



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, February 25, 2008 – 2:30 P.M.
Administration Building Board Room**

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Vacant, Student Representative
Vacant, Student Representative
Vacant, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 11, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Business Services/Bond Projects Update – John Lau
Student Services – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President's Update – Gary Rodgers

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Citizens Oversight Committee for Measure L Annual Report, 01/08
2. Citizens Oversight Committee for Measure L, 01/18/08
3. Environmental Health & Safety Committee, 01/30/08

DISCUSSION AND INFORMATION ITEMS

1. Accreditation Report – Kathy Berry

ACTION ITEMS

1. Naming of the "Centennial Pavilion" – Tom Gilbertson
2. Naming of the "Domingo O. Ulloa Memorial Art Gallery" – Tom Gilbertson

ADJOURNMENT

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
February 25	April 14 & 28
March 10	May 12
	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 11, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative

Carlos Fletes, CMCA Representative

David Lopez, Student Representative
Sarah Gaddis, Student Representative

Gary Rodgers, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Sergio Lopez, Alternate Administrative Representative
Norma Nuñez, Alternate Faculty Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Ingrid Soto, Student Representative
Raymond Kim, Alternative Student Representative
Gene Hill, Ex Officio

Others present were:

Dennis Carnes, Tom Gilbertson, Travis Gregory, John Lau, Diedre Pollock-Blevins

MEMBERSHIP CHANGES

Associated Student Government President David Lopez announced that there would be two new student representatives and one alternate. A list of the new representatives would be provided as soon as students finalized their class schedules.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, JANUARY 28, 2008

M/S/C Armando Mendez/Robin Ying to approve the minutes dated January 28, 2008.

Member Mendez made a motion to hear discussion and information items before the Area Reports/Updates. Second by Robin Ying. Motion carried.

DISCUSSION AND INFORMATION ITEMS

Both of the following items were discussed at the same time.

1. Naming of the "Centennial Pavilion" – Tom Gilbertson
2. Naming of the "Domingo O. Ulloa Memorial Art Gallery" – Tom Gilbertson

Art Instructor Tom Gilbertson presented a diagram of the new art gallery and stated that the architect is designing the gallery. He asked that consideration be given to naming the gallery after a local artist, Domingo O. Ulloa. He stated Mr. Ulloa was well known and recognized in the Los Angeles and San Francisco areas, where he was considered the "Father of Chicano Art." He stated the artist was not given the recognition he deserved in the Imperial Valley.

Mr. Gilbertson noted that the Campus Operations Committee had approved the proposed name. He stated moving forward with the naming of the building would be helpful for fundraising purposes.

Mr. Gilbertson stated that the Imperial County Centennial Committee donated \$50,000 towards this project. He stated that possibly the front entrance of the gallery would be named the "Centennial Pavilion," since the donation came from Centennial Committee.

Member Mendez inquired as to the gallery's budget.

Mr. Gilbertson stated there was approximately \$235,000, including the County's \$50,000 donation to rebuild the art gallery.

Vice President for Business Services John Lau stated the total cost would be between \$400,000 and \$500,000, including prevailing wages. He stated the interior of the gallery would be completed by IVC's Applied Sciences Program, and the sheet rock had been donated. This would help in alleviating the costs.

Mr. Gilbertson stated one of the fundraisers would be a silent auction, which would hopefully turn into an annual event. He stated a subcommittee had been formed, which consisted of Armando Mendez, Carol Hegarty and John Lau. The subcommittee would be contacting the community for donations.

Member Mendez stated the subcommittee would be contacting private foundations that donate money to art-related projects.

Biology Instructor Dennis Carnes asked if Mr. Ulloa was living.

Mr. Gilbertson stated he passed away in 1996, but had a daughter, Martha Sanchez, who worked in IVC's Human Resources Department.

Dean of Extended Campus Efrain Silva commented he thought it was a wonderful idea.

Chair Abarca stated the items would be action items at the next meeting.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- She announced that today is the start of the spring semester.
- As of this morning, the FTES for spring was at 2531, FTEF at 182, with 22,401 seats filled.
- She stated there was an increase in enrollment for Administration of Justice classes.
- Sadly, English classes have been canceled due to the lack of rooms and adjunct instructors.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- IVC received the final report from the Accreditation Team, which has been posted on the IVC website.
- IVC has received the Commission's report, which will be disseminated after the Board's review. The following areas must be addressed by October 15, 2008:
 - Program review.
 - Sexual harassment policy must be noted in the school catalog.
 - Revitalization of the technology plan.
 - Clarification of IVC's governance and decision-making processes. She stated the role of each committee needs to be defined, as this was confusing for the team.
- Evaluation of student learning outcomes must be addressed by October 15, 2009; specifically, all areas beyond instruction need to support and meet IVC's student learning outcomes.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- He stated there was nothing to report on construction.
- Vice Presidents would be meeting with department managers to review and outline IVC's direction for the next six months.
- He anticipates receiving the State's position in the next month or so.

Student Services

Vice President for Student Services, Dr. Victor Jaime, was not present. He provided an attachment with January updates for Student Services.

ACCESO

Project Director Dawn Chun was not present. Vice Chair Michael Heumann reported the following:

- Gave a presentation regarding the results of two surveys ACCESO conducted during Fall 07 and Winter 08. The survey was given to distance education students throughout the campus, of which 109 students responded to the Fall 07 survey and 90 students responded to the Winter 08 survey.
- He highlighted on some of the survey's interesting points:
 - Most students do their work at home.
 - As a result of online classes, computer skills have improved.
 - An overwhelmingly positive response to the ease of using Etudes.
 - Course content was well organized.
 - Students disliked most the lack of personal contact with the teacher.
- He stated there was some confusion in admissions regarding some of the hybrid courses this semester. He stated these classes are slightly different from the traditional online classes, in that they meet regularly once a week and then online. These classes are offered to students that require closer face-to-face attention. He stated an email was sent out clarifying the matter.

Instructor Dennis Carnes inquired as to the impact online courses have on FTES.

Vice Chair Heumann stated Dawn Chun would be a better person to answer that question; however, he believes they account for a significant number of FTES. He does not have the data available at the moment, but will research it and get back with exact numbers.

Member Robin Ying stated this information could be obtained by generating a detailed FTES report.

Title V Cooperative Grant

Dr. Lianna Zhao was not present at the meeting. This item was tabled until the next meeting.

Learning Services

Dean of Technology/Learning Services Robin Ying stated there was nothing to report.

Technology Services

Dean of Technology/Learning Services reported the following:

- Announced that a webmaster had been hired. The background check is being performed and the applicant should start in two weeks.

Associated Student Government

ASG President David Lopez reported the following:

- Information booth has been set up today in front of the College Center. Class schedules are being distributed.
- ASG will be having a Welcome Back BBQ/Valentine's Day/Club Day on Thursday, February 14th.

- First ASG Meeting will be held on Wednesday, February 20th. New senators will be elected.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- He stated it was great to be back in the classroom.
- On February 4th, he attended the monthly SDICCCA meeting in San Diego. He stated \$40 million in cuts is being called for by community colleges for this fiscal year. He stated \$32 million has been recaptured from unused grants; consequently, the community colleges are covered for this academic year.
- State representatives advised that community colleges need to:
 - Reduce expenditures.
 - Plan to align expenditures with revenues.
 - Plan to increase revenues.
- He stated there is a bipartisan effort to deal with financial lows in community colleges, and that perhaps next year will not be as gloomy as anticipated.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Insurance Committee, 01/28/08

ACTION ITEMS

None.

ADJOURNMENT

M/S/C Kathy Berry/Carol Cortes-Ramirez to adjourn the meeting at 3:02 p.m.

2007-2008 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2008	
February 25	April 14 & 28
March 10	May 12
	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members

CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L— ANNUAL REPORT



January 2008

Purpose: “to inform the public concerning the expenditure of bond revenues”



CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L

The Citizens Oversight Committee was formed by the District's Board of Trustees as required by Education Code Sections 15278-15282 after the passage of Measure L, the College's \$58.6 million General Obligation Bond measure.

The role of the committee is to inform the public concerning the District's expenditure of revenues received from the sale of bonds authorized by the voters in the November 2004 general election.

Meetings of the Citizens Oversight Committee are held on a quarterly basis.

The meetings are facilitated by the Vice President for Business Services, with reports on expenditure provided by the Business Office, reports on



Future Home of the Imperial Valley College Science Facility

maintenance projects provided by the Director of Maintenance, and reports on construction projects provided by Jimmy Sanders (architect)

and Nielsen Construction (construction program manager). Committee minutes and information on Bond funded projects are available on the College web site www.imperial.edu.

In this report

About Measure L	1
Bond Fund Budget	2
Bond Fund Projects	2
Expenditures	3
Contracts Awarded	4
Audits	4
Bond Sales	4
Committee Members	4

ABOUT MEASURE L

At the November 2, 2004 election, the citizens of Imperial County approved Measure L, a \$58.6 million General Obligation Bond measure:

“To prepare students for jobs, four year colleges, and better serve the community by train-

ing nurses, law enforcement, and construction trades by building a new science and technology facility, modernizing all buildings, removing asbestos; upgrading security, improving student safety, repairing leaky roofs, plumbing, air conditioning; upgrad-

ing wiring for computer technology, shall the Imperial Community College District issue \$58,600,000 in bonds at legal rates, with guaranteed annual audits, a citizens' oversight committee and no money for administrators salaries?”

PROJECTS

Science Building

The College held a bid opening on November 1, 2007 for the earthwork (engineered pad) for the Science Building. The contract was awarded at the November 21, 2007 board meeting.

The college will be advertising in January 2008 for bids for the construction of the Science Building. The bid opening is scheduled for March 12, 2008. The estimated completion time is 20 months.

Completed Projects

North Parking Lot lighting
Pool Renovation
Portable Building relocation
All weather track
Parking Lot Phase I
Parking Lot Phase II
Roofing project

Utility upgrades/repairs

Auto Shop gas line
Auto Tech electrical
Air Conditioning
Electrical upgrades
Water Treatment plant

Remodeling/renovation Projects

Benches
Concrete/sidewalks
Remodeling, Counseling Center
Remodeling, misc.
Flooring, 2100 building
Tennis Court resurfacing
Remodeling, Gym
Gym Floor



Relocation of Math Lab

2007-08 Priority List for Projects:

- 1. Science Building**
- 2. Career Technical Building**
- 3. Modernization of 400 Building**
- 4. Addition to Library**
- 5. Modernization of 200, 300 and 800 Buildings**
- 6. Parking Lot Phase III**
- 7. Mass Transit Terminal**
- 8. HVAC Replacement**
- 9. Sports Field Lighting**
- 10. Modernization of Existing Facilities**

BOND FUND BUDGET

The original \$58.6 million bond fund budget was distributed into four areas:

- Science Building, \$24 million
- Technology Building, \$18 million
- Modernization, \$6 million
- Maintenance and Repair, \$10.6 million

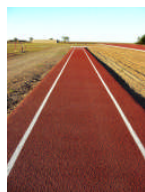
This budget format was very global; therefore, expenditures were difficult to track by project. For example, the parking lot project cost was distributed between three funds: the Science Building, the Technology Building, and Maintenance and Repair.

As of July 1, 2007, Bond Fund expenditures are being presented by project. Expenditure details are provided to the Oversight Committee and the reports are available on the web at www.imperial.edu.

Changes in 2007

Lease payment on four modular buildings (used for classrooms and teacher offices) are no longer being charged to the Bond Fund. As of July 1, 2007 this expense is being paid by the General Fund.

Payment of old debt (Certificates of Participation and Lease Revenue Bonds) in the annual amount of approximately \$700,000 has been returned to the General Fund effective July 1, 2007.



All Weather Track

Project Priority List

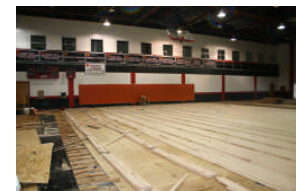
The estimated cost of the ten projects on the current project priority list is \$63 million. The list includes some non-Measure L funded projects. Cost estimates will be revised quarterly as new project information is received.

State funding is being sought

The College has submitted funding proposals to the State Chancellor's Office for the modernization of the 400 building and for an addition to the Library.

The College will identify other projects to submit to the State for funding, most likely modernization of existing facilities.

State and Federal transportation grant funds are being sought for a campus bus terminal.



Gym Floor



North Parking Lot Construction

EXPENDITURES

AS OF JANUARY 18, 2008

	2004-05	2005-06	2006-07	2007-08	Total
Salaries and Benefits (maintenance workers)	0	91,838	102,003	54,332	248,172
Construction Projects	0	2,032,250	3,772,838	3,002,523	8,807,611
Renovation Projects	34,424	66,606	127,520	44,250	272,799
Utility upgrades	191,028	47,926	84,810	15,283	339,047
Services	1,659	14,436	63,638	44,305	124,039
Equipment, rental, leases, supplies	326	183,669	104,272	3,978	292,245
Debt Payment	380,572	676,118	684,736	0	1,741,426
	608,009	3,112,843	4,939,816	3,164,671	11,825,339

Construction Projects

North parking lot lighting	242,102
Pool Renovation	324,534
Portable buildings relocation	420,217
Track	441,808
Parking Lot Phase I	752,317
Roofing project	1,570,188
Parking Lot Phase II	3,505,600
(Sports field relocation)	
Science Building	
earthwork	107,784
construction management	182,190
State architect	136,900
architect	1,123,972
	1,550,845
	8,807,611

Utility upgrades

Auto Shop gas line	4,500
Electrical - Auto tech	84,810
Air conditioning	114,118
Electrical	135,619
	339,047

Renovation Projects

Benches	3,282
Concrete/sidewalks	12,194
Remodel - misc	12,499
Remodel - Counseling Center	13,327
Water Treatment Plant	19,250
Flooring - 2100 bldg	20,500
Tennis Courts resurfacing	25,000
Remodel - gym	59,729
Floor - Gym	107,020

272,799

Salaries and Benefits

Maintenance worker - salaries	165,357
Maintenance workers - benefits	82,815
	248,172

Equipment, rental, leases, supplies

Ramp rental (portable bldgs)	3,251
Supplies misc	27,672
Portable bldg leases	74,336
Equipment	186,986
	292,245

Services

Audit	7,800
Legal ads	7,927
Traffic survey	8,791
Facility Planning	19,720
Permits, inspection	79,801
	124,039

Debt Payment

Certificates of Participation	865,351
Lease Revenue Bonds	876,076
	1,741,426
	11,825,339

Committee Members 2007-08

Dr. Barbara Macci-Trethewey, Chair
John Anderson
Marlene Best
Terence Donovan
Cathy Kennerson
Henry Monroy
Bertha Morris
David Lopez,
Student Representative

Former Committee Members:

Bill Thornburg, chair
(2004-2006)
Norma Sierra Galindo
(2004-2006)
Jim Hanks (2004-2006)
Jerry Avila, student rep.
(Sept. 2005—Dec. 2006)
Sunni Pyron, student rep.
(Dec. 06—Dec. 07)
Phyllis Thompson
(Dec. 2006—Oct. 2007)
Tina Lee (2004-2007)
Janet Thornburg
(2004-2007)



Where Success Begins!

IMPERIAL VALLEY COLLEGE
P.O. Box 158
Imperial, CA 92251
Phone: 760-355-6235

**Gary Rodgers, Interim
Superintendent President**

**John Lau, Vice President for
Business Services**

**We're on the web at
www.imperial.edu**

Bond Fund balance as of January 18, 2008

	2004-05	2005-06	2006-07	2007-08	Total
Beginning Balance		24,725,522	21,654,875	30,699,375	
Bond Proceeds	25,235,000		13,301,443	11,915,816	49,841,891
Transfers (To Bond Interest and Redemption Fund)		610,368		15,970	626,338
Other Income		43,950			43,950
Interest	98,531	580,859	682,288	495,882	1,858,160
TOTAL INCOME	25,333,531	14,441	13,984,331	12,395,728	51,728,031
TOTAL EXPENSE	608,009	3,085,088	4,939,831	3,164,671	11,297,186
Ending Balance	24,725,522	21,654,875	30,699,375	39,930,432	39,930,432

CONTRACTS AWARDED

7/19/05	Roofing Project	Best Roofing	\$1,281,873
1/17/06	Swimming Pool Renovations	TSI, Tenant Space	\$277,477
9/13/06	Parking Lot Improvements, Phase I	Granite Construction	\$672,937
3/24/07	Parking Lot Improvements, Phase II	Granite Construction	\$3,234,820
6/20/07	All Weather Track	Byrom-Davey, Inc.	\$393,395
7/18/07	Lighting, North Parking Lot	Supreme Electric	\$143,500
11/21/07	Earthwork, Science Building	Road Builders	\$519,000

BOND SALES

In January 2005, the District authorized the sale and issuance of the General Obligation Bonds, Series 2005 in the amount of \$24.5 million.

Proceeds from the sale of the bonds will be used to finance the addition and modernization of college facilities for the District.

Series 2005A: \$24.5 million
Series 2006B: \$13.3 million
Series 2007C: \$11.9 million

Caldwell, Flores, Winters, Inc.
Financial Advisor

Jones Hall, PLC, Bond Counsel

The Series 2005A bonds represent the first series under the \$58.6 million authorization.

Two other bond sales have been held in November 2006 and October 2007. A final bond sale is expected to be held in 2011.

AUDITS

The financial and performance audits of the General Obligation Bond Fund for fiscal years 2004-05, 2005-06 and 2006-07 are available on the College's web site www.imperial.edu.

There were no findings or questioned costs related to the Bond Fund.

The financial reports have been prepared by the CPA firm of Wilkinson Hadley & Co., LLP.



IMPERIAL VALLEY COLLEGE
Citizens Oversight Committee for Measure L
January 18, 2008

Members

Dr. Barbara Macci-Trethewey, Chair
John Anderson
Marlene Best
Terence Donovan

Cathy Kennerson
Henry Monroy
Bertha Morris
David Lopez, Student Representative

Recorder: Mary Carter

Call to order: The meeting was called to order at 2:05 p.m., by Dr. Barbara Macci-Trethewey, with members Anderson, Best, Monroy and Lopez present. Also in attendance were John Lau, Vice President for Business Services, Rick Webster, Director of Maintenance, and visitors: Jim Pendley, Dr. James Fisher and David Zielinski.

Introduction of new members: David Lopez, ASG President and Marlene Best, City Manager of the City of Imperial were introduced as newly appointed members of the committee.

1. Approval of Minutes: M/S/C Anderson/Monroy to approve the minutes of the November 9, 2007 meeting as presented.
2. Update on Bond Projects: Rick Webster, Director of Maintenance reported that the earthwork for the Science Building pad will be complete today. The project is about one week ahead of schedule.

John Lau reported that the College is going out to bid for 12 bid packages (structural elements), with bids to be opened March 12. After the bids are received, the College will be able to revise the project budget. In May, 2008, the College will go to bid on 11 additional bid packages. By the end of May, the total cost of the Science Building can be determined. Nielsen Construction is acting as the College's "general contractor" for the project.

Jimmy Sanders will be invited to the next meeting to discuss "green" (energy conservation) issues with the committee.

Rick Webster reported that the Pioneers Museum is undergrounding part of the canal along Aten Road at the Museum's expense.

3. Audit for year ended June 30, 2007: The committee reviewed the 2006-07 Bond Fund Audit, prepared by Wilkinson Hadley, LLP. Mr. Lau noted that there were no findings or questioned costs.
4. Expenditure Report: The committee reviewed the 2007-08 year-to-date expenditure report. John Lau reported that there is \$39,930,432 of Bond Fund in the County Treasury. All expenditures reports will be available on the new College web site.

Mr. Lau reported that the State has tentatively approved funding the modernization of the 400 building (50% state funding). However, the College's funding request for a library addition has been rejected. With a number of colleges competing for state funding, classroom projects are taking priority. The College will be reviewing its strategy for seeking

state funding, and may make some changes to the project priority list. The College needs to have viable projects in the pipeline for state funding.

John Lau noted that effective this fiscal year, the \$750,000 annual expense for Certificate of Participation and Lease Revenue Bonds has been returned to the General Fund. The College has also returned the payment of leases on modular classrooms to the General Fund.

Mr. Lau reported that the County of Imperial has assisted the College with a \$1.3 million grant request to enhance the bus area. The College should know by mid-summer if the grant proposal will be funded. In addition, second year funding in the amount of \$1 million may be available.

The committee asked about the next bond sale, and Mr. Lau stated that a final sale in the amount of \$9 million can be held in about two years.

David Zielinski expressed his concern about the possible demolition of the 500 buildings which are used for the majority of English classes. He asked about the plans for the 400 building and the possibility of allocation of space for English classrooms and offices. Mr. Lau stated that the College will be doing a capacity inventory of classroom and office space, and will try to assess the impact of the Science Building and other possible reallocation of space. Rick Webster stated there are no plans to do away 500 buildings in the near future.

5. Membership update: John Lau reported that Dr. Paul Chounet, Assistant Superintendent of the Brawley Elementary School District has submitted an application to serve on the Oversight Committee. He has served on an oversight committee previously. Mr. Lau stated that a member from the Calexico area is currently being sought.
6. Next Meeting: The next meeting will be held on Friday, March 21, 2008 at 2:00 p.m. with the following items to be discussed:
 - Bid results
 - Energy conservation
 - Revised project overview

Meeting adjourned at 3:15 p.m.



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Safety Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, January 30, 2008.

I. Roll Call

Present:

Kathy Berry, Gonzalo Huerta, Rick Webster, David Lopez, Ted Ceasar, James Patterson, Sergio Lopez, and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Hope Davis, Jim Fisher, Richard Fitzsimmons, Daniel Gilson, Russell Lavery, Frank Miranda, Thomas Morrell, Deidre Pollock, Judy Santiestevan, Jean Stroud, Jill Tucker, Jack Williams, John Abarca, and Becky Green.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

II. Approval of minutes

M/S/C Ted Ceasar/Travis Gregory to approve minutes of the December 6, 2007 meeting as presented.

III. Roles and Responsibilities of Faculty Members (Procedures, rules, and regulations)

The following handouts were distributed and reviewed:

- California Labor Code Section 3211.92 (b)
- California Government Code, Section 3100-3109
- Monterey County Health Department Preparedness Minutes

A discussion was held regarding the provisions stipulated in the California Government Code Sections 3100-3109. The California Government Code states, "*All disaster workers shall, before enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.*"

It was mentioned that IVC employees are not currently signing the above-mentioned oath as a condition of employment or during the hiring process (further research to be conducted on this issue).

A discussion was held concerning the emergency preparedness newsletter published by Monterey County Health Department. It was recommended to post a similar document on the IVC website. The evacuation map should be also available online.

IV. Emergency Drill

Two emergency drills would be scheduled this year. In order to minimize the impact on classes, the committee recommends scheduling the drills six weeks after the beginning of the semester, mid-morning, on a Tuesday.

Information concerning emergency drills and “disaster service workers” should be forwarded to the Academic Senate.

V. Emergency Preparedness Training

It was proposed to schedule one session (1-2 hours) on emergency procedures or a SIMS/NIMS presentation.

It was mentioned that the County EMS Director is a certified SIMS/NIMS instructor. The consensus is to schedule the training during staff orientation

Action item: Kathy Berry to contact the county EMS Director (presenter).

VI. Evacuation Plan Update

The current evacuation map was reviewed.

Action Item: Sergio Lopez will modify the evacuation plan and bring copies to the next meeting. After review the maps will be posted on the website.

VII. Emergency Cards

A sample emergency card was presented and reviewed. The following recommendations should be included:

- Add a contact number for Student Health Center/Nurse
- Add a contact number for campus security guards
- Add a “pink code” for missing child (Pre-school area)
- Include directions/steps to follow during each emergency (i.e., during a medical emergency: Dial 9-1-1 and for emergency first aid contact the Health Services office. Active shooter: Stay away from the door; lock the door, etc...)

Action Item: Travis Gregory will take the draft cards to the Administrative Council for additional feedback.

VIII. IVC Security Results

A copy of the security assessment (synopsis of findings) was distributed. Two copies of the complete IVC Security results are available in the Student Affairs office.

IX. Other Issues

A discussion was held regarding a student-driven "Tobacco-Free Campus" proposal. A committee has been established to promote this issue.

Action Item: Travis Gregory and ASG President David Lopez will co-chair the committee.

Adjournment

The meeting was adjourned at 11:15 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant