

IVC Academic Senate Meeting

Adopted Minutes
Wednesday, February 16, 2011
1:30 p.m. – Board Room

Call to Order

The meeting was called to order at 1:32 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

Present:	Kevin White	Robert Baukholt	Frank Rapp	Nannette Kelly
	Jeffrey Beckley	Frank Miranda	Celeste Armenta	Toni Pfister
	Jill Kitzmiller	Kevin Marty	Terry Norris	Cathy Zazueta
	Norma Nunez	Norma Scott	Elizabeth Trevino	Bruce Seivertson
	Kathy Berry	Mary Lofgren	James Patterson	Cesar Guzman
	Barbara Nilson	Eric Lehtonen	Daniel Gilison	Carol Lee
	Caroline Bennett	Jill Nelipovich		

Absent: Mary Jo Wainwright

Excused: Stella Orfanos-Woo

Visitors:	Jeff Enz	Todd Finnell	Ed Gould	Trini Agruelles
	Efrain Silva	Alfredo Cuellar	Steven Taylor	Lianna Zhao
	Frances Beope	Gaylla Finnell		

Recorder: Dixie Krimm

Membership Changes

None.

Public Comment

Gaylla Finnell – Presented statement expressing the importance of Academic Senate involvement with state budget cuts, faculty should have a voice in decisions. As a faculty member concern was expressed over the integrity of programs at IVC. Example of effect of reduction on History courses with proposed cuts to Instructors presented.

Approval of Minutes

M/S/C (Patterson/Rapp) to approve the minutes of December 1, 2010, as presented.

President's Report

President White:

- Regarding discussion items and Spring issues – after today's discussion will put the issues into a plan, to work through the issues in the remaining seven meetings.
- Next meeting – State Legislator will be in attendance to speak and share information with what is going on in the State and other issues.
- Over the break met with executive committee and reworked the professional development policy to present at the next meeting, and tenure committee to present at an upcoming meeting.

Consent Agenda

1. Curriculum Committee minutes 11-18-10
2. Curriculum Committee Recommendations to the President 11-18-10

M/S/C (Lee/Patterson) to approve the above consent agenda items.

Action Items

1. Duplicate Degree & Transcript Fees Resolution

M/S/C (Lee/Nunez) to approve the Duplicate Degree & Transcript Fees Resolution.

Discussion:

Gloria reviewed the document regarding duplicate degree and transcript fees.

Discussion and Information Items

1. Dr. Gould's resignation

Senate President White introduced Dr. Ed Gould to speak before opening for discussion.

Dr. Gould:

- Provided reasons for announcement of retirement; family, college issues, uncomfortable working with not only IVC Board but with State-wide issues.
- Mentioned accomplishments; parking lot, measure J, new science building.
- Commitment to Board: will do what is necessary to right the institution upon departure.
- Presented worst case scenario (4 million dollar deficit) with budget issues and mentioned that there would be tough times ahead.

2. Budget Crisis scenarios

- Kevin White mentioned that there were 3 scenarios, based upon what is seen at the State where do we stand.

- Dr. Gould – Middle scenarios ruled out - prop 98 at minimum level, state says impossible to do if tax extension is not approved, legislative analyst stated that 14.4% would have to come off of budgets. These are preliminary projections. Tax extension should be supported but is not guaranteed. Not sure what will happen will need 6.4% cut in best case scenario.
- Norma Nunez will there be mid year cuts?
- Dr. Gould stated that there would be no mid year cuts, we are likely to have carryover in categorical funds.
- Bruce Seivertson – what if we don't balance the budget?
- Dr. Gould series of steps the State will take, if we fall below 5% reserve we go on warning status for accreditation. If we fall below 3% the Board of Trustees loses its authority, state will put a new president in place. We are not in this position.
- John Lau – ability to make payroll is an issue, we need to assure the state that we have the funds to operate.

Discussion continued regarding budget and cash flow issues.

- Dr. Gould addressed the concerns presented by Gaylla Finnell – 88% of budget is for personnel. We do not have an agreement with either bargaining unit. A balanced budget needs to be proposed to the Board by June 30, 2011. There are two possibilities, layoffs of classified or pink slips. March 15th is the official notification date. Faculty can still be hired back at the beginning of May and into the beginning of the next semester if there are available funds. The likely scenario for an extension of taxes is a June election. Then the legislature would propose a budget. There is uncertainty as to the outcome.
- Frances Beope – are there any formal notification dates for layoffs for administrators and classified?
- Dr. Gould – Classified have no formal layoff dates. Administrators, those who are certificated have the same layoff notice but also serve at will, can go back to teaching. On the other hand if someone came in after shared governance was in place they may not have seniority rights for a guaranteed position. Academic administrators have an opportunity to teach for a year on probation if a faculty position is available. Scenarios are being looked at. Extended campus in Calexico is being looked at for center designation possibly in 2013-14 to add 1 million dollars to the budget. Other areas are also being looked at to offset budget shortfalls.

3. State Academic Senate Representative (March 2nd meeting)

- Mentioned in President's Report. State Academic Senate Representative will provide information on what is going on in the State.

4. Committees: membership, terms, vacancies

- There are vacancies on several committees, Kevin will put together information to present at the next meeting.
- Will be contacting departments to determine if there are faculty willing to serve on committees.
- Bruce Seivertson mentioned that this issue had been brought up before, stressed that we all have a responsibility to serve. Alternates are also needed.

- Barbara Nilson – who is responsible to be make sure people attend? Would let committee know when she could not attend a meeting. Vacancies should be filled or reported as empty by the committee to the Academic Senate.
- Kevin White we are identifying terms and addressing them at the beginning of the academic year. Having a list of faculty who are serving will be helpful.
- Eric Lehtonen – Academic Senate should inform members of open positions.
- Bruce Seivertson mentioned that Vikki Carr had a list of committees that would be updated upon direction of the Academic Senate President.
- Norma Nunez – those are standing committees, we have a lot of subcommittees that need to be followed up on.
- Kevin White – we will continue to work on this and provide an update at the next meeting.

5. SB 1440 Implementation: Transfer Model Curricula (TMC)

- Senate President White asked Carol Lee to present or make comments
- Carol Lee – 1440 is putting on training sessions for those who need to implement the Transfer Model Curricula. Each Community College must have 2 implemented by Fall. Is working with Krista Byrd on Psychology. These new transfer degrees, will guarantee a higher admission priority to our local feeder, our local feeder is not willing to participate since they are an impacted college. Special training for Articulation Officers will continue, we have two Transfer Models that are possible but the concern is whether our local feeder will participate. CSU has to also create another major as well to accommodate the students.
- James Patterson – to add to Carol’s comments, Curriculum Committee will be working to expedite these programs and asks Academic Senate to expedite as well.

6. Tenure Committee progress

- Barbara Nilson – during the break the Tenure Committee met three or four times to clean up areas, better define how the tenure process should go, what the Deans/Dept chairs role should be, worked on forms to provide consistency and clarity. Some things need to be negotiated through CTA to make sure legalities are addressed. Summary report with every tenure review to document what was said, positives and negatives included as elements of improvement. Will be going to four members.
- Kathy Berry – Summary sheets completed at last meeting.
- Barbara Nilson – will email as to when the next meeting will be.

7. Professional Development Committee

- Kevin White – there was a document that drafted which will be worked through. Will bring the revised document to the next meeting.
- Barbara Nilson – mentioned that the attendance at the Professional Development Day was small but productive.

8. Construction updates

- Ed Gould – light not working well at temporary light. Other entrance will be studied for installation of light. So far no accidents with the four entrances open. 400 building will start

construction this month. First Prop J project has been submitted and should be starting construction in September. It is difficult since students do not understand that construction and operating budgets are separate.

9. Cesar Chavez: event planning, resolution

- Kevin White – Cesar Chavez holiday, March 31st, will be talking with Sergio Lopez to provide some kind of celebration on the campus. The Board has been interested in making sure that we have some kind of annual celebration Martin Luther King and Cesar Chavez. Asked for volunteers to help work on.

10. Dennis Carnes memorial

- Bruce Seivertson – reserved room 2734 for Friday April 1st, 2011, Dennis Carnes birthday, from 10:00 – 12:00.

11. Annual AS fundraising event

- Kevin White – planning, looking for new chairperson for committee. (Mary Lofgren – volunteered)
- Mary Lofgren – this is about raising money for transfer scholarships.
- Carol Lee –when will info be available regarding the transfer scholarships?
- Mary Lofgren – hoping foundation will help, will be speaking with Todd to use their general application and develop the criteria.

12. Diversity Committee

- Kevin White – addressed Dr. Cuellar for update.
- Dr. Cuellar – no update at this time, looking forward to having people across campus assist. Will be contacting Kevin to get volunteers.

Reports

Past President Bruce Seivertson:

- Attended faculty development committee, will be looking at forming a committee for administrative position hiring. State Academic Senate is strongly recommending committees look at educational qualifications for administrators.

Treasurer Norma Nunez:

- Budget balance = \$5,412.28

VP of Instruction Kathy Berry:

- As of today we have 3186.38 FTES, 103% fill rate, thanked faculty on behalf of students. Student complaints have been minimal, it has been the smoothest beginning we have seen.
- Friday EMPC will meet at 9:00am.
- Will be talking to Kevin regarding managing enrollment, trying to balance our curriculum. We need to look at our curriculum. We have three missions: transfers, career technical education,

and basic skills. Would like to put together a committee of the Deans, dept chairs, faculty to look at our offerings.

- Eric Lehtonen – what areas are out of balance?
- Kathy Berry – 59.9% is transfer about 26% basic skills, the rest is career tech. We should have more career technical offerings.

Chief Financial Officer (CFO) John Lau:

- Has been hearing comments such as: how can we keep building with all the budget problems. Projects budget problems for the next several years. If we do have reductions we would have a reduction in services. Need to make sure to have service level discussions.
- Discussion regarding bond interest ensued. John stated that the interest stays with the bonds.

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Spoke with the Imperial County/San Diego coordinator regarding budget issues, along with the budget problems, the management at the state has changed. New management is looking at accountability for the money being spent. Were told at the end of 2012 would have to have an accountability plan ready – now must be provided at the end of 2011. Another item discussed was that of students who get lost in the “pipes” in the five levels of basic skills. On March 25 there will be a conference in San Diego to address the issues of retention. Looking for any faculty who are willing to attend, would like to bring a group of about 10 people to go to the conference.

Student Learning Outcomes (SLO) Toni Pfister:

- Toni Pfister – cycle assessment forms still coming in from Fall, will need to stop that process so a report can be processed. This semester will be working with Dixie to provide instruction to faculty and staff on including the SLO's in CurricUNET.

Associated Student Government (ASG) Jesus Gallegos:

- No report at this time

Contingent Faculty Representative:

- No report at this time

Collective Bargaining Units Gaylla Finnell:

- Just to let the Academic Senate know that over winter break Frances Beope and Gaylla Finnell attended two conferences. Health Care conference, we have a responsibility to keep our health care costs down, use generic drugs whenever possible, saves money. Also to make a concerted effort to have a wellness program on campus. Recently returned from Community College Association Winter conference, negotiating team attended training, we are having a faculty meeting next Thursday, Feb 24th, from 3:30-5:00.
- Discussion ensued in support of working toward a wellness program.

COMMITTEES

1. Curriculum Committee
Previously discussed

2. Tenure Committee
Previously discussed
3. College Council
Met in January, brief meeting talked about budget, next meeting will be beginning of March, has vacancies for alternates.
4. Equivalency
Kevin White mentioned that Mary Jo Wainwright will be working off-campus, she indicated that she would be continuing to work on this.
5. Budget & Fiscal Planning
Will be meeting this week
6. Learning Support Services
Nothing to report at this time
7. Distance Education
Nothing to report at this time
8. Educational Master Plan Committee/CART
Working on Program Review
9. Other:

“For the Good of the Order”:

- Kevin White commented on the effectiveness of traffic control.
- Michael Heumann – held first Atlas train the trainer conference last week, 16 people were trained and are going to be leading future trainings which will start in August. Atlas is a Title 5 grant that the college received last fall that is primarily a technology improvement grant but part of the grant is connected to professional development in three specific areas: technology/ instruction for instructors using technology, paired classes with collaborative learning, and culturally responsive teaching.

Adjournment

The meeting adjourned at 3:00 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, March 2, 2011 at 1:30 p.m. in the Board Room.

Resolution No. _____: **STUDENT DUPLICATE DEGREE/TRANSCRIPT FEES:**

WHEREAS, Imperial Valley College is authorized by Education Code 76223 to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record; provided, however no charge shall be made for furnishing (1) up to two transcripts of students' records or (2) up to two verifications of various records of students; and

WHEREAS, Imperial Valley College has in the past provided up to two transcripts free of charge to students; and

WHEREAS, Imperial Valley College effective Spring 2011 will contract with Docufide, an electronic transcript provider to furnish copies of transcripts; therefore

BE IT RESOLVED that the Board approves, with the recommendation from the Vice President of Student Services, Dean of Enrollment Services and the Director of Admissions & Records the following student fees effective Spring 2011;

1. Degree/Transcript Fees:

- A \$20.00 fee for the issuance of a duplicate degree or duplicate certificate.
 - Two copies of enrollment verifications will be free of charge in lieu of two transcripts as authorized by Education Code 76223.
 - Student Ordered Transcript Delivery Fees by Docufide:

Electronic Data (XML) or Image (PDF)	\$8.00
USPS – delivered Hardcopy	\$10.00
Expedited Hardcopy	\$35.00
- Docufide will pay \$5.00 of each transcript charge to the district for the actual cost of college services and materials used in the provision of the transcript.

BE IT FURTHER RESOLVED that the revenue collected from these fees will be used solely to meet the costs of providing these services and materials.

ACADEMIC SENATE SPRING ISSUES

1. Dr. Gould's Resignation
2. Budget Crisis scenarios
3. State Academic Senate Representative visit (March 2nd meeting)
4. Committees: membership:
 - a. identify committees
 - b. identify members and terms
 - c. post openings
 - d. clarify ad-hoc versus regular membership
5. SB 1440 Implementation: Transfer Model Curricula (TMC)
6. Tenure Committee progress
7. Professional Development Committee
8. Construction updates
9. Cesar Chavez:
 - a. organize celebration
 - b. submit official resolution
10. Dr. Dennis Carnes memorial
11. Organize Annual AS fundraising event
12. Diversity Committee
13. Evaluation of Reorganization:
 - a. fiscal
 - b. administrative
 - c. hold hearing or forums
14. By-laws committee to update changes
15. President and Deans evaluation process
16. Organize Spring elections
17. Interest Based Approach (IBA) training
18. Rafael Santos award criteria
19. Finalize Tenure Committee work
20. Finish Equivalency Committee work
21. Finish Credit-by-Exam procedural revisions