

Academic Senate of Imperial Valley College

Adopted Minutes

20 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, Deirdre Rowley, David Zielinski, Dave Drury, Todd Hansink, Frank Miranda, Caroline Bennett, Russell Lavery, Mary Jo Wainwright, Trinidad Arguelles (Proxy for Lorraine Mazeroll), Norma Nunez, Maribel Garcia, Mike Palacio, Robert Baukholt, Michael Heumann, Allyn Leon, Christina Shaner, Krysta Byrd, Ed Wells, Kevin White, Kathy Berry, Lisa Tylenda.

Absent—Cathy Zazueta, Rick Goldsberry, Mary Lofgren, Barbara Nilson.

Excused—Lorraine Mazeroll.

Visitors—Sheila Dorsey-Freeman, Sergio Lopez, John Lau, Jill Nelipovich, David Poor, Taylor Ruhl.

II. Visitors' Comments—Vice President for Academic Services Kathy Berry informed the Senate that, due to the swearing-in ceremony for new IVC Trustee Juanita Salas, the annual tradition of honoring faculty members who have received tenure would not take place at the Board Meeting tonight, Wednesday, 20 February 2013. The tenured faculty honors shall be presented at the Spring Awards ceremony instead.

III. Consent Agenda

1. M/S/C (Drury/Gilison) to approve the Consent Agenda, including the Academic Senate minutes of 16 January 2013 as corrected.

IV. Reports

1. President—President Lehtonen stated that he had no President's report at this time.

2. Past President—Past President Kevin White reported that the Budget and Fiscal Planning Committee would meet during the week of February 25th.

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 Discussion during Campus Hour on Thursday, 21 February 2013.

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

4. Associated Student Government—There was no Associated Student Government report.

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 continued discussion of course repeatability.

Chairman Heumann further reported that the next regularly scheduled meeting of the Curriculum Committee would be Thursday, 21 February 2013, at which development of new Transfer Model Curriculum degrees (TMCs) in order to align said curriculum with IVC degrees, with the goal of activating the TMCs by Fall 2014; discussion of Distance Education; and discussion of course quotas shall take place.

7. Distance Education—Distance Education Committee Chairman David Zielinski reported that the next regularly scheduled meeting of the Distance Education Committee would be Friday, 22 February 2013, at which discussion of new online course production, of evaluation of new and former online classes, and of training for online faculty shall take place.

Chairman Zielinski further reported that he has consulted with APP 1 for training for online faculty including customized training for IVC faculty.

V. Action Items

1. FCMAT—Supported Recommendations—Second Reading

M/S/C 1 abstention (Gilison/Lavery) to accept the second 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.

Vice-President Gilson noted two minor corrections to the resolutions.

2. FCMAT—Nonsupported Recommendations—Second Reading—Daniel Gilson

M/S/C 1 abstention (Gilson/Lavery) to accept the second 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.

Vice-President Gilison noted two minor corrections to the resolutions.

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

M/S/C 1 opposed (Gilison/Baukholt) to accept the second 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

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 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.

Vice-President Gilson noted two minor corrections to the resolutions.

VI. Information

1. 2013-2014 Academic Senate Elections—Frank Rapp

Secretary Frank Rapp informed the Senate that he had formally requested “Declarations of Candidacy” for the three (3) At-Large Senate positions, the one (1) President-Elect position, and the two (2) Part-Time Faculty Senate positions, with Friday, 22 February 2013 at 5:00p.m. as the deadline for so declaring. He further stated that he had announced the dates of the election as Thursday, 7 March 2013, for the three At-Large positions and the President-Elect position and the week of Friday, 1 March 2013, through Thursday, 7 March 2013, for the two Part-Time Faculty positions.

2. Academic Senate Fund Raiser—Frank Rapp

Secretary Rapp provided the Senators present with a sign-up sheet for areas of responsibility for the 2013 Academic Senate Fund Raiser. The event will be held at Secretary Rapp’s home. The date of Friday, 19 April 2013, was selected.

VII. Discussion

1. Academic Senate Evaluation of Campus Hour—Vice-President Daniel Gilson stated that College Council had conducted a survey of faculty and staff regarding the IVC Campus Hour., presenting partial results of the survey.

Discussion ensued, including concerns regarding disaggregation of data, clarity of survey questions, results of limited surveys conducted by faculty of students, Associated Student Government use of the Campus Hour for activities, and the need for a Senate Task Force on the Campus Hour.

President Lehtonen stated that Sydney Rice had volunteered to head up an IVC Campus Hour Task Force. Kevin White, David Zielinski, and Frank Rapp volunteered to be Senate representatives on the Task Force.

2. Accreditation Benchmarks—Vice-President for Academic Services Berry reported that the Western Association of Schools and Colleges had informed instructional administration at IVC of student achievement benchmarks which were being established for all California Community Colleges. She further stated that IVC needed to be able to demonstrate to the accreditation visit team in March that we have begun work on establishing the specific benchmarks for IVC.

Norma Nunez and Jill Nelipovich volunteered to take part in assisting with this effort. Veronica Soto was also identified as a participant for this effort.

3. Standardized Minutes—Kathy Berry

Vice-President for Academic Services Berry requested that all IVC committees adopt a standardized form for minutes of committee meetings. She further suggested that the minutes of the College Council be adopted as the standardized template.

Discussion ensued including concerns that not all committee proceedings would be adaptable to one particular format.

4. Staff Development—Eric Lehtonen

President Lehtonen urged the Senate to consider the need to revive staff development at Imperial Valley College.

5. Shared Governance—Mary Jo Wainwright

Senator Mary Jo Wainwright requested that this discussion item be deferred to the next regularly scheduled meeting of the Senate due to time constraints preventing proper discussion of the issue.

President Lehtonen assured Senator Wainwright that this item would be the first priority for discussion at the next regularly scheduled meeting of the Senate.

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 6 March 2013 at 1:30p.m. in the IVC Board Room.