

VENTURA COLLEGE
College Planning Council
Meeting Minutes
March 26, 2014

Present: Greg Gillespie – CPC Co-Chair & Art Sandford – CPC Co-Chair; Alexander Kolesnik, Bob Moskowitz, Brendan Cummings, Chelsea Guillermo-Wann, Dan Kumpf, David Bransky, David Keebler, Grant Jones, , Gwendolyn Lewis-Huddleston, Ilse Maymes, , Jenifer Cook, Kathleen Schrader, Kathy Scott, Marian Carrasco Nungaray, Mark Pauley, Mary Jones, Michael Callahan, Patricia Wendt, Patrick Jefferson, Peder Nielsen, Robin Douglas, Ronald Mules, Sandy Hajas, Sandy Melton, Susan Bricker, Tim Harrison, Victoria Lugo, Will Cowen

Absent: Alexa Nicoleyson, Andres Casas, Bill Hart, Colleen Coffey, Eric Martinsen, Jay Moore, Peter Sezzi, Ralph Fernandez, Sandy Melton

Time: Called to order 3:04 & adjourned 4:25 p.m.

Recorder: Laura Brower

Agenda Item	Summary of Discussion	Action Due & by Whom
<u>Comments</u>		
1. Public	There were no public comments.	
2. Announcements/Info	<p><u>Mary Jones:</u> Mary advised that a “shelter in place” drill will take place on Wednesday, April 16; at 10 a.m. Faculty who are in a classroom environment should secure their room as best as possible by using a chair to wedge if not lockable from the inside. Students should be asked to turn their phones to silent and everyone should stay away from windows. There will be posters displayed throughout the campus preparing staff and students for this drill. The students outside of buildings on campus will not participate during this first drill. Neighborhoods will be notified of the drill. Providing speakers in buildings has been brought up for consideration. Greg said an email will go out to all staff and the information will be posted on the student and staff portals. The police cadets will be present to monitor and give assurance to the students. All areas will be involved including Student Services and Admission and Records.</p> <p><u>Marian Carasco-Nungary:</u> Annual Job fair coming up on Thursday, April 10. At the present time there are 45 employers who have signed up. A list will be forthcoming</p>	

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<p>B. Discussion Items</p> <p>1. FY 2014-15 Budget Update</p>	<p>and Marcelino will be sending the list out by email.</p> <p>Marion was invited to attend Debbie Newcomb's business class recently and worked with Susan Bricker to pull rosters and transcripts to see how close students are to receiving degrees or transfer. Of 30 students, she discovered 13 students had completed certificates in medical assisting and 2 had completed associate degrees. Students were asked why they did not come to counseling and file for applications to graduate and they said they did not know they had to do this; they thought it was automatic. We need to show that our programs have positive outcomes. What do counselors need to do internally to assist students with applying for degrees and certificates that they are earning? Would welcome discussion on automating student degrees.</p> <p>a. <u>Faculty Positions</u></p> <p>The 6 faculty positions resulting from vacancies and retirements all closed March 16, with the exception of math/computer science which closes April 6.</p> <p>We are moving forward with the 2 growth positions; chemistry closed March 16 and earth science (geology) April 6. The automotive technology and counselor positions that are a result of retirements are planned to be filled. There are also growth positions in each of those areas and these depend on the quality of the applicants in the pool, as well as availability of funding.</p> <p>b. <u>Budget Assumptions for FY15</u></p> <p>Dave Keebler distributed a handout entitled "Preliminary Revenue and Costs" and reviewed the numbers. He explained how the new money is being allocated to areas other than the general fund. David emphasized that this is not the final budget from the state. Additional updates will be provided as state budget development continues.</p> <p>David also explained how the staffing for IT was in the college budget but then went</p>	

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	<p>to district-wide last year which caused problems in program review. Now it is coming back to the college and frees up allocation funds for rostered faculty. Sandy Hajas points out that the funds should come back with the employees and not back into the model. Dave advised he will ask for a deviation to put the real dollars back in.</p> <p>Ronald Mules asks about the classroom trailers. David replied we will keep 4 of them and remove the others not worth salvaging but at this time this is on a low priority list. If the funds involved to remove the trailers come from infrastructure dollars, then the funds could be used.</p> <p>Kathy Schrader advised that three of her 100% categorical funding grants drop down to zero by the 5th year of the grant. You must show 100% sustainability by the 5th year. This is the first time she has seen this requirement. There is a dramatic drop in grant money. Usually you get money for at least 3 out of the 4-5 years but not that dramatically.</p> <p>Dave also discussed how Ed Code states 50% of the general fund must be spent directly on the delivery of schedule. If we want to grow we need to keep at least 50% into full and part time instructional faculty. There is extreme pressure to re-categorize what counts as delivery of schedule. There is extreme pressure on most colleges to re-categorize what counts towards the 50%.</p>	
<u>Discussion Items</u>		
2. Program Review Process	<p>a. Update</p> <p>Dave informed the group a smaller team is looking at the program review process. How can it be improved? They are proposing to change the process; every 3 years you have a full program review and every 2 years you do not. Next year we need to establish a 3 year sustainable process. There are things from last year that need to be fixed. Dave assured that all recommendations coming out of the group would be brought back to CPC. How we prioritized, especially required, and how to mitigate. Greg reminded everyone that Student Services will maintain their yearly program</p>	

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3. Strategic Planning	<p>review due to Student Success Act requirements.</p> <p>Dave distributed and reviewed the integrating planning map. David reminded the group that September 30 is the cutoff date for program review spending initiatives. He advised that by April 30 a progress review of the spending should be done to see where you are at and if the funds are not needed for a program, the dollars should be released to fund the next project on the list. Tim Harrison asked if Dave could please send out another reminder.</p> <p>Tim Harrison suggested links on this document be made to access documents listed. Greg would like this readily available to all campus by fall in order to have employees participate in the process. The information needs to be readily available to all campus members to show how goals tie in.</p> <p>b. Planning Parameters The planning parameters draft will be available for review at the April 30th College Planning Council meeting.</p> <p>a. Mission, Vision, Guiding Principles Greg distributed the finalized versions to the College Planning Council to take formal action to approve to have on record for accreditation. The mission statement will be going to the Board for approval at the April 8 meeting.</p> <p>Motion to Approve: Mark Pauley Second motion: Marian Carrasco Nungaray Opposed: None Abstentions: None</p> <p>The question was raised whether the campus has an official logo? There are many different logos being used around the campus departments. Our college does not have a Graphics Standards Manual. What is our plan? Is this a campus process, or a district process? Greg will place on the agenda for April's next cabinet meeting and bring back to CPC agenda.</p>	

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4. Update on Accreditation	<p>b. Strategic Plan Draft Dr. Gillespie distributed a “draft” projects template for inclusion in the strategic implementation plan. New and Pre-existing documented projects tying activities of the college to District overarching strategic goals make linkages clear. This will be included in the draft strategic plan. Each item is linked to the district goal and implementation is clear.</p> <p>c. Student Equity Plan Update Patrick Jefferson explained how the State Chancellor’s Office has now asked that all student groups will now be broken down by who is succeeding and who is not i.e. disabled students, single mothers, socio-economic, academic risk, etc. The State Chancellor’s Office has released a template to assist in gathering this data. Need to put together a subcommittee to gather information. There may be some dollars which will be used for categorical dollars. Brendan Cummings asked where the template could be found and Patrick advised the State Chancellor’s website.</p> <p>a. Draft Schedule review Greg Gillespie distributed a draft copy of the Accreditation Self-Evaluation Preparation Timeline.</p> <p>b. Committee Update Patrick Jefferson advised we are trying to be ahead of the timeline as possible. New standards will be voted on in June and by Fall 2015 new standards will be in place. There will be one more meeting until the end of the term. Gathering data and evidence together is important at this time. A website is being created entitled <i>vcacred</i> which will link documents to agendas to minutes. IT is looking at purchasing Adobe Professional which would put all PDF documents into one PDF file. This software would make it much easier to help find evidence in one spot.</p>	
5. Strategic Enrollment	Patrick Jefferson explained how our goal process needs to be as transparent as	

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Management Update	possible. It is important to make the process as data driven as possible. There will be items added and adjusted. Department Chairs have really stepped up to the plate. Should have solid schedule with coordinated course start times for fall.	
<u>Action Items</u>		
1. Approval of Minutes – February 26, 2014	Motion to approve: Mark Pauley Second motion: Marian Carrasco Nungaray Opposed: None Abstentions: None	
	<p>Committee Reports</p> <p>BRC – Mark Pauley stated the Budget Resource Committee is looking at the newer version of the accreditation points.</p> <p>Gwendolyn Huddleston announced workshops are scheduled at the request of administrative assistants on Monday and Wednesday from 9:00-Noon to learn more about Banner usage (budget reports, travel) and conference room scheduling. Gwendolyn also informed how Distance Ed is continuing to work on accreditation and the strategic plan. Please let their representative know if you have any additional plans to add. A draft will be ready to present at the end of the semester.</p> <p>Peder Nielsen invited all faculty to join the Classified Retreat on April 1st at 3:00pm where representatives from the retiree’s association will present information for upcoming retirees.</p> <p>Peder Nielsen also advised that as part of the classified professional development there are plans to develop a new classified orientation day. He asked if faculty had any type of information they would like added to the booklet they are putting together to send it to his attention. The booklet will be a handy tool for new classified to know where to go and who to contact for information on the campus.</p> <p>Peder also encouraged everyone to participate in the graduation ceremony. There is</p>	

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	<p>a need to have more campus representatives walking. The students really need to see the support.</p> <p>Victoria Lugo advised Student Services is planning a retreat in April. The retreat is to work with matriculation steps and to get feedback from students. Chelsea Guillermo-Wann recently gave feedback from students and will be invited back to the retreat. Student Services would like everyone to participate and request that all student services areas be closed that day.</p> <p>Victoria also announced that on Wednesday, May 7, an honors award reception will be held for the dean's list at the campus for this semester. These students will be presented with a small token Patrick Jefferson encourages all Dean's to attend. This is a good opportunity to build up the excitement for graduation.</p> <p>Greg Gillespie closed the meeting thanking the CPC for the great work that has been done which is indicated by its charge and indicated on the integrated planning handout.</p>	
<p><u>Handouts</u></p>		
<p>1.) VCCCD Preliminary Revenue and Costs; 2.) VC Vision, Mission, Guiding Principles; 3.)VC – District Strategic Goals and College Objectives (2013-2016 Strategic Plan); 4.) VC Projects and Processes with Actions through July 2014; 5.) VC – Integrated Planning Chart; 6.) VCCCD Accreditation Self-Evaluation Preparation Timeline.</p>		
<p>Next Meeting</p>	<p>Regular Meeting – April 30, 2014</p>	