

VENTURA COLLEGE
College Planning Council
Meeting Minutes
January 29, 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, Colleen Coffey, Dan Kumpf, David Bransky, David Keebler, Eric Martinsen, Grant Jones, Gwendolyn Lewis-Huddleston, Ilse Maymes, Jay Moore, Kathleen Schrader, Kathy Scott, Marian Carrasco Nungaray, Mary Jones, Michael Callahan, Natawni Pringle, Patrick Jefferson, Peder Nielsen, Ralph Fernandez, , Robin Douglas, Ronald Mules, Sandy Hajas, Sandy Melton, Susan Bricker, Tim Harrison, Ty Gardner, Victoria Lugo,

Absent: Alexa Nicoleson, Andres Casas, Jenifer Cook, Mark Pauley, Patricia Wendt, Will Cowen

Time: Called to order 3:03 & adjourned 4:35 p.m.

Recorder: Laura Brower

Agenda Item	Summary of Discussion	Action Due & by Whom
<p>Comments</p> <p>1. Public</p> <p>2. Announcements/Info</p> <p>a. Bookstore</p>	<p>1. There were no public comments.</p> <p>Art Sandford advised President Greg Gillespie will now be Co-Chairing the College Planning Council and Laura Brower will be taking the minutes at future meetings. Laura will be using an audio recording device to assist in providing accurate minutes. Art stated that if at any time a member would like to have the recorder paused while they spoke to let Laura know and she will continue recording once they have finished.</p> <p>a. David Keebler advised the Bookstore will remain operating under its current operating conditions now through March 31st. Barnes & Noble will be running the bookstore after that time. Please alert your students current books on shelves will be returned back to the publishers on February 13. Barnes & Noble will be able to provide to our students more options for their textbooks, i.e. rentals, e-publications, hyperlinks, and the college will get credit for gross</p>	

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	<p>sales which will be used towards co-curricular programs. The Union has been in agreement with the classified employees being given 5 years as to continue as DAC employees. After that time they may apply for a lateral move or Barnes & Noble can offer them employment if they choose. During the five years David Keebler will be performing evaluations. Supervisors will have 3 years.</p> <p>Barnes & Noble will continue to buy back books and sell to wholesale which may have a better value. All current supplies such as art and graduation regalia will still be provided. Barnes & Noble will stay in the same facility and will use their funds to remodel but not until after the summer. There were no VC funds set aside for remodeling.</p> <p>The change is being made at all three campuses. This will not affect the Library's textbook lending program. Student Brendan Cummings asked if there are plans to have a coffee facility at the bookstore as Barnes & Noble offers at their locations. He indicated this is a very big concern of the students to have this available. David said that would be up to Barnes & Noble.</p>	
<p><u>Discussion Items</u></p> <ol style="list-style-type: none"> 1. Committee Organization <ol style="list-style-type: none"> a. Committee Update <ul style="list-style-type: none"> • President Greg Gillespie will now be Co-Chair of College Planning Council • Introduction of Patrick Jefferson, new EVP • Patrick will resume role of Co-Chair once he's had time to acclimate • Patrick Jefferson will now be the Accreditation Liaison Officer for VC b. The assignment of disciplines has been changed for Tim Harrison and Kathy b. Administrative Updates 		

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<p>2. Program Review – Committee Priorities</p>	<p>Scott's Divisions. Communication Studies, ESL/ENGM and Foreign Languages will return to be under Kathy Scott. This will allow Tim additional time for development of the Santa Paula site and new ventures in Athletics. Greg Gillespie acknowledged and thanked Kathy Scott for all of her work on accreditation and the College Planning Council.</p> <p>Kathy Scott acknowledged the following individuals for their help in making her accomplishments successful:</p> <ul style="list-style-type: none"> • Sandy Hajas - partner on SLO's, TracDat and Program Review • David Keebler - Vision • Peter Sezzi - Senate • Faculty for SLO's: Tye Gardner, Scott Corbett and Debbie Newcomb • Michael Callahan – Institutional Report • Rachel Marchioni – Compiling paperwork • Susan Bricker – Facilitator <p>David Keebler distributed two handouts. One was a listing of funding sources and dollars available in each category. The second was a FY14/FY15 Final Prioritized initiatives listing. Divisions gave brief recaps of their conclusions.</p> <ul style="list-style-type: none"> • <u>Grant Jones -Computer Technology</u> Their division went back and looked at the high priority initiatives and held more interviews to obtain additional information. All lower and medium initiatives will be put aside until funds are available. They are trying to use funds efficiently, i.e. performing "technical refresh", replacing SSO drives with more ram at a cost of \$300 instead of a new computer at \$1200. • <u>Jay Moore – Maintenance & Operations</u> Jay advised several projects cannot be completed this year so their strategy was to allocate a smaller amount to just use funds to design the heating system of the gym and using that strategy they were able to pick up 25 	

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	<p>facilities projects. He stated five years ago the State had withdrawn maintenance funding but it is now believed to be coming back which will bring \$800,000.</p> <ul style="list-style-type: none"> <p><u>Peder Nielsen – Classified</u></p> <p>The classified had two facilitated meetings where the Deans attended presenting their needs with 20 minute presentations where after the Classified Program Review Committee spent 8 hours prioritizing. Peder explained the number one rule of the group was it did not matter where you worked, that the purpose was to think of all the student needs at the campus, including Santa Paula.</p> <p>David Keebler reminded the group that from Governor's proposition 11% goes into the Chancellor's office and the majority of the funds are not going to general funds but categorical funds. There will be additional costs to operate such as step in columns and salary advancement. Most community colleges will need general fund to be relieved.</p> <p>Greg Gillespie added the decision to use the \$40,000 to increase all the lab technicians from 10-12 Months would prevent future bumping and better prepare for offering summer classes and safe environments for our students.</p> <p><u>Art Sandford – Faculty</u></p> <p>Art reviewed the 11 initiatives, 5 for recruitment and 6 for retirement for replacement.</p> <ul style="list-style-type: none"> <p><u>David Keebler – General Operating Funds</u></p> <p>David advised the BRC were presented with 71 initiatives. The general message that was given is the general funds are not changing. Everyone should make a rationale effort to make modifications to their budgets.</p> 	

Feedback & Questions

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<p><u>Update on Strategic Plan</u></p>	<ul style="list-style-type: none"> • Rank positions will have to be carried forward. They may not be the same number on the listing depending on how compelling the need. • All work by the committees is honored by Administration and shared with CPC. The one adjustment was the classified – moving back the lab techs to 12 months. • Faculty were ranked in order – ESL position still being look at according to enrollments. • The 1 year Program Review Process was discussed instead of the 3 year process. There must be a representation process. It was suggested to get names for recommendation. How can we streamline the process? <ul style="list-style-type: none"> - Less labor intensive yet everyone till participates - Get update on goals - Set priorities - Define how 3 year reports - Divide programs by 1/3 <p>Greg Gillespie advised the Visioning Team has been working on the mission, vision and values for the institution and drafts should be ready to review soon. The mission will have very minor changes. The vision draft is a concise sentence to be known by the college community. The most difficult challenge is the values which right now are a page long and need to be studied. It is an interesting team with consolidated values.</p> <p>The 3 year plan will be developed at CPC and all of the college's initiatives and actions will be reviewed to be sure everyone agrees as an institution.</p>	<p>Art Sandford will follow up on Members</p>
<p><u>Update on Accreditation</u></p>	<p>The Accreditation Committee will meet the first Wednesday of each month with the next meeting on February 5. Kathy Scott is putting together a list of the initiatives to</p>	

Agenda Item

Summary of Discussion

**Action Due
& by Whom**

be addressed and Art Sandford is attending an all-day accreditation institute on Friday. The subcommittee will review the four standards and will need input from the group to improve the program review model. A survey monkey was suggested but Kathy Scott said this was not a very effective method as the response level was low. Greg Gillespie suggested meetings with the Department Chairs/Deans to get their inputs. Kathy Schrader advised full and part-time faculty were asking about the initiatives and Art advised they will be posted on our website for review.

4. General Comments

Mary Jones advised there are still 50 H1N1 flu vaccines available and the flu is still expected to peak at the end of February/early March. It takes two weeks for the vaccine to take effect. The cost is \$20 for students, employees, or family members.

Kathy Schrader questioned if the program discontinuance was being followed through and Greg Gillespie advised it was being placed on watch for now.

Tim Harrison and Mary Jones co-chair the Title IX Committee. They wanted to make everyone aware that Title IX does not just pertain to athletics but also to the entire campus community. It's gender and race equity in the classroom as well. A new link has now been posted on our website. On the main website page – College Information – About Ventura College – Title IX.

Adam Braver stated as the ICC Chair he has been asked by a new ESL Conversation Club that is starting up on campus for assistance. The club would like to get more students involved and ESL better known on campus. Adam asked who would be the correct person for the Club to contact to discuss ESL to assist the club in getting started. Art Sandford advised Karen Harrison or the Department Chair would be a good place to start.

Brendan Cummings asked what if there are changes made to the budget, where would that information be found? David Keebler explained that funds are tentative and subject to change and if requests were to change they would go back to the

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<p><u>Action Items</u></p> <p>1. Approval of Minutes -- October 23, 2013 November 12, 2013 November 13, 2013 November 14, 2013 November 20, 2013</p>	<p>committees for discussion but commented we only have until April 15 to spend the funds. After that time we will have to wait until summer to use the funds again.</p> <p>A request was made for a motion to approve all five sets of minutes at one time.</p> <p>Motion to approve: Tye Gardner Second motion: Peder Nielsen Opposed: None Abstentions: None</p>	
<p><u>Handouts</u></p> <ul style="list-style-type: none"> • Funding Sources • FY14-FY15 Final Prioritized Listing 		
<p><u>Next Meeting</u></p>	<p>Regular Meeting – February 26}, 2014</p>	