

VENTURA COLLEGE

**Administrative Council Meeting Minutes**

January 20, 2010

**Present:** R. Sanchez, D. Moore, K. Faulconer Boger, D. Oliver, V. Lugo, T. Harrison, D. Bransky, D. Keebler, K. Gorback, R. Shaw, P. Sezzi, B. Cogert, K. Scott, R. Calote

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Budget Update – D. Keebler</b>	<p>David reported that the Governor gave out his initial budget. He said that the legislative office analyzed it and determined it is \$1 million less. A large portion deals with state employees and reduction in salaries of 5%. He mentioned that Vice Chancellor Johnson's office has decided on a \$4 million cut from state revenues for next year. He said that it's still unclear on the status of categorical and general funds.</p> <p>David announced there will be a Budget Forum on January 29<sup>th</sup>. A college announcement will be sent out with more information.</p>			
<b>Design Team Reports</b>	<p>Victoria Lugo mentioned that there is a retreat scheduled for February 11<sup>th</sup> where there will be a discussion on the student services budget. President Calote will be facilitating this retreat.</p> <p>The Instructional Design Team has been meeting regularly and talking about productivity.</p>			
<b>Facility Update – D. Keebler</b>	<p>David mentioned that repairs to the lights have been done and that a large renovation of all lights will be done during the summer. These renovations will be paid with bond monies.</p>			
<b>Room Utilization – D. Keebler</b>	<p>Dave distributed a room utilization report.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Information Technology Report – R. Shaw</b>	Rick reported that the recent outages were due to firewall issues. IT will be working on the firewalls during the summer.			
<b>Spring 2010 – Council</b>				
<b>a. Enrollment data (low enrolled, FTES projections, late start classes)</b>	Ramiro has been sending enrollment reports from the district as well as low enrolled classes to the deans. There are about 12 classes that need a determination. He has also sent FTE projections from John Clooney to the deans. He reminded those deans that have late term classes to check on the enrollment two weeks from the beginning of classes. There was a concern that it looks like students need to get an add code for late start classes. Ramiro will speak to Susan Bricker regarding this. It was asked that Susan Bricker attend a meeting so she can provide a debriefing on the process of adding codes.			
<b>Summer &amp; Fall 2010 Schedule Production timelines</b>	Ramiro said that the dates highlighted below are from the production calendar deadlines. The schedules of classes will be available through the college web search and as a PDF file on the college web page. This will give the deans more time to get the longevity list so they can work on their assignments.			
<b>a. March 17 -</b>	Summer and fall schedule of classes will be posted on the website with the following information: dates, times, and location. Faculty names will not be included at this time.			
<b>b. March 22</b>	Summer PDF file will be posted on the website.			
<b>c. April 12</b>	Fall PDF file will be posted on the website.			
<b>d. April 26</b>	Tentative priority registration (multiple term).			
<b>e. Continuing Wait Lists</b>	This will continue into the second week of the semester which would eliminate the need for faculty to issue authorization codes.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>South Central Regional Consortium – “Jobs for the Future” – K. Faulconer Boger</b>	Kay distributed a flyer that announces a consortium event. This event focuses on jobs of the future. The keynote speaker is Nathalie Gosset who is head of Business Development and Marketing at the USC Alfred Mann Institute. The event will be on Friday, April 23, 2010 from 7:30a-11:30a.	Contact Kay with any questions.		Deans
<b>Facilities Concerns</b>	There are leaks all over the campus.			
<b>Next Meeting</b>	Wednesday, January 27, 2010 Robin Calote-refreshments			