

**INSTRUCTIONAL DEANS  
MINUTES  
WEDNESDAY, JULY 22, 2009  
BOARD ROOM**

<b>Present:</b>	Kathy Berry	Gonzalo Huerta	Taylor Ruhl
	Tina Aguirre	Efrain Silva	
<b>Absent:</b>			
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Reports, discussion, and action included the following:

- Kathy reported that a schedule for coverage during her leave of absence (August 6 to September 21, or to October 2, six to eight weeks) is due to the president by Monday. If coverage is required for eight weeks, the dean who would fill in would receive additional compensation. Based on the vacation schedules of the deans, the following coverage schedule was established:

Week of August 10	Tina
Week of August 17	Efrain
Week of August 24-31	Gonzalo
Weeks of September 4, 7 and 14	Tina
Weeks of September 21 and 28	Taylor
Week of October 5 and 12 (if Kathy isn't back yet) (if Kathy isn't back)	Efrain

Kathy encouraged the instructional Deans to meet weekly. Regular meetings were scheduled to be held on Wednesdays at 10:30 a.m. The instructional dean will be responsible for approving purchase orders and other finance transactions in Banner during their assigned week. The deans were advised to adhere to the contract regarding cancellation of classes unless a class is the last one in a program. They were also advised to give the divisions a lot of latitude in terms of keeping a class open during the first week of the term.

- Frank Rapp, as the basic skills coordinator, will continue to maintain administrative oversight of basic skills. Kathy reported that the Summer Student Success Institute was a success. 2007-2008 basic skills funds must be expended by June 30, 2010. Gonzalo Huerta will oversee the basic skills budget in Kathy's absence.
- Taylor Ruhl will chair the progress report writing team. The committee met yesterday to begin the process. The committee consists of Taylor, Val Rodgers, Dawn Chun, Michael Heumann, Melani Guinn, and Toni Pfister. Kathy directed that all deans provide assistance with the progress report as requested.

- An FTES report showing a shortage was reviewed. A new printout will be completed and submitted to Carlos. Efrain will submit list of NC ESL classes to add to the schedule
- In the event it becomes necessary for one of the deans to respond to personnel issues in her absence, Kathy provided a brief background and the status of current issues involving personnel.
- Kathy will be out of the office on Friday. She and several faculty members will be taking a trip to look at furniture for the new building. She is in the process of developing a plan for moving science and math faculty and staff and academic services staff to the building. Academic services staff will move into the building first, but in the meantime Kathy will relocate her office into the office vacated by Frank Rapp, former Evening Dean.
- Efrain Silva reported on budget issues involving areas under his supervision. The state cut matching SBDC funds, so the SBDC budget will have a deficit of \$20,000 for 2009-2010; including the past deficit, the total deficit is \$80,000. He anticipates \$300,000 from the IID proposed grant, and \$45,000 from HUD grants. He expressed concern regarding the IID grant, and he was directed to submit a formal request for a legal opinion.

The meeting was adjourned at 11:00 a.m.