

VENTURA COLLEGE

Administrative Council - Minutes

July 15, 2009

Present: V. Lugo, K. Faulconer Boger, B. Cogert, K. Gorback, T. Harrison, R. Calote, D. Keebler, R. Sanchez, B. Taylor, J. Mortensen, D. Bransky, D. Oliver, R. Shaw

Absent: A. Miranda, P. Sezzi, H. Untalan, K. Scott, P. Sezzi

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>President's Report – <i>R. Calote</i></p>	<p>Dr. Calote mentioned that overtime and comp time need to have prior approval before any staff member performs the work and should only be approved only in extreme circumstances.</p> <p>Classified employees should be working the straight scheduled hours they were contracted to work for their positions. Classified employees who teach should do so only before or after their scheduled work day. The classified work day should not be broken up in order to accommodate the desire to teach a class.</p>			
<p>Budget Update – <i>D. Keebler</i></p>	<p>David reported that there is still no clarity on the budget issue. There's an expected \$380,000 year end balance to the budget. A 1% carry-over will be allowed for 2009-2010. The college will continue to be very conservative with the budget.</p> <p>He distributed a handout which has summaries to all the funds.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
New Invoicing Process from District – <i>K. Faulconer Boger</i>	Kay mentioned that there is confusion on the district's new procedure of processing invoices. The district is requiring that vendors send their invoices for payments directly to accounts payable. Then accounts payable sends the invoice to the appropriate campus department for approval which in turn the department sends back to accounts payable for payment to the vendor.	Dave Keebler will get clarification.		
Timeline Requirement for Submittal of Data to District for Proposals – <i>K. Faulconer Boger</i>	Kay mentioned that it is her understanding that the district is requiring a 7 day timeline requirement when submitting data to the district for all grant proposals. The President indicated that she had not heard this to be the case. She stated that the deadline remains the Friday before Chancellor's Cabinet.			
Information Technology Update – <i>R. Shaw</i>	Rick discussed the plan to roll out all individual copy codes for users and convert them to 7 digit numbers. Users will be able to use this number at all 3 campuses for copying purposes.			
Fall 2009 Update – <i>Council</i>	Ramiro distributed the fall 2009 enrollment update. He mentioned that all 3 colleges are doing well. At this point there is an estimated 10,300 student head count at VC.			
Update on Design Teams & Training – <i>R. Sanchez</i>	Ramiro confirmed that David Oliver will report on textbook ordering, Alex Miranda will report on dean's office and Victoria Lugo will report on degree audit. Another training will be done in the near future.			
Curriculum Institute Overview – <i>R. Sanchez</i>	Ramiro provided a brief report on the main highlights of some of the breakout sessions he attended at the 2009 Curriculum Institute in Anaheim.			

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Facilities Concerns	Heat problem in one of the offices in Information Technology. Post cafeteria menu on portal.	Submit a VC maintenance request.		
Other	Wording has been added to the Faculty Handbook on the prohibition of photocopying textbooks or other material and selling it to students in the classroom. This is against the law and against Board policy.			
Next Meeting	Wednesday, July 22, 2009			