

**MCAS Shared Governance Report
Monday, Oct 20, 2008**

These are just my own notes, not official meeting minutes. If I have made errors, I will be happy to correct them. Sk

Graduation: Graduation has been scheduled for the Santa Clara Convention Center for Sunday, May 31, 2pm.

“Satellite” campus issue: Trustee Stampolis indicated that the purpose of the agenda item he requested was not to diminish Mission College in any way or to create a parent /satellite campus structure, but rather to get the two Academic Senates together to reconvene the District Academic Senate.

Land Corp meeting minutes and agenda are now posted on the District website:

<http://landcorp.wvm.edu/calendar.php>

Their bylaws are at: http://landcorp.wvm.edu/LandCorp_Bylaws.pdf

Board Meeting 10/2/08

3.2 Report of Closed Session Action – no action

5.1.I.b. Question about the urgency about hiring another district police officer. Why is it more important than a classified or other position? There is currently a hiring freeze. The only positions that are coming forward are deemed absolutely necessary. This position was in the hiring process when the freeze took place, so the Executive Management Team reviewed it and felt it was a safety issue, so they recommended that the position move forward. If we don't have this officer, there will be little or no overlap. If an officer calls in sick, somebody will have to work a 10 hour shift. The EMT has said that they want at least one officer on each campus during class times. We currently have 9 officers down from 11, 7 on patrol, others are managers. It is difficult to have coverage after 10pm. Currently we do have coverage after 10pm, but not with consistency. Most of this position is paid for out of the parking fund. There are many incidents that occur between 10pm and 2am There were 262 law enforcement events in the District during those hours in 07-08 academic year. We used to have 24 hour coverage.

If there is a critical situation, the Sheriff's dept or Saratoga or Santa Clara Police Depts are called, but often a District police officer from the sister campus gets to the situation before the outside law enforcement does. If this person were hired, she would begin as a solo police officer June 26; however, her employment with the District begins Oct 26, 2008. Between Sept and June she will be going to the training academy. This is the norm. Police departments hire candidates and then send them to training. There were concerns raised regarding the budget deficit and the fact that this person would be paid, but not begin working as a solo officer until June. Concern that this position is not an income generating position. Should we be funding it in a fiscal crisis year? This position's funding was not included in the approved 08-09 budget. Chancellor – there are sufficient

funds in the parking fund and general fund to cover it, though. We will need to move expenses from other areas to cover it. It's a matter of priorities. Concern that at the last BOT meeting, there was a lot of discussion about the budget deficit and the ways it will affect the colleges. The total cost of the position is about \$79,000. Some felt the benefits to the district outweigh the concerns. A reminder that the Land Corp has given \$500,000 to the district for emergency response management. This position would add strength to this high priority of the district.

This position went through the shared governance process and was approved through that process. Many officers in the district and district students, faculty and staff spoke up in favor of the hiring.

5.2 Academic Retirement: Steve Peltz, Distance Learning & Instructional Technology, WVC, Length of service: 33 years. Dedicated and beloved member of the district community; boy scout leader; photographer of over 300 weddings, baseball card collector, bought a house in South Carolina to retire in; renaissance man.

5.3 Classified Retirement: Larry Carvalho, Facilities, Mission College. Length of service: 23 years. 1990 began the "Larry and Gary era" at Mission College. He and his wife Patsy have raised 3 boys and a girl and have several grandchildren. He is a NASCAR enthusiast. Kurt Hibner, Rhoda Curry, Harriett Robles, Ed Kleppinger and Worku Negash spoke eloquently about the dedicated service of Larry over all these years.

Items 6.6 and 6.7 passed: Approve contract increase with Terra Search Inc, for special testing and inspection services at the information systems building project and

Resolution No 08100201 to establish the 2008-09 appropriations limit at \$216,551,688,72– this item is a state legal requirement to set the outer limit of possible expenditures by the district – as the Chancellor said, this outer limit will not be reached in his lifetime.

MC President's Report: Char Perlas, Ian Walton, Jane Patton, Cindy Vinson, Carol Beck, and Cathy Cox are serving on statewide academic senate committees. Oct 9 MC will hold its student health fair and will have another Asian American Speaker event, Steven Funk, conscientious objector. New beautiful brochure for our Music Program featuring our Music Faculty, created by our talented Graphic Artist, Carmen Pagen. Oct 9, Active Shooter Response Training. In 2007-08, 262,000 visits to the MC library, 47,000 items borrowed, library database searches 202,000 – this reflects the investment we have put into our library. We were cited for our outstanding library by the accrediting team.

WVC President's Report: There was a Saratoga City Council/WVC joint meeting – a positive meeting. WVC Jazz Band playing this Friday. WVC Educational and Facilities Master Plan process has begun; first strategy session was just held. Hope to have it completed in May and brought to the BOT.

Chancellor's Report: updated facilities plan sent to the state per state requirements. Apparently, on Sept 2, 2008, the state Chancellor's Office notified all districts that a 2008 state education bond would not be in the November ballot. It would be postponed to 2010. Normally, the system office goes out for a statewide bond every 2 years (even numbered years). The impact statewide is that 08-09 and 09-10 construction and maintenance projects that are not funded with current state education bonds will be postponed until 10-11 to be resubmitted to the state to compete for state funds. Districts have been given the opportunity to revise their construction plans. The impact that this will have on Mission College will be that the projects that were originally going to happen in the same year will now happen in 2 separate phases (see Harriett's email).

Originally, there was going to be a single project to replace the Main Building at a cost of \$112,000,000 with 50% from Measure H funds and 50% state funds (\$56,000,000 each). With adjustments made by the state specialists, the cost was reestimated to be \$144,000,000 which would require \$72,000,000 from Measure H and \$72,000,000 from state funds. With this re-estimate and the lack of additional state funding this year, the district will not have enough Measure H funds to fully fund the project. In order to fully use the Measure H funds, the revised facilities proposal will be submitted as 2 projects to replace the Main Building.

Project 1 will be to fund Building 1-D fully funded by Measure H for a total cost of \$54,000,000. Project 2 will be to build the remainder of the buildings with a total cost of \$76,000,000 with \$38 million Measure H funds and \$38 million in state funds. (Project 2 includes the Main Plaza Landscaping and Demolition). Some concern expressed that, although the district received notice of this change on Sept 2, this was not brought to the attention of the BOT at the Sept 4 meeting. This item will be agendaized for the next BOT meeting (Oct 16) so that Mission College staff can attend and hear the discussion which will affect MC directly.

We are possibly in for a rougher time for 09-10 in terms of receiving state funds. We are looking at possible mid-year cuts this year due to the accepted state budget.

Voter registration event at SJSU, cosponsored by our District – covered by local media, Mercury News – well-attended. Some video shown of the event.

There was mention of an article regarding San Mateo County's losses due to investments with Lehman Brothers. The Chancellor reported that we have reviewed our investments and found no investments with failed financial institutions.

8.1 Revision of District Policy Manual Ch. 6 – concern over language that changes the requirement for a balanced budget to “the District will follow a plan that strives for a balanced budget”, changing the wording from “requires” to “strives”. Where did that change in language come from? The state requires that we submit a balanced budget every year. These language changes were first made by the Interim Vice Chancellor of Administrative Services, then was reviewed at the Board's Audit and Budget Advisory

Committee on 6/17/08, then went to District Council on 7/09/08, then to DBAC on 7/16/08, then to District Council again on 8/27/08.

Ed Kleppinger stated that these changes were made by the Interim Vice Chancellor and brought to DBAC. DBAC was not happy with the document and sent it back for revision. Not all the members of DBAC caught this change in wording. There were many changes to the original document that DBAC reviewed and made many recommendations for changes. The BOT made further recommendations for changes in language. There was a recommendation to change the language from “ Total salary and benefit costs should be comparable with the other California community colleges in the local Bay Area” to “Total salary and benefit costs should be at or above the median for the Bay 10. “There was a recommendation to send it back to District Council and DBAC for more review.

DCC meeting 10-6-08

CC 219-220; 12-2p

Present: Jim Burrell, Paulette Lino, Penny Johnson, Norma Ambriz-Galaviz, Nancy Parker-Cornejo, Steve Lipman, Alan Chandler, Jeff Nelson, Linda Retterath, Mina Jahan, Clement Lam, Ellen McAlister, Danny Nguyen, Monica Rivas, Rachel Lowenberg, Judie DelFrate, Christina Oborn, Dan Sanidad, Tim Karas, Stephanie Kashima

- I. Minutes approved for Sept 29.
- II. New DC member: Steve Lipman for Communications Division – replacing Dianne McKay
- III. Organizational Review Team Visit with DCC – they will be asking a lot of questions – who will be attending: Ellen McAlister, Jeff Nelson, Rachel Lowenberg, Clement Lam, Monica Rivas, Judie DelFrate
- IV. VTEA Survey – Christina Oborn – VTEA funding is based on student count of vocational students who are economically disadvantaged – we need an accurate count – should go to Paulette Lino in A&R – after it is inputted in Datatel, it is reported to the state. Forms were passed out to be completed. Currently funds go to HM, Floristry, Child Development, Art, among others. Instructors will receive forms to distribute to their students if the class is designated as vocational. There is also a web version of the survey for distance learning courses.
- V. Office of Instruction proposed faculty contract timelines – only for associates and overloads. One DC still waiting for the correct software - InformFiller. Mina will take care of it.
- VI. Title V Coordinator for Spring 2009 – offering the opportunity – taking some basic skills and matriculation money to fund someone to work on SLOs and assessment plans – Stephanie has agreed to give up her Title V work to do the SLO/assessment work. This position is .5 release time for Spring and Fall which is wrapping up the last year. Looking for excellent writing skills and ability to respond to grant requirements. Refer any interested parties to Norma. What is happening with Assessment Coordinator position. Because of

our budget situation, we cannot hire any Fund 100 positions. The Board is not approving any new positions from this fund except for instructional positions which they are considering. So it was decided to fund the activities of this position rather than going out for the position. Since most of the Basic Skills depts. have completed their SLOs, will the funding of the position from Basic Skills money be a problem? Basic Skills still need to complete assessment plans for all courses and their programs, the SLO Assessment coordinator will still be doing considerable work with Basic Skills programs.

- VII. Basic Skills Request for Funding Form – Mina Jahan is currently the Budget Director for the Basic Skills Initiative. The Coordinators are Pat Hudak, Curtis Pembroke, and Thuy Trang. A website has been built. The one year and five year plans will be posted there. Currently there is \$213,000 from 07 and \$100,000 from 08 that we haven't touched. \$160,000 is carryover from 2006 . We have until June 30 of 09 to spend. June 30 deadline to spend the \$213,000 and \$160,000. We have contracts with Coordinators and the SLO Assessment Coordinator. We have remaining money to spend on conferences. The instructors should talk to Division Chair before submitting funding request for conference attendance. Mina will communicate with Division Chairs regarding budget requests. The money for tutorial services needs to be released quickly so that tutors can be hired. BSI money cannot be used for support of a program. It can only be used for budget augmentation. We have allocated about \$40,000 for equipment. Basic Skills includes any skills that are precollegiate – ESL, precollegiate Math, precollegiate English, precollegiate Reading, basic computer skills, learning skills. The BSI team is analyzing the coding of all basic skills courses to ensure that we are getting all the basic skills funding that we are entitled to. Mina asked permission to send email to all users regarding conferences and ask them to discuss with Division Chairs.
- VIII. Main Building Facilities Planning Project – state has decided not to go out for a bond in 2008, so districts like ours will not be getting the funds that had been promised until 2010. The impact on our district is that we will need to use money differently: since WVC has already started building, their monies are already secured; however, MC hasn't broken ground, so we will need to use Measure H monies to completely fund Main Building replacement building #2 which is floor 2 – classroom space. For Main Building replacement building #1 which is the replacement of floors 1 and 3, we will be using 50% local bond funds and 50% state funding that we hope will come through in 2010 if the bond passes. The benefit is that the state is going to allow us to use the entire Main Building after we build the classroom building which will give us more square footage. Previously the state had required that we demolish the Main Building before using the new buildings. Why is Mission behind WVC in building thus endangering the future of our facilities planning? The money appears to be languishing somewhere without moving forward with building.
- IX. Admissions and Records Issues Update

- a. Census date: due date – why was the Sunday before Census date scheduled for IS maintenance. Having the calendar set is helpful. The 09-10 schedule has been finalized. Paulette and Arlene are aware of these issues and will be addressing them with IS.
- b. Instructor Access issues – some instructors, when they logged in, had a Sept 7 census date – IS forgot to turn on the correct mechanism – so rest assured that for next semester, they have included that on their working calendar so we won't see this problem again. If they had been turned on correctly, we would have been able to drop students from the census roster. Datatel didn't block a lot of students that don't meet prerequisites. When a student comes in with a prerequisite challenge form and an add form, they automatically add them in and it goes to assessment. Then John Spencer communicates with A&R. Please write a report detailing the issues. These students have not passed the previous class. Dan S. ran a report of students who had not passed the previous class and had those students pulled from the rosters of the next class. For F08, registration began in April 08. The system still allows them to register for classes without a pass in a previous class. The reverse problem is true also where students who are in a level 1 class are not being allowed to register for level 2 classes which are offered in the same semester even though they should be allowed to. Paulette will follow up with IS. There was a question about sending an email to students when an instructor is absent. The danger of sending out a lot of email from one server is that other outside servers will tag our server as a spam server and block our emails, so Angel is the best method for sending out these messages. You can get on the blacklist of companies like Google, Yahoo, AOL. Could SOCs and Division Chairs be given access to Angel to notify students of absences and for sections that are cancelled. Some Division Chairs ask their instructors to send an Angel email to students to notify them of cancellations.
- c. Late start/short term: census regulations – can we adopt a consistent one date census date? no – it has to be a date that is 1/20th of the total class meeting dates. Short term classes may have a different census date than regular 16 week classes. It would be easiest to have short term class instructors turn in their forms right after the first class meeting.
- d. Future discussion items: policy on grade changes – what should the time limit be? within a year for an incomplete? It has become apparent that some grades are being changed by instructors years after the class was completed. There are some cases where the instructor submitted a specific grade, but something else shows up on the student's records and the student doesn't realize it until years later when they are applying to a program or something similar. The instructor has then changed the grade because it was a system error. Sometimes students want a CR changed to a C – is this a problem? The issue is the time lapse. An instructor can change a grade anytime they find a mistake that has been made. We don't want students to assume they can ask for grade changes anytime. We need

to communicate that grade changes should be within reasonable time frames. Norma is asking for a small group to study this issue. There are some questionable cases happening.

- e. We need to make sure that the records we submit as instructors are accurate – census rosters, grade submissions – because all these records are subject to auditing by the state – changing an NC to an A without justification is not acceptable. Steve and Ellen volunteered to draft some language regarding guidelines. Some colleges have a 2 semester deadline for grade changes.
- f. Class time overlaps – Title 5 regs do not allow students to register for classes whose times overlap – unless each instructor specifies how the missed time will be made up. 30 minute overlap is not acceptable.

Norma would like to meet with DCs again this week – Wed 9-10a – E2-302?

GAP meeting 10-8-08

Minutes from 10-1 were approved

When are BOT meetings going to be videotaped – it is very costly and they have decided to postpone this

Enrollment Update – F08 numbers have exceeded Fall goal by 200 FTES - #s tracked through Census and 10 days after Census – do it one week thereafter – now are teasing out Late Start and Short Term classes separately and will track those too – PGC is discussing how to manage the enrollment this year – our FTEF was severely reduced by 25FTEF from last year because we did not meet goal last year – they are struggling with how to meet the FTES goal with a reduced FTEF – trying to understand the contract language so that we can be on the same page – do we know how much Positive Attendance will be added to this #? (about 100), so we are looking at 300 increase in FTES

Budget Update – we are seeing impact of the budget reduction, especially in Fund 17, cannot process requests, BOT decided to cut it by \$1 million – still some discussion as to how to cut that because there is no \$1 million to cut there – college is trying to help district see that the money is not there – there are a few requests we will discuss with Administrative Services Vice Chancellor – out of Fund 17, MC is 600 thousand, District 500 thousand, WVC 400 thousand

Worku is meeting with each Fund 17 budget manager to look at past expenses and needs and where there might be some possibility of change in funding. When Tom Kesey returns end of Oct, we should have a clear picture of what the status of those funds is – the actual transfer doesn't take place until the end of the year, so we do have time to work with the numbers

State is having problems similar to ours – there may be mid-year cuts because the state budget included projections that are not being realized – Worku is going to Sacramento to attend a state budget workshop

Accreditation Update –

Penny – 21 items under Student Services – currently working on SLOs and Program Review – waiting on the Program Review timeline – Program Review link will be on homepage of Inside Mission – request to have link to SLO documents on Inside Mission – there are some who are not on the “all mission users” email list and don’t receive all documents – they can find the docs on Inside Mission – talk to Mary about sending out message re Program Review new timeline to all users including nonfaculty

Worku – 26 items – 8 are in CBAC – 5 in facilities – 5 at Classified Senate – 6 at District level – 2 at Office of Administrative Services – DBAC is still working on developing/adopting anew budget model – all of the college items should be completed within the week – both colleges have expressed concern about how facilities maintenance is prioritized – the presence of Javier will improve this coordination

Harriett - 29 items – 30% are high priority dealing with HR and staff development – she has appointments to discuss each with those bodies – for most, just need to update evidence – in regard to administrative turnover, James Andrews has sent out a survey to all administrators to complete – in regard to the BOT, may schedule a study session to allow them to review their strategic goals so when they develop the budget priorities, they can refer to them in Jan – review of participatory governance, a high priority item that we will need a weekly update on

Deadline for completion of agenda items is Nov 30 – then we prepare our draft report to WASC – Daniel will put together a progress report and bring to GAP in late Jan – will go to BOT – then to ACCJC by Mar 1 – all timelines for completion of agenda items is on Inside Mission College

Daniel has selected a person to assist with the coordination of the accreditation items. This is a short term, project-based

Senate – Discussion on Academic Freedom – talk to Ian about having a study session with BOT and others with Ian facilitating – talk to Norma

How and when should we review the college mission statement/core values and goals/objectives and the educational master plan? Recommendation – best to do it as an adjunct to Program Review while all the governance groups are thinking about these issues – proposal for PRC to create a check-off list that programs submit and these are submitted to GAP to review – it would be nice to have all these items reviewed by end of Spring semester – GAP review the feedback in May – shared governance groups would review these statements during the Program Review process – let’s draft something simple to bring back to next meeting or 2 – Daniel will bring it back

Basic Skills Initiative

Mina, as part of the Basic Skills Initiative is initiating a review of all basic skills course to ensure they are accurately coded so that we are getting the additional funding that is awarded courses that are coded as basic skills – some corrections were made in 2007, but we are doing another review in Datatel to ensure the state report matches Datatel – 20 faculty and staff participated in the BSI meeting last Friday

CBAC meeting 10-8-08

CBAC minutes are posted on Inside Mission.

Present: Worku Negash, Norma Ambriz-Galaviz, Monica Rivas, Judie DelFrate, Queenie Chan, Elena Steede, Renee Ruzicka, Clement Lam, Penny Johnson, Mary Ashley
Approval of minutes for 9/24 and 10/1

Accreditation Self Study Planning Agendas – Worku passed out a list of his items including those that pertain to CBAC directly

Worku is trying to clarify with the District whether the \$500,000 reduction that took place in Summer 08 was a one-time reduction or an ongoing reduction.

Worku gave updates on each planning agenda item:
there is a standing budget for summer school
there is a timeline and base budget for summer school
we have already linked district and college budget timeline
we are working on revising the college budget allocation model
we do not have ongoing funding for instructional technology
we have aligned our college budget allocation process with district policies/procedures
Worku is working with the CBO (Chief Business Officer) group to respond to the FCMAT recommendations

Must complete all items by end of November

Org Review Consultants will be visiting Mission on Oct 22 and will be meeting with CBAC for one hour

CBAC meeting next week (10/15) – proposal to hammer out a new budget model and process – Stephanie will facilitate – Worku will be away at state meeting

Linking Program Review with Resource Allocation

The Program Review Committee is recommending that its rubric be tied to the budget allocation process and that CBAC create a rubric that includes the PRC rubric and adds the Ed Master Plan and Mission Statement/Core Values/Goals/Objectives and the

existing criteria that CBAC uses – perhaps do away with the automatic allocation of funds to categories such as Big Ticket Items and Strategic Directions

DCC meeting 10-13-08

Present: Judie DelFrate, Ellen McAlister, Jim Wilczak, Clement Lam, Linda Retterath, Steve Lipman, Rachel Lowenberg, Norma Ambriz-Galaviz, Rod Pavao, Jeff Nelson, Alan Chandler, Jim Burrell, Monica Rivas, Stephanie Kashima

I. Start/Stop time Grid – for 3 different time frames in the afternoon, the Office of Instruction changed the passing time from 10 minutes before class and zero minutes after class to 5 minutes before and after each to allow passing time between all classes.

Some dept chairs scheduled classes not aligned with the scheduling grid. The Office of Instruction changed some of them in the Spring schedule. Schedules are typically rolled over from the past year. Must double check our schedules every semester to make sure old times are not being rolled over into new schedules. Student Attendance Accounting Manual requires a passing period between classes. Also, you must state the actual start and stop periods of the class.

II. Independent and Directed Studies – Independent studies is for when a class is cancelled, but a student needs the class for graduation, IS will be offered for them from the catalog. Directed studies is not a class from the catalog. It is a newly created class for a particular student. There is some confusion among instructors about what the requests are. Both of these types of study are initiated by a request to Division Chairs. Currently there are not standards for approving IS or DS. There should be a standard of rigor. A course outline and SLOs should be submitted. There is also a workload problem being created due to this possibility. Students shouldn't be able to select the instructor. That should be the prerogative of the Division Chair.

In re: to repeatability, can a student take a class not for credit? That's an audit. There are currently no known policies on Directed Studies or Independent Study. There is a draft of a policy, but the OI doesn't have a record of it. [Request for senate to look for records of a policy and to see if the draft adheres to Title 5](#). In general, directed studies don't transfer, but independent studies do. Jim W will revise the existing application form and bring it back to the DCC.

III. Enrollment – Jim W. handed out a document detailing our FTES and FTEF for Fall and the year and our efficiency goal and needed for the remainder of the year.

IV. Winter/Spring schedule – currently the OI is scheduling a meeting with the SOCs to discuss getting contracts done before Christmas holiday.

V. Office of Instruction reminders: office hours, greensheets, unsupervised students, start/stop times, breaktime, early alert compliance, finals must be given, dead week -

concerns expressed about the short timeline for early alert – who set it up? – matriculation – perhaps we need to talk to Penny – the Senate could also discuss the early alert policy – is dead week a senate policy?

VI. Accreditation compliance update – Norma asked for updates on the DCs accreditation items to be sent to her – update the % of progress update – if there has been no movement, let Norma know asap – there are about 50 agenda items under her leadership – she would like to know which need her attention now.

VII. Faculty appraisals – Each DC got listings of deadlines for appraising tenure track faculty and the second is for regular tenured faculty. The group went over all the deadlines. Emergency hires – associate and ft – should be evaluated their first semester. Send Ellen and Norma the existing Title V faculty eval form.

VIII. Job descriptions for Division and Dept chairs and evaluations – Norma handed out the job descriptions. There is a role that Division Chair holds in the scheduling process which is listed in the job description.

VIII. Meeting with Organizational Review Consultants – a recommendation for the Division Chairs to come prepared to answer questions, but also to ask questions. A recommendation to draft an explanation for why the division chair structure was created in the first place. Not all faculty were in favor of it to begin with. To some, it appeared to be a request for faculty to do administrative work with no additional compensation. But the push for this structure was to engage faculty in decision-making – to create a shared governance structure. When the college first started, there was a lot of faculty engagement and sense of ownership. But soon, a hierarchical structure was created and faculty felt disenfranchised – administrators were removed from faculty. Then a new president came in to flatten out the structure again to recruit faculty into management roles. PGC, CBAC and DCC then became key committees where faculty made decisions regarding budget allocation, faculty allocation and other operational decisions.

Division chairs bring academic viewpoint and rigor to campus decisions. [Request data from consultants](#). Even though a flat structure was created, every year a new administrative position is added. One of the areas the DC council could strengthen is to have year-round coverage on a more consistent basis. Perhaps the structure is not the issue, it is the faculty sense of empowerment in decision making.

IX. Satellite Campus – discussion of Trustee Stampolis’ agenda item – the item as it was presented by the trustee was to consider 2 proposals:

1. to consider the creation of 2 different districts
2. to consider the joining of 2 college into one (no mention of a satellite campus)