

Woodland Community College  
**ACADEMIC SENATE**  
**Special Meeting with College Council**  
**Minutes – December 9, 2011**

<input checked="" type="checkbox"/> Monica Chahal (President)	<input checked="" type="checkbox"/> Kevin Ferns (Language Arts)	<input type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Matt Clark (Vice President/at large)	<input type="checkbox"/> Nancy Clavere (Adjunct)	<input checked="" type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Estelita Spears (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed.)

College Council: J. Ortiz, J. Brown, A. Villagrana, J. McCabe, J. Schulte, A. Konuwa, A. Fairchilds, N. Gonzalez-Diaz, R. Besikof

Guests: D. Houston, M. Khatami, M. Horde, R. Tornay, J. Shah, G. Galamba, J. Vallejo, C. Latimer

Call to Order at 12:04 pm

I. Approval of Agenda (Clark/Wheeler).

II. Public Comment

- Chahal reports that a student's home was recently devastated by a fire. If you would like to help out, contact Chahal for details.

III. New Business

- A. Strategic Planning Retreat. The first big District-wide event that WCC will host occurs on December 16. Students are welcome. Flex credit is available. Please attend. This is important to the future of the District. Please read Chancellor Houston's document prior to attending. Check his blog on the Portal for details. Contact Clark or Chahal if you have questions or would like to participate.
- B. FSC Ranking Recommendation.
  - **Motion to submit the final ranking recommendations of the Faculty Staffing Committee for consideration by Angela Fairchilds (M/S/C Wheeler/McGill-Cameron).**
- C. Academic Senate Representative on Bookstore Committee.
  - **Motion to approve J. Brown as the District representative on the Bookstore Committee (M/S/C Clark/Wheeler).**
- D. 2012-13 Academic Calendar. Tornay notes that a half day of instruction is required on the Wednesday prior to Thanksgiving for the 2012/13 calendar to maintain compliance with Title V regulations. A. Fairchilds states that a noon end time is problematic for some longer morning and lab classes. Three hours of instruction are required that day to comply with the law. D. Houston wonders if it is a waste of time to hold classes on that Wednesday afternoon. R. Besikof wonders if we might coordinate with K-12 classes in

the area. Some of our students are parents. G. Galamba states that in Davis and Woodland the K-12 classes take the entire week off. M. Clark states that the semester could be extended through December 19 if we decided to take the entire week off. J. McCabe opposes the idea of taking the entire week off because it would be difficult to reclaim the rhythm of the semester, particularly for MW classes that had only one class session the week prior to Thanksgiving (due to the Veteran's day holiday the week prior to Thanksgiving). These classes would come back and have only a few sessions before finals.

➤ **Motion to approve the calendar as amended with classes until 5 pm on Wednesday the 21<sup>st</sup> of November, 2012 (M/S/C Clark/Wheeler).**

- E. Spring Convocation Agenda Building. A. Fairchilds apologizes that January 12, 2012 was the only day the campus could be closed for a half day to conduct the planning session. D. Houston indicates the Board planning session on the 11<sup>th</sup> could be modified to allow A. Fairchilds to make the meeting on the 11<sup>th</sup> from 1 pm to 5 pm. Therefore the meeting will be held on January 11 from 1 to 5 pm and lunch will be provided prior to the meeting at noon. Potential agenda topics:
1. HSI. What does it mean to be a Hispanic Serving Institution?
  2. CTE Direction
  3. Campus Climate
  4. Develop Campus Goals
  5. Develop a Facilities Master Plan Framework
  6. Develop Measure J Plan
  7. Review the Educational Master Plan
  8. What is our campus responsibility to the community?
    - a. With only four hours, the agenda needs to be action-oriented and is narrowed to the following:
      - i. What it means to be a Hispanic Serving Institution
      - ii. Student Success Plans/Outreach and the College's Role in the Community.  
D. Houston states the district will be looking at student success data at the District planning retreat on January 11.
    - b. Chahal suggests a format similar to that of the December 16 District meeting. A. Fairchilds will work with Chahal, Clark, Khatami, and Besikof to develop the agenda.
- F. Budget Planning. D. Houston recommends reading a book on leadership: *Reframing Organizations*, by Bolman and Deal. It states that effective leaders use the four lenses: Organizational, Human Resources, Power Relationships, and Symbolic. On the budget, Houston has directed the colleges to identify ongoing budget needs versus one-time expenses. We need to look at the budget in terms of certain revenues and temporary revenues. It is difficult to plan if we continue to have surprises in the budget. Last year we had a deficit of 10% in the budget. If this continues, we would run out of money in two years. Thus, gradual changes need to be made in the budget. Caesar Augustus said, "Make haste, slowly." We need to make careful decisions now to avoid laying off staff in the future and grow in a smart way. We are currently operating on a 6% deficit because we are taking emergency funds and placing them in a contingency plan. This doesn't mean that those funds are lost-it simply means that in the short term, discretionary funds will be used from the contingency fund. We should first focus on balancing the budget, then we can focus on the reserve levels. Much of our budget is tied up in one time funds that we need to reallocate towards discretionary costs such as staff development, supplies, travel, and equipment replacement. Our current resource allocation model was developed during

a period of growth and is similar to that of other multi-college districts in the state. Because we are not in a period of growth, we need to reconsider this method. Regarding past budget shortfalls and issues with allocations, D. Houston prefers to learn from the past but look forward rather than dwell on past mistakes. M. Chahal notes that the money from WCC's accreditation went to the District rather than the college. She will remind the District of this when the Sutter facility gains center status and receives state funds, as that money also should go back to the District for all to benefit. M. Clark asks about the replacement of lab and classroom computers. Are these District or college expenses? D. Houston will take this to DC3 for further deliberation. We still need to figure out where to draw the line between college and District expenses. Regarding the 2012/13 budget, it will largely be a rollover budget with some new components built in based on the resource allocation model and new information based on revenues for next year. The state budget indicates an increase of about 4% next year for community colleges. We should not bank on a 4% increase as a District, but we should support a COLA increase and categorical restoration to previous levels rather than pursue growth at this time.

IV. Meeting Adjourned-2:10 pm (Clark/Wheeler)