



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, March 26, 2007 – 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
Patti Biley, Faculty Representative
Michelle Stevens, Faculty Representative (Vice Chair)
Dennis Carnes, Alternate Faculty Representative

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

Rick Webster, CMCA Representative
Carlos Fletes, Alternate CMCA Representative

Frank Fernandez, Student Representative
Sunni Pyron, Student Representative
David Lopez, Student Representative
Mirella Cobarruvia, Alternate Student Representative

Dr. Paul Pai, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, MARCH 12, 2007

REPORT FROM THE PRESIDENT – DR. PAUL PAI

AREA REPORTS/UPDATES

Instruction – Gary Rodgers
Accreditation Process – Gary Rodgers
Business Services/Bond Projects Update – Dick Fragale
Student Services (attachment) – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Associated Student Government – Frank Fernandez

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, March 7, 2007
2. Planning and Budget Committee, March 7, 2007 (Special Meeting)

DISCUSSION AND INFORMATION ITEMS

1. Strategic Plan – Bill Gay
2. Environmental Lecture Series – Dr. Michelle Stevens

ACTION ITEMS

1. Majors on Diploma – Frank Fernandez

ADJOURNMENT

**2006-2007 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

April 23
May 14
June 25



IMPERIAL VALLEY COLLEGE COUNCIL

MINUTES

MONDAY, MARCH 12, 2007

College Council Vice Chair, John Abarca, called the meeting to order at 2:36 P.M.

Council members in attendance were as follows:

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

Michael Heumann, Faculty Representative
Patti Biley, Faculty Representative
Michelle Stevens, Faculty Representative
Dennis Carnes, Alternate Faculty Representative

John Abarca, Classified Staff Representative (Vice Chair)
Carol C. Ramirez, Classified Staff Representative
Patty Robles, Alternate Classified Representative

Vikki Carr, CMCA Representative

Frank Fernandez, Student Representative
Sunni Pyron, Student Representative
David Lopez, Student Representative

Paul Pai, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Frances Arce-Gomez, Classified Representative
Carlos Fletes, Alternate CMCA Representative
Rick Webster, CMCA Representative
Mirella Cobarruvia, Alternate Student Representative

Others present were:

Gary Rodgers; Victor Jaime; Marilyn Boyle; Dawn Chun; Frances Beope; Lianna Zhao

PUBLIC COMMENTS

Dr. Michelle Stevens announced the spring 2007 environmental lecture series and stated that "Magic in the Imperial Valley; Our Colorado Desert Ecosystem" lecture would be presented by Diane Lindsay, author of several books on the Anza Borrego/ Colorado Desert Ecosystem.

Patty Robles announced the Customer Service Committee's Ice Cream Social to be held on April 4, 2007, from 11:00 a.m. to 2:00 p.m. She stated that all staff were invited and asked Efrain Silva to encourage the extended campus staff to attend the event.

APPROVAL OF MINUTES

M/S/C Frank Fernandez/Kathy Berry to approve the minutes dated February 26, 2007, with the following corrections:

Dr. Robin Ying stated that on Page 4, "Dr. Robin Ying reported that the department is in the process of replacing computers," should read, "Dr. Robin Ying reported that the department has replaced computers."

Dawn Chun stated that on Page 4, she would like to add, "After the meeting, she found that the 83.3 FTEs were not included."

Motion moved unanimously.

REPORT FROM THE PRESIDENT

Dr. Pai announced the following:

- He announced that the fill rate for Monday through Thursday day classes is at 95% with Monday through Thursday evening classes accounting for 80% filled. He stated that enrollment on Friday and Saturday classes is equivalent to one weeknight's, Monday to Thursday.
- He has asked the Business Services office to do a budget printout with the restricted amount printed.
- He announced that the hiring freeze would be lifted. He stated the freeze was placed in the fall 2005 and upon the recommendation of the Planning and Budget Committee, he will lift the freeze altogether.

Patty Robles asked how soon the freeze would be lifted. Dr. Pai stated that it would be effective Tuesday, March 13, 2007.

There was discussion as to the overtime monies. Dr. Pai clarified that the \$110,000 allocated for overtime is limited by the availability of those funds. There was no other funds allocated for overtime past the \$110,000.

AREA REPORTS/UPDATES**INSTRUCTION/ACADEMIC SERVICES**

Gary Rodgers reported the following:

- Summer schedule Flexie would be available by the end of the week.
- Divisions are inputting their classes for the fall semester in Banner.
- Maintenance will have a power shut down on Saturday, March 17th that will include:
 - o Assessment Center
 - o Math Lab
 - o Maintenance Shops and Warehouse
 - o 400 Building (Science)
 - o 1100 Building (Industrial Tech)
 - o 1200 Building (Industrial Tech)
 - o 1300 Building (Industrial Tech/Art)
 - o 1600 Building
 - o Tool Room
 - o College Center
 - o East Gym
 - o Softball and Baseball Fields
 - o Water Plant

He stated that they are looking for classrooms to relocate the classes.

ACCREDITATION UPDATE

Gary Rodgers reported that the Accreditation Logistics Committee met on March 2nd and are preparing for the visit that will take place March 20th through March 22nd. He reported that an addendum to the self study report has been completed.

Vikki Carr announced the Welcome the Accreditation Team event which will be held at 8:00 a.m. on Tuesday, March 20th in the College Center.

BUSINESS SERVICES

There was no report as Dick Fragale was absent at the meeting.

STUDENT SERVICES

Dr. Victor Jaime reported the following:

- He would provide a monthly report at the next meeting.
- He stated that the main goal has been high school contact.

ACCESO

Dawn Chun reported the following:

- \$20,000 was set aside for 7 mini grant winners at about \$3,000 each which will be used for technology.
- She stated that Gloria Carmona is reviewing courses to be offered online next year.
- She reported that through ACCESO funds, Tony Pfister, Gaylla Finnell, and Mary Jo Waintwright attended the League of Innovation conference at New Orleans.
- Mary Jo spoke and stated that the conference was a good opportunity and she learned about distance education and SLO's. She stated she came away feeling that IVC was ahead of the curve in comparison to other colleges. She stated that IVC should be proud. Efrain Silva concurred.

TITLE V COOPERATIVE GRANT

Dr. Lianna Zhao reported the following:

Computer Science Program

- IVC offered three pilot computer science classes for Spring 2007. Sixteen students were enrolled.
- IVC Computer Science Program Development Team consulted SDSU Computer Science Program Development Team regarding courses to be offered in the curricula to streamline the transfer process.
- Room 1704 was fully operational with the installation of software and a network printer but the lab is small. Discussions are ongoing to move the computer science lab into larger Room 1705 shared with the networking and PC repair labs.
- SDSU-IV's computer science BA curricular proposal was submitted to the Chair of the Computer Science Department on the San Diego Campus.
- Meetings were held and the decision was made by the IVC Title V Computer Science Program Development Team to hire Bill Root as a computer science consultant at IVC. He will be working to increase enrollment. Initial plans included developing a strategic plan to spearhead advertising efforts aimed specifically at the local high schools, local businesses, and IVC. Activities including an informational dinner and tour of SDSU have been tentatively scheduled.

Nursing Program

- IVC offered two pilot CHEM 140 classes for Spring 2007, a newly developed lower division course for BSN program. Twenty-eight students were enrolled.
- SDSU is searching for a full-time RN to BSN coordinator of nursing. An ad was placed in the Imperial Valley Press in January. SDSU got five applications. Interviews will be held in March.
- A brochure to advertise the RN-BSN program was developed and four-hundred of them were mailed to community colleges, hospitals, prisons, and health departments in Imperial and San Diego Counties, as well as in Yuma.
- Ottem, RN-BSN adviser at SDSU, met with Gomez and Orfanos-Woo, IVC Nursing Counselor to discuss admission issues.
- SDSU School of Nursing Director Todero, Adviser Ottem, Prof. Hadley and Admissions Staff Ling met with IVC students and hospital RNs, and the nursing CLAB luncheon to be held on March 1.

- The SDSU room is being created where 90-120 San Diego RN-BSN students will meet over TV with 30 SDSU-IV students this summer.
- Eleven RN to BSN applications have been received from RNs, but transcripts are missing.
- Recruitment of students to the RN-BSN program's first cohort is our major challenge. Though Ottem and Toderio say they will be more flexible in admitting this first cohort of RNs than future cohorts, many RNs still need to meet the essential prerequisites of the CSU admission requirement, among which are Critical Thinking (A3), and, Math/Quantitative Reasoning (B4) – courses. We are working with other divisions on campus to see if the eight-week short term classes can be arranged this semester.

Student Services

- Continues to solicit and advise students interested in the programs along with students that are currently in the program.
- Publicized and organized an informational tour for SDSU officials who were to tour IVC and SDSU-IV to observe facilities and meet with students, as well as visit local hospitals.

Management and Evaluation

- Besides coordinating Title V activities, the supporting team completed the IVC Y1 Inventory of Equipment, POs and JVs.
- SDSU-IV Y1 budget adjustment, Y1 carry over distribution, and Y2 budget adjustment were finalized.
- Project's Y2 funds were reconciled between Banner and Projected budget.

LEARNING SERVICES

Dr. Robin Ying reported the following:

- The college has converted from 6.0 to 7.3.2 Banner with minor issues.
- The California Solutions Center was established by SunGard to assist colleges with their unique needs was set up two years ago in San Diego and are now doing official releases. He stated that very few schools are using this center.

ASSOCIATED STUDENT GOVERNMENT

Frank Fernandez reported the following:

- He announced that the Student Health & Wellness Fair would be held on Tuesday, March 20th through Thursday, March 22nd, in the amphitheatre area. He stated that 20 different groups would be on hand for the event.
- ASG & SPA will have the Field of Flags event on March 20th at 6:00 p.m. and a Board of Supervisor will speak.

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Curriculum & Instruction, February 15, 2007.
2. Academic Services, February 21, 2007.
3. Bond Oversight Committee for Measure L, February 23, 2007
4. Insurance Committee, February 26, 2007
5. Planning and Budget , February 28, 2007

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS**Nomination and Election of College Council Chair**

Vice Chair Abarca stated that the Standing Rules for College Council were attached for review and reference to members. He announced that the election of the Council Chair was taking place due to Cathy Zazueta being on a leave of absence and the new chair would serve the remaining 1 ½ years.

Vice Chair Abarca opened the floor for nominations.

Carol Ramirez nominated John Abarca for chair. John accepted the nomination.

M/S/C Michael Heumann/Dr. Patti Biley to close the nominations. John Abarca was unanimously elected as chair.

M/S/C Dr. Patti Biley/Dr. Robin Ying to add Election of College Council Vice Chair to the agenda.

M/S/C Efrain Silva/Michael Heumann to open the floor for nominations.

Kathy Berry nominated Dr. Michelle Stevens. Dr. Michelle Stevens accepted the nomination.

M/S/C Kathy Berry/Dr. Robin Ying to close the nomination. Dr. Michelle Stevens was unanimously elected as vice chair.

Standing Committees Flow Chart

Dr. Paul Pai stated that he had met with John Abarca, Dr. Dennis Carnes and Eric Jacobson to discuss the change to the flow chart. He explained the change included a dashed line running from College Council to the Superintendent/President instead of a solid line. He stated that there was an explanation box on the flow chart.

There was discussion about the dashed and solid line differences. Dr. Pai clarified that the College Council makes recommendations to the Superintendent/President and then he may recommend an item to the Board.

Dr. Dennis Carnes stated that several years ago the role of the College Council was much different than it is now. He stated that the committee basically reviewed minutes and now they have become a stronger body which he is supportive of. He stated that it is important to note that items discussed at College Council are different than those discussed at Academic Senate. He stated the flow chart was fine as presented.

M/S/C Michael Heumann/Kathy Berry to approve the Standing Committees Flow Chart. The motion moved unanimously.

Student Equity Plan

Dr. Victor Jaime stated that he was presenting on behalf of Dr. James Patterson who is the student coordinator for the Student Equity Plan. He stated that all colleges are required to have a student equity plan and this is the first year that it is required to be filed with the Chancellor's Office. He stated the report reflects the access given through the eyes of the community.

M/S/C Michael Heumann/Efrain Silva to approve the Student Equity Plan.

There was discussion as to items on the report and how numbers were reported. Dr. Jaime stated that information was extracted from both Anita and Banner. There was further discussion on outreach done to attract the least represented numbers such as the Native American population. Dr. Jaime stated that this plan solicits discussion and helps with input.

Dr. Jaime stated that this report has gone to the Academic Senate, will be presented to the Board, and will then be filed with the state.

Efrain Silva asked if he could receive additional break down of the data that would show ESL apart from Basic Skills.

The motion moved unanimously.

ADJOURNMENT

M/S/C Dr. Patti Biley/Dr. Michelle Stevens to adjourn the meeting at 3:46 p.m.

2006-2007 College Council Meeting Schedule at 2:30 P.M. in the Board Room

March 26	May 14
April 23	June 25

**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE
February 2007**

District Counseling

- We have been very busy with Spring registration. Interestingly, we did not require an over abundance of walk-ins to accommodate our student population. Most students were able to be seen through the regular appointment system.
- Our Nursing Counselor will be presenting an informational workshop to Nursing wannabes this month and will provide a second workshop in March. She has been very busy with Nursing staff establishing the new admission requirements for the RN program which will go into effect next year.
- One District Counselor has continued to provide his monthly IVC information workshops to Border Patrol's New Families program and also presented at the Community High School where he saw about 45 junior & senior level students.
- One of our District counselors picked up 6 units of HRel 100 due to a last minute instructor cancellation and re-arranged his regular work schedule to accommodate his new teaching assignment.
- Extended Campus has been helping with registering students and with helping to promote our new non-credit ESL courses.
- We will begin to gear up for high school counseling which I will begin to schedule for the month of March starting with Imperial High School who had 73 students take the Accuplacer.

Matriculation

- Counselors assisted with late registration.
- All Matriculation staff attended workshop on Student Learning Outcomes on February 9, 2007.
- Completed orientations/assessments at the following schools:

Imperial High School
Central Union High School
Southwest High School

Assessment

- Tested 265 students with ACCUPLACER

- GED exams were administered on February 21-23, 2007

Transfer Center/Articulation Services

- Student Appointments and Open Appointments First Week of Spring Session - Fairly Busy
- Curriculum - Course Outlines of Record Review - Many Faculty Contacts (All Divisions)
- Meetings: Blue Ribbon Enrollment Mgt.; Nursing Programs Review; Academic Senate; Curriculum & Instruction; Region X Reps Meeting – Sacramento; IVC/SDSU-IV Brochure; SLO Meeting
- Title 5 Grant - BSN Applications in Progress with SDSU/IV, Liaison with SDSU/Main Visitors, Assisted with Hospital Presentations, Lots of Phone Calls
- Campus Representatives: Alliant International University

Student Support Services

- Attended the WESTOP Conference in San Francisco
- On-going student counseling
- Director and full time counselor will participate in SSS Educational and Cultural fieldtrip to Palm Desert, Redlands and Big Bear March 2-4, 2007

Disabled Students Programs and Services (DSPS)

Test Proctoring	18
Sign Language Interpreters	12
Special Accommodations	4
Workability III Appointments	25
Counselor Appointments	138
New Student Intakes	16

95 of our students completed Winter Intersession

CalWORKS Assessment and Counseling

- The CalWORKs Assessment Counselor has been doing grade checks for her students that attended Winter Intersession and making sure they all registered for Spring.
- We introduced incentives in Assessment to increase our participation rate.

EOPS

471 EOPS students' appointments were completed

91 No shows

55 canceled

51 bus passes were provided to EOPS students

- EOPS presentations were made to High school students attending "Cash for College" day at IVE on February 23, 2007
- EOPS staff attended the following meetings:
 - Academic Senate
 - EOPS staff meetings
 - Financial aid petitions meeting

Financial Aid

- Financial Aid continues with the Cal Grant Outreach with visits to Brawley, Imperial, Holtville, Central and Aurora, and return visits to Calipatria and Calexico for follow-up workshops. In addition, Cash for College will have 150-200 high school seniors on campus Friday, Feb 23rd, to complete FAFSA, listen to program presentations and tour the campus.

Educational Talent Search

- February 2: Director attended Trio Alliance at UCSD. Various Trio programs met to discuss Trio concerns and upcoming events.
- February 3: College Prep workshop and FA workshop at IVC. All student invited.
- February 5: Director attended ACT meeting held with AVID, MESA, and EAOP. Preparation meeting for March 31 workshops and administration of ACT Explore and ACT Plan tests.
- February 6: Director attended IVC Trio Meeting.
- February 7: Director attended IVCRA committee meeting in Calexico for preparation for IVCRA Valley Wide meeting in Calipatria.
- February 8: Director attend Cal-Soap meeting at ICOE. This was SD and IV board of directors meetings.
- February 9: Director attended SLO workshops at IVC.
- February 15: IVCRA Counselor meeting at Calipatria. Discuss Counselors donating to a IV Counselor's Scholarship fund.

- February 16: Director attended the IV Partnership meeting in El Centro. All programs discussed upcoming events.
- February 18-21: Director attended WESTOP Conference held in San Francisco. Dolores Diaz was recognized for Steve Holman Award.
- February 23: Participants attend field trip to SDSU. Visit Astronomy and Drama Departments. Excellent tours and presentations from these two departments.
- February 24: College Prep at IVC facilitated by Director. ETS Counselor made presentation on ETS at Calexico HS for incoming 10th grade parents (recruited).
- All of February:

ETS Tutorial Centers available to all students. Saturday tutorial session is also available @ Spencer Library from 9:00a-1:00p.

Actively recruiting at all program school sites.

Admissions and Registrar

- Students Served

Worked intensively on:

Processing petitions for graduation for Winter 2007.

Processing hundreds of requests for official transcripts and GE certifications to be sent to other institutions and employers.

Evaluating and articulating transcripts from other institutions for current and new students.

Responding to requests for verifications of prerequisites based on high school and college transcripts.

Evaluating records and documents for requests to change students' status from nonresident to resident for tuition and fee purposes.

Processed 87 petitions for exceptions to repeat laws. Made decisions and sent letters to all petitioners.

Downloaded applications approximately 60 times (2-3 times/day).

Approximately 650 applications were processed.

Errors were corrected on approximately 250 applications so the download could be completed.

33 Special Student applications for students seeking concurrent enrollment while in K-12 were reviewed, decisions made, and personal letters sent to each.

Testing and preparing for conversion to Banner 7.3.

- Registration

Facilitated the registration of 985 students for Spring Semester.

Manually processed over 500 problem registrations for students and faculty.

Manually processed 385 requests for late registration for Spring Semester after the deadline to register had passed.

- Opening-Day Rosters & Census Rosters

Processed over 2,200 no-show drops identified on opening-day rosters and subsequent drop cards.

Processed 800 opening-day and census rosters.

Student Affairs

- Mondays – Weekly Student Affairs Staff meeting (Student Affairs Conference Room, 9:00 a.m.)
- February 8 – Training of the new electronic message board
- February 12 – Special ASG meeting (Board Room, 1pm)
- February 20 – Welcome Back and Club Day (Quad area, 9am-1pm). Salsa Steel Drums were in attendance. Free hot dogs and soft drinks (more than 800) were given during the event.
- February 21 & 26 – Regular ASG meetings (1pm)
- February 28 – Parking Control Appeal Hearings – Two (2) cases were reviewed. Both appeals were denied.

Upward Bound

- Four Saturday Tutorials (Sixteen Students) in the Library at Imperial Valley College;

- Wild Animal Park Education Program – 75 students attended – Two buses;
- A safari experience through Africa and Asia to see the animals on the WGASA Line Railway;
- Behind-the-scenes tours to see up-close the animals;
- Students visited the “The Hidden Jungle”, a greenhouse exhibit of neotropical birds and tropical plants;
- Fieldtrip to Old Town – 75 students attended for a tour of the oldest place in San Diego;
- Fieldtrip to Arizona State University, 8 students and 1 staff attended a campus tour and college presentation;
- Five High School Recruitment Presentations;
- Financial Aid Senior Presentation at the Upward Bound Office;
- Program is continuing to meet all program goals and objectives.

IVC Academic Senate

Approved Minutes

March 7, 2007

- I. The meeting was called to order at 1:35 pm by President Carnes.
Present: Olga Artech, Dennis Carnes, Suzanne Gretz, Cesar Guzman, Carol Lee, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Steve Pacheco, Thomas Paine, Curt Riesberg, Bruce Seivertson, Mariaelena Thibodeaux, Victor Zazueta, Lianna Zhao, David Zielinski, Sherry Zobell, Frank Fernandez, James Patterson, Gary Rodgers
Excused: Cathy Zazueta
Absent: David Drury; Mary Lofgren
Visitors: Ted Ceasar, Michael Heumann, Eric Jacobson, Victor Jaime, Sergio Lopez, Paul Pai, Rosa Pitones, David Poor, Matthew Thales, Kathy Westerfield, Robin Ying
- II. **Visitor Comments**
David Z – speaking for English department, thanked Bobbie McClain for the work that she has been doing in regard to English SLOs. There will be a campus wide hands-on workshop on Friday, April 20th, 8:30 – 3:00. Norena Badway will be the featured speaker.
Dennis C – There is lots of work being done on campus related to SLOs
- III. **Information/Correspondence**
 1. President's Comments – welcomed Steve Pacheco, representing the Humanities Division
- IV. **Consent Agenda**
M/S/C (Nilson/Seivertson) to approve the minutes of February 21, 2007 as corrected.
- V. **Academic and Professional Matters**
 1. Report from Curriculum and Instruction Committee – Resolutions 137 will be presented to the Board. M/S/C (Nilson/Nunez) to accept the report from the C&I and send it to the Board for their March meeting. All information is in the agenda packet, which includes several course adjustments along with the History Major.
 2. Letter to the Instructional staff on status of part timers (Carnes). M/S/C (Nunez/Seivertson) to eliminate bullet #9. M/S/C (Seivertson/McClain) to accept this letter with changes and for it to be sent to divisions chairs.
 3. Reminder of Announcement of Elections – Zobell. The election will be held March 20th. Election help is needed to man the election table and monitor the ballot box. The following offered their help: Carnes, Nilson, and Zhao.

4. Accountability Reporting for Community Colleges (AB 1417) (Pai) – a huge packet was distributed containing IVC’s 2007 report, peer groups, requirements, and peer grouping methodology.
5. Budget Guidelines (Fragale/Fletes) – M/S/C (Nunez/Seivertson) to accept the budget guidelines as presented.
6. Current statistics on Distant Learning Classes (Heumann) – The current statistics on Distant Learning Classes were distributed.
7. Nomination/Appointment of faculty members for VP of Instruction Com. Krista Byrd and Lianna Zhao were appointed to serve on this committee. Victor Jaime is the committee chair.

VI. **Discussion**

1. Academic Senate Scholarship Fund Raiser (Artechi) – The scholarship fund needs to be replenished. The foundation is willing to find a function to generate these funds. The following volunteered to be on the Funds Replenishment Committee: Cesar Guzman, Mary Lofgren, Norma Nunez and Bruce Seivertson.
2. Submission of grades (Seivertson) – stated that at other schools where he has taught it has been much simpler to submit grades. He asked if attendance is a state requirement and why grades weren’t available to students as soon as the instructor put them into Banner. Westerfield explained that for students to see their grades 2 processes are required; faculty input and then rolling all of courses into the data base. Before grades can be rolled over they need to be proofed, which takes a lot of time. Once the courses are in the data base any changes to those grades now need to be done by hand. A decision was made to roll over the classes after faculty has had a chance to make corrections. Grade history and attendance are referred to on a daily basis because of problems in many areas. Attendance is not technically required, but financial aid needs this information for federal concerns.
3. Calendar problems associated with spring semester (This topic is only peripherally within the realm of the AS; we simply wish to encourage the IVC/CCA/CTA/NEA to consider it.) – Friday off the first week, Monday off the second week, and Saturday classes not starting until the end of the 2nd week doesn’t make for a great start to Spring semesters. Gretz said that the union is open to intelligent suggestions on how to remedy this situation.
4. Full Disclosure Policy for Textbook salespeople (Fernandez) - postponed
5. Student Discipline Procedures (Sergio Lopez) – handed out the Ed Code referring to Standards of Student Conduct. He stated a number of faculty were in violation of the Ed Code when it comes to discipline. A faculty member cannot drop a student for disruption or cheating. Students need to have due process. Faculty should send disruptive and cheating students to Sergio. He needs to know about problem students and will keep a data base for reference. Divisions were encouraged to invite Lopez to their meetings to explain in more detail the appropriate process needed.

6. STRS retirement payment calculations – no one to report on this.

AS Meeting Dates	Agenda Closure
March 21, 2007	March 16, 2007
April 4, 2007	March 30, 2007
April 18, 2007	April 6, 2007*
May 3, 2007	April 27, 2007
May 17, 2007	May 11, 2007
May 31, 2007	May 25, 2007

* Early submission date because of spring break

The meeting was adjourned at 3:40 pm.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

Unadopted Minutes
March 7, 2007

Present: Gary Rodgers, Administrative Representative (alternate), acting chair
Dr. Victor Jaime, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative

Absent: Richard Fragale, Frank Fernandez, ASG President, College Council
Chair/Representative

Recorder: Mary Carter

Visitors: Travis Gregory, Suzanne Gretz, Jan Magno and Dr. Paul Pai

The special meeting of the Planning and Budget Committee was called to order at 1:00 p.m. on Wednesday, March 7, 2007 by Gary Rodgers, Interim Vice President for Academic Services.

Approval of Contract with School Facility Advisors for consulting services: ***M/S/C Parish/Carnes (abstain: Parish) to recommend to the Superintendent/President that a contract be entered into with School Facilities Advisors, effective April 1, 2007.*** Gary Rodgers reviewed the proposed contract with School Facility Advisors for consulting services; he stated that the firm would lobby on behalf of the College for State funding for a proposed Library addition and renovation of the 400 building. The fee is \$10,000 a month, plus expenses. Questions from the committee included: how many clients does the firm have, how will travel expenses be verified, did the College solicit the contract or did the vendor approach the college, why does the College need to have a lobbyist, will the \$10,000 a month fee come from Reserve, will the firm receive a commission on any funding obtained. Mr. Rodgers stated that the contract has been reviewed by legal counsel, that the monthly fee will come from Redevelopment monies not District general funds, and that the college will be diligent in reviewing expense requests. The College can terminate the contract upon 30 day notice. The firm will not receive a commission on funding obtained. Dr. Pai stated that the firm has several local K-12 district as clients, but no other community colleges. Both Assemblywoman Bonnie Garcia and State Senator Denise Moreno-Ducheny spoke well of the firm's reputation in Sacramento. The firm could assist the College in finding grants, alternate financing and help draft bills.

Meeting adjourned at 1:30 p.m.

Spring 2007 IVC Environmental Lecture Series
Sponsored by the Imperial Valley College Foundation
2131 Health Sciences Building (may change for future talks)
7:00 to 8:30 pm

The goal of the Imperial Valley College Environmental Lecture Series is to provide a platform for education on environmental issues in the Imperial Valley, and to build a connection and sense of place between local ecosystems and cultures.

March 6, 2007 *“Sludge in the Imperial Valley. What we are doing now, and what’s being proposed”.*

Maureen Reilly, Sludge Watch

“Big City Waste Depository: Implications for Community Health”

Rosie Nava-Bermudez, President of Residents for Health and Safety First

April 3, 2007 *“Magic in the Imperial Valley; Our Colorado Desert Ecosystem”*

Diane Lindsay, author of several books on the Anza Borrego/ Colorado Desert Ecosystem

April 25, 2007 *“A Voice in the Desert”*

Preston Arrowweed, Native American Elder and Author

May 8, 2007 *“Agro-Ecology: Benefits and Challenges”*

Dr. Don Lotter

Michelle Stevens Ph.D.
Faculty - Environmental Science, Botany, Ethnobotany
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