

**VENTURA COLLEGE**  
**College Planning Council**  
**Meeting Minutes**  
**February 26, 2014**

**Present:** Greg Gillespie – CPC Co-Chair & Art Sandford – CPC Co-Chair; Adam Braver, Alexander Kolesnik, Bill Hart, Bob Moskowitz, Brendan Cummings, Chelsea Guillermo-Wann, David Bransky, Eric Martinsen, Grant Jones, , Ilse Maymes, , Kathleen Schrader, Kathy Scott, Marian Carrasco Nungaray, Mark Pauley, Michael Callahan, Patricia Wendt, Peder Nielsen, Peter Sezzi, Robin Douglas, Ronald Mules, Sandy Hajas, Ty Gardner, Victoria Lugo,

**Absent:** Alexa Nicoleyson, Andres Casas, Colleen Coffey, Dan Kumpf, David Keebler, Gwendolyn Lewis-Huddleston, Jay Moore, Jenifer Cook, Mary Jones, Patrick Jefferson, Ralph Fernandez, Sandy Melton, Susan Bricker, Tim Harrison, Will Cowen

Time: Called to order 3:05 & adjourned 4:35 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>Bob Moskowitz announced the Ventura College Art Auction Fundraiser being held on Thursday, February 27 beginning at 6:30 p.m. in the New Media Gallery. All attendees will receive a free ceramic cup made by the art students. Wine will be served and admission is free.</p> <p>Peder Nielsen encouraged everyone to attend the women’s basketball home game being held Saturday evening at 7:00 p.m. There are only two more times the team plays before they go to the State tournament. The team they play will depend on the results of the playoffs.</p> <p>Ilse Maymes, ASVC Vice President, advised they are planning an event entitled Equinox on March 20 in the Sports Complex. There will be a DJ, dancing, photo booth, and food catering. The event will run from 7:00-10:00 p.m. and tickets are \$5 at the ASVC activities office and \$7 at the door.</p>	

Agenda Item	Summary of Discussion	Action Due & by Whom
<p>B. Discussion Items</p> <p>1. FY 2014-15 Budget Update</p> <p>a. Faculty Positions</p>	<p>Marian Carrasco Nungaray added that Counseling will be holding their annual High School counseling exchange this Friday in Guthrie Hall. Twenty-two different high schools were targeted, including alternative high schools. So far they have received RSVP's from 62 guests. Attendees will receive information on our updated process to new student enrollment and financial aid and also there will be academic program faculty from Geo Sciences, Water Sciences and MESA. This will be a nice opportunity for faculty and staff to meet with colleagues.</p> <p>Victoria Lugo said the Counseling Department and English faculty successfully held their first ice cream social. Counseling is now planning a pie social with the Math Department.</p> <p>Greg Gillespie shared a document indicating a summary of faculty positions based upon retirements and reductions in assignments. The handout is in chart format and shows positions listed by number of applications in progress, and status of each. The second section shows positions that are based upon growth and available funds and those presented by the staffing priority committees. The decision was made not to go forward with the ESL position at this time. Greg emphasized that the college is committed to serving ESL students. A meeting was held with Karen Harrison and Kathy Scott to identify and implement actions to fill existing classes or offer different types of classes that could further benefit students in those areas. As the need grows and classes fill, the addition of a full time faculty position will be reconsidered.</p> <p>Questions were asked when we will know if we will have the funding for the new faculty positions. Greg said Dave Keebler will provide an update at the next meeting. Most of the increases we receive are already needed to cover certain expenses such as COLA and increases already needing to be filled.</p> <p>It was also pointed out there were 6 classified lab tech positions that were increased from 10 months to 12 months at the recent Board Meeting.</p>	

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<p>a. Enrollment Numbers</p>	<p>Greg distributed and reviewed a document showing Resident FTES Comparison on one side and FTES Non-Resident Comparison on the other. VC actuals and the District totals have met the projected targets. Productivity numbers were discussed. Productivity relates to the number of students and credit hours per faculty member. Peter Sezzi brought up relevancy of the productivity number when considering limitations of room capacities and other factors.</p> <p>The new enrollment plan seems to be focusing on efficiency driven by the right means. Each division will have a target. Kathy Scott reminded everyone that one of the key elements of the core indicator for effectiveness is productivity which is a goal for this committee. At this time we are not meeting it. We need to manage our schedules more carefully. Our values show accreditors we are making good use of our resources.</p> <p>Greg shared a second handout showing the Projected State Funded FY15 FTES. Our challenge as a district and college is trying to grow when we are struggling to get students here at the campus. Marketing and recruiting will be very important as we head into fall. Marion Carrasco Nungaray expressed her concern regarding the same day/pay or be dropped policy. That may affect enrollment. The payments are slowed down due to rules or the BOGs or waivers. The policy is not student friendly. We are seeing results of Federal and State legislation affecting students who can attend. Greg advised this subject had come up during a recent Administrative Council meeting. Susan Bricker would speak to counterparts at other colleges and see where that is at.</p> <p>Kathy Schrader advised she has received a huge number of green slips for late enrollment. It was discussed it might be the early timing of the semester. It is a common problem. The student representative verified this stating he had friends that had to go through the process and complained about it. One of the problems is if the student is not enrolled and not in the class they should be deleted off the roster, but sometimes this does not occur before census. Victoria Lugo mentioned that if a student is not in class by census date they should be taken off of roster.</p>	

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	Patty Wendt reminded everyone that census being a week early because of semester start date could also have had an effect.	
<b><u>Discussion Items</u></b>		
2. Program Review Process a. Update	<p>The Program Review Team process review team met on February 11 lead by David Keebler. Some points brought up at the meeting by members who attended the meeting:</p> <ul style="list-style-type: none"> <li>• Annual too much – should be abbreviated</li> <li>• 3 year rotation – abbreviated every year</li> <li>• Push back program review due until early spring – exception faculty hire October/November</li> <li>• Program review one time dollars</li> <li>• Faculty ongoing dollars</li> <li>• 2% carryover until October</li> <li>• Peder – begging people to spend by end of FY – can't imagine getting people to spend in a very short period of time.</li> <li>• Committee will meet again when David Keebler returns</li> <li>• Sandy – discussion items only – all on table – nothing decided</li> <li>• The required items – separate safety items should not be in program review</li> <li>• New slogan – No SLO - No Dough – proposal to hold up funds</li> <li>• No new curriculum before SLO – revision and updates could still go through</li> <li>• Idea for peer review before going to division – who might be on that committee</li> <li>• Instead of deans reviewing everything at the beginning, a peer group would be developed to review the programs first.</li> </ul> <p>Greg advised he would like to bring planning parameters in spring for review and discussion to identify highlights as early as we can. Program Continuance Concerns will be prominently identified. It was brought forth that the consideration and</p>	

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<p>3. Strategic Planning</p> <p>a. Mission, Vision, Guiding Principles</p> <p>b. Constructing the Plan</p>	<p>recognition of smaller CTE classes doesn't mean the programs are not relevant or valuable. The President assured programs would be looked at geared to specific industries and student outcomes after completion.</p> <p>The Visioning Team will have one final meeting in early March. We have been getting feedback from individuals. Greg wanted to share officially with CPC. The mission is the basis for which we will make our College Strategic Plan. Greg read the new vision statement. The team worked hard to minimize changes on the Mission due to the hard work the college did last spring. Changes received so far are mostly related to the opening sentence to the Guiding Principles and punctuality. Please provide feedback so changes can be given to the team. Kathy Schrader questioned if there was any discussion due to AB86, thoughts about including community education in the mission. Greg advised it was discussed by the committee but since we are not doing it right now it was not put into the mission. If it begins it would have to come back to CPC to be added.</p> <p>It is important we finalize the Mission, Vision, and Goal, to have tie-in to the program review process and use them as the basis for the new strategic plan.</p> <p>The President distributed a handout showing the District Strategic Goals and College Objectives. Three goals were approved by the Board of Trustees. Our strategic plan will fit into the Board's goals. Greg reviewed the objectives listed under each of these goals which have already been discussed in CPC. These are important to include in our strategic plan and come to CPC for review. These will be adjusted as we move forward.</p> <p>The next handout lists Projects and Processes with Actions through July 2014. This listing summarizes key projects and statuses, and identifies administrative leads from among Greg, Patrick and Dave so it is known who is working with each group on campus. This is a useful document to keep the group apprised on progress to confirm projects are in line with what we are doing is on target. Greg asked the group if anyone has a key project or activity that is not on the list to let him know.</p>	

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<p>4. Update on Accreditation  a. Committee Update</p>	<p>Peter Sezzi suggested adding a column to the list to show which goal ties in to the project. Eric Martinsen agreed by linking the initiative to the goal it will help with the accreditation visit.</p> <p>Kathleen Schrader inquired about the Child Care Center and a discussion followed with Robin Douglas explaining the Center serves two different groups of students. The center is made of 2 components – one is early childhood education program – the other is child care service that is run as an auxiliary enterprise for the college. It needs to function as other auxiliaries. Across the district there are discussions at each campus but there is no decision to close any of the centers at this point in time. We will continue through next year. Looking at ways to keep it more financially sustainable. We want to maintain child care on campus for students', faculty and staff. There is a shortage of child care slots in the county. How do we bridge that gap?</p> <p>Kathy Schrader also expressed her concern regarding Economic Development and the manpower to handle it. Greg advised it is discussed every week at Chancellor's Cabinet and the challenge is personnel infrastructure. College-wide we need more help in this area.</p> <p>Greg announced there are 33 workgroups in existence now at VC. Art Sandford is working with the faculty Senate on how we can have good college-wide communication. Eric Martinsen pointed out the new block schedule will cause the meeting times to be changed</p> <p>Patrick Jefferson was not in attendance. He will give a more detailed report at the next CPC meeting. The committee has met. They are working within the individual standards. The teams are taking a broad overlook at what gaps are to be filled. Peder Nielsen advised that DCAP is preparing a formal calendar which is coming out soon, for when all documents will be needed to be turned in.</p>	
<p><b><u>Action Items</u></b></p>		
<p>1. Approval of Minutes –</p>	<p>Motion to approve: Mark Pauley</p>	

Agenda Item	Summary of Discussion	Action Due & by Whom
January 29, 2014	Second motion: Peder Nielsen Opposed: None Abstentions: None	
<b><u>Handouts</u></b>		
1.) Faculty Positions 2.)Projected State Funded FY15 FTES, 3.) Resident and Non-Resident FTES Comparison, 4.) Vision, Mission Guiding Principles, 5.) VC-District Strategic Goals and College Objectives, 6.) VC Projects and Processes with Actions through July 2014		
<b>Next Meeting</b>	<b>Regular Meeting – March 26, 2014</b>	