

Academic Senate of Imperial Valley College

Adopted Minutes

16 January 2013

I. Call to Order—The meeting was called to order by President Lehtonen at 1:30 p.m.

Present—Eric Lehtonen, Daniel Gilison, Frank Rapp, Cathy Zazueta, Dave Drury, Frank Miranda, Caroline Bennett, Russell Lavery, Rick Goldsberry, Mary Jo Wainwright, Norma Nunez, Mike Palacio, Robert Baukholt, Michael Heumann, Allyn Leon, Mary Lofgren, Barbara Nilson, Christina Shaner, Krysta Byrd, Ed Wells, Lisa Tylenda.

Absent— Deirdre Rowley, Todd Hansink, Kevin White, Kathy Berry.

Excused— David Zielinski, Maribel Garcia, Lorraine Mazeroll.

Visitors—Tina Aguirre, Melody Chronister, Sheila Dorsey-Freeman, Todd Finnell, Travis Gregory, Victor Jaime, Sergio Lopez, Jill Nelipovich, Taylor Ruhl, Efrain Silva.

II. Visitors' Comments—Senator Mary Jo Wainwright requested that shared governance be included as a future Academic Senate discussion item following the administration's elimination of a position and subsequent reassignment of an IVC employee without following shared governance procedures prior to making the reassignment decision. She further stated that the reassignment has direct impact on IVC academics and is therefore an academic Senate matter.

III. Consent Agenda

1. M/S/C (Nunez/Nilson) to approve the Academic Senate minutes of 5 December 2012 as presented.

IV. Reports

1. President—President Lehtonen welcomed all present and stated that he hoped all had had a good Winter Break.

President Lehtonen informed the Senate that he wished to be certain that all that needs to be done to ensure that the American Legion awards are presented at this year's graduation is done, further stating that he regretted that said awards were not given last year. Following a statement by Dean of Student Affairs Sergio Lopez that the local chapter of the American Legion did not follow through on the awards presentations last year, discussion ensued regarding what to do and how to attempt to guarantee that the awards will be given this year.

2. Past President—There was no Past President report.
3. Treasurer—Treasurer Christina Shaner reported that there was no new business to report.
4. Associated Student Government—Associated Student Government President Lisa Tylenda reported that the Associated Students provided information booths on campus on Monday, 14 January 2013, and Tuesday, 15 January 2013. She further stated that the Associated Students would be hosting a Martin Luther King, Jr. event on Thursday, 17 January 2013, during Campus Hour and that three members of the Imperial Valley College Associated Student Government would be attending this year's California Community College League convention.
5. Part Time—There was no Part Time faculty report.
6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the next regularly scheduled meeting of the Curriculum Committee would be on Thursday, 17 January 2013. He further stated that the deadline for submissions for the 2013-2014 Imperial Valley College catalogue would be sometime from mid to late February.
7. Distance Education—Distance Education Committee Member Michael Heumann reported that the Distance Education Committee was preparing for the reinstatement of online classes for the Fall 2013 semester and was also working on training for online instructors.
8. FCMAT—Academic Senate Ad Hoc Committee on FCMAT Chairman Daniel Gilison reported that the ad hoc committee has met twice since the most recent Senate meeting and has analyzed the first two sections of the IVC FCMAT report, resulting in the proposed action item for the Senate meeting of 16 January 2013. He further stated that the committee will continue to meet to analyze the balance of the report.
9. Equivalency—Equivalency Committee Chairwoman Mary Jo Wainwright reported that the Equivalency Committee had met once in December and once in January to review equivalency requests, denying one request in the former meeting and approving one in the latter meeting.

V. Action Items

1. FCMAT—First Reading

M/S/Withdrawn (Nilson/Drury) to approve the recommendations of the Academic Senate Ad Hoc Committee on FCMAT as presented.

Resolution on Supporting Recommendations Made by FCMAT

WHEREAS, Imperial Valley College (IVC) has been in a state of financial crisis for the past several years;

And WHEREAS, multiple groups on campus, including CTA, College Council, the Budget and Fiscal

Planning Committee, and the Academic Senate, agreed to have the Fiscal Crisis and Management

Assistance Team (FCMAT) perform a study of IVC's organizational planning and fiscal management;

And WHEREAS, FCMAT provided IVC with a management review report that contained seventy-three recommendations;

And WHEREAS, the Academic Senate set up a FCMAT subcommittee to evaluate the recommendations;

NOW THEREFORE, BE IT RESOLVED that the Academic Senate supports the implementation of the following recommendations:

Fiscal Review, Organizational Review, and Budget Development

- Consider operating with three vice presidents instead of filling the open vice president position until there is sufficient growth to warrant a larger staff.
- Redistribute some of the tasks assigned to coordinators to the managers in the student services unit. Student Services has five management personnel, including the recently created position of dean of counseling and a number of coordinators (according to the faculty contract).
- Ensure any additional revenue or savings are first used to improve its fund balance.
- More aggressively reduce expenditures by implementing ongoing budget adjustments to avoid insolvency.
- Ensure multiyear projections include all cost increases such as those for retiree health benefits, utilities, normal step-and-column movement, employee benefits, and payroll. If a deficit occurs after including these items, the college should identify an ongoing revenue source and/or

implement permanent cost reductions.

- Develop a plan to restore the ending fund balance and to fund ongoing obligations if the November tax measure passes.
- Identify changes in revenues and expenditures that separate one-time adjustments from ongoing commitments so that there is a clear understanding of the budget's ongoing status. This includes items such as step/column and utilities and is also important in multiyear modeling.
- Permanently implement a three-year budget model that allows for analysis of potential outcomes and consistently develop multiyear financial projections.
- Incorporate the impact of the Title V transition into the multiyear modeling.
- Compare actual revenues to expenditures to determine the surplus or deficit that would affect fund balance, instead of the current practice of including the reserve as a revenue line item since this masks the real operating results.
- Establish a closer link between budgeting for classes and the FTES targets, ensuring that the business office and instructional office monitor costs and FTES generated. This is important because these represent the greatest expense in the budget and the most significant revenue source.
- Develop a plan for tax measure passage that restores as much of the 449 lost FTES as possible. Recovery of these means revenue added to the base and is ongoing as long as the funded FTES is maintained.
- Avoid spending more money in an attempt to regain FTES only to dilute productivity, leading to little change but higher costs. If the college merely adds sections that add cost and do not

increase the FTES, it has spent more without additional FTES, which ends up achieving lower productivity in the process.

- Identify additional, permanent reductions instead of one-time items for 2012-13.
- Clarify the roles, responsibilities and expectations for budget development and monitoring.
- Establish a consistent report structure to enhance communication of important budget information.
- Implement a budget calendar that outlines the process, actions and dates that personnel districtwide should know.
- Use the following forms, models, templates, and examples provided by FCMAT to implement

these recommendations:

- An annualized projection model and template for current year budget performance.
- A budget presentation package, including templates and samples.
- A three-year modeling worksheet with examples.
- Peer district comparative analysis workbooks and documentation to allow for subsequent comparisons.

Budget Monitoring

- Use the budget-monitoring tool provided by FCMAT that directs attention to the end-of-year expected results so that staff can better anticipate fiscal year results, identify issues and make early adjustments if needed. By further broadening the application of this tool to each unit overseen by a vice president, the college can develop better budget monitoring and apply resources more effectively.

- Establish a level of accountability for budget managers that is measured and addressed in evaluating performance.
- Develop and share a regular schedule of FTES updates and modeling of annual FTES so that there is broad understanding of where the college stands regarding FTES targets, providing time for corrective action if warranted.
- Implement strict controls to limit expenditure budget transfers that decrease the ending fund balance.
- Regularly verify retiree status since given the annual cost of benefits, paying for even a few nonqualifying people is costly.

BE IT FURTHER RESOLVED that the Academic Senate supports the partial implementation of the following recommendations:

Fiscal Review, Organizational Review, and Budget Development

- Consider restructuring the department chair model to either reduce the number of department chair positions, decreasing the amount of release time for department chairs, or move to a different model that has only deans, eliminating the department chair positions. If the department chairs are retained in some form, greater accountability should be established over class schedule building and faculty assignments to the department chairs.
- Limit the use of 199-day contracts. They should be used on a very limited basis if they are used at all.
- Make efforts to eliminate specific extra-duty language and pay amounts from the faculty contract. Much of the activity included is administrative and should be at the prerogative of the

administration.

- Seek to eliminate the faculty contract mandate providing an extra hour of pay per day for noninstructional faculty.
- Assume a very conservative position with its tentative and adoption budgets, and limit spending to an absolute minimum until the November election. Any savings can be used to help address a worst-case scenario in the current year.

BE IT FURTHER RESOLVED that the Academic Senate does not support the implementation of the following recommendation:

Fiscal Review, Organizational Review, and Budget Development

- Develop a plan now for failure of the November 2012 state tax measure.

BE IT FURTHER RESOLVED that the Academic Senate recommends further review before making a decision on the following recommendation:

Fiscal Review, Organizational Review, and Budget Development

- Discontinue the practice of providing paid release time to either employee union groups beyond that time required by the Rodda Act and PERB rulings.

Discussion ensued, including concerns over negotiable aspects of the recommends as opposed to nonnegotiable aspects of the recommendations, effects on 199 day contracts.

M/S/C 4 abstentions (Gilison/Lavery) to amend the recommendations as presented to include the following wording:

WHEREAS, Imperial Valley College (IVC) has been in a state of financial crisis for the past several years; and

WHEREAS, multiple groups on campus, including CTA, College Council, the Budget and Fiscal Planning Committee, and the Academic Senate, agreed to have the Fiscal Crisis and Management Assistance Team (FCMAT) perform a study of IVC's organizational planning and fiscal management; and

WHEREAS, FCMAT provided IVC with a management review report that contained seventy-three recommendations; and

WHEREAS, faculty have assisted in achieving students' educational goals while we continue to take on increasing workloads, give up step increases, pay more for medical expenses, earn less for overload; and

WHEREAS, the Student Success Task Force and impending state legislation should be considered in the implementation of any recommendations, provided they support the mission of IVC; and

WHEREAS, the Academic Senate set up a FCMAT subcommittee to evaluate the recommendations;

NOW THEREFORE, BE IT RESOLVED that the Academic Senate supports the implementation of the following recommendations:

VI. Information

1. Administrator Evaluations—Academic Senate Secretary Frank Rapp informed the Senate that he would send a letter to all IVC faculty and administrators on Monday, 28 January 2013, to inform them of the process and dates of the evaluation of administrators by faculty. The letter will include the dates of Monday, 4 February 2013, through Thursday, 7 February 2013, as well as an attachment of the evaluation form for faculty to use in the evaluations.
2. Senate Elections—Secretary Rapp informed the Senate that he would send a letter to all IVC faculty and administrators on Monday, 11 February 2013, to inform them of the Spring 2013 Senate elections to be held on Thursday, 7 March 2013. The letter will include an explanation of the vote for the President-Elect position and all pertinent deadlines for declaration of candidacy as well as for division representation selection for the 2013-2014 IVC Academic Senate.

VII. Discussion

1. Enrollment Management—President Lehtonen stated the importance of future Senate analysis of Imperial Valley College's core mission: particularly transfer curriculum, basic skills, and career technical education. He further stated that the analysis of the core mission is vital in making recommendations regarding the critical decisions necessary to maximize resources in order to best meet these three priorities.

No discussion ensued at this time.

2. IVC Tutoring Resources—Academic Senator and Math Lab Tutorial Specialist Caroline Bennett began the discussion by raising concerns over the difficulty of providing students with effective tutorial assistance due to financial constraints and the concomitant effects of those restraints on IVC tutorial services. She further stated that it is not her intent to criticize the college or any individual involved with tutorial services but rather to initiate and facilitate discussions regarding the situation.

Discussion ensued including concerns regarding duplication of tutorial services, as well as suggestions for improvement such as inventive methods of delivering tutorial services, use of volunteer tutors, the value of early intervention for students needing tutoring, and the possibility of a Campus Hour session to increase faculty awareness of ways to make best use of tutorial services for their students.

3. Enrollment Management Follow Up—President Lehtonen stated that the issue shall be pulled from discussion following reasonable enrollment management action taken by the Instruction Office.

4. IVC Attendance Policies—President Lehtonen pulled the discussion item from the agenda.

5. Grade and Attendance Reporting—President Lehtonen provided the Senate with results of his informal study indicating that Imperial Valley College is one of very few California community colleges requiring both electronic and paper submission of semester grades for students.

Discussion ensued including concerns regarding the cost to the college from requiring submission of both types of grade forms and the necessity for policy change to discontinue the practice.

Comparable information was provided for the practice of requiring both electronic and paper submission of semester attendance for students. Comparable discussion ensued.

There were no “For the Good of the Order” reports.

VIII. Adjournment

The meeting was adjourned at 3:07p.m. by President Lehtonen. The next regularly scheduled meeting of the IVC Academic Senate shall take place on 6 February 2013 at 1:30p.m. in the IVC Board Room.

