

Yosemite Community College District

District Council Meeting Minutes

Gene Bianchi Community Center, Conference Room 1

January 27, 2016

Members Present: Errin Bass, Curtis Martin, Debbie Partridge, Dorothy Pimentel, Joan Smith, Jill Stearns, Michelle Christopherson, Donna Yarnal

Members Absent: Jim Sahlman, Wendy Griffiths-Bender, Angela Fairchilds

Others Present: Al Alt, Marc Beam, John Black, Coni Chavez, Marty Gang, Gina Leguria, Melissa Raby, Sarah Schrader, Teresa Scott, Brenda Thames, Graciela Molina (recorder)

Meeting called to order at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of October 28, 2015

A motion to approve the minutes of the meeting of October 28, 2015, was made by President Jill Stearns and seconded by Marty Gang. District Council members approved the minutes with a vote all in favor.

Ayes: Errin Bass, Curtis Martin, Debbie Partridge, Dorothy Pimentel, Joan Smith, Jill Stearns, Michelle Christopherson

Not Present: Donna Yarnal

2. Introduction of New Members

Chancellor Joan Smith reported two new CSEA members will be serving on District Council and introduced CSEA President Debbi Partridge. CSEA Representative Donna Yarnal arrived later in the meeting and was also introduced to members on the council. Brief introductions were made.

3. YCCD Strategic Plan: Goals and Objectives Update

Associate Vice Chancellor Marc Beam provided District Strategic Plan Update; copies of the presentation were provided to DC members. The update included a summary results from the December 16, 2015, Extended District Council meeting. Overall seven of the goals were identified as being District or College goals. Four District Goals included Quality Staff, Technology, Fiscal Resources and Facilities. Three primarily College goals were Student Access, Success (and equity); Educational Programs and Services; and Campus Climate. This left two goals to discuss further as a group which were Institutional Effectiveness and Community Leadership (and partnerships).

Marc Beam facilitated discussion regarding the two goals: Institutional Effectiveness and Community Leadership (and partnerships). Suggestions were to incorporate online education and another was to make these part of the Colleges' goals and objectives. The group discussed the reasonable time to accomplish the goals and objectives; it was suggested between 3-5 years would be an appropriate time frame allowing for a periodic review of the plan. It was suggested that a narrative be added to note that "we are in the business of education."

Facilitation continued as each of the four goals (Quality Staff, Technology, Fiscal Resources, and Facilities) were discussed to identify major challenges to address during the next cycle.

QUALITY STAFF:

- When referring to “faculty and staff” use the term “employees”.
- Use more nimble language (more diversity)
- Keep the following previous goals:
 - “Recognize and foster educational advancement of staff by supporting professional growth and leadership excellence.”
 - “Expand recruitment and retention of a quality and diverse staff through staff development, excellent working conditions, and competitive compensation.”

TECHNOLOGY:

- Revise first bullet to read - “Try to provide targeted 24/7 customer service...”
- Change second bullet language – “computer hardware and software applications” to “computer information systems.”
- Keep the goal: “Facilitate implementation by aligning human and financial resource allocations according to the assessment and prioritization of the technical needs,” and add “strategically allocate resources to maintain up-to-date technology systems that support instruction and administrative needs.”

FISCAL RESOURCES:

- Maintain fiscal solvency and sustainability.
- Provide fiscal stewardship.
- Keep the goal: “Communicate the allocation of fiscal resources through a clear, transparent and inclusive process.”

FACILITIES:

- Fine as presented, no changes required.

Adding DISTRICT/CAMPUS CLIMATE, as a goal was also suggested. It was reported that input will be used to provide membership with a draft of District Goals and Objectives for review at the February 24th DC meeting.

4. ITS Updates

Assistant Vice Chancellor Marty Gang provided the following updates regarding Information Technology Services (ITS):

1. **Office 365** – IT updated the new default on the YCCD Microsoft Office 365 web user interface to “reply” versus the previous default “reply all”.
2. **CROA and Microsoft SQL** – Business Process Management review is being conducted; Ellucian reviewed current processes within Human Resources and Payroll in an effort to determine how best to use the Ellucian toolkit. Follow-up meetings are taking place with representatives. The next groups to be evaluated are Admissions and Records (A&R) and Counseling. The overall goal is to better align our processes using the Ellucian toolkit and what it has to offer. Efforts to change the CROA sequence are also in progress.

5. Budget Update

Executive Vice Chancellor Teresa Scott provided the following budget update. It was stated that the District set a growth target of 3% and provided the current state of FTES at both colleges. We are short of target at MJC; if growth does not occur the \$2 million added to the budget (revenue and expenditures) will be pulled back. Chancellor Joan Smith provided

input regarding the budget and offered suggestions regarding areas to focus with respect to increasing FTES. The suggestions included taking advantage of opportunities through online education options and providing classes that our students need and will fill. Both mentioned the compounding of rolling FTES and the topic of marketing strategies sparked discussion. Teresa Scott recently attended a budget workshop and reported there is a modest COLA (0.47%) of about \$400K and growth of 2%. The budget will be refined, analyzed and amended in the May revise. At this point, we cannot take advantage of the 2% growth; first we want to make-up the current FTES. Discussion ensued regarding FTES; it was noted that statewide FTES are up about 1.25%; our district is still struggling to get to last year. Al Alt shared his takeaways from the budget workshop stating that depending on the market we may see additional budget cuts and the Community College budgets have no new money, unless it is restricted like SSSP.

Chancellor Joan Smith reported that she and Teresa Scott are fiscally conservative; the District is fiscally solvent. PERS and STRS costs and the GASBY retirement liability account have been addressed. Chancellor Smith encouraged members stating that this is an easy district to market and promote with all the wonderful things the colleges are doing.

6. Accreditation Updates

Chancellor Joan Smith provided an accreditation update. The Strategic Planning process is a part of the accreditation process. District representatives have been identified to serve on both college accreditation committees, and all have some accreditation experience.

7. Board Policy

District Director of Public Affairs Coni Chavez provided the following Policies and Procedures for DC review. These policies will be forwarded to the Board in February; any recommendation for changes can be routed to Coni Chavez. These are the last set of the constituent review.

1. 2105 Election of Student Member
2. 2360 Minutes
3. 2710 Conflict of Interest
4. 2712 Conflict of Interest Code
5. 2714 Distribution of Tickets or Passes
6. 2715 Code of Ethics/Standards of Practice
7. 2716 Political Activity
8. 2717 Personal Use of Public Resources
9. 2720 Communications Among Board Members
10. 2725 Board Member Compensation
11. 2730 Board Member Health Benefits
12. 2735 Board Member Travel
13. 2740 Board Education
14. 2745 Board Self-Evaluation
15. 2-8075 Parliamentary Procedure
16. 2-8076 Legal Counsel

Discussion ensued regarding Policy 2360 Minutes, specifically related to constituency reports. Coni Chavez reported that the concerns raised were previously discussed by the Board Ad Hoc Committee; as requested, the concerns will be reported back to the Board Ad Hoc Committee on Policy for further input.

8. Policy & Procedures Committee Link

Faculty Consultant to the Board Michelle Christopherson requested this agenda item be pulled off the agenda and discussion postponed until February 24th District Council meeting.

9. Classified Employee Award Nominations

Recorder Graciela Molina encouraged DC to forward nominations for the Annual Classified Employees of the Year Award held by the California Community Colleges Board of Governors (BOG), the State Chancellor's Office, and the Foundation for California Community Colleges (FCCC). This is an opportunity to recognize the outstanding classified staff within our District. Nomination deadline is Tuesday, February 23rd. Information was previously provided to DC members in their agenda packet.

10. Other Business

None

11. Next Meeting

The next meeting of the District Council is scheduled for February 24, 2016 – 3 p.m. at Gene Bianchi Community Center, Oakdale.

The District Council meeting adjourned at 4:50 p.m.