AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 8, 2010 – 2:30 P.M. Administration Building Board Room

<u>MEMBERSHIP</u>

Taylor Ruhl, Administrative Representative Robin Ying, Administrative Representative Sergio Lopez, Administrative Representative Jan Magno, Alternate Administrative Representative Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair) Kevin White, Faculty Representative Martha Garcia, Faculty Representative John McClain, Alternate Faculty Representative

John Abarca, Classified Representative Miriam Trejo, Classified Representative Jessica Waddell, Classified Representative (Vice Chair) Marilyn Boyle, Alternate Classified Representative

Gloria Carmona, CMCA Representative Martha P. Garcia, Alternate CMCA Representative

Steve Sciaky, Student Representative Brian Phillips, Student Representative Mario de la Torre, Student Representative Carlos Espericueta, Jr., Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 22, 2010

APPROVAL OF MINUTES DATED MONDAY, MARCH 1, 2010

AREA REPORTS/UPDATES

College Council Report - Michael Heumann Standing and Ad Hoc Committee Reports Program Review Update – Kathy Berry Budget Update/Financial Report – John Lau ASG President Update - Steven Sciaky President's Update - Dr. Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

- 1. IVC Academic Senate, 2/17/10.
- 2. Budget and Fiscal Planning Committee, 12/9/09.

DISCUSSION AND INFORMATION ITEMS

- 1. Shared Governance Michael Heumann
- 2. Future Committees Michael Heumann
- 3. Committee Web Page Update Jessica Waddell

ACTION ITEMS

1. Revised Shared Governance Planning Process 2010 Proposed Flow Chart - Jessica Waddell (Attachment 1)

ADJOURNMENT

2009-2010 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2010	2010
March 8 & 22	May 10 & 24
April 12 & 26	June 14 & 28

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day member

MINUTES

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 22, 2010 – 2:30 P.M. Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Taylor Ruhl, Administrative Representative Robin Ying, Administrative Representative Sergio Lopez, Administrative Representative

Michael Heumann, Faculty Representative (Chair) Kevin White, Faculty Representative Martha Garcia, Faculty Representative John McClain, Alternate Faculty Representative

John Abarca, Classified Representative Miriam Trejo, Classified Representative Jessica Waddell, Classified Representative (Vice Chair)

Gloria Carmona, CMCA Representative

Steve Sciaky, Student Representative Libertad Cabrera, Student Representative Mario de la Torre, Student Representative Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative Ted Ceasar, Alternate Administrative Representative Lisa Cross, Alternate Classified Representative Martha P. Garcia, Alternate CMCA Representative

Others Present:

Bill Gay, Rosanna Lugo, Gaylla Finnell, Marilyn Boyle, Travis Gregory, Kathy Berry

MEMBERSHIP CHANGES

The following membership changes took place: Brian Phillips to replace Libertad Cabrera as Student Representative, and Marilyn Boyle to replace Lisa Cross as Alternate CMCA Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 8, 2010

M/S/C Sergio Lopez/Steven Sciaky to approve the Minutes of February 8, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council Reports

Chair Michael Heumann reported the following:

- Chair Heumann thanked Vice Chair Waddell for taking his place at the February 8th meeting.
- There were no other reports.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- The Education and Master Planning Committee is in the evaluation process of the Comprehensive Annual Reviews and indicated this process should be completed in the next couple of weeks.
- She announced that the Education Master Plan should be updated sometime in April and would be going through the shared governance process.

Budget Update

Vice President for Business Services John Lau reported the following:

 VP Lau announced there is still no word from the State. He reported the budget is being aliened with program review and it is going smoother then last year, although there is still some tweaking to be done.

ASG President Update

Associate Student Government President Steven Sciaky reported the following:

Today ASG had their first meeting of the semester and it was very productive. He
announced ASG has five senate vacancies and hopes to have them filled by the end of
next week.

President Update

Dr. Ed Gould reported the following:

- The Hall of Fame was a success with six new inductees: Stan Arterberry, Jim Duggins, Doug Harvey, Ron Jessie, Kenneth James, and Randy Palomino.
- Announced the Welcome Back Campus Community Reception would take place on February 25th.

- Reported he is in the process of receiving final information on whether or not to recommend a bond campaign for the June or November Election. He stated he would continue to weigh information on whether to extend the current bond, or ask for a \$6.00 tax increase.
- Announced \$16 Million in partnership grants have been received by the District.
 Received \$725,000 in Omnibus Act funds for the entrance on the west side of campus and should be completed by this summer. Announced that two marquees would be installed on the west and northeast end of campus.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. IVC Academic Senate, 12/02/09

DISCUSSION AND INFORMATION ITEMS

1. Accreditation Mid-Term Report - Kathy Berry

- VP Kathy Berry reported she is working on the Midterm Report and the Accreditation Team has been working long hours to get this report completed. She announced the Midterm Report would be completed by Friday February 26th and be presented to College Council and Academic Senate for review and approval.
- VP Berry stated she would need more than two people from College Council to be part of the Continuous Accreditation Review Team (CART) committee.
- Chair Heumann stated that he and Dr. Ying had volunteered to be part of this committee.
- Member Martha Garcia volunteered to be part of the CART committee.
- Chair Heumann announced a Special Meeting would be scheduled for Monday March 1, 2010 at 2:30 p.m. for the review and approval of the Midterm Report.

2. Spring Enrollment - Kathy Berry

- VP Berry stated spring enrollment is at 3,000 but should have drops in the next couple of weeks
- Chair Heumann stated he had to turn away 30 to 40 students in each of his classes.
- VP Berry indicated that she has asked faculty to turn in a list of their sign-in sheets to have an ideas of how many students were turned away spring semester.

3. Campus Reorganization - Michael Heumann

- Chair Heumann reported that the Academic Senate voted to support the six dean structure, and although it was not certain that it would be cost neutral the structure would be more beneficial to the college then the current five dean structure.
- Academic Senate Kevin White stated the reorganization is a topic that has been discussed for years, and now looking at the new six dean structure it represents an organization of a large populated campus instead of a small campus. He stated having a six dean structure would allow the District to better meet the needs of accreditation.
- Member Martha Garcia asked what would be the fiscal impact of the reorganization with a six dean structure.
- VP Lau stated the worst case scenario is that the District would slightly break even. He stated there are three areas of reorganization, and if you look at them as a whole some

have more cost savings then others, but the key element of reorganizing is functionality. He stated the current management structure does not meet the current demands of a growing campus.

VP Berry stated one of the reasons for the reorganization is the evaluation of faculty.
 Right now she is facing 200 faculty evaluations on her own, and with the reorganization that task would be distributed among the six deans.

4. Shared Governance - Michael Heumann

- Chair Heumann reported that he went back and read the AB1725 and Title V Ed Code
 policies that deals with shared governance and what the rules for Academic Senate are
 fairly clear. He stated Title V Ed Code Section 53200 lists eleven different items that are
 academic and professional:
 - o Curriculum:
 - Degree and certificate requirements;
 - o Grading policies;
 - o Educational programs development;
 - o Standards or policies regarding student preparation and success;
 - o District and college governance structure, as related to faculty roles;
 - Faculties roles and involvement in accreditation processes, including self-study and annual reports;
 - o Policies for faculties in professional development activities;
 - o Process for program review; and
 - Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- Chair Heumann stated these are the items referred to as shared governance for Academic Senate and the Board relies primarily on the advice of the Academic Senate on these items.
- Chair Heumann stated the goal ultimately is to define what College Council's role should be with regards to the standing and ad hoc committees and asked for feedback from College Council members.
- Chair Heumann stated other community colleges have classified senates and asked whether this body would be interested in forming a classified senate.
- Member Abarca stated that a classified manager's group attempted to form a classified senate, but it did not go very far and this was how the Classified, Managers, Confidential Association (CMCA) was formed.
- Member Abarca distributed a copy of CSEA Guide titled "SB 235 & Participatory
 /Shared Governance in California's Community College" which talks about the specific
 role that classified representatives play in shared governance. He stated it is a
 comprehensive review of the effects of SB 235 and stated SB 235 is more specific to
 community college classified employees in participatory shared governance processes.
- Member Abarca stated that this bill was passed in 2002 with CSEA's support due to confusion with AB1725.
- Chair Heumann asked if everyone would review the handout and at the next College Council meeting this item would be discussed further.

5. Annual Review of the Planning Process - Michael Heumann

- Member John Abarca asked if the standing committee's rules were going to be reviewed this year.
- VP Berry stated each committee would be reviewed on an annual basis and a process would be developed.

6. Committee Reports - Michael Heumann

Chair Heumann stated one area where this Council is lacking is on committee reporting.
He indicated there needs to be more input from some of the subcommittees in providing
reports either written or in person. Chair Heumann suggested adding committee reports
to the agenda. He stated the focus would be to have this Council updated on what the
subcommittees are doing. He stated he would be putting this topic on the agenda for
each committee to report briefly.

ACTION ITEMS

1. None.

ADJOURNMENT

M/S/C Sergio Lopez/Steven Sciaky to adjourn the meeting at 3:00 p.m.

2009-2010 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2010	2010
March 8 & 22	May 10 & 24
April 12 & 26	June 14 & 2
	8

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day member

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 1, 2010 – 2:30 P.M. Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows: Taylor Ruhl, Administrative Representative Sergio Lopez, Administrative Representative

Michael Heumann, Faculty Representative (Chair) Kevin White, Faculty Representative Martha Garcia, Faculty Representative

Jessica Waddell, Classified Representative (Vice Chair) Lisa Cross, Alternate Classified Representative

Steve Sciaky, Student Representative Carlos Espericueta, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative
John McClain, Alternate Faculty Representative
John Abarca, Classified Representative
Miriam Trejo, Classified Representative
Gloria Carmona, CMCA Representative
Martha P. Garcia, Alternate CMCA Representative
Mario de la Torre, Student Representative
Brian Phillips, Student Representative

Others Present:

Gaylla Finnell, Kathy Berry, Tina Aguirre

MEMBERSHIP CHANGES

The following membership changes took place: Carlos Espericueta, Jr. will be the Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

DISCUSSION AND INFORMATION ITEMS

1. None.

ACTION ITEMS

M/S/C Sergio Lopez/Taylor Ruhl

1. Approval of the Accreditation Midterm Report - Kathy Berry (Attachment 1, Link Provided) http://www.imperial.edu/index.php?pid=5251

Discussion:

VP Kathy Berry stated the Midterm Report that was sent out was a draft and minor revisions were made over the weekend. VP Berry gave a brief overview of the six recommendations:

Recommendation 1

- Deals with the District's planning structure, the Annual Planning Review, Comprehensive Planning Review and integrating the Technology, Facilities, Staffing, Marketing, Budget and SLO Planning into a Comprehensive Annual Review process which the District is in its second year of implementation.
- Reported there had been some confusion when the Shared Governance Planning Process for 2009-2010 was approved and stated in October when the Board approved the Progress Report the Shared Governance Planning Process was also approved within the document.
- VP Berry requested that College Council revise the Proposed Flow Chart to include under College Council Subcommittees the Environmental Health & Safety Committee since this body had decided on not to merge it with the Facilities & Environmental Improvement Committee.

Recommendation 2

 Deals with the Student Learning Outcomes and stated that by 2012 the District needs to be at the Proficiency Level. She indicated the District is currently at the Developmental Level.

Recommendation 3

 The District has completed Recommendation 3 which had to do with the college catalog and making sure that student could identify financial aid resources and that the Sexual Harassment Policy is visible to students. The catalog has been revised and is now posted on the IVC Website.

Recommendation 4

 Deals with student services incorporating student learning outcomes including their categorical programs.

Recommendation 5

 Deals with the Technology Plan and integrating the plan to align closely to instructional plans and services. She stated Wednesday, March 3rd the Technology Planning Committee would be updating revisions to the Technology Plan.

Recommendation 6

Deals with shared governance and stated minor corrections were made.

VP Berry gave an overview of the Accreditation Standards I, II, III and IV and the District's Planning Agenda and Responses:

- Standard 1 deals with leadership of the college.
- Standard 2 deals with instruction and students services.
- Standard 3 deals with facilities, human resources, and fiscal planning.
- Standard 4 deals with shared governance and primarily with the Board of Trustees. She stated Standard 4 also deals with share governance bodies on campus and how they make recommendations and report up to the President and the Board of Trustees.

Chair Heumann called for a vote. The motion to approve the draft Midterm Report subject to final modification was approved unanimously.

Motion carried.

ADJOURNMENT

M/S/C Sergio Lopez/ Steven Sciaky to adjourn the meeting at 2:53 p.m.

2009-2010 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2010	2010
March 8 & 22	May 10 & 24
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	8

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day member

MINUTES FROM STANDING AND AD HOC COMMITTEES

IVC Academic Senate

Approved Minutes February 17, 2010

I. The meeting was called to order at 1:34 pm by President White.

II. Roll Call

Present: Suzanne Gretz, Daniel Gilison, Cesar Guzman, Michael Heumann, Russell Lavery, Eric Lehtonen, Mary Lofgren, Norma Nunez, Thomas Paine, Toni Pfister, Jose Ruiz, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson

Excused: James Patterson, Krista Byrd

Absent: Steven Sciaky, Barbara Nilson, Norma Scott, Rosalba Jepson

Visitors: Sheila Dorsey-Freeman, Taylor Ruhl, Romano Sanchez-Dominguez, John Lau, Efrain Silva, Frank Rapp, Gaylla Finnell, Eric Jacobson, Frances Beope, Tina Aguirre, Val Rodgers, Ed Gould

III. Visitor Comments

V. Consent Agenda

- 1. Academic Senate minutes of December 2, 2009
- 2. C&I recommendations of 10-15-09; adopted 11-05-09
- 3. C&I recommendations of 11-05-09; adopted 11-19-09
- 4. C&I recommendations of 11-19-09; adopted 02-04-10
 - (Nunez/Lehtonen) M/S/C to approve the above items.

VI. Reports

- 1. President
 - President White stated that he attended the winter retreat of the Board of Trustees.
 - He added that he was impressed with the new 2700 building.
- 2. Past President
 - No report
- 3. Treasurer
 - \$5,418.85
- 3. VP of Instruction
 - Vice President Berry announced that the college received its warning status continuation letter from the Accreditation office on February 3. The Instruction office has been very busy dealing with this.
 - The Board must approve the accreditation midterm report by March 8, and the Senate and College Council will need to approve the report prior to that date.

- The comprehensive program reviews were all turned in, and all the vice presidents are reviewing them now. She commends the Music Department for their fine work with program review.
- The winter session enrollments were down.
- The division chairs met three times during the winter session to come up with a reorganization plan. That plan was presented later in the meeting.
- 4. Chief Financial Officer (CFO)
 - Vice President Lau announced that issues with the new building are still being addressed, and he thanked everyone for their help in the smooth transition into that building.
 - The bus terminal will be completed by the end of April.
 - Federal money for the new openings to the college was finalized and those openings will be completed by the end of summer.
 - Renovation will go forward during this summer.
 - Lau presented a graph that captured the financial difficulties faced by the college. The college has been using reserve money, but that money is running out.
- 5. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp announced that there were eight Basic Skills Winter Institute classes. The success and retention rates were very strong. The feedback from the faculty, counselors, tutors, and students was universally positive.
- 6. Student Learning Outcomes (SLO) Coordinator
 - Toni Pfister announced that last Wednesday there was a small SLO workshop. There was positive feedback from the participants. Pfister will use the feedback to improve the workshops in the future.
 - Also, Pfister examined the cycle assessments for 2008-09 (about 180 of them). She found many different ways that faculty members used these assessments to improve their course content and their teaching.
 - She is working on program review, and she needs help from faculty. She urged senators to go back to their department and get feedback on the SLOs in their area. She will work closely with division chairs this semester.
 - Associate Dean Aguirre noted that we had only 53% compliance with the SLOs in syllabi requirement.
- 7. Associate Student Government (ASG) President
 - Not present

VII. Academic and Professional Matters

- 1. Appointment of Committee assignments—appointments to CART and EEO
 - M/S/C (Heumann/Gretz) to approve Oscar Hernandez to the Equal Employment Opportunity committee and Alex Cozzani to the Continuous Accreditation Readiness Team (CART)
- 2. Academic reorganization: review two proposals

- M/S (Heumann/Nunez) to approve the six-dean structure recommendation from the instructional council on the reorganization of the instructional area at Imperial Valley College
- Eric Jacobson noted that the accreditation criticized the college for not following through on process.
- Senator Heumann expressed his desire to push forward on reorganization.
- Jacobson responded that a dean structure was used in the past but was found impractical. He felt that the focus of the college should be on faculty and not on adding more administrators.
- Senator Zielinski noted that there has been a lot of faculty input in the reorganization plan. He also noted that the current administrative structure does not allow for a comprehensive evaluation of faculty in the tenure process and the discipline process.
- Senator Gretz noted that, after the January instructional council
 meetings, she felt confident that this reorganization is the best road for
 the college. New deans will allow department chairs and faculty to
 focus on teaching, curriculum, and program review.
- Senator Zhao agreed with the comments in support of the reorganization plan.
- Past President Seivertson asked about the support staff within each of the departments. Berry noted that this would be worked out after the reorganization structure was in place.
- Rapp asked about the logic of putting the Basic Skills Institute under the English Department, since Math is a key part of the BSI. This issue was noted as something that would need to be addressed as the details are worked out.
- Senator Lavery noted that there was some confusion among the faculty regarding the new titles of coordinators, division chairs, and so on, and those titles continually changed over time. He also noted the high cost of the six-dean structure. The reorganization was supposed to be costneutral, but it seems as though the six-dean structure is not cost neutral. So why should we do it?
- Jacobson noted that cost-neutrality was based on CTA/CSEA contract negotiations.
- Pfister asked how many deans Instruction currently has. Berry noted that there is currently one dean and two associated deans.
- Zielinski noted that a dean structure would save money in the English and Languages areas because it would eliminate some coordinator positions.

- President White noted that there seemed to be a consensus on going forward with reorganization. The question then turned to supporting either a five-dean or six-dean structure.
- Berry noted that the cost of the six-dean structure as opposed to the five-dean structure really depends upon who those deans are and what happens with the contract negotiations between the CTA and CSEA.
- Senator Paine asked about the duties of the new deans; would they be able to initiate discipline? Senator Gretz noted that, according to Education Code, only administrators can initiate discipline proceedings, so those deans would be able to initiate discipline.
- Dr Gould acknowledged that the job descriptions for the deans needed to be spelled out more clearly. He also noted that we had four deans as of two weeks ago (when Dean Huerta retired). So adding a sixth dean would really be adding only two deans. Further, it would spread the workload of the current deans across the entire instructional spectrum, rather than just relying on the nursing dean, the applied tech dean, and the library dean to shoulder the bulk of the burden.
- The motion was carried with two no votes and two abstentions.

IX. Committees

- 1. Curriculum and Instruction –Carol Lee noted that there would be a meeting tomorrow, February 18. The focus will be on GE (General Education.
- College Council –The council met twice during the winter session. The
 focus of the meetings was on shared governance. A resolution to ask the
 board to post audio recordings of board meetings online was voted down.
- 3. Equivalency –No report
- 4. Budget and Fiscal Planning –The next meeting will be at the end of February.
- 5. Learning Support Services This committee will meet next week.
- 6. Distance Education This committee will be meeting Thursday, February 18.
- 7. Other committee reports –Gretz noted that information about the possible calendars for 2010-11 was sent out for review to the faculty.

VIII. Discussion

- 1. Faculty survey results—consensus and prioritization of concerns
 - Senator Zazueta passed out the results of a faculty survey that was conducted in Fall 2009.
 - President White noted that there would be a written summary of the survey available at the next meeting.

- 2. Accreditation warning status—progress of process
 - Berry noted that this is a massive issue. We need to get accreditation "fixed" right away in order to avoid stiff penalties from the Accreditation team.
 - She commended Tina Aguirre for all the hard work she went through over the past week getting the midterm report fixed.
 - She noted that the Academic Senate needs to take the lead in all areas that it has said it would take the lead in (like SLOs, Budget and Planning, and so on).
 - Dr. Gould noted that the issues to deal with right now as far as accreditation is concerned include governance and technology and "closing the cycle" as far as improving the systems after evaluation.
- X. M/S/C (Guzman/Nunez) to adjourn the meeting at 3:15 pm.



December 9, 2009

VMembers Present:

VJohn Lau, VP for Business Services, Chair _Dr. Victor Jaime, Administrative Representative VKevin White, Academic Senate President VDr. Michael Heumann, College Council Chair VEric Jacobson, Faculty Representative VDaniel Gilison, Faculty Representative VCarlos Fletes, Director of Fiscal Services VDawn Chun, CMCA Representative

Recorder: Mary Carter

VBetty Kakiuchi, CSEA Representative VJohn Abarca, CSEA Representative _ ASG Representative VJan Magno for Dr. Victor Jaime

Non-Voting
VKathy Berry, VP for Academic Services

Call to order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 2:00 p.m. in the Board Room.

ACTION:

1. Approval of minutes: M/S/C Abarca/Heumann to approve the minutes of the November 11, 2009 meeting as presented.

DISCUSSION/INFORMATION

- 1. Budget update: VP Lau stated that there is no new information from the State. In January, the Governor will present his budget, and in late February the first principal apportionment will be released. Carlos Fletes, Director of Fiscal Services, presented a report showing expenditures through November 30, 2009 (unrestricted General Fund).
- 2. Fiscal Health Risk Analysis no discussion.
- 3. Results of line-by-line review of current budget: VP Lau reported that he met with budget managers (General Fund) and was able to identify some areas of savings. The discussions concentrated on controllable costs (services and supplies). A list of the proposed budget reductions totaling \$322,585 was distributed to the committee. There were some areas where the budget increased due to items being left out during the budgeting process. The list of adjustments does not include an increase to the Maintenance Dept. budget that will be needed due to the impact of the new 2700 building. VP Lau stated that he will present the list to Dr. Gould.

Discussion: The committee asked if program cuts (i.e. Athletics) was discussed, VP Lau stated that the intent was to find savings in current operating costs. John Lau stated that he will take the committee's recommendation to the Executive Council. VP Lau stated that the committee needs to talk about all costs, including labor. Salary and benefits currently account for 93% of the budget. The District also needs to take care of infrastructure needs and fund GASB 45.

VP Lau stated that budget development starts with operational objectives. VP Lau stated that the budget process needs to start early for 2010-11. Program Review will allow the committee to take an early look at the budget. VP Berry stated that the enrollment management program assigns cost to each class and allows the college to have a target FTE. VP Lau stated that projection of overload and adjunct costs need to be more precise. Eric Jacobson asked what the breakeven FTE is for fulltime faculty versus part-time. VP Berry stated that it varies due to salaries. VP Berry stated that there is also overhead attached to every class. Asked about the fulltime/part-time ratio, VP Berry stated that IVC's ratio is about 60% fulltime. VP Lau stated that a labor matrix is needed in order to budget more accurately for adjunct and overload costs.

- 4. Creating a flexible budget process: Eric Jacobson distributed a "Flexible Budget Process" handout. Mr. Jacobson stated that he looked at several colleges and used a model from Willamette University. The flexible budget process is developed with three possible funding levels. Program Review is the basis for the budget, and adjustments are made depending on enrollment and revenue.
- 5. Update on 4000 6000 accounts: no discussion
- 6. Cost and timeline for divisions moving into the 2700 building: Rick Webster, Director of Maintenance reported on the move into the 2700 building. Furniture delivery and installation is scheduled for December 1 12. The move into the building will start on December 14, and should be complete by December 31. Winter intersession classes will be held in the new building. The ribbon cutting will be on January 22, 2010. VP Lau stated that the opening of the 2700 building (70,000 square foot) adds maintenance and other incremental costs to the budget.
- 7. Freezing future sabbaticals for faculty: no discussion
- 8. Updated project savings due to:
 - a. Extended Campus closures: Closing Extended Campus in El Centro as of January 31,
 2010 resulted in a saving of five months' rent (the annual rent is approximately
 \$67,000). Classes are on-going at the high schools in El Centro.
 - Small Business Development Center: The lease on the SBDC office will end January 31.
 The SBDC has been running budget deficits every year.
 - c. Elimination/reduction of administrative positions: no discussion
 - d. Reorganization: VP Lau stated that the re-organization is still being developed, but he could comment on the Business Services area. The proposed Business Services re-organization is revenue neutral due to the retirement of three staff members and the downgrading of two positions. The re-organization plan proposes hiring a new Director of Purchasing and Accounting. The Purchasing Department is currently a one person office.
- 9. Next Meeting: Wednesday, February 24, 2010

Meeting adjourned at 3:35 p.m.

ACTION ITEMS

SHARED GOVERNANCE PLANNING PROCESS

2009-2010

Proposed Flow Chart

