



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 14, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:33 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate 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
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative

Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Alternate Student Representative
Gary Rodgers, Ex Officio

Others present:

Frances Beope, Marilyn Boyle, Dawn Chun, Travis Gregory, John Lau, Frank Rapp,
Lianna Zhao

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, MARCH 10, 2008

M/S/C Sergio Lopez/Michael Heumann to approve the minutes dated March 10, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- The college is working on completing the Accreditation Annual Report.
- The Basic Skills Initiative Plan has been completed and will be presented to the Board of Trustees at its meeting on Wednesday, April 16, 2008.
- She announced an offer of employment had been made for the position of Library Director/Head Librarian, and that the applicant would begin in a few weeks.
- She stated Dr. Ying's role would serve as Dean of Technology.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- He stated the Higher One ATM was replaced due to ongoing problems.
- A second ATM on campus is being considered. The location will be determined at a later date.
- The college is looking into providing temporary shade and adequate lighting for the new bus area. At the time the permanent shading structure is put in, the temporary shade will be moved to the pool area as a permanent location.
- The college has applied for a \$1.3 million grant sponsored by Imperial County for improvements. The County has forwarded IVC's application to Caltrans. IVC will be notified by the end of June if the money is granted. If approved the improvements will be completed by the end of September.
- Business Services has been meeting with the different departments to explain the budget process. VP Lau stated he would be summarizing the numbers and comparing them to the resources available. He stated that due to the late information coming in from the State, the budget, which will be presented to the Board of Trustees in June, will be preliminary figures.

Director of Fiscal Services Carlos Fletes reminded the committee that Friday, April 25th, will be the last day for departments to enter their respective budgets into Banner. He recommended that people refer to the detailed email he recently sent to All Users. He stated he would be resending that email.

Student Services

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

ACCESO

Project Director Dawn Chun reported the following:

- She stated the Summer Session will be offering 30 sections of Distance Education courses, which will generate 75 FTES.
- She announced the Department of Education approved the change of ACCESO's Project Director. She stated Gloria Carmona would become the Project Director in June after the Board of Trustees approves the change in May. Chun stated she would be spending more time performing institutional research, and that her role in ACCESO would be advising and overseeing the budget.
- ACCESO conducted a survey for Distance Education faculty. The survey was designed to assess the effectiveness of both the ACCESO program and IVC's technology infrastructure. The survey results have been forwarded to the executive team, who will evaluate the Distance Education Program based on those results. She stated that since the grant ends in September 2009, the long-term benefit is a driving factor when making decisions.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Project Management

- At the southwestern Title V/HSI Best Practice Conference in Albuquerque, New Mexico, Zhao and Shumaker gave a talk about how to make a cooperative project work; about 37 Title V administrators attended, asked questions, and made comments.
- In an effort to keep the amount of carryover from Year 3 to Year 4 at a moderate level, to attain objectives and carry out the project's activities with optimal effectiveness, and to enable the partners to continue Title V support beyond the fifth year of the grant for a few of the project staff, the management team is working on budget transfers.

Computer Science Program

- IVC continues piloting the computer science courses. There are 9 students in CS 001, 11 in CS 210, 12 in CS 260, and 13 in CS 280 this semester.
- IVC CS instructors are collaborating with other faculty in the math department on Student Learning Outcomes for computer science.
- SDSU is planning the Fall CS schedule, equipment purchases, and checking into the costs of putting a T1 line at the Brawley Campus to allow computer science and nursing courses to be offered there.

Nursing Program

- 15 students are enrolled in RN to BSN CHEM 160 class this semester.
- The Chief Nursing Officers, Coldsmith and Kirkpatrick, at Pioneers Hospital and El Centro Regional Medical Center respectively, signed agreements to donate clinical faculty to teach for SDSU-IV during the coming year as in-kind contributions to the RN- BS in Nursing program.

Student Services

- IVC continues to work with faculty, staff, and students at IVC and SDSU-IV to ensure that students transferring in Fall 2008 would be able to submit applications for the CS scholarship; advises IVC students in the CS and BSN programs; and provides outreach for both the CS and BSN programs at local career and college fairs.

Learning Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Technology Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Associated Student Government

ASG President David Lopez reported the following:

- He stated more than 10 ASG members attended the Annual Relay for Life held last weekend. The ASG did not have a team; however, they were invited to join an El Centro team, "The Flockers." They helped the team set up banners and clean up. He hopes IVC participates as a team next year.
- He announced that four ASG members would be attending the annual statewide Student Assembly which is scheduled on May 2-4, 2008 in Los Angeles.
- His term as ASG President ends the week of May 26th.
- Applications for ASG President and Senators are due this week, with the elections taking place on May 5th and 6th.

President's Update

Interim Superintendent/President Gary Rodgers was not present at the meeting.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 03/05/08, 03/19/08
2. Curriculum and Instruction, 12/06/07, 01/17/08, 02/21/08, 03/06/08
3. Environmental Health & Safety, 03/13/08
4. Planning and Budget, 02/27/08

DISCUSSION AND INFORMATION ITEMS

No items.

ACTION ITEMS

1. Recommendation from Environmental Health & Safety Committee Meeting (March 13, 2008 minutes) for approval to purchase an AED machine for the Athletics Department. (Travis Gregory)

Associate Dean of Human Resources Travis Gregory stated an Automated External Defibrillator (AED) is a medical device about the size of a laptop computer. Recent technology has helped get us to the point where we can have a small defibrillator to use in case of a medical emergency. The Athletics Department has expressed concern about the risk of athletes having a heart attack. IVC's Athletic Trainer Chris Mays is trained to use an AED.

Mr. Gregory stated an AED is easy to operate, in that it uses voice prompts to instruct the rescuer. He stated the Safety Committee thought it was a concern that should be addressed. He indicated State legislators have become actively involved with this issue. He stated these machines would alleviate some of the college's liability and risk.

He indicated the cost of an AED machine is about \$2,000 to \$3,000, depending on the size. Budget considerations would have to be made for the upkeep of the machine's regular maintenance. He stated the Safety Committee would be willing to front the money for the purchase of one AED machine, and hopes the College Council will recommend the proposal.

A motion was made by Member Michael Heumann and seconded by Member Sergio Lopez to approve the purchase of an AED machine.

Discussion

Member Kathy Berry emphasized the following points:

1. The college previously addressed this subject but did not move forward.
2. The college must have proper training.
3. The college must have and commit to regular maintenance of the machine, which includes annual calibration.
4. The college must have a medical director or student health services to prescribe and sign off on the AED. She stated there are fewer problems with a medical director.

She stated even though proper training and regular maintenance is required, the machine does save lives.

Member Armando Mendez inquired as to the costs related to the machine's maintenance.

Member Kathy Berry stated the machine requires calibration and that service costs money.

Chair John Abarca asked if the costs in maintaining the machine had been taken into consideration by the Safety Committee.

Associate Dean Gregory stated the Safety Committee does not have enough funds to keep up with the maintenance. The Safety Committee discussed having these machines in other campus locations, i.e. Preschool, wellness center, and cafeteria. He stated the American Heart Association estimates that as many as 50,000 lives a year could be saved if more machines were available.

Chair John Abarca asked Member Berry if this would fall under Instruction's area. Member Berry said it would if the machine was being provided for the Athletics Department. She inquired of VP John Lau whether it would be the responsibility of Instruction or Maintenance to oversee the machine.

VP Lau stated it would fall under the Maintenance Department, as it would be a campus wide plan.

Frances Beope asked if this could be worked out with the health services fee provider.

Member Kathy Berry stated it could be worked out with the provider or EMS Director, and that either way both parties would be willing to do it.

Frances Beope stated students contribute by way of the required health fee.

Member Kathy Berry stated that the health fee would not cover the maintenance fees.

Chair Abarca called for a vote.

A vote was taken and passed unanimously.

ADJOURNMENT

M/S/C Michael Heumann/Kathy Berry to adjourn the meeting at 2:55 p.m.

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

2008
May 12
June 9** & 23

**Monday after Graduation
Overload rate for 177-day members