

**AREA REPORTS/UPDATES****Program Review**

Vice President for Academic Services Kathy Berry was not present.

This item was postponed to the next College Council meeting.

**Budget Update**

Vice President for Business Services John Lau reported the following:

- VP Lau gave a brief overview of the current 08-09 budget and the proposed 09-10 budget. He distributed the "2 year Funding Analysis Unrestricted General Fund and 09-10 Tentative Budget Draft." VP Lau indicated projected ending reserves for 08-09 are at 9.36% which include adjustments of \$500,000 in bad debt, and \$120,000.00 in retiree vacation accruals. He stated the District used \$3.8 million of reserves to balance the budget this fiscal year.
- VP Lau stated that in 09-10 the budget would need to be balanced through cost containment. He indicated the District is projecting a 0% COLA and 1% funded growth. He indicated the District would be reducing the 09-10 budget by \$5.9 Million to balance the budget leaving the ending reserves at 6%.
- Reported that Director Carlos Fletes is working on line-budgeting and should be completed by Wednesday afternoon. He indicated once this is completed the District should know how close the District is to balancing the budget. He stated the projected balanced budget would be presented to the Board of Trustees on June 17<sup>th</sup>.
- Reported that the State announced last week that they are projecting a zero growth base budget; the projected one percent growth may be eliminated.
- The financial constraints coming to community colleges are severe, and the District would be concentrating on maintaining core programs.
- VP Lau stated the District would be going out for another TRANS this year because the District would probably experience a cash flow issue.

**President Update**

Dr. Ed Gould reported the following:

- Indicated that there would be a \$2.5 million reduction in categorical programs based on the recommendations by the Governor; he stated the legislature has not responded to the Governor's recommendations and, therefore, the District would be budgeting according to the Governor's budget.
- Reported that CalWorks has notified the District that they would not be renewing contracts for next year. President Gould stated that the District has given eight CalWorks employees layoff notices.
- Reported that the lobbying being done for EOPS and DSP&S is very strong and would not likely be cut by 58% (as the governor's budget originally indicated).
- President Gould talked about the general fund and some cuts that are being proposed by the Planning and Budget Committee and Cabinet which include:
  - \$200,000 to be cut from the \$500,000 budgeted for GASB 45;
  - \$200,000 to be cut from supplies, travel mileage, consulting and subscriptions;
  - Capital outlay would be eliminated or would leave a balance of \$150,000;
  - Summer session and winter session would be cut in half;

## IVC Academic Senate

Approved Minutes

June 3, 2009

- I. The meeting was called to order at 1:30 pm by President Seivertson.
  
- II. **Roll Call and Announcements**  
 Present: Krista Byrd, Melani Guinn, Cesar Guzman, Michael Heumann, Kseniya Kareva, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Toni Pfister, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes, Kathy Berry, Chantilee Mendenhall  
  
 Excused: Rosalba Jepson, Thomas Paine, Suzanne Gretz  
  
 Absent: James Patterson, Rosa Pitones  
  
 Visitors: Efrain Silva, Carlos Fletes, Jon Lau, Steven Sciaky, Robin Ying, Frances Beope, Sheila Dorsey-Freeman  
  
 Senator Nunez reports that the Academic Senate has given out eight scholarships at \$500 apiece.
  
- III. **Treasurer's Report**  
 \$4,263
  
- IV. **Visitor Comments**
  - Senator Zobell announced that this was her final senate meeting. She expressed her thanks for her fellow senators.
  - Senator Heumann thanked President Seivertson for his service as President, and he wished Kevin White the best of luck next year when he becomes President.
  
- V. **Consent Agenda**
  1. Minutes of May 20, 2009.  
 M/S/C (Zobell/Scott) to approve the above item as corrected.
  
- VI. **Reports**
  1. CFO: 2009-10 tentative budget (draft) update
    - Vice President Lau noted that the budget is arriving late this year due to the ever-changing situation in Sacramento.
    - He shared with the Senate the current and proposed budgets for 08-09 and 09-10. He noted that a lot of the current reserves will be used this year to balance the budget, meaning that there will be significantly lower resources available next year to balance the budget.

- He noted that the revenue figure of 1% growth being funded is high; it will be 0%. Hence, the college will need to cut services in order to remain fiscally solvent.
  - The vice presidents are meeting with Dr. Gould to deal with the budget deficit. They hope to come up with a strategy to balance the budget. They will bring this strategy back to the Senate. The goal is to preserve the core business of the college.
  - The cuts we need to make need to total up to 14% of the current budget.
  - Senator Byrd asked what “core business” actually means. Lau noted that this term is open to interpretation. However some define it, others will disagree. But decisions need to be made.
  - Byrd noted that the students are nervous that the college might be cancelling summer session entirely. Vice President Berry and Lau both said that this would not happen.
  - Frances Beope said that administrators, classified managers, adjuncts, and other groups that “meet and confer” regarding salaries should take the initiative to start the cost-cutting process.
  - President Seivertson asked if the budget would be sent to the board on June 17. Lau said it would. However, it would be “tweaked” over the summer because this is such an abnormal year.
  - Seivertson wondered if the Senate should meet next week for an emergency budget meeting. Lau said that might be necessary.
  - Seivertson asked if tuition would be raised; Lau said that tuition might be raised but the specifics are not clear at this time.
  - Nunez asked why summer session should not simply be cancelled rather than be reduced. Berry noted that the timing for this crisis did not allow for this, as it would put economic strain on employees who were unable to plan for this unexpected situation. Plus, we need courses so that we do not fall below the cap and (hence) lose more revenue later. Instead, the summer offerings will be reduced by 25%.
  - Carlos Fletes noted that the state is proposing to fund growth for this year, and the FTES for summer is for this year, not next year.
  - Seivertson noted in response to Berry’s comments that it is not the college’s job to pay people’s mortgages.
  - Senator Guinn asked if the adjunct rate would change; Lau said that this is being discussed as part of contract negotiations.
  - In response to Seivertson’s earlier point, Byrd noted that faculty who teach a lot of classes teach for the students, not for the salaries. She disliked the fact that many on campus are blaming “greedy faculty” for causing these financial problems.
2. President
    - No report
  3. Past President
    - Carnes noted that this was his last meeting of the Senate. He said to never underestimate the value of the senate. It is a vital institution that

truly distinguishes us from K-12. Never let go of it or dilute it. The state structure does not control IVC's senate, so remember this. It is *your* senate.

4. VP of Instruction

- Berry said that the Educational Master Plan is finished. She commended the committee for their work. We now have a very good picture of what our college needs going forward.
- She stated that we need more training, and we need to work to be more comprehensive with our reviews. We also need rationale for everything we spend money on.
- Program reviews in future will be done by Fall and go to shared governance starting in January.
- As stated earlier, the summer session was cut by 25% and \$200,000 was removed from the cost of summer. She asked division chairs to cut 10% for 09-10 as an exercise to see how difficult this process would be.
- The fall course schedule was reduced significantly, as well.
- There is a proposal to defund physical education to non-credit rates. This includes performing arts. The chancellor's office has asked the state to reduce apportionment and not to defund programs. She urges the senate to write a letter to the state arguing for the true importance of higher education.
- Berry noted that finals should be given during final's week. She also noted that faculty must turn in grades on time for the benefit of all students.

5. BSI Coordinator

- Berry noted that we are going to have a summer institute. Those classes will go. This is a pilot program and the hope is that it will return for future sessions.

5. SLO Coordinator

- Pfister said that 84% of SLO forms have been submitted, but only 18% of assessment forms have reached her. The deadline is June 30. She has sent out reminders and will send out more reminders as the deadline approaches.
- The committee is working on new things for next year (such as a rubric). She asked for ideas for increasing form submissions.
- Pfister asked what should happen to those people who refuse to participate in this process. Several different answers came up, including calling public attention to those who do not participate (essentially, to shame them into action).

6. Distance Education Committee

- The DE committee discussed the evaluation of new online classes and how DE classes would fit into the overall tenure review process. A policy for evaluating online course content was voted on and passed at the last meeting. That policy serves as the committee's recommendation for ensuring quality online courses at IVC. The

policy will be passed onto the faculty and district negotiating teams for the upcoming contract negotiations.

- Tech Camp 2009 will take place August 18 and 19. The first day is designed for those faculty members who have not attended tech camps in the past. The focus will be on sharing different ways to use technology to expand and enhance traditional classes. We will also be previewing a new course called Etudes 101, which will be a face-to-face version of the online Etudes 101 course that our DE faculty have all taken. Etudes 101 is required for anyone who wants to use Etudes for their classes.
- The second day of tech camp is being called “Veteran’s Day,” and it is open to all past tech camp participants. The focus of this day will be to share our experiences with online teaching and to learn more about the latest tools available for DE teachers.

7. ASG President

- Steven Sciaky introduced himself as the new ASG President. He noted that he is preparing for the Spring Awards banquet that is held June 5. Dinner is at 6 PM. He hopes many faculty members will attend.

8. 1<sup>st</sup> Step: Frances Beope

- Beope said that counselors tested 1,145 prospective students on the high school campuses. They also advised all of these students. Of these, 1,045 are eligible for the 1<sup>st</sup> Step program. She is asking for volunteers to participate in this program on July 11.

7. Rafael Santos Award: Rosa Pitones

- Norma Nunez announced that Gaylla Finnell has won the award. Congratulations were sent out to her for all of her exemplary work.

**VII. Academic and Professional Matters**

1. Paperless Senate

- M/S/C (Heumann/Zobell) to move to paperless senate meetings in the future.

**VIII. Discussion**

1. AlertU Text Messaging System: Thomas Paine

- Senator Paine was not present, so the issue was tabled.

2. Equivalency

- Julie Craven was not present, so the issue was tabled.

3. Special Meeting: Budget

- The item was discussed earlier.

**IX. Committees**

1. Budget and Planning – The committee will meet on Friday, June 5, and again the following week.

2. C and I – No report; there is a meeting on June 4.

3. College Council – The council elected a new Vice Chair, Jessica Waddell. They also approved the Computer Network Use Policy. Finally, the

administrative reorganization plans were discussed briefly. The reorganization of Business, Student Services, and the President's office were on schedule to take place July 1. No specific timetable was discussed for the changes to Academic Services.

4. Equivalency – There were two applicants who were denied equivalency.
  5. Policies and Procedures Review – No meetings
  6. Administrative Council – GLEAM presentations were made.
- X. M/S/C (Zobell/Nunez) to adjourn the meeting at 2:54 pm.**