



BUSINESS DIVISION MEETING

**Wednesday, October 28, 2009
1:30 p.m., Room 802**

PRESENT: Jeff Beckley Javier Gutierrez Tom Paine
Val Rodgers Omar Ramos Angie Ruiz
Judy Santistevan Maria Sell

ABSENT: Todd Hansink Andres Martinez Craig Blek
Walid Ghanim

I. CALL TO ORDER

Val Rodgers called the meeting to order at 1:30 p.m.

II. ADMINISTRATIVE REORGANIZATION

Val discussed how the reorganization changes are moving forward and that they will look similar to the flow chart distributed. She informed the group that a reduction in reassigned time is proposed for division chairs and that coordinators would be eliminated. She also indicated that those items have to be negotiated which will also affect the approval process. Val also informed the group that the current draft does not reflect support staff.

III. LAB REORGANIZATION

Reorganization plans include moving all instructional labs under the direction of Taylor Ruhl, Dean of Library and Learning Services. Val explained that there is also a proposal to expand the Business Division Lab into Room 913 and the adjacent classroom to provide space to combine the Math lab and the Business Division lab. The object of the move is to improve efficiency/cost of lab staff.

Angie asked if there had been any complaints about the reorganization plan, and Val said that there haven't been widespread complaints so far because administration has indicated that the plan is cost neutral. If a cost breakdown is provided by administration, Val will pass it on to the division.

Tom asked if the 1705 networking classroom will continue to be shared with the Computer Science Department, and Val answered that it is likely because they are not moving to the new Science building after all. There was also a discussion regarding moving the networking/computer repair classroom to the 1600 building. It was agreed that if it meant enlarging the space, it may be a

good idea. However, the group agreed that it would be more cost effective to expand in the 1700 building.

Tom also mentioned that he had a meeting with IT discussing the rewiring of the networking lab. Security measures taken by IT created issues in his networking class.

Tom asked how the college is planning to save \$2 million. Val stated that one of the cost saving measures would be to replace vacant positions with existing personnel. The Business Office is also reviewing the budget line by line.

IV. EXTENDED CAMPUS CLOSURE/REORGANIZATION

Val stated that the extended campuses will be closing but that only a few of our classes will be affected. El Centro campus will close in December and Calexico campus will close in June.

V. ACADEMIC SENATE RECCOMENDATIONS – SCANTRONS/COPYING

A discussion was held about the Academic Senate recommendation to stop buying scantrons as a way to save money. Since most other divisions don't supply students with scantrons, Val asked everyone to tell their students next semester to start buying their own.

Tom stated that another cost saving measure that was discussed at the Academic Senate meeting was to get rid of some of the division's copiers which would force people to go to reprographics.

Val also encouraged everyone to try and post some of their syllabi and assignments online.

VI. SLOs

Val reminded instructors that they need to make sure they complied with the SLO requirements sent out by Toni Pfister. The deadline is December 2. For a 3 unit course, three SLOs should be identified. A rubric need not be turned in, but all materials need to be organized by the instructor and kept in a secure place. The accreditation team may request to see documentation.

VII. SPRING SCHEDULE CHANGES

Val reviewed the spring 2010 schedule changes that were given to Matthew in the instruction office. Those changes finalize the flexie for the business division.

VIII. MULTIMEDIA PROGRAM APPROVAL

Val stated that the new Multimedia program was approved by the chancellor's office.

IX. CURRICULUM CHANGES FOR 10-11 CATALOG

Val informed the group that changes to the general catalog need to be requested before the end of the semester in December. Angie stated that she would like to make changes to ENGL 060 to make it a Basic Skills class.

X. OTHER

Tom asked Val if there was VTEA money to upgrade the computers in the networking/computer repair classroom -- 1705 -- to which Val replied that there was about \$30,000. She stated that she had talked about it with Kathy Berry and had mentioned to her that if a decision wasn't made regarding the expansion, we would lose that money.

Because she needs to refer students for tutoring, Angie asked about hours for the student worker/tutor. A discussion was held about availability. Val told the group that she would do a better job of informing them when Lucia's hours changed.

After discussion, it was decided that the Business Division office would not be used as a lunch room.

Regarding the budget, Tom asked if it was possible that the District may cut our medical benefits and/or retiree medical benefits. Val responded that it was certainly possible. Those benefits depend on negotiations.

XI. ADJOURNMENT

The meeting adjourned at 2:50 p.m.

Recording Secretary: Maria Sell