

Academic Senate of Imperial Valley College

Adopted Minutes

6 February 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, David Zielinski, Dave Drury, Frank Miranda, Caroline Bennett, Russell Lavery, Rick Goldsberry, Mary Jo Wainwright, Norma Nunez, Maribel Garcia, Robert Baukholt, Michael Heumann, Allyn Leon, Mary Lofgren, Barbara Nilson, Christina Shaner, Krysta Byrd, Ed Wells, Kevin White, Lisa Tylenda.

Absent—Deirdre Rowley, Todd Hansink, Mike Palacio, Kathy Berry.

Excused—Lorraine Mazeroll.

Visitors—Tina Aguirre, Susan Carreon, Sheila Dorsey-Freeman, Victor Jaime, Sergio Lopez, John Lau, David Poor, Sydney Rice, Taylor Ruhl.

II. Visitors' Comments—Tina Aguirre introduced Susan Carreon as the new Director of Nursing for Imperial Valley College. President Lehtonen welcomed Director Carreon to IVC.

III. Consent Agenda

1. M/S/C (Nunez/Nilson) to approve the Consent Agenda items including Curriculum Committee minutes of November 15 and December 6, 2012 and Academic Senate minutes of 16 January 2013 as corrected.

IV. Reports

1. President—President Lehtonen reported that he had attended a recent California Teachers Association meeting, informing the Senate that at a break out session regarding the roles of the union and the senate, he spoke about the value of senates.

President Lehtonen reported that four Senators had volunteered to accompany him to the upcoming Area D meeting.

President Lehtonen urged all Senators to complete administrator evaluation forms by the deadline of Thursday, 7 February 2013, to ensure the legitimacy of the evaluation process.

President Lehtonen reminded the Senators present that the Senate Fund Raiser would again be held this Spring semester.

2. Past President—Past President Kevin White reported that that the Budget and Fiscal Planning Committee was studying a number of issues, most notably the amount of reserve which would be best for IVC to have, as well as the IVC FCMAT Report.

Past President White further stated, in his role as Chairman of the Behavioral Science Department, that the aforementioned department, in conjunction with the Associated Student Government, shall be hosting a Black History Film Festival and panel discussion on the IVC campus during the month of February 2013.

3. Treasurer—Treasurer Christina Shaner stated that there was no new business to report.

4. Associated Student Government—Associated Student Government President Lisa Tylenda reported that the Associated Students have been working on a number of issues, including study of bus transportation to IVC with the intent to improve the effectiveness of bus transportation for IVC students, presenting Black History Month events, and informing students about various aspects and impacts of IVC accreditation.

ASG President Tylenda reported that the Associated Students presented the Math Lab with a donation of \$5,000.00 in order to enable the Lab to hire more tutors.

Academic Senator and Math Lab Tutorial Specialist Caroline Bennett thanked ASG President Tylenda for the donation and stated that additional tutoring help has already been established as a result of the donation.

Basic Skills Coordinator Frank Rapp and Math and Science Department Chair Daniel Gilison thanked ASG President Tylenda for the donation.

5. Part Time—There was no Part Time faculty report.

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that at the Thursday, 17 January 2013, meeting, the Curriculum Committee completed approval of the majority of the Program Learning Outcome statements which had been submitted. He further stated that the committee discussed program discontinuances. He also reported that the next regularly scheduled meeting of the Curriculum Committee is Thursday, 7 February 2013.

7. Distance Education—Distance Education Committee Chairman David Zielinski reported that he had met with Vice-President for Instruction Kathy Berry in response to the accreditation commission's request for pedagogical training for distance education faculty.

Chairman Zielinski further reported that he had met with Vice-President for Student Services, Technology, and Research Todd Finnell; Curriculum Committee Chairman Michael Heumann;

Online Services Architect Omar Ramos; and two Blackboard representatives to discuss support programs for all faculty and staff at IVC with the understanding that said support programs would be implemented no later than 4 April 2013.

Chairman Zielinski further stated that he has been attending SDICA Distance Education Coordinators meetings at which discussions involving training and pedagogy and on line tutoring services have taken place.

8. Honors Committee—Honors Committee Chairman Robert Baukholt reported that the Honors Committee received and approved all of the Honors course work submitted to them. He further stated that four students are currently enrolled in Honors course work at IVC, thanking Beatriz Alvarado and Veronica Soto for their assistance with the program.

Chairman Baukholt stated that the Honors Committee will submit requests for new honors course work proposals in the near future.

V. Action Items

1. FCMAT—Supported Recommendations—First Reading

M/S/C (Gilison/Nilson) to accept the first reading of “FCMAT—Supported Recommendations” as presented.

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:

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.

Discussion ensued, including concerns about the voice the IVC Academic Senate will have in the discussions and debates of how the FCMAT recommendations may or may not be implemented as well as the distinction between a recommendation being adopted and the specifics of how any such recommendation will be carried out.

Call the Question (Gilison) Carried.

2. FCMAT—Nonsupported Recommendations—First Reading—Daniel Gilison

M/S/C (Gilison/Leon) to accept the first reading of “FCMAT—Nonsupported Recommendations” as presented.

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;

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.

3. FCMAT—Negotiable Recommendations—First Reading—Daniel Gilison

M/S/C 1 opposed (Gilison/Nilson) to accept the first reading of "FCMAT—Negotiable Recommendations" as presented.

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

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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;

BE IT FURTHER RESOLVED that the Academic Senate supports the discussion via negotiations between CTA and the district for 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.

VI. Information

1. Rafael Santos Award—Academic Senate Secretary Frank Rapp informed the Senate that nominations are now being sought for the 2012-2013 Rafael Santos Award for Excellence in Teaching. He further stated that the Academic Senate for Imperial Valley College Constitution and By-Laws stated that the Senate is to have an Election Committee composed of the Senate Secretary and two other full-time IVC faculty, one of whom at least must be an Academic Senator, and that the duties of this committee are to include conducting all Senate elections and the selection of the recipient of the Rafael Santos Award. He further stated that he was therefore requesting volunteers to be members of that committee.

VII. Discussion

1. Administrator Evaluations Follow Up—President Lehtonen stated that he had received a request from the IVC CCA/CTA Union President Eric Jacobson to ensure that the administrator evaluation process would not result in retaliation against any IVC faculty member.

Discussion ensued, including questions of past practices and IVC Superintendent/President Victor Jaime's offer to communicate to all IVC faculty the administration's desire to receive constructive feedback from any faculty member willing to participate in the evaluation process.

2. SLO Compliance—President Lehtonen stated that IVC’s full compliance with Western Association of Schools and Colleges standards and practices for Student Learning Outcomes for California community colleges is crucial to IVC receiving full accreditation.

Student Learning Outcome Committee Chairwoman Sydney Rice reported that IVC is to be at the proficiency level by end of the 2012-2013 academic year and that IVC is currently moving toward the sustainability level. She further stated that the Physical Education Department is currently behind in submitting required SLO data and reports.

Discussion ensued including concerns regarding methods for collecting SLO data and reports in a timely fashion, identification of responsible parties for seeing to it that said data and reports are collected, and best ways of identifying existing problems in order to implement effective solutions to improve collection of data and reports.

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

VIII. Adjournment

The meeting was adjourned at 3:00p.m. by President Lehtonen. The next regularly scheduled meeting of the IVC Academic Senate shall take place on 20 February 2013 at 1:30p.m. in the IVC Board Room.