

**VENTURA COLLEGE**  
**Administrative Council - Minutes**

**August 26, 2009**

**Present:** V. Lugo, T. Harrison, R. Sanchez, B. Cogert, R. Shaw, K. Faulconer Boger, K. Gorback, D. Keebler, P. Sezzi, A. Miranda, D. Oliver, R. Calote, B. Taylor, J. Mortensen, D. Bransky  
**Absent:** H. Untalan  
**Guests:** Sharon Dwyer, Susan Bricker, Paulette Johnson  
**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>President's Report/Items – R. Calote</b></p>	<p>President Calote mentioned that it has come up at Chancellor's Cabinet that there have been some concerns on the number of enrolled high school students. This prompted a discussion on what the enrollment priorities are at each campus. It was agreed at Cabinet that there will be a district-wide discussion that will begin with each of the EVPs. Susan Bricker was present and gave an overview on the current enrollment priorities at VC. She explained that the first group to enroll is the EOPS, EAC, Cal-Works, and Military Veterans students. Second group to enroll are continuing students based upon the total number of units earned. Third group to register are the returning students (who've missed one year) and newly matriculated students. From there on, open registration starts with new students with no other priority registering. After the first day of open registration, high school students, walk-ins and K-8 register. Starting in the Spring 2010 semester, there will be a standardized registration calendar for high school students. High school students in the 11<sup>th</sup> and 12<sup>th</sup> grade will have first priority to register after the first day of open registration. High school students in 9<sup>th</sup> and 10<sup>th</sup> grades will register 1 or 2 weeks before classes start. K-8 students will register the first day classes start.</p>	<p>Take to Academic Senate for discussion.</p>		<p>P. Sezzi</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>President's Report/ Items - continued</b></p>	<p>It was noted that whatever decision is made needs to be made by all three campuses.</p> <p>President Calote mentioned some other issues that have come up at Chancellor's Cabinet. There have been mistakes made regarding how hourly faculty are hired. When an hourly faculty is hired in a discipline, that faculty can teach anything in the discipline.</p> <p>The portal is not being used by many people. The portal needs to be used for all announcements.</p> <p>People who have been unhappy about something have been writing directly to the Board Members. President Calote asked the deans to please educate their staff about taking other means to express their feelings instead of writing to the Board directly.</p> <p>Dr. Calote provided a "cheat sheet" for faculty load (SIAAGN). Dean can use this sheet when they have a faculty that needs hours to meet their load.</p> <p>Program Review will be starting on September 4<sup>th</sup>.</p> <p>There are still severe issues with the budget. The backfill will be less. Deans need to identify additional cuts. There will be no more classified staff cuts.</p>	<p>Make an appointment with Dr. Calote to go over the Program Review process.</p>		<p>New Deans</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Presentation on Center of Excellence and Green Report – S. Dwyer</b>	<p>Sharon Dwyer did a PowerPoint presentation to the Council of an overview of the products and services offered by the Center of Excellence. The Centers of Excellence, in partnership with business and industry, deliver regional workforce research customized for community college decision making and resource development. She also presented the goals of the green economy report. In 2008, the Centers of Excellence launched a statewide effort to study the workforce needs of emerging and evolving green industries and occupations.</p> <p>She provided the website address if anyone wanted to find out more information regarding the Centers of Excellence. <a href="http://www.coecc.net">www.coecc.net</a></p>			
<b>Revised College Mission Statement – R. Calote</b>	<p>President Calote mentioned that the college mission statement needs to be revisited again due to the recent changes that have occurred in the college and district wide. She distributed a draft revised mission statement with some wording used from the district's adopted mission statement.</p>	<p>Please forward comments to Dr. Calote.</p>		<p>Deans</p>
<b>Banner Glitch Regarding Wait Listed Classes – S. Bricker</b>	<p>Susan Bricker explained there was a problem with Banner during the first week of classes. Apparently there was a code that was not working which had to do with enrollment in classes.</p>			
<b>Curricunet – P. Johnson</b>	<p>Paulette Johnson announced that Ventura College is 100% live with Curricunet within VCCCD. She mentioned that faculty need to revise/update their own courses and not the Administrative Assistant or Department Chair. She mentioned to the deans to encourage their Department Chairs not to approve courses that do not have enough faculty review.</p>	<p>Curriculum Deadlines, Priorities List, and Quick Guide to Curricunet. Will be e-mailed to everyone.</p>		<p>L. Resendiz</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Budget Update – <i>D. Keebler</i></b>	Dave mentioned that there will continue to be cuts to the categorical budget. An adopted budget is being put together. There will be no more cuts to classified staff positions.			
<b>Transformational Budgeting – <i>D. Keebler</i></b>	Dave distributed the Initiative Design form. Members for the Design Team will be selected. The design team will develop and model a budgeting system that is responsive to major shifts in general fund revenues.			
<b>District Drafts of Procedures and Forms for “<i>Vehicle &amp; Transportation</i>” and “<i>Student Travel, Field Trip and Excursions</i>” – <i>D. Keebler</i></b>	Dave distributed draft copies of the procedures and forms for “Vehicle & Transportation” and “Student Travel, Field Trip and Excursions” developed at the district office.	Please look them over and report any errors to Dave.		All Deans
<b>Next Meeting</b>	Wednesday, September 2, 2009			