduli said that this change was discussed and recommended several years ago by ABOC. He noted that, currently, the District's compensation package of salary and benefits is above the median.

Chancellor Schmitt indicated that he does not recommend using a specific number or percentage as a goal. He recapped the salary increases and COLAS given over the past four years, and said that his intention is to continue with a sustainable plan for future salary enhancements.

Associate Vice Chancellor of Human Resources, Albert Moore, opined that AP 6200 is a business services procedure section and that language regarding compensation goals really does not belong there. He went on to point out that the District offers a generous benefit package and he discussed the caps and other benefit restrictions in place at a number of other districts. There was brief discussion regarding the classification and compensation study.

Mission College Academic Senate President Thais Winsome said that the Senate voted to endorse AP 6200, AP 6700, and both chapters. There are some language changes they would like to suggest in the future and request the opportunity to review and comment during future updates.

There was additional brief discussion regarding AP 6700 and Chapters 3 and 7.

Action taken: It was M/S/P (Winsome/Abdeljabbar; Hobbs and Sebo abstained) to approve Administrative Procedures 6200 and 6700.

Action taken: It was M/S/P (Winsome/Rogers; Hobbs and Sebo abstained) to approve Chapter 3 Administrative Procedures.

Action taken: It was M/S/P (Winsome/Abdeljabbar; Sebo abstained) to approve Chapter 7 Administrative Procedures.

6. Fiscal Workgroup Report

Mr. Maduli reported on the last meeting of the Fiscal Workgroup, at which the Fixed Cost Schedule and the Associate Faculty Funding Model were reviewed and discussed. Embedded in the Associate Faculty Funding Model is the recommendation from the District Enrollment Management Committee of a 2016/17 enrollment goal of 14550, total. The Workgroup recommends approval of the FC Schedule and the AF Funding Model.

7. Review and Approval of 2016-17 Fixed Cost Schedule

Mr. Maduli reviewed the 2016-17 Fixed Cost Schedule, pointing out a number of areas of change, including:

- There was a decrease in the LMS budget due to the Colleges' moves to Canvas
- Funds were added to the Banked Leave account, due to a Districtwide shortfall
- A new fixed cost category was added for ADA accommodations, with the funding to be managed by the Colleges
- Vacation payout has increased

This FC Schedule is for use in the development of the District's Tentative Budget. It will be reviewed again during development of the Final Budget and will be brought again to DC for approval at that time.

Ms. Winsome asked for the definition of a fixed cost and how an item could be assigned to the fixed cost schedule. Mr. Maduli replied that there is not a specific definition but that items can be recommended to the Vice Presidents of Administrative Services at the Colleges for inclusion. Mr. Fenton indicated that he, Mr. Bennett, and Mr. Maduli are trying to reduce the number of items on the list. They are careful and thoughtful regarding any additions to the list. He noted that having an expense moved to the Fixed Cost List does not mean the expense goes away; it is merely moved to another area of the budget.

Action taken: It was M/S/P (McMahon/Farnsworth-Ryan) to approve the 2016-17 Fixed Cost Schedule for use in the Tentative Budget.

8. Review and Approval of Associate Faculty Funding Model

As DC reviewed the funding model, it was pointed out that the model reflects current conditions, including existing salary schedules. If there are future changes in the salary schedule, the model will be recalculated.

Action taken: It was M/S/P (McMahon/Pape) to approve the 2016-17 Associate Faculty Funding Model for use in the Tentative Budget.

9. First Reading, Proposed Administrative Position Description, Athletic Director

Mr. Moore explained that new or significantly-revised administrative job descriptions are reviewed by District Council prior to adoption. This is a new position. Mr. Pape indicated that the WVC Kinesiology Department voted to approve the position description. In response to a question from Ms. McMahon, Mr. Moore indicated that classified positions will not be affected. It shifts the position to administration, but classified staff in the area will still be employed.

President Peck reported on discussions at the College about five years ago regarding the health, safety, and liability aspects of the area, and whether there is the need to have administrative oversight. Going forward, there will be discussion regarding the need for a similar position at Mission College.

Mr. Hobbs expressed a number of questions he had regarding the position. He did not believe it had gone through participatory governance. Also, the structure of the athletic areas is different at each college. It appears to him that the language reflects the WVC structure but would not apply to MC as written.

Mr. Moore pointed out that this classification specification was the result of the Classification and Compensation study and is listed as an administrative position because that is what it is. He said that he is sure there will be a consultative process at Mission before it is used there.

Chancellor Schmitt said that the position has been brought to District Council as a first reading, and it should now go back to the Colleges to work out the language. As with any job description, a list of duties is reflected, but the Colleges do not have to implement in exactly the same way.

There was discussion regarding whether the position should be a faculty position or an administrative position, and whether both Colleges must use the same position description, because the programs at the two Colleges are very different. Mr. Moore said that the classification consultants determined that the duties of the position fall into the administrative area. Chancellor Schmitt indicated that this is not a teaching position and that none of the duties are instruction.

Mr. Davis said that any additions that Mission needs to make to the job description will be acceptable to WVC. Mr. Moore said that the Colleges will work together on the job description, which will be brought back for a second reading at the appropriate time.

Action taken: It was M/S/P (McMahon/Farnsworth-Ryan) to accept the first reading of the proposed administrative position of Athletic Director.

10. Review Progress toward Accomplishment of 2015-17 District Goals -This item was moved to the April 25 meeting.

11. Banner Implementation Update

Mr. Maduli reported that Fiscal Services' implementation continues to be right on schedule for live implementation on July 1, 2016. The District's 2016-17 Tentative Budget will be loaded into the new system. Fiscal Services staff continues to work diligently on the move to the new system. With about two and half months left before going live, they are going to the last training session and developing all procedures pertaining to General Services and Fiscal Services. End-user trainings have been scheduled and times will be announced as the dates get closer. The implementation is going well and is on-track.

Rick Hobbs expressed his understanding that all course information will need to be entered by hand. Dr. Schmitt said that if this is the case, the resources will be available to make it happen.

12. Classification and Compensation Study Update

Mr. Moore briefly updated the group regarding the compensation portion of the study. All units were previously provided with the results of the study; the deadline for review and response to those results was February 29. The consultants reviewed the responses received and met again with the bargaining units. The final recommendations are being prepared and will be presented to the District in a final report. At least one of the units has decided to do some research on its own, and HR is assisting them by providing information that will make the process easier.

13. **Other** - There were none.

14. **Announcements** - There were none.

15. **Future Agenda Items** - There were none.

The meeting was adjourned at 3:30 p.m.