

**Ventura College Academic Senate**  
**Agenda**  
**Thursday, September 6, 2012**  
**1:30-3:30 pm**  
**Multidiscipline Center West (MCW) – 312**

- I. Call to Order
- II. Public Comments
- III. Acknowledgement of Guests
- IV. Approval of minutes
  - a. August 23, 2012
- V. Study Sessions
  - a. VC Academic Senate Goal Setting for 2012-2013
  - b. VC & VCCCD Accreditation reports
  - c. Statement on Professional Ethics
- VI. Action Items
  - a. District & College Committee Appointments
  - b. VC Academic Senate Goals for 2012-2013
  - c. VC Accreditation Follow-Up Report (Second Reading)
  - d. VCCCD Accreditation Follow-Up Report (Second Reading)
  - e. BP/AP 6200 – Budget Preparation & BP/AP 6250 – Budget Management (Second Readings)
  - f. VC SLO Report for ACCJC (First Reading)
  - g. Re-affirmation of VC Senate Resolution on Program Discontinuance ONLY through Program Review (First Reading)
- VII. President's Report
  - a. DCAS
    - i. State Mandated Reimbursements Block Grant (AB 1464)
  - b. DCHR
  - c. Consultation Council report
  - d. Administrative Council report
- VIII. Information/Discussion Items
  - a. Senate Dues Drive in September/October
- IX. Senate Subcommittee reports
  - a. Curriculum Committee report
  - b. SLO Oversight Committee – (ISLO mapping, PSLO and CSLO updates, TracDat info)
  - c. Other Senate Committees
- X. Campus Committee reports
  - a. College Planning Council
  - b. Other Campus Committees
- XI. Adjournment

According to Title 5, Section 53200, each California Community College shall have an Academic Senate, an organization of faculty whose primary function is to make recommendations with respect to academic and professional matters.

“Academic and Professional matters” means the following policy development and implementation matters that cover the following areas:

- |   |  |
|---|--|
| 1. Curriculum, including establishing prerequisites.                | 2. Degree and certificate requirements.                          |
| 3. Grading policies.  | 4. Educational program development.                              |
| 5. Standards or policies regarding student preparation and success. | 6. College governance structures, as related to faculty roles.   |
| 7. Faculty roles and involvement in accreditation processes.        | 8. Policies for faculty professional development activities.     |
| 9. Processes for program review.                                    | 10. Processes for institutional planning and budget development. |

AND Other academic and professional matters as mutually agreed upon.

**Ventura College Academic Senate**  
**Minutes**  
**Thursday, 23 August 2012 MCW-312**

I. This meeting was called to order at 1:34 p.m. The following senators were present:

Chen, Albert—Social Sciences, Arts, and Humanities  
Enfield, Amanda—English and Learning Resources  
Forde, Richard—Career and Technical Education  
Guillen, Guadalupe—Student Services  
Haines, Robbie—Senate Secretary  
Horigan, Andrea—Social Sciences, Arts, and Humanities  
Kim, Henny—English and Learning Resources  
Lange, Cari—Senate Vice President  
Mitchell, Nancy—Career and Technical Education  
Morris, Terry—PE/Athletics, Communication Studies, Foreign Languages, and ESL  
Pauley, Mark—Senate Treasurer, Curriculum Co-chair  
Rose, Malia—Mathematics and Sciences  
Sandford, Art—PE/Athletics, Communication Studies, Foreign Languages, and ESL  
Sezzi, Peter—Senate President  
Wendt, Patty—Student Services

The following guests were present:

Jones, Mary—Career and Technical Education  
Muñoz, Paula—Student Services

II. Public Comments

Muñoz notified senators of upcoming Faculty Symposium on 21 Sept 2012 in Oxnard.

III. Introductions & Acknowledgement of Guests

Sezzi notified those in attendance about the need for additional faculty members on various committees.

IV. Approval of minutes, 3 May 2012

Forde motioned to approve, Lange seconded. Minutes approved 7–0–2 with Wendt and Rose abstaining.

V. Study Sessions

a. VC Academic Senate Goal Setting for 2011-2012

Sezzi solicited written goals from senators. Goals will be compiled by Sezzi and discussed at a future meeting.

b. VC & VCCCD Accreditation reports

Sezzi updated senators on status of both reports. Sezzi was happy to announce that administration's willingness to involve each campus' Academic Senate President in the development of these reports was highly involved, encouraged and appreciated. This is a marked difference from the manner in which last year's Accreditation follow-up reports were developed. One additional part of the District report, relating to the Accreditation Commission's concern about Board performance, is still being written and should be available in a few days. Sezzi described the corrected Commission letter to Robin Calote, which explains why we are working on this when the remaining problems appeared to concern the District only. For the reports that are due, most of the work has been done. College recommendations 6 and 8 were briefly discussed, it was opined that the BRC should be mentioned in part 6. Sezzi will re-evaluate these to be sure they are clear and accurate, adding BRC as requested.

VI. Action Items

a. District & College Committee Appointments

The difference between defined and undefined membership was discussed. It was noted that the Senate needs to appoint people to certain committees.

The CPC membership and meeting schedule were discussed. Sezzi suggested affirming for the CPC spots for which there was “no contest” (i.e., more people interested than spots available) and a mechanism was discussed for appointing others if there is competition or if there are too few volunteers. Sandford volunteered for CPC. CTE representative for CPC will be discussed at the next meeting after candidates have briefly justified their candidacy. Senators agreed to confirm Becky Hull (Past Senate President), Art Sandford (General Ed faculty), Ty Gardner (General Ed faculty), Bob Moskowitz (General Ed faculty), and Eric Martinsen (General Ed faculty/instructor of Basic Skills).

DCAA: There are 4 candidates for three slots. Sezzi will request a 1-paragraph justification of candidacy from each, then senators will vote at next meeting.

DTRW-SS: Senate will delay action for this committee, because counselling will select representatives at their next division meeting on Sept 4.

Student Grievance and Student Conduct committees: Sezzi read the following names as faculty interested in being in the “pool” to serve on both of these ad-hoc committees (unless otherwise noted): Ann Bittl, Albert Chen, Marta de Jesus, Sharla Fell, Richard Forde, Cari Lange, Lydia Matthews-Morales, Nancy Mitchell, Ted Prell, Robbie Haines (Student Grievance only) and Steve Quon (Student Conduct only).

Sandford motioned to appoint the faculty names for appointment to the CPC, Student Grievance and Student Conduct committees as read, Horigan seconded. Motion carried unanimously.

b. VC Accreditation Follow-Up Report (First Reading)

Pauley motioned to move this item to second reading, Sandford seconded. Motion carried unanimously.

c. VCCCD Accreditation Follow-Up Report (First Reading)

Pauley motioned to move this item to second reading, Morris seconded. Motion carried unanimously.

d. BP/AP 6200—Budget Preparation & BP/AP 6250—Budget Management (First Readings)

These documents were discussed. Sezzi reported that many apparent changes made to them simply involved moving items from a BP in question to the corresponding AP. Budget difficulties were discussed in light of the fact that the state often does not have a budget at the time that VCCCD is supposed to have one. Sandford motioned to move this item to second reading, Lange seconded. Motion carried unanimously.

VII. President’s Report

a. Summer Board of Trustees Meetings report

The six (!) Board meetings since the last Senate meeting in May were described by Sezzi.

b. Administrative Council report

David Keebler will soon be emailing the campus about the inventory associated with VC's accreditation activities. Sezzi suggested faculty respond to that email if they are interested in participating in the inventory of their supplies.

c. DCAS

This morning's meeting focused on the Budget. The outcome of Proposition 30 will be a huge determinant of how we operate as a college for the foreseeable future. The district will face ~\$8–9 million cut if the proposition fails; about \$2 million are currently set aside to help offset this amount. Cuts, if they happen, will be realized this year. Program discontinuance at VC will probably be minimally disruptive this year, may be contentious next year. Full-time positions may no longer be automatically replaced as they have been in the past. Sezzi pointed out that if Prop 30 fails that in the span of only about 5 years, we'd go from having \$25 million on reserves to only about \$2 million in reserves available to be spent for the entire district.

Led by Kathy Scott and Mike Callahan, VC won a Title V single-college grant aimed at improving transfer rates for Latino students. This will fund more tutoring, counseling, and the Reading/Writing center.

The structural deficit model (Infrastructure Funding Model, or IFM) was discussed, especially in light of the Accreditation Commission's spotlight on VC requiring us to improve total cost of ownership. It was originally thought that the model would only incrementally be funded and not be fully funded (\$4million) for about 8 years. However, over \$1 million was allocated to it just this year. The lion's share of these monies came from breakage in utilities (i.e., we underspent what was budgeted in utilities as a District). The IFM can only be spent in five areas (scheduled maintenance/capital furniture, library materials & databases, instructional and non-instructional equipment, tech refresh and "other", which really is a by-word for special accreditation costs, research & development, start-up costs for new initiatives or programs, etc.) it can only be spent in these areas (i.e., these funds cannot be moved to other areas such as instruction, etc.). Sezzi reported that at VC alone \$438,000 are available this year for program review. Unspent funds from program review funds can carry over to future years.

A discussion ensued regarding the State "mandated claims" to reimburse community colleges for things like student health centers, Brown Act compliance costs, etc. Traditionally, the state will pay the entire community colleges system only a fraction of what the system is owed, however, so each college gets only a few dollars. A bill is working through the State Assembly now called the Mandated Claim Block Grant in which the State would agree to pay colleges essentially a few cents on the dollar if those colleges stop demanding what is really owed to them. This is a complicated issue, and senators had many questions that were difficult to answer: What other schools are settling for the lower amount? Would VC get any money if we didn't settle, but rather demanded what we are owed? Would VC get the entire amount owed us if we waited until the State was solvent again? Sezzi agreed to gather more information; no Senate position was adopted.

## DRAFT

### VIII. Information/Discussion Items

#### a. Senate Dues Drive in September/October

The dues drive is coming next month. In addition to scholarships, this year Senate dues will fund a design competition for a ceremonial mace for graduation. The mace will be designed and manufactured by students, and who the mace-bearer is each year will be democratically decided. Most Senate dues are used for student scholarships; most senate activities are funded by the school.

### IX. Senate Subcommittee reports

#### a. One Book, One Campus Committee

These activities will take place in the spring this year. The book selected is *Packing for Mars* by Mary Roach. Sezzi will try to get free copies for students if instructors who agree to participate.

#### b. Faculty Professional Development Committee

Funds are available to people who did not opt out. The form to request them is on the portal and can also be obtained from Gigi Fiumerodo.

#### c. SLO Oversight Committee

The critical importance of doing SLOs was discussed. Communication and quantitative reasoning are the ISLOs being assessed this semester. Training for TracDat was discussed, as was its ease of use.

#### d. Other Senate Committees

There was nothing to report.

### X. Campus Committee reports

#### a. College Planning Council

The CPC meets next Wednesday, and the agenda will be distributed to all users soon. The timelines for Program Review have changed a bit, the documents are simpler. The name "Program Review" was discussed in light of the confusing situation that entities which are not programs are reviewed in Program Review. Alternate names were suggested (i.e. Functional Unit Review), but no action was taken. Sezzi suggested thinking about this for possible future action.

#### b. Other Campus Committees

There was nothing to report.

### XI. Adjournment

This meeting adjourned at 3:17 p.m.

## BP 6200 – Budget Preparation

### References:

Education Code section 70902(b)(5),  
Title 5 sections 58300 et seq,

Each year, the Chancellor shall present to the Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM). The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The budget shall be developed each year in accordance with the current District Budget Allocation Model and Infrastructure Funding Model and appropriate shared participatory governance processes.
- The budget shall be balanced (i.e., budgeted expenditures will be covered by projected revenue). During periods of state financial decline, the budget may include a transition plan for expenditure reductions and one-time use of reserves.
- The annual budget shall support the District's and colleges' master and educational plans.
- The budgets for the three colleges will be developed through college participatory processes to support institutional planning and goals and objectives, as well as the Board goals and objectives.
- Assumptions, upon which the budget is based ~~are,~~ will be presented to the Board for review prior to approving the budget; changes in the assumptions ~~upon which the budget was based~~ shall be reported to the Board in a timely manner.
- Revenue associated with growth will be budgeted in the year following the year in which the growth was actually earned.
- Summer Full-time Equivalent Students (FTES) will be reported in the fiscal year in which the course ends.
- ~~— A schedule is provided to the Board each year that which includes dates for presentation of the tentative budget, required public hearing(s), Board study session (if appropriate), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.~~
- Unrestricted general fund reserves shall be no less than 5% of the current year unrestricted and designated general fund budgeted expenditures., ~~with targeted reserves between 7% and 15%.~~
- ~~— Budget projections will address long term goals and commitments.~~

See Administrative Procedure 6200

## AP 6200 - Budget Preparation

### References:

Accreditation Standard III.D

Education Code section 70902(b)(5), 84362; 87482.6

Title 5 sections 58300; CCR Sections 59200; 51025 and 53300, et seq.

Each year, the Chancellor shall present to the Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM). The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The budget shall be developed each year in accordance with the current District Budget Allocation Model and Infrastructure Funding Model and appropriate participatory governance processes.
- District Council on Administrative Services (DCAS) will annually review the elements of the current District Budget Allocation Model and Infrastructure Funding Model and will make recommendations to the Board for modifications when appropriate.
- ~~The annual budget shall support the District and colleges' master and educational plans and be linked to other institutional goals and planning efforts. (in BP)~~
- Through participatory governance, the budget process will commence with DCAS developing assumptions upon which the budget will be based, and recommending those assumptions to the Board for acceptance prior to the Board adopting the Budget.
- ~~Assumptions upon which the budget is based are presented to the Board for review. (in BP)~~
- ~~Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner. (in BP)~~
- The chief business officer of the district will, as appropriate, conduct Board study sessions and will make presentations to the colleges related to the District budget assumptions and the development of the districtwide budget.
- ~~The District will present a balanced Adoption Budget whereby all budgeted expenditures will be covered by projected current year revenue (to BP)~~
- In addition to short term operating plans, budget projections will address long-term goals and commitments such as post-retirement health benefits liability.
- The budget will provide for adequate reserves for cash requirements, long-term commitments, ~~and~~ unanticipated expenditures, and a contingency for revenue shortfall.
- Unrestricted general fund reserves shall be no less than 5% of the current year unrestricted and designated general fund budgeted expenditures, with targeted

reserves between 7% and 15% or sufficient enough to meet the cash flow requirements of the district.

- Budget development will consider statutory requirements including but not limited to things such as compliance with the 50% law, the district's full-time faculty obligation number, and funded Full-Time Equivalent Students (FTES).
- Revenue associated with growth will be budgeted in the year following the year in which the growth was actually earned.
- Summer FTES will be reported in the fiscal year in which the course ends.
- DCAS will review the details of the budget for districtwide services and make recommendations where appropriate, including the movement of budgetary items between colleges and districtwide services and district administrative center.
- ~~The Tentative Budget will be presented to the Board at its June meeting and the Adoption Budget at its September meeting, unless authorized to be approved later by the State Chancellor's Office.~~
- The Budget Assumptions are presented to the Board in the spring prior to any action on the budget. The Tentative Budget will be presented to the Board at its June meeting, and the Adoption Budget at its September meeting, unless authorized to be approved later by the State Chancellor's Office. A public hearing on the budget shall be held at the September Board meeting, unless authorized to be held later by the State Chancellor's Office.
- The adopted budget shall be submitted to the State Chancellor's Office on or before September 30, unless the State Chancellor's Office extends that due date.
- The budget ~~may~~ will be updated from time to time in accordance with AP 6250.



Title	BP 6250 BUDGET MANAGEMENT
Number	BP 6250
Status	Active
Legal	Title 5 Sections 58307, 58308
Adopted	October 9, 2007

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure 6250.

Title	AP 6250 BUDGET MANAGEMENT
Number	AP 6250
Status	Active
Legal	Title 5 Sections 58307, 58308, <u>58311</u>
Adopted	October 13, 2009
Last Reviewed	September 25, 2009

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual.

Budget revisions shall be made only in accordance with these policies and as provided by law.

It is the intent of the Board to have the budget as accurate as possible throughout the year. To accomplish this, budget amendments and budget transfers will be utilized when necessary.

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve to any expenditure classification by written approval of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by approval of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by approval of the Board setting forth the need according to major classification

Budget will be managed under the Principles of Sound Fiscal Management as outlined in Title 5 section 58311.

AP 7367	Employee Rehiring Prohibition	No change/reaffirm. (Only corrected typographical error and added reference to attachment).
BP 7370	Political Activity	No change/reaffirm.
BP 7380	Unrepresented Employees	No change/reaffirm.
BP 7385	Salary Deductions	No change/reaffirm.
BP 7510	Domestic Partners	No change/reaffirm. (Only corrected typographical error.)
BP 7600	College Police	Revised.
BP 7700	Whistleblower Protection	No change/reaffirm. (Only correction of typographical error to match CCL language).
AP 7700	Whistleblower Protection	Revised. (Only to update contact information).
BP 2431	CEO Selection	No change/reaffirm.
AP 2431	Recruitment and Hiring: Chancellor	No change/reaffirm.
BP 2710	Conflict of Interest	Revised. (Language not in CCL Policy, but in CCL Procedure.)
AP 2710	Conflict of Interest	Revised to match CCL Procedure.
AP 2712	Conflict of Interest Code - Form 700: Statement of Economic Interests	Revised.
BP 3410	Nondiscrimination	Revised to match CCL language.
AP 3410	Nondiscrimination	Proposed [new].
BP 3420	Equal Employment Opportunity	Revised. (To correct wording to match CCL language.)
AP 3420	Equal Employment Opportunity	Formerly BP 7800. No revisions except numbering change.
BP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
AP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
BP 3560	Alcoholic Beverages	No change/reaffirm.
AP 3560	Alcoholic Beverages	Proposed [new].

AP 7330	Certification of Freedom From Communicable Disease	Will be presented to DCHR in October 2012.
AP 7336	Certification of Freedom from Tuberculosis	Will be presented to DCHR in October 2012.

**Ventura College Academic Senate\***  
**Resolution on the Program Discontinuance ONLY through Program Review**

Be it resolved by the Ventura College Academic Senate that:

**Whereas**, we have diligently participated in and partnered with our District colleagues in the development of a District Administrative Procedure regarding Program Discontinuance (AP 4021 Program Discontinuance)

And

**Whereas**, all three colleges have their own distinct and functioning planning systems and resource allocation processes and models that should be respected and honored as much as possible regardless of financial exigencies and fiscal crises

**Therefore Be It Resolved**, the current college programs and class schedules be respected; and further that no irregular or extraordinary tactics, strategies or techniques be employed (such as decimating the number of classes scheduled or the removal of necessary ancillary resources that are essential for the viability of classes or programs) to effect the discontinuance of a program in lieu of working through existing, regular, open and transparent planning processes.

\*First Draft by P. Scott Corbett (Sept 4, 2009); Second Draft by VC Senate Exec (Sept 15, 2009); Presented to the Senate Council for First Reading Sept 17, 2009; Presented as a Second Reading and Adopted Oct 3, 2009.