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 ($4 million) 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.
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
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.
- 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.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- 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.
- 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 be updated from time to time in accordance with AP 6250.
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.
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.
<table>
<thead>
<tr>
<th>AP/BP</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>AP 7367</td>
<td>Employee Rehiring Prohibition</td>
<td>No change/reaffirm. (Only corrected typographical error and added reference to attachment).</td>
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<tr>
<td>BP 7370</td>
<td>Political Activity</td>
<td>No change/reaffirm.</td>
</tr>
<tr>
<td>BP 7380</td>
<td>Unrepresented Employees</td>
<td>No change/reaffirm.</td>
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<tr>
<td>BP 7385</td>
<td>Salary Deductions</td>
<td>No change/reaffirm.</td>
</tr>
<tr>
<td>BP 7510</td>
<td>Domestic Partners</td>
<td>No change/reaffirm. (Only corrected typographical error.)</td>
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<td>BP 7600</td>
<td>College Police</td>
<td>Revised.</td>
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<td>BP 7700</td>
<td>Whistleblower Protection</td>
<td>No change/reaffirm. (Only correction of typographical error to match CCL language).</td>
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<tr>
<td>AP 7700</td>
<td>Whistleblower Protection</td>
<td>Revised. (Only to update contact information).</td>
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<tr>
<td>BP 2431</td>
<td>CEO Selection</td>
<td>No change/reaffirm.</td>
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<tr>
<td>AP 2431</td>
<td>Recruitment and Hiring: Chancellor</td>
<td>No change/reaffirm.</td>
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<td>BP 2710</td>
<td>Conflict of Interest</td>
<td>Revised. (Language not in CCL Policy, but in CCL Procedure.)</td>
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<tr>
<td>AP 2710</td>
<td>Conflict of Interest</td>
<td>Revised to match CCL Procedure.</td>
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<tr>
<td>AP 2712</td>
<td>Conflict of Interest Code - Form 700: Statement of Economic Interests</td>
<td>Revised.</td>
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<tr>
<td>BP 3410</td>
<td>Nondiscrimination</td>
<td>Revised to match CCL language.</td>
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<td>AP 3410</td>
<td>Nondiscrimination</td>
<td>Proposed [new].</td>
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<tr>
<td>BP 3420</td>
<td>Equal Employment Opportunity</td>
<td>Revised. (To correct wording to match CCL language.)</td>
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<tr>
<td>AP 3420</td>
<td>Equal Employment Opportunity</td>
<td>Formerly BP 7800. No revisions except numbering change.</td>
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<tr>
<td>BP 3430</td>
<td>Prohibition of Harassment and Discrimination</td>
<td>Revised to match CCL language.</td>
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<tr>
<td>AP 3430</td>
<td>Prohibition of Harassment and Discrimination</td>
<td>Revised to match CCL language.</td>
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<td>BP 3560</td>
<td>Alcoholic Beverages</td>
<td>No change/reaffirm.</td>
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<td>AP 3560</td>
<td>Alcoholic Beverages</td>
<td>Proposed [new].</td>
</tr>
<tr>
<td>AP 7330</td>
<td>Certification of Freedom From Communicable Disease</td>
<td>Will be presented to DCHR in October 2012.</td>
</tr>
<tr>
<td>AP 7336</td>
<td>Certification of Freedom from Tuberculosis</td>
<td>Will be presented to DCHR in October 2012.</td>
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</table>
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.