

## Robin Calote

---

**From:** Robin Calote  
**Sent:** Wednesday, January 26, 2011 10:41 AM  
**To:** AllUsersVC  
**Subject:** Update #9: Budget Update; Organizational Structure Survey Results; Classified Staffing Priorities; Memorial Information for Kent Quinn

Ventura College Colleagues:

**Budget Update:** As was shared at last week's budget forum, it has served the college well to plan ahead. In light of the current state budget crisis, Vice President David Keebler reviewed several projected scenarios. As you may recall, our budget was cut approximately 5% last year in anticipation of state funding reductions that did not immediately materialize. So far we have been able to use these cost savings for one-time purchases (supplies, equipment, facilities improvements), knowing that the dollars have remained in the base budget for the state cuts that are once again projected. Thus if we must make a 5% cut for next year, we have already identified the source of those dollars (the funds that were cut last year and that have remained unattached to salaries or other ongoing expenses). The source of any remaining dollars that may be needed in the worst-case scenario (currently projected at an additional 2% reduction) are under discussion.

**Results of Organizational Structure Survey:** Many thanks to the faculty, staff and administrators who took the time to respond to the online survey regarding the college's organizational structure. According to those who responded to the survey, strengths of the current organizational structure include: departments are grouped logically; the division of responsibility seems adequate; major areas have direct oversight; there is a clear chain of command with adequate communication between some of the levels. Gaps in administrative coverage identified in the current structure include: institutional research; strategic planning; grant management; distance education; professional development; oversight for student learning outcomes; East Campus; basic skills across academic disciplines; career and technical education (CTE). Suggestions for improvement include: reestablish a CTE dean; provide campus-wide access to the institutional research office; establish an assistant dean of distance education position; create a three vice-president system; establish a chief instructional officer under the executive vice president; move student behavior issues to the dean of students and reassign the assistant dean of students to East Campus; use a commission-based independent contractor to run community education courses; incorporate distance education into one of the divisions; establish a dean of institutional effectiveness position. **Additional proposals to address identified gaps in the organizational structure will be generated at through the Large Group Decision-Making Forum that will be held on Friday, February 11, from 1:00 – 4:00 p.m. in the Wright Library.** As described in an earlier e-mail, through this process the group will identify solution criteria, break into smaller groups to brainstorm a variety of possible options, then apply the criteria to see what proposed solutions would work best for our needs. Proposals generated through this process will be shared with the whole group and later given additional consideration as I begin to consider the options presented to me. **Please let Laura Brower know by February 4 if you will be attending this Large Group Decision-Making Forum so that we will know how to prepare.** Thank you.

**Open Space Forum:** There's still time to RSVP for the Open Space Forum. This event will be held on Thursday, February 3, 2011, from 1:00 – 4:00 p.m. in the Wright Library. Unlike typical workshops or conferences, where participants sit through prepared speeches on pre-determined topics, the issues discussed at an open space forum are generated by those in attendance. Break-out sessions are then held to discuss the issues, with the Individual "conveners" taking responsibility for running one of the groups, kicking off the conversation, and taking notes. Participants may freely decide which session they want to attend, and may switch from one session to another until they find a topic and discussion group that more exactly matches their interests. **In order to give us a general idea how many to plan for, please let me know by January 31 if you will be attending.**

**Classified Staffing Priorities:** I'm pleased to report that we have been given approval to move ahead on hiring a full-time HVAC&R Technician. This position, so vital for maintaining adequate heating, ventilation and cooling systems at the college, was the top priority that emerged from the Classified Staffing Priorities process this year.

**Memorial for Kent Quinn:** The family of Kent Quinn will hold a memorial service to celebrate his life on Saturday, January 29, at the Unitarian Church (5654 Ralston, Ventura). The memorial is scheduled to begin at 2:00 p.m.

Robin Calote, Ed.D.  
President, Ventura College  
4667 Telegraph Road  
Ventura CA 93003  
805-654-6460  
FAX: 805-654-6440