# **IVC Academic Senate**

Approved Minutes September 19, 2007

I. The meeting was called to order at 1:30 pm by President Seivertson.

II. Roll Call

Present: Krista Byrd, Dave Drury, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Carol Lee, Mary Lofgren, Bobbie McClain, John McClain, Armando Mendez, Norma Nunez, Thomas Paine, Rosa Pitones, Bruce Seivertson, Mariaelena Thibodeaux, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez

Excused: Barbara Nilson

Absent:

Visitors: Frances Beope, Carlos Fletes, Eric Jacobson, Victor Jaime, John Lau, Frank Rapp, Gary Rodgers, Val Rodgers, Robin Ying

#### III. Visitor Comments

None

## IV. Information/Correspondence

- 1. President's Comments The new CTA contract can be found on the IVC website. Many of the answers to questions that are directed to the president can be found there. Dennis Carnes says it is a magnificent read.
- 2. Dean of Instruction Kathy Berry the discussions on the need for a Dean of Evening College began last spring. Over the past years there have been many different solutions tried for covering the college during the evening, none of which have been effective. The result of a cost analysis showed that an administrator would cost the same as hiring faculty at the overload rate. A description of the position was distributed. It was also noted that the requirements for this position are a Masters degree and 5 years experience in education with some administration leadership. Hopefully by spring this position will be filled. The description did not include Saturdays, which will still be an issue.
- 3. ACCFC Accreditation Teams No responses were received from an email asking for volunteers. Appointees will be visiting other campuses. There isn't any remuneration but room, board, and travel will be covered. Interested parties please contact Bruce Seivertson or President Rodgers.

## V. Consent Agenda

M/S/C (Mendez/Guzman) to approve the minutes of September 5, 2007 as corrected.

### VI. Academic and Professional Matters

- 1. 2007-2008 Budget presentation John Lau/Carlos Fletes
  Things that need to be done: bad debt account, tighten the budget to get a
  better look at how it tracks to actuals, bond payment brought back from
  the L fund, reserve to be over 6%. There is a tremendous amount of
  money that is transferred out of the reserve to balance the budget. This is
  why the reserve needs to be over 6%. The budget must always be
  balanced. What we budget is what we are going to use. When it isn't
  used, that amount is put into the reserve. Budget and planning meetings
  are open to the public and are held the 4<sup>th</sup> Wednesday of each month. This
  topic will be on the October 3<sup>rd</sup> agenda of Academic Senate. Also to be
  discussed is the priority spending of the bond.
- 2. Appointment of Curriculum Coordinator M/S/C (Guinn/Heumann) to adopt the State Academic Senate's definition of curriculum co-chair as IVC job description for this position. It was discussed as to whether this should be put in board policy and the consensus was that it was not necessary, since the board relies on the Senate for making this decision. Carol Lee was elected the co-chair of the Curriculum Committee. The senate would like to thank Frank Rapp for his interest in the position.
- 3. New IVC website Robin Ying The school will move to the new website by the end of September. There are two choices for those faculties who maintain web pages. They can use the content management system or request a sub domain. The content management system is easy to learn and the sub domain is for experienced web makers. The school will maintain 2 servers for about 6 months so that transition problems will be minimized. Anyone interested in a sub domain should contact Robin Ying or Jeff Cantwell.
- 4. Part-time faculty report Bobbie McClain stated her appreciation for the part-time faculty work room. There will be a follow-up on the letter that was sent out last year to the division chairs.

#### VII. **Discussion**

- 1. Naming of buildings Jan Magno In the past, if a building was to be named after a faculty member, the procedure started with the Academic Senate. In October 2006 an official procedure was developed for a formal process that was to be followed, with the Board making the final decision.
- 2. Faculty retirement credit John Lau The easiest way to solve the problem is to pay for 10 consecutive months and then there is no break in service. There are still questions that remain:
  - will there be problems implementing this correction
  - what if someone retires and doesn't want to take retirement payments at that time
  - what if they leave for another job
  - could the payment be over 11 or 12 month
  - is this our problem or STRS' problem

Mr. Lau paraphrased the answer he was given: the total amount that they do with us isn't big enough for them to change their software for our problem.

3. By Laws and Constitution – postpone and will be discussed next meeting under the Academic and Professional Matters category.

## VIII. Committees

- 1. Budget and Planning It was suggested that this committee does budgeting, but no planning. Plans should be made for maintenance of new building, landscaping, etc.
- 2. C and I 14.5 minute meeting, cleaning up minor working problems.
- 3. College Council The main topic was about parking, with a lot of disagreement. There is going to be a terrible traffic problem in front of the parking machine in the west parking lot. Lot C is going to be gone soon. The one north of C is lot D.
- 4. Equivalency meeting after this meeting.
- 5. Policies and Procedures Review HR stuff is still being discussed.
- 6. Administrative Council talked about emergency again. Someone suggested that they stop talking and do something.

The meeting was adjourned at 3:40 pm.