

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, Oct. 3, 2013

Administration Services Bldg., Room 8, 3:30 p.m.

		Area Representative		At-Large Area Representatives	Members
KIN	X	Blanchard, Debra	X	Butros, Michael	Adell, Tim
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		Executive Officers	Fields, Ron
PAC	X	Heaberlin, Ed	X	Davis, T., President	Hollomon, Dave
PSTC		Jones, Scott	X	Harvey, L, Past-President	James, Pam
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	Jennings, Patty
C & L	X	Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	
ALDH	X	Ramming, Alice			Guests
VOC	X	Rubayi, Khalid		Part-time Faculty Representative	Allan, Peter
ATC	X	Ruiz, Maria	X	Akers, Glenn	Javaheripour, GH
ALDH	X	Speakman, Jeanine	X	Elsmore, Cheryl	Maphumulo, Peter
LA	X	Tomlin, Karen			Moran, Virginia
Ac. Com.	X	Young, Henry			Orta, Deedee

Called to order at 3:33 p.m.

Additions and Revisions to the Agenda

Special Presentation by CFO GH Javaheripour on VVC Budget and ACCJC Recommendation 6 (4:30 p.m.) Special guests Peter Allan and Peter Maphumulo.

Handout and overview of the VVCCD 2013-14 Budget Workshop, available on college web site. Review 5-year budget worksheet and discuss structural deficit. Reviewed timeline for CCFS-311 and auditor's report, actual fiscal year funds, current budget year, estimated 3-year projection. Four unfilled faculty positions are included in the line for academic salaries. Discussion re: funding faculty position for SLO coordinator. Question re: task force to study how to spend the GIC, has not been done yet. Question re: other FCMAT recommendations for budget reductions beyond capping salaries and benefits. Question re: submission for the CCFS-311 report, it will be submitted on time. Discussion re: salary cap versus benefit cap, recommendation is to cap benefits, not the salaries. Rec 6 verbiage specifically states (p 2, item 2 of 5 recommendations) recommend district negotiate salary caps for all employees, as well as benefit caps. Question: what is salary cap?

1. Action/Information Items

- 1.1 Action: 09/05/2013 Academic Senate Minutes (Gibbs, J., Toner) Y
- 1.2 ACCJC Follow-up Report – 1st Reading (Harvey, Golder) Sent out via email. Discussion re: how to suggest changes to content, corrections re: PLOs. Patty Golder to proofread. Motion to pass at a first reading.(Harvey, Butros) Y
- 1.3 Administrator Evaluations by VVC Academic Senate – 1st Reading (Blanchard, Heaberlin)
Discussion: not everyone had opportunity last year to complete administrator evaluations, guidelines reviewed. Survey to be available online. Motion to approve at first reading and implement as soon as possible (Menser, Oliver) Y Motion to include interim administrators (Akers, Gibbs, D.) Y
- 1.4 Full-Time Faculty Hiring Procedures Agreement – 2nd Reading (Harvey, Toner) Y
- 1.5 Information: Curriculum Committee Minutes 6/20/2013

2. President's Report and Announcements

- 2.1 Community Budget Oversight Committee (Proposed by BOT) – Trustee Brady proposed committee, faculty feel it is illegal and disruptive to shared governance, will share this at Tuesday's BOT meeting. Discussion re: AB1725, California Education Code.
- 2.2 In-Service Day Report/Next In-Service Day Agenda – Send suggestions for next in-service day to executive members. Issue that keeps coming up: need for a "free" day with no classes scheduled so

everyone can attend. Comprehensive report of the in-service day is posted on the senate web page, was included in accreditation follow-up report.

- 2.3 Enrollment Management – Two meetings held in last two weeks: adding more classes for spring, summer will either be exactly same as last year or additional classes. FTES down a little for fall. Per Steve Toner, Student Services Success Committee looking at complying with law (Student Success Act) – need to offer classes that students require for educational plans, issue sent to College Council, team will study student needs prior to rolling out next fall’s schedule in order to meet student needs, and stop loss of matriculation funds. Headed by Virginia Moran, includes Peter Allan and Peter Maphumulo, and other members from student success committee.
- 2.4 Accreditation – Passed report above. In terms of evidence, content and proof, it is good, everyone on committee working very hard. Report should be sent off next week. Held first faculty meeting of volunteers for mid-term report, new group started so ideally everyone is working toward accreditation. Twenty-nine people on shared governance committee, drafts should be ready well before the deadline. Reason for lateness of report is delay in hiring interim superintendent president, fault lies with the BOT, held up the consultation process.
- 2.5 Board of Trustees Report – Encourage all faculty to attend the meetings, important to show support, encourage you to speak (one talking point is number of hours faculty commit to work) or simply attend the meetings.
- 2.6 Blackboard Issues – Problems still being dealt with, inability to open second 8-week classes, send issues to Tracy.
- 2.7 Book Orders – Temporary solution is copying emails to Robert Sewell and Deanna Murphy in the bookstore regarding book orders.
- 2.8 Other – Issue with students who know BOT members going directly to trustees with issues, micromanagement problems.

3. Executive Officer’s Reports

- 3.1 Past President, Lisa Harvey – No report.
- 3.2 Vice President, Claude Oliver – Committee Service – sent all-call for Finance, Budget and Planning Committee. Claude Oliver and Steve Toner served as provisional members at meeting yesterday, have received 7 replies for faculty interested in serving on committee, executive team will review and decide how to fill 2 seats, probably by November.
- 3.3 Secretary, Leslie Huiner – No report.
- 3.4 Treasurer, Steve Toner -- \$95 in food donations, now have \$76 balance in fund.
- 3.5 Part-time Representative Report – Cheryl Elsmore – request how to get adjunct faculty on hiring committees. Per Tracy Davis, reminder that senate does not control the number of faculty seats on committees, if adjunct faculty want to ensure a seat at the table it should be bargained through AFT. Adjunct faculty have served on hiring committees, senate is not opposed to it.

4. Senate Representative Reports

- 4.1 Other

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Still receiving assessment dialog forms, received 34 out of 48 on the program list, document is needed for accreditation recs 2 and 3. Track A due for comprehensive review, data from research office has been posted, sent instructions on how to upload documents into the folders on SharePoint, do not submit through email. Drafts due by 10/7, IPRC will do peer review and look at improving process for future, feedback will be private, final review due 12/1. Annual updates for Track B and C due 12/1.
- 5.2 Honors Program – Tim Adell – Symposium at RCC held last week, four faculty attended. Added adjunct faculty member Leontine Armstrong to committee.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – Writing annual report of SLOAC activity, in-depth discussion w/explanation of PLOs and ILOs, outline already written; 15% courses that were not assessed haven’t been offered since 2010 or 2011, will be added to follow up report.
- 5.4 Curriculum Committee – Debby Blanchard – Discussion on prerequisite fast-track submission. SLO fast-track requires SLO Coordinator approval, since position has not been filled SLOs have not been

transferred from Curicunet to TracDat since June, sent email to administration regarding need for SLO Coordinator, per administration position will be filled by faculty. Lisa Harvey met with administration, asked to update TracDat without compensation. Discussion re: financial costs versus need and ACCJC requirement.

- 5.5 Distance Education Senate Committee – Paul Tønning – Per Steve Toner, working on faculty handbook, meeting 2nd and 4th Thursdays.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Technology Committee – Ed Burg – Nothing happening, meeting next Monday. Requesting new computers with dual screens for faculty. Discussion re: network outage, problem with UPS for network, could have been water damage, every building should have its own UPS for power fluctuation. Per Jessica Gibbs, stress technology and facility needs in program review because this data is being reviewed by respective committees in their recommendations. Question regarding disaster recovery plan and below-ground level equipment. Discussion re: need for newer computers in classrooms.
- 6.2 Facilities Committee – Tom Miller – No report.
- 6.3 Finance, Budget & Planning Committee – Steve Toner - No report.
- 6.4 Student Success and Support Committee – Peggy Mayer- Next meeting Oct. 17, want Sergio Oklander to explain components of SB 1456 needed for Datatel.
- 6.5 Distance Education Shared Governance Committee – Lisa Ellis – No report.
- 6.6 College Council – Claude Oliver – No report.
- 6.7 Other

7. Public Comments

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject
Ed Heaberlin – Roald Dahl’s play “The Twits” for next two weekends in the PAC.

8. Adjournment – Meeting adjourned at 5:17 p.m.