



**IMPERIAL VALLEY COLLEGE COUNCIL** 

Monday, May 14, 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

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

Recording Secretary: Vikki Carr

PUBLIC COMMENT

### APPROVAL OF MINUTES DATED MONDAY, MARCH 26, 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 (March & April attachments) – 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, 3/21/07, 4/4/07, and 4/18/07
- 2. Administrative Council, 4/24/07
- 3. Curriculum & Instruction, 3/1/07 and 3/15/07
- 4. Insurance Committee, 4/2/07
- 5. Planning and Budget Committee, 3/28/07
- 6. Student Affairs Committee, 3/5/07

#### **DISCUSSION AND INFORMATION ITEMS**

- 1. Code of Ethics (attachment) John Abarca
- 2. Strategic Planning Dr. Paul Pai

### ACTION ITEMS

None.

#### ADJOURNMENT

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

May 14	
June 25	



### IMPERIAL VALLEY COLLEGE COUNCIL

### MINUTES

#### **MONDAY, MARCH 26, 2007**

College Council Chair, John Abarca, called the meeting to order at 2:34 P.M.

Council members in attendance were as follows:

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

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

John Abarca, Classified Staff Representative (Vice Chair) Frances Arce-Gomez, Classified Representative Carol C. Ramirez, Classified Staff Representative

Carlos Fletes, Alternate CMCA Representative

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

Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows: Efrain Silva, Administrative Representative Patti Biley, Faculty Representative Patty Robles, Alternate Classified Representative Rick Webster, CMCA Representative Mirella Cobarruvia, Alternate Student Representative Paul Pai, Ex Officio

Others present were: Marilyn Boyle; Travis Gregory; Bill Gay; Ted Ceasar

#### PUBLIC COMMENTS

There was no public comment.

#### APPROVAL OF MINUTES

M/S/C Michael Heumann/Dr. Michelle Stevens to approve the minutes dated March 12, 2007. Motion carried.

#### REPORT FROM THE PRESIDENT

Tabled due to Dr. Pai being out of the office on business.

#### AREA REPORTS/UPDATES

#### INSTRUCTION/ACADEMIC SERVICES

Tabled due to Gary Rodgers being out of the office.

#### ACCREDITATION UPDATE

Tabled due to Gary Rodgers being out of the office.

#### **BUSINESS SERVICES**

Dick Fragale reported the following:

- The Board approved the contract for Parking Lot Improvement Project, Phase II. The contract was awarded to Granite Construction in the amount of \$3,234,820.00. He stated that \$700,000 of that contract was for underground utilities for the Science Building.
- Renovations are underway to the gym and dance floors.

#### STUDENT SERVICES

Dr. Victor Jaime was not present but provided a report that was attached to the agenda.

#### ACCESO

Michael Heumann reported the following:

- 7 mini technology grants in the amount of about \$3,000 each were awarded to faculty members. The ACCESO team is happy with the outcome.
- ACCESO is accepting Technology Camp applications for faculty members. The Tech Camp will take place August 14-16, with two additional days in the fall semester.

#### TITLE V COOPERATIVE GRANT

Tabled due to Dr. Lianna Zhao being out of the office.

### LEARNING SERVICES

Dr. Robin Ying reported the following:

- The first two weeks of the conversion have gone well. Last minute testing was done for new programs that were needed due to the conversion.
- There is a current need for a wider bandwidth for the program that tests students.

Sergio Lopez asked if there was a timeline for the upgrade. Dr. Ying stated it needed funding.

Dr. Dennis Carnes stated that he would advise that the bandwidth be corrected instead of restricting the use of the Internet Café. He stated that his opinion was that staff should be open to students instead of being judgmental towards them. Dr. Ying agreed and stated that currently the Casbah access has been minimized to alleviate part of the problem.

Dick Fragale stated that the appropriate fix will be done using Bond modernization monies and has received an estimate from Dr. Ying for a request of \$1 million.

### ASSOCIATED STUDENT GOVERNMENT

Frank Fernandez reported the following:

• He announced that the ASG and a few student clubs are helping Ted Ceasar with Disability Awareness Day to be held on Wednesday, March 28, 2007. He encouraged everyone to attend.

Dr. Michelle Stevens stated that the disabled students do the recycling around campus and asked that others thank the students when they see them around campus.

#### 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**

### Strategic Plan

Bill Gay announced the Strategic Planning Project Mission for 2008-2011. He stated that the process has been modified to incorporate the best aspects of the Visioning process used four years ago while at the same time simplifying the project and ensuring the outcomes are true institutional goals. It will begin with three on-campus meetings in late April; community focus groups will follow in May and a Stakeholders' Summit will be in September. He is seeking volunteers from all campus constituencies to serve on a steering committee that will help coordinate the project.

Dr. Michelle Stevens stated that the process might combine green area and renewable energy discussion for the community. She stated that she along with an SDSU

colleague are writing an awareness grant for that purpose and this community involvement would be a good way to get the message disseminated. Bill Gay stated it was a good idea and asked her if she would serve on the internal steering committee which would meet about three times during this process. He asked for other staff to volunteer on the committee and stated that it would be ideal to have two representatives from each constituency. Chair John Abarca stated that he would announce it to his CSEA members.

### **Environmental Lecture Series**

Dr. Michelle Stevens announced that Diane Lindsay, author of several books on the Anza Borrego/Colorado Desert Ecosystem would be doing the next Environmental Lecture Series on Tuesday, April 3<sup>rd</sup>. She stated that the IVC Foundation was sponsoring the event. She stated that on Wednesday, April 25<sup>th</sup>, Preston Arrowweed, a Native American Elder and Author would be speaking on the themed lecture "A Voice in the Desert," and encouraged everyone to attend.

### ACTION ITEMS

### Majors on Diploma

ASG President Frank Fernandez announced that the ASG is asking for College Council's support in adding the major earned by a student on the diploma. He stated that currently the Associate is indicated along with the honor or distinction. He stated that only 30 students received a distinction last year and it would seem more appropriate to have the major in which the degree was earned.

M/S/C Sergio Lopez/Michael Heumann to endorse the change to the diplomas.

There was discussion as to when this change would take affect, samples of other degrees were shown, and discussion on how the diplomas currently used would be changed to fit the major.

Frank Fernandez stated that this year the major could be added to the diploma and leave out the honor/distinction and go to a bigger diploma next year to fit both the major and distinction.

The motion moved unanimously.

### **ADJOURNMENT**

M/S/C Sergio Lopez/Dr. Michelle Stevens to adjourn the meeting at 2:58 p.m.

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

April 23	
May 14	
June 25	

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

### STUDENT SERVICES UPDATE March 2007

### **District Counseling**

- District counselors have been working very hard advising students at the High Schools. We have completed advising at Imperial (75 students), Central (124), Desert Oasis (14), and Southwest (136). We will be at Calexico (269) the first week of April and waiting for the test results for Brawley, Calipatria, Imperial, Desert Valley, Aurora, and Vincent Memorial.
- Our Nursing Counselor has been advising Nursing students this month and recommending course suggestions. She will be reviewing Nursing applications for the month of April.
- Our Career Counselor and I went to the Career Tech luncheon meeting held by ICROP where discussion was given on job trends and current working relationships with Jr Highs, High Schools, and IVC.
- All of the summer and fall Personal Development 100 courses have been place on the class schedules with instructors assigned.
- Extended Campus Counselors have been part of our high school advising team at all of the schools visited.
- We will soon be gearing up for Summer/Fall 2007 registration which will begin on May 16<sup>th</sup> and I am currently adding overload assignments to improve our delivery of counseling services for this registration cycle.

#### **Matriculation**

During the month of March orientations/assessments took place at the following high schools for a total of 657 in the month of March:

Southwest High School	Feb. 26-March 2, 2007	136 students
Desert Oasis	March 6, 2007	14 students
Calexico H.S.	March 12-16, 2007	269 students
Holtville H.S.	March 19-23, 2007	98 students
Desert Valley H.S.	March 27, 2007	23 students
Brawley Union H.S.	March 29-30, 2007	117 students

70 students took the ACCUPLACER at IVC 26 students took the CELSA

21 students took the GED

Counselors also had scheduled appointments on campus assisting students with Early Alert referrals and classes for summer and fall.

### Transfer Center/Articulation Services

- Student appointments
- Class presentations: Spanish courses
- Curriculum course outlines of record review many faculty contacts (all divisions)
- Transfer Center file review of students in program
- Event: William Pederson, BSW Coordinator awarded Region 1 Social Worker of the Year (2007) Award
- Meetings: Nursing Programs Review, Academic Senate, Curriculum & Instruction, IVC/SDSU-IV Brochur, CAC & TCD meeting - Region X, Student Services Council, Counseling Meetings/In-service trainings, and NAU BSW Application Review and Articulation Review for 07-08.
- Title 5 Grant BSN applications in progress with SDSU/IV, liaison with SDSU/main visitors,
- Campus representatives: Northern Arizona University (BSW Program Coordinator), San Diego State University/IV Campus and University of California San Diego

### **Student Support Services**

- March 2-4, 2007 (28) students participated on the educational/cultural field trip to College of the Desert and Redlands University then students were taken to Big Bear to learn how to ski and snowboard
- March 23, 2007 (5) students participated on the educational field trip to San Diego State University (Main Campus)
- March 28, 2007 (15) students will attend the cultural event "VIVA" Luis Valdez
- Students are being call to set-up appointments for course suggestions for Summer 2007 and Fall 2007
- On going academic monitoring for Spring 2007

### **Disabled Students Programs and Services (DSPS)**

Test Proctoring	16
Reader Services	8
Sign Language Interpreters	29
Notetakers	74
Scribes	11
Tutoring	88

Adaptive Furniture	4
Tape Recorders	2
Counselor Appointments	246
New Student Intakes	15
<b>Workability III</b> Appointments w/students Students placed	33 2

Disability Awareness Day was March 28<sup>th</sup>. Approximately 1,000 children from the Valley came to enjoy the festivities. Forty agencies that provide services to the disabled also participated.

### **CalWORKS Assessment and Counseling**

Other than the increased load in Assessment, I have no updates for March.

### **EOPS**

No report submitted.

### **Financial Aid**

- Our Financial Aid Staff is actively working on 2007-08 with major changes in development. Since our newly developed SLO's for Financial Aid require students to complete their own FAFSA, we will be moving to on-line group workshops to assist students with the process.
- We continue to struggle with Banner 7, trying to figure out why it does what it does.

#### **Educational Talent Search**

- March 3: ETS Saturday College Prep Workshop; all ETS participants invited.
- March 8: Director attended the Customer Service Committee; preparations for the Ice Cream Social were discussed.
- March 8: Director and Dr. Jaime visited San Pasqual High School.
- March 10: ETS staff and participants attended the AChA Conference at SDSU Main Campus. Girls only!!
- March 15: Director attended an IVCRA meeting to discuss the Counselor's Conference in Fall 2007.

- March 15: Director attended a meeting with AVID, MESA and EAOP for the preparations with the March 31 workshops and administration of ACT Explore and ACT Plan tests.
- March 17: Cultural and Fun Day; ETS participants were invited who have completed most of program objectives for the year. Students were taken to the Pioneers Museum and then bowling at the Navy Base.
- March 22-23: Director, Nadia Cervera (data entry) and Tere Jauregui (office assistant) attend the Blumen training sessions in Las Vegas. This was a two day workshop on the new Blumen program. The database contains many new features that are beneficial to ETS and the APR report at the end of the year.
- March 24: MESA Day at IVC; ETS hosted event.
- March 28: Director attended another Customer Service Committee to finalize preparations for Ice Cream Social.
- March 31: ACT Seminar for juniors, Explore test for 7,8,and 9<sup>th</sup> graders, and Plan for the 10<sup>th</sup> graders. AVID, MESA, and EAOP partnered in these activities. ETS hosted event at IVC.
- <u>All of March:</u>

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 Spring 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.

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

Approximately 300 applications were processed.

Errors were corrected on approximately 50 applications so the download could be completed.

Participating in the conversion to Banner 7.3, learning, understanding and adapting to the changes in the programs.

• Registration

Facilitated the registration of 200 students for Spring Semester.

Manually processed over 115 problem registrations for students and faculty.

Manually processed 115 requests for late registration for Spring Semester after the deadline to register had passed.

• Census Rosters

Processed 900 census rosters.

### **Student Affairs**

- Fridays Weekly Student Affairs Staff meeting (Student Affairs Conference Room, 9:00 a.m.)
- Mondays Weekly Associated Student Government meetings (Board Room, 1:00 p.m.)
- March 5 Student Affairs Committee meeting (Board Room, 3:00 p.m.)
- March 6 Met with Admission & Counseling Personnel regarding cap & gown ordering deadlines
- March 7 Mr. Lopez gave a presentation to the English Department regarding the Drop Policy at IVC
- March 8 Approximately 400 letters were mailed to Prospective Graduates Regarding Cap & Gown Order Dates
- March 14 Mr. Lopez gave another presentation regarding the IVC Drop Policy to the Math/Science & Engineering Department.
- March 15 Campus Operations Committee Meeting (Board Room, 2:00 p.m.)

- March 15 ASG Annual Gold Nugget Hunt
- March 19 Began taking Cap & Gown Orders (Orders will be taken through Friday, April 6<sup>th</sup>) The rental fee, \$25
- March 28 The ASG sponsored a dance during Disability Awareness Day (College Center, 10:00 a.m. to 1:00 p.m.)
- March 28-30 Mr. Lopez attended the CCCSAA Professional Conference for Student Affairs Advisors in Napa, CA
- March 29 Parking Control Appeal Hearings Four (4) cases were reviewed. Three appeals were denied and one appeal was accepted due to valid evidence.
- March 30 ASG President Frank Fernandez attended a Region X meeting at MiraCosta College in Oceanside, CA

### **Upward Bound**

- Telephone meeting with ABT Associates staff on the New National Evaluation of Upward Bound;
- Appointment with congressional members (Filner) in Washington D.C during the 27<sup>th</sup> Annual Policy Seminar;
- San Diego State University Fieldtrip Presentation by Cynthia Torres, Admissions Counselor;
- University of San Diego Fieldtrip Three workshops on group participation;
- The Reuben H. Fleet Science Center Fieldtrip to see the IMAX film: "Hurricane On the Bayou" and the "ALKS";
- Group social get-together at the "Corvette Diner";
- Cal-SOAP Scholarship Applications mail to San Diego;
- Blumen Workshop in Las Vegas for the performances Report;
- Visit Upward Bound Centers;
- Meeting at the University of California San Deigo.

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

### STUDENT SERVICES UPDATE April 2007

### **District Counseling**

- The District Counselors have been finishing up on the high school advising with a few small schools being completed the first two weeks of May.
- Counselors will all be back to begin Summer/Fall Registration advising from now on.

#### **Matriculation**

• In April we tested the following high schools:

Calipatria55 studentsCalexico H.S.32 ESL studentsVincent Memorial29 studentsAurora high School44 students

79 IVC students took the ACCUPLACER 18 IVC students took the CELSA GED was administered on April 25-27

- We worked closely with the English department to test the reading classes in order to validate the COMPASS test. Dr. Gordon has all the information now and will be submitting a report to me soon.
- The Director attended a Directors' Conference in San Francisco from April 22-25.
- All of these activities were in addition to the various meetings on campus and seeing students for academic advising.

#### **Transfer Center/Articulation Services**

- Statewide Academic Senate Career Pathways Project appointee to medical assisting group
- Represented IVC at: (1) 9th Annual Showcase & Recognition Ceremony for ROP; and, (2) 2007 University Admittance Reception Program
- IVC catalog input

- Student appointments
- Curriculum course outlines of record review many faculty contacts (all divisions)
- Transfer Center file review of students in program
- Meetings: CIAC Conference; Title 5 Grant computer science & nursing programs review; Academic Senate; Curriculum & Instruction; Student Services Council; Counseling Meeting/In-Service Trainings
- Campus representatives: SDSU/IV, Alliant International University, & UCSD

### **Student Support Services**

- 10 participated in the educational fieldtrip to UCSD and USD (Friday, April 20)
- We are making plans for the SSS Awards Program scheduled for Saturday, June 2, 2007
- Currently, implementing a database specifically designed for SSS Programs
- On-going academic monitoring and course suggestions for SS '07 and Fall '07

### **Disabled Students Programs and Services (DSPS)**

Test Proctoring Reader Services	22 8
Sign Language Interpreters	26
Notetakers	74
Scribes	11
Tutoring	87
Adaptive Furniture	11
Tape Recorders	2
Counselor Appointments	63
WAIII	
Appointments	22
Job Placement	1

### **CalWORKS** Assessment and Counseling

- We submitted the 2007-08 Contract to Carla Moore.
- In June, we will be having our first annual CalWORKs Recognition Ceremony for our CalWORKs graduates, and we are all involved in the planning of this event.

- We worked two days during Spring Break and assessed the Cal Learn participants (high school students).
- We are also in the process of hiring a CalWORKs Counselor and an Office Assistant III to assist our secretary.

### <u>EOPS</u>

- 345 student appointments were completed.
- 78 bus passes were provided to EOPS students
- Two of our counselors made classroom presentations and provided a resource table at Kennedy Middle School Career Day.
- One of our counselors took two students to the EOPS Region X Leadership Conference held in San Diego on April 27, 2007
- EOPS Staff attended various committee meetings, conferences, and workshops: EOPS staff meetings Counseling In-service Equivalency Committee Academic Senate EOPS conference in San Francisco Western Law Workshop in San Diego

### **Financial Aid**

• Financial Aid is moving to implement one of it's SLO's (to have students learn how to complete an online FAFSA) by no longer scheduling individual appointments to help students complete the application. Instead, we will have group workshops in the computer lab at which time the students will complete the application. Staff will be on hand to explain, answer questions and assist with the process however each student will complete their own application. This is a major shift in office policy and we will be monitoring closely to see how it goes.

### **Educational Talent Search**

- April 2: Director met with Customer Service Committee decoration committee for Ice Cream Social for IVC Staff.
- April 3: Director met with IVCRA committee regarding upcoming IVCRA member meeting.
- April 3: ETS Counselor attended a Parent Night at Kennedy Middle School in order to promote the program and recruit.

- April 4: Ice Cream Event at IVC. ETS staff assisted with decorations, throughout the event, and with cleaning.
- April 4: Director presented at Kennedy Middle School on their Career Day. Also had a resource table available.
- April 5: TRIO meeting with Dr. Jaime. Discussion on new Counseling position.
- April 5: ETS Tutor Meeting held to discuss upcoming activities and events.
- April 6: Director met with Customer Service Committee to debrief about Ice Cream Social for IVC Staff.
- April 9-13: Spring Break
- April 15: Director attended an IVCRA meeting to discuss the Counselor's Conference in Fall 2007.
- April 20: Director attended IVCRA member meeting held at El Rio Center in Brawley. The new Gear-Up Program facilitated the meeting.
- April 25: Director met with IVCRA to discuss up coming IVCR Kick-Off in October.
- April 27: Director and Amelia Carlos assisted IVC Counselor In-Service April meeting.
- April 28: ETS had a Saturday College Prep Workshop for 7-12th graders.
- <u>All of April:</u>

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

Processing hundreds of request for student verifications.

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

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

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

Approximately 300 applications were processed.

Errors were corrected on approximately 168 applications so the download could be completed.

• Graduation:

50 new graduation petitions entered into 0607 database for total of 581 total grads.

407 graduation petitions verified for accuracy (Spring/Summer 07).

22 degree verification completed.

• Registration:

Began preparation for Summer/Fall Registration.

Preparing and mailing of over 11,000 priority registration letters.

• Rosters:

Processed 20 Final Grade Rosters and 25 Opening Day Rosters.

• Microfilm:

1,500 jackets created for 2001 permanent record files

Labeling files with student's name and ID #

#### **Student Affairs**

- Fridays Weekly Student Affairs Staff meeting (Student Affairs Conference Room, 9:00 a.m.)
- Mondays Weekly Associated Student Government meetings (Board Room, 1:00 p.m.)
- April 5 Easter Egg Hunt for Preschoolers (Preschool, 9:00 a.m.)

- April 6 Deadline to order cap & gown for \$25 (cap & gown fee will increase to \$50 after April 7)
- April 9-12 The Associate Dean of Student Affairs attended the California College & University Policy Chiefs Association (CCUPCA) Conference at South Lake Tahoe
- April 18 Spring Barbeque Hot dogs and soft drinks were given away
- April 19 Campus Operations Committee Meeting (Board Room, 2:00 p.m.)
- April 20 ASG President and one of the Senators attended a Region X meeting at Grossmont College in El Cajon, CA
- April 20 ASG sponsored a Comedy Night Show with Richard Villa & Friends (Southwest Performing Arts Theater, 7:30 p.m.)
- April 25 ASG Co-sponsored the Sexual Assault Awareness Day in the College Center
- April 26 The ASG hosted hospitality and luncheon for the presenters at the 2007 Applied Sciences Expo
- April 27 Deadline to apply for 2007-2008 ASG President & Senate
- April 27-30 Three of the Senators, along with the ASG President and the Associate Dean of Student Affairs, attended the Academic Senate Student Statewide Conference in Manhattan Beach, CA

### Upward Bound

- Staff attended the Imperial Valley Counselors' Roundtable
- Staff Meeting on Upward Bound Center Closeout
- Senior Awards Luncheon/ Saturday, April 28<sup>th</sup>.
- Staff attended the TRIO Alliance Meeting in San Diego on Monday, April 16<sup>th</sup>.
- Memorial Fund/ Donations collected for Henry Lee, a Virginia Tech freshman who was an Upward Bound alumnus who was slain April 16<sup>th</sup>.
- Worked on letter from Larry Oxendine, Director of Federal TRIO Programs
- IVC was selected for the New National Evaluation of Upward Bound
- Appointments to explain the study to the Superintendents

- Appointments to explain the study to the Principals
- Appointments to meet with Counselors
- Completed Up-dating the Program Brochures for 8<sup>th</sup> graders explaining the Evaluation Study
- Completed the Upward Bound Pre-Applications for 8<sup>th</sup> graders explaining the Evaluation Study
- Completed the Summer Residential Master Schedule
- Announcements posted in the TV Channel 61 for summer recruitment
- Interviewing candidates for the Summer Residential and Bridge Programs
- Working with Alan Werner, Director from ABT Associates who are launching the study of Upward Bound program to learn how it helps students succeed in high school and prepare for college
- Meeting with staff on Why the evaluation? Who is in the evaluation? How does the evaluation work? What does it mean to be in the study? What is next?
- Hired the Site Liaison for the evaluation and reviewed the Agreement-the liaison will be paid \$50 for each completed study forms package (Parent Permission Form) for students consented to be in the study and \$15 for each completed study forms package (Parent Permission Form) for students referred for the lottery but not consented to be in the study.
- Working with ABT Associates-who are a research firm in Cambridge, Massachusetts, and its subcontractors the Urban Institute and Berkeley Planning Associates, are under contract to the U.S. Department of Education to conduct the Impact Evaluation of Upward Bound's Increased Focus on Higher Risk Students

# **IVC Academic Senate**

Approved Minutes March 21, 2007

I. The meeting was called to order at 1:30 pm by President Carnes.

Present: Dennis Carnes, Dave Drury, Suzanne Gretz, Cesar Guzman, Carol Lee, Mary Lofgren, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Steve Pacheco, Thomas Paine, Mariaelena Thibodeaux, , Lianna Zhao, David Zielinski, Sherry Zobell, Frank Fernandez, James Patterson, Gary Rodgers

Excused: Bruce Seivertson, Cathy Zazueta

- Absent: Olga Artechi, Victor Zazueta
- Visitors: John Abarca, Kathy Berry, Ted Ceasar, Dick Fragale, Bill Gay, Michael Heumann, Eric Jacobson, Manfred Knaak, Sergio Lopez, Norma Nava, Kathy Westerfield

### II. Visitor Comments

Mendez – wondering why part-time faculty can't vote for president. This will be a discussion item on the next agenda.

Gretz – calendar for next year has been worked on. Changes have been made and forwarded to appropriate groups in the decision making process.

Thibodeaux – wireless web. Who is in charge and where can we get passwords? McClain – tonight is the regional spelling bee. John McClain is the pronouncer.

Jean Montenegro and Bobbie McClain are judges.

### III. Information/Correspondence

- 1. President's Comments The SLO committee and a coordinator will be named in the near future, before the end of the academic year. Discussion is continuing on whether to offer release time or a stipend to the coordinator. At our next meeting the President Carnes will be asking for volunteers to be on the Rafael Santos Award selection committee.
- 2. Statewide Career Pathways Project The State Academic Senate is sponsoring a series of regional vocational articulation meetings. Interested parties are to notify Dennis Carnes or Carol Lee.
- 3. Praise for the California Community College (from state AS) State Academic Senate President sent out an article from the Sacramento Bee lauding the community colleges.

### IV. Consent Agenda

M/S/C (Nilson/Nunez) to approve the minutes of March 7, 2007 as corrected.

### V. Academic and Professional Matters

- Report from Curriculum and Instruction Committee M/S/C (Gretz/Nilson) to accept the actions of the C&I committee for the dates of November 16, 2006, February 15, 2007, and March 1, 2007. These actions included course changes, deletions and additions. They will be presented to the Board on 3/21/07.
- Results of the Election for AS President and At-Large Senators The following were elected by a majority of the voters on March 20, 2007: President for the academic term of 2007-2008 Bruce Seivertson Senators for the academic terms of 2007-2010 Suzanne Gretz

Suzanne Gretz Michael Heumann Kevin White Cesar Guzman

Senator for the academic terms of 2007-2009 Cesar Guzman The secretary thanked Dennis Carnes, Carol Lee, Norma Nunez, and Lianna Zhao for their help during the election.

Recommendation to include major on the diploma (Fernandez) – A copy of the diploma currently used by IVC was distributed. The ASG would like a student's major to be added to the diploma. M/S/C (Zobell/Thibodeaux) that the Academic Senate support this request.

### VI. Discussion

- 1. Academic Senate Scholarship Fund Raiser Follow Up The Academic Senate president gave the committee the directive to go forth with this worthwhile endeavor.
- 2. IV Community Meetings Goal Setting (Gay) Strategic Planning. The Academic Senate is being asked to be a part of this process and help recruit faculty to be on the planning committee. Carnes will sent an email to all faculty asking for volunteers.
- 3. Student Learning Outcomes Clarification (Patterson) sent out a very useful communication to all users that helps to bring clarification to our confusion concerning SLO's. The following quote was read : "The only truth about SLO's is there are no absolutes. I feel that indeed there will be courses with no SLO's, but at least every program should have a full set of SLO's, appealing to all of the institutional SLO's." Dennis Carnes President IVC Academic Senate.
- 4. Full Disclosure Policy for textbook salespeople (Fernandez) The ASG would like vendors who come on campus to abide by a full disclosure policy: i.e.; providing prices and ISBNs for individual books and packets. The senate asked the ASG to bring this back as an action item at our next meeting.
- 5. STRS retirement payment calculations Update Fragale has a call into the county to confirm that this has been cleared up. As soon as he hears from them he will inform all users.

### VII. Committees

- 1. Budget and Planning passed an agreement with a consulting firm that will help us to get state monies to renovate the 400 building and the library. The cost of the firm is \$10000 and they promise to get us more money than they cost us. This is in an effort to stretch our bond money.
- 2. C and I See item VI 1 above
- 3. College Council (Heumann) –John Abarca is the new Chair and Michelle Stevens the new Vice Chair.
- Equivalency (written from Kalin) Application for CIS – denied Non-credit ESL – one approved, one returned
- 5. Policies and Procedures Review Progressing at a more rapid pace.
- Administrative Council (Carnes) The Case of Compton College Dr. Pai presented this case study to the council. He asked them to consider whether IVC had these same problems. The conclusion was that there wasn't any active malfeasance, but an area that could create problems was the way inventory control is handled.

AS Meeting Dates	Agenda Closure
March 21, 2007	March 16, 2007
April 4, 2007	March 30, 2007
April 18, 2007	April 6, 2007*
May 2, 2007	April 27, 2007
May 16, 2007	May 11, 2007
May 30, 2007	May 25, 2007

\* Early submission date because of spring break

The meeting was adjourned at 3:10 pm.

# **IVC Academic Senate**

### Approved Minutes April 4, 2007

I. The meeting was called to order at 1:40 pm by President Carnes.

### II. Roll Call

Present: Olga Artechi, Dennis Carnes, Dave Drury, Suzanne Gretz, Cesar Guzman, Carol Lee, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Steve Pacheco, Thomas Paine, Bruce Seivertson, Mariaelena Thibodeaux, Lianna Zhao, David Zielinski, Frank Fernandez, James Patterson

Excused: Mary Lofgren, Cathy Zazueta, Sherry Zobell

Absent: Victor Zazueta, Gary Rodgers

Visitors: Kathy Berry, Dick Fragale, Travis Gregory, Victor Jaime, Sergio Lopez, Jan Magno, Diane Ortiz, Michelle Stevens, Robin Ying

### III. Visitor Comments

Steve Pacheco – inquired about the IVC group's mission to China.

Victor Jaime – replied that this is an agenda item for the Board

Cesar Guzman – long time faculty should have red gowns. Also, he wanted to know what recruitment and/or publicity is provided for classes that start at mid-term.

### IV. Information/Correspondence

 President's Comments – Eric Jacobson will be going on the China trip as a representative of the Academic Senate. Others going are Paul Pai, Gary Rodgers and Rom Medina, from the Board. Fragale indicted that \$12500 has been budgeted for the trip and the campus is to be reimbursed by the Liu Group for all expenses except for plane fare.

### V. Consent Agenda

M/S/C (Nunez/Nilson) to approve the minutes of March 21, 2007 with corrections.

### VI. Academic and Professional Matters

 Report from Curriculum and Instruction Committee – M/S/C (Nunez/Seivertson) to accept the recommendations from the C&I Meeting of March29, 2007 for revised courses and distance ed courses: PHIL 108, LBRY 152, LBRY 156, and SPAN 110. 2. Institutional Goals by President Paul Pai for 2007/08 – Dr. Carnes read all nine items (see agenda). Concerns were expressed on the following: #4 – Articulation – James Patterson asked for clarification from Carol Lee, IVC Articulation Officer, if there were problems. C. Lee stated that the campus is now in a renewal cycle with the 4-year institutions and felt there was no problem with this group. With the "secondary" articulations there is a push statewide for more articulations with high schools and ROP groups (Career Pathways). IVC has a small amount of articulations with the high schools and ROP but stated that expansion is being requested. C. Lee also stated that students are not matriculating, requesting credit and passing the exam to earn the credit. A lot of factors are involved but they are being worked on.

#5 – Budget – S. Gretz indicated that she did not like the statement in item 5 that used the word "above". She felt "reasonable reserve" would be more appropriate. Funding should be made available for programs and students. D. Zielinski queried as to whether or not the college goals were in order of importance. D. Fragale indicated that they were not listed by priority.

- 5. Recycling (Stevens, Seivertson) M. Stevens asked if her item could be moved ahead since she had another obligation. Dr. Carnes agreed. Environmental Science and the Ecology Club would like to make IVC a green campus. M. Stevens asked for the Academic Senate's support to have more paper sent to recycling. She also introduced Diane Ortiz, President of the Recycling Club.
- 3. AS Representative for Policies and Procedures Committee Carnes the policy review is complete. The procedure review is 70% complete. D. Carnes will seek volunteers to assist himself, Seivertson, and Gretz.
- 4. Institutional Goal Setting, Steering Committee members Carnes committee needs faculty input over the next 5 year goals. He is seeking for volunteers to be on this committee.
- 6. AS Constitution and Bylaws revision (Zobell) B. Seivertson and A. Mendez will collect information/input from the faculty. D. Carnes suggested that the recommended changes be presented at an early AS meeting during 2007-08.
- 7. Proposal for SLO standing committee and coordinator Carnes D. Carnes would like to propose to the Board a new standing committee on SLOs. Approximately 80% of the community colleges have a coordinator who receives either a stipend or re-assigned time. A healthy discussion arose with the following concerns: requirements, amount of stipend, make-up of the committee, full or part-time faculty, duties, and office space. D. Carnes asked the senators to bring a completed SLO Committee Worksheet to the next AS meeting.

### VII. Discussion

- Academic Senate Scholarship Fund Raiser Follow Up N. Nunez presented a copy of the flyer, designed by Gloria Carmona, for the Wine Tasting and Silent Auction Event set for May 1. M. Lofgren has already arranged for some donations. D. Carnes indicated Louie Wong has offered money and something for the auction. N. Nunez will contact Mr. Wong. There was a question as to whether donations and the ticket price could be written off for tax purposes. N. Nunez will discuss this with M. Lofgren. A deadline for donated items was discussed and it was stressed that this is not a "white elephant" auction.
- 2. Parking Fines Pacheco concerned with new system and inability to reverse minor infractions. Discussion ensued. S. Lopez indicated this was not the forum to handle parking issues. It was suggested that this topic be moved to College Council.
- 3. STRS retirement payment calculations Update D. Fragale said that this has been resolved for this year, but is still trying to find out if it has been resolved for the future.
- 4. The role of volunteers on campus and in the classroom Gregory T. Gregory, Human Resources Director, provided a handout on Education Code, California Employment Laws and a sample IVC application form regarding volunteers. Concerns were expressed over the TB and background check. Kathy Berry informed the group of what nursing and childcare workers are required to provide. There were concerns on the length of time it takes to get the background checks.
- 5. Technology Upgrade for Campus R. Ying provided a handout indicating the plans for improvements.
- M/S/C (Drury/Seivertson) to table items 6 and 7 until the next meeting.
  - 6. Reprographic control codes Zobell
  - 7. Treasurer's report, if and how often? Zobell

### VII. Committees

1. Budget and Planning -

Carnes – 2 technology positions were approved Fragale – reported on how the bond money is currently being expended. Parking lot will take three months. At the next Board meeting the architect will present information on the start of construction for the science building.

- 2. C and I see VI.1
- 3. College Council (Heumann) no report

- 4. Equivalency (written from Kalin) No action on one application because there wasn't a division representative present. Equivalencies approved: one – engineering, one – physical science, one – non-credit ESL Equivalencies denied: one – computer science, one - physics One application for non-credit ESL was tabled for further discussion with the division chair.
- 5. Policies and Procedures Review no report
- 6. Administrative Council no report
- 7. Other B. Seivertson would like to revisit the issue of campus housing now that funding is available for housing on public lands.

The meeting was adjourned at 3:30 pm.

## **IVC Academic Senate**

### Approved Minutes April 18, 2007

I. The meeting was called to order at 1:35 pm by President Carnes.

### II. Roll Call and Announcements

Present: Dennis Carnes, Suzanne Gretz, Cesar Guzman, Carol Lee, Mary Lofgren, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Steve Pacheco, Thomas Paine, Lianna Zhao, Sherry Zobell, Frank Fernandez, Gary Rodgers

Excused: James Patterson, Bruce Seivertson, Mariaelena Thibodeaux

Absent: Olga Artechi, Dave Drury, Victor Zazueta, David Zielinski

Visitors: John Abarca, Dick Fragale, Sergio Lopez, Paul Pai, Mary Jo Wainwright

### III. Visitor Comments

- F. Fernandez gave an announcement about student awards and the nominations are due this Friday, April 20<sup>th</sup>.
- B. McClain 1. She gave a handout addressing tough topics when talking to students.
  2. There is a problem with the community garden. There was not water during spring break and someone drove through the garden. There is a need to inform the campus community concerning power outages before they happen, if possible.

### IV. Information/Correspondence

1. President's Comments –

<u>China trip</u> - during the last meeting there was a lively discussion about the trip to China. Carnes feels he was misunderstood; we are an open school, not a Hispanic school. That term should not be exclusionary, we serve Hispanic students, but we also serve many others. Do we need to go so far (China) to find a sister school? Some people have been critical about spending this amount of money.

Nilson – we were invited.

Nunez – are we seeking to invite exchange students to our school and sending ours to theirs?

Dr. Pai – We are part of a group, Silicon Border Task Force, where sister institutions provide us with models on international business. Others from the Imperial County will be going on this trip. This will help prepare our students and faculty for future study abroad.

Wainwright – would like to see a report to the campus community on the results from this endeavor.

<u>Virginia Tech tragedy</u> - Carnes – was contacted by members of the faculty with interest in talking about the tragedy at Virginia Tech. He would like to see this on the next agenda.

Lofgren – discussed things that can be done in a crisis. This will be a topic at the Campus Operations meeting.

Fragale – ordered 3 bullhorns with sirens as an emergency band-aid. Gretz – please post pre-school fire drill.

Lopez – we need to have one drill a year to orient staff and students as to where to go during an emergency.

McClain – please consider the off-campus sites also.

### V. Consent Agenda

Approval of the minutes of April 4, 2007 were deferred until next meeting.

### VI. Academic and Professional Matters

- Proposal for SLO standing committee and coordinator Postponed to next meeting to give senators more time to fill out their worksheet which is to be delivered to Carnes by Friday, April 27<sup>th</sup>.
- 2. Announcement of Applications for Rafael Santos Award Seeking nominations for outstanding teaching or non-teaching faculty. Please sign your name on the nomination and give your reasons as to why this person is being nominated. May 16 is the deadline. Academic Senate Executive committee will be the evaluators.

### VII. Discussion

- Academic Senate Scholarship Fund Raiser Lofgren May 1, Wine Tasting and silent auction. \$20 a ticket. Please sell them to your division members. Scholarship forms need to be given to students. The deadline for the applications is May 28<sup>th</sup>. Items for the silent auction are to be delivered to Mary Lofgren
- 2. STRS retirement payment calculations Fragale supposed to be resolved but doesn't have anything in writing.
- 3. Notice of Employment (faculty) Gregory This item was not appropriate for AS
- 4. Reprographic control codes Zobell What can be done to control the blatant misuse of the codes? J. Abarca discussed some ideas and others were presented by senate members.
- 5. Treasurer's report, if and how often? Zobell A treasurer's report use to be given to the senate members. It was felt that the practice needs to be resumed and should be a regular part of the agenda.

### VIII. Committees

- 1. Budget and Planning meeting coming up
- 2. C and I nothing since last meeting
- 3. College Council Heumann no report

- 4. Equivalency -Kalin from April 4, 2007 Approved: three - non-credit ESL approved, three - Matriculation Counselor, one - Fire Science Denied: one - non-credit ESL, three - English composition, three -Matriculation Counselor, three - Reading Two applications needed further review by the division chairs
- 5. Policies and Procedures Review M. Wainwright will resume her seat on this committee
- 6. Administrative Council no report

AS Meeting Dates	Agenda Closure
May 2, 2007	April 27, 2007
May 16, 2007	May 11, 2007
May 30, 2007	May 25, 2007

The meeting was adjourned at 3:00 pm.

### **IMPERIAL VALLEY COLLEGE**

### **ADMINISTRATIVE COUNCIL MEETING**

### April 24, 2007

### MINUTES

#### **MEMBERS PRESENT:**

Dr. Victor Jaime, VP/Student Services

Kathy Berry, Associate Dean/Nursing	Sergio A. Lopez, Associate Dean/Student Affairs
Richard Fragale, Interim VP of Business	Dr. Dennis Carnes, Representing Academic Senate
Services	Jan Magno, Dean/Financial Aid
Ted Ceasar, Associate Dean/DSP&S	Gene Hill, IVC Foundation Director
Bill Gay, Public Relations Officer	Efrain Silva, Dean/Extended Campus
Gonzalo Huerta, Dean/Applied Sciences	Robin Ying, Dean/Technology Learning Services

GUESTS: Rick Webster, Director/Maintenance & Operations

ABSENT: Dr. Paul Pai, Superintendent/President Gary Rodger, Interim VP/Academic Services Kathie Westerfield, Associate Dean/A&R Travis Gregory, Assoc. Dean/HR

**RECORDER:** Dixie Krimm

#### CALL TO ORDER

Dr. Victor Jaime, VP/Student Services called the meeting to order at 8:35 a.m. in the Board Room.

### **APPROVAL OF MINUTES**

M/S/C S. Lopez/R. Fragale to approve the minutes of March 27, 2007, with correction to the title of Richard Fragale to Interim VP of Business Services.

### TRAINING FOR THE "ADMINISTRATORS EVENING DUTY & VACATION CALENDAR" & "MATER CAMPUS CALENDAR"

Dr. Robin Ying conducted training on the use of "Administrators Evening Duty & Vacation Calendar" & "Master Campus Calendar".

The following observations were made:

- Mr. Lopez expressed concerns over the lack of a centralized system.
- Events should not be placed on the calendar unless prior facility approval is obtained from appropriate department.
- Student affairs is evaluating scheduling software. Current system to remain in place until new software is purchased.
- Dr. Carnes indicated that the Academic Senate room should also be part of the system.

### <u>VIPS FOR COMMENCEMENT (GUESTS TO BE INVITED, COORDINATION, RSVPS) WHY,</u> <u>HOW, WHO WILL HOST?</u>

Gene Hill discussed the practice of inviting VIPs to the commencement ceremony. The following comments were made:

- The practice is important for community relations.
- Invitees should be requested to RSVP. Seats should be reserved for VIPs but unused seats released to the general audience.
- President's office will provide the VIP list. Gene Hill and Bill Gay volunteered to assist in mailing and coordination of event.

### SECURITY ISSUES/BULL HORNS/EMERGENCY DRILLS

Mr. Fragale indicated that bull horns were purchased as an interim and quick fix to security concerns elevated by the Virginia Tech tragedy. He stressed that this measure is only a "band-aid" for a complex issue. The following comments were made:

- The Safety Committee will discuss on their next meeting the development of a comprehensive security plan.
- Drills are an important component of a security plan.
- Bull horns will be purchased for extended campus.
- Dr. Carnes requested a presentation on this matter to Academic Senate.
- The Sheriff's office will assist in the development of the plan.
- Ideas were discussed on the promotion of training (mandatory/voluntary) to obtain better participation.

### MONEY FOR "CLASSIFIED SCHOOL EMPLOYEES WEEK (MAY 15-21)" AND "DAY OF THE TEACHER (MAY 9)"

Mr. Fragale reminded the committee of the celebration of the "Day of the Teacher" and "Classified School Employees Week".

- Dr. Pai's office will host refreshments in celebration of these two events.
- Dr. Carnes suggested similar celebrations at the extended campuses.

### **DEPARTMENT UPDATES & REPORTS**

Kathy Berry– Friday, May 11<sup>th</sup> ground-breaking at 5:30pm and open house for the new science building 6:00-8:00pm. Bill Gay stated that e-mails and flyers have been sent out.

Dr. Ying and Dawn Chun attended a very informative enrollment management workshop. Some key topics included automated budgeting based on schedule and enrollment trends, outreach, and up front marketing. Dr. Ying obtained the Power Point presentation which had examples of projections and targets and demonstrated a very integrated plan. He described examples of getting away from "roll over" scheduling.

Gonzalo Huerta reminded the committee that the Applied Sciences Expo was to be held on Thursday, April 26, 2007, from 10:00am-2:00pm, in parking lot B. 1400 high school students are expected to attend.

Efrain Silva updated committee on CBO search.

Sergio Lopez said that parking has been affected by the construction of the new building. 100 spaces have been removed and therefore when special functions occur, overflow parking areas must be used. Mr. Lopez is concerned with the condition of the lot and security issues arise from the new parking areas. He suggested surveillance cameras or wireless cameras.

Dr. Robin Ying reminded the committee of the MIS Training to be held Wednesday, May 2<sup>nd</sup>.

Richard Fragale stated that the Budget and Planning has been postponed until May 9<sup>th</sup>. He stated that the preliminary budget numbers look good.

Dr. Dennis Carnes stated that he contacted people individually and encouraged faculty to go to the SLO workshop.

### **ADMINISTRATIVE CALENDAR**

Administrative calendar reviewed.

### **ADJOURNMENT AND NEXT MEETING**

Meeting adjourned at 9:45 a.m. The next meeting of the Administrative Council will be held on Tuesday, May 8, 2007 at 8:30 a.m. in the Board Room.

#### IMPERIAL VALLEY COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE MEETING ADOPTED MINUTES REGULAR MEETING THURSDAY, MARCH 1, 2007 3:05 p.m. – Board Room

PRESENT:	Kathy Berry Gonzalo Huerta Gary Rodgers Dave Zielinski	Krista Byrd Victor Jaime Valerie Rodgers	Ted Ceasar Carol Lee Robin Ying	Melani Guinn Francisco Mariscal Lianna Zhao
ABSENT:	Dave Drury	Linda Amidon		
CONSULTANTS:	Kathy Westerfield	Efrain Silva		
VISITORS:	Dennis Carnes Denise Widhalm	Patti Biley Rhonda Ruiz	Paul Pai	

**RECORDERS:** Gary Rodgers and Carol Lee

#### I. Opening of the Meeting

#### A. Call to Order of Regular C&I Meeting - Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m., on Thursday, March 1, 2007.

#### B. Approval of the Minutes of February 15, 2007

**M/S/C Ceasar/Huerta** to approve the C&I minutes of February 15, 2007, as corrected. There were minor corrections as to who was present at the meeting. (Robin Ying was not at the meeting, and Frank Fernandez arrived late but was in attendance. However, their names were listed under both Members Present and Members Absent.)

#### II. Action Items

#### A. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

#### 1. Hours - Term or Weekly Identification

Gonzalo Huerta requested at the February 15, 2007 meeting, that "Weekly Hours" and/or "Term Hours" be placed back in the general catalog. Minor discussion took place and it was recommended that "Term Hours" be identified in the catalog description (e.g., three units of lecture would be listed as 54 Hours).

**M/S/C Huerta/Jaime** to approve the return of the identification within the catalog description of the Term Hours per course, commencing with the 2007-08 general catalog, as presented. The motion carried.

#### **B. DELETED COURSES**

#### BLDC 200 - Building Construction Project Management (4.0) M/S/C Huerta/V. Rodgers to approve the deletion of BLDC 200 commencing with the 2007-08 general catalog, as presented. The motion carried.

#### C. NEW COURSES

#### 1. BLDC 201- Construction Planning and Management (3.0)

**M/S/C Huerta/Berry** to approve the addition of BLDC 201 to the curriculum, commencing with the 2007-08 academic catalog, as presented. The motion carried.

#### 2. ENGL 040 – Communication Skills for Healthcare (5.0)

**M/S/C Zielinski/Guinn** to approve the addition of ENGL 040 as a developmental level English class for foreign trained healthcare professionals to the curriculum, effective spring 2007 (academic year of 2006-07), as presented. The motion carried. Kathy Berry explained that this is a program needed for healthcare professionals.

3. PE 143, Advanced Basketball - Men

#### 4. PE 144, Advanced Basketball – Women

**M/S/C Byrd/Guinn** to approve the addition of PE 143 and 144 to the curriculum to be consistent with other California Community Colleges in applying Commission on Athletics rules regarding intercollegiate basketball, for the 2007 – 08 general catalog, with clarifications. Division Chair, Dave Drury, will need to clarify the repeat amount. The motion carried.

#### D. REVISED COURSES

- 1. PHIL 100 Introduction to Philosophy I (3.0)
- PHIL 102 Introduction to Philosophy II (3.0) M/S/C Guinn/Byrd to approve the revision of the course title and the upgrading of textbooks for PHIL 100 and PHIL 102, for the 2007–08 general catalog, as presented. The motion carried.
- 3. PHIL 104 Ethics (3.0)
- 4. PHIL 106 Logic (3.0)

**M/S/C Guinn/V. Rodgers** to approve the upgrading of textbooks for PHIL 104 and PHIL 106, for the 2007–08 general catalog, as presented. The motion carried.

#### E. REVISIONS OF MAJORS AND/OR CERTIFICATES

 Building Construction Project Management Certificate M/S/C Huerta/Berry to approve the addition of BLDC 201 and the deletion of BLDC 200 from the Building Construction Project Management Certificate, commencing with the 2007-08 general catalog, as presented. The motion carried.

#### F. NONCREDIT

- 1. New Noncredit Courses
  - a. BUS 804 Computer Basics (27 Hours)

hoped to offer in spring 2007.

BUS 805 - Computers for ESL Students (36 Hours)
 M/S/C V. Rodgers/Berry to approve the addition of BUS 804 and BUS 805 to the noncredit program course offerings, commencing with the 2006–07 general catalog, with corrections. The motion carried. Valerie Rodgers will make minor corrections to the course outline for BUS 805. Brief discussion ensued regarding courses the division

#### III. Discussion Items

- 1. Board Items Dennis Carnes, Academic Senate President, requested that items approved at the meeting today, March 1, 2007, be included on the agenda for the next Academic Senate as well as the next Board meeting. The committee was in agreement with his request.
- 2. Budget and Planning Agenda Krista Byrd shared with the members present that she was upset with the way faculty positions were presented on the Budget and Planning agenda. She would like it clearly understood that the History position will not be excluded from future faculty hiring consideration. There was concurrence from the C&I Committee members.
- 3. Special Topics Gonzalo Huerta asked for clarification of the special topics numbering statement in the current IVC general catalog (page 55). Information was provided which indicated it is problem to create special topics courses in Banner. He asked that this issue return to the committee as an action item at the next C&I meeting, in order to rephrase the intent and do

away with the numbering. Co-chair, Carol Lee indicated this item would be included as an action item on the next meeting agenda.

4. AMSL Outline Corrections - Melani Guinn asked if corrections could still be made to the course outlines of records for AMSL courses. Co-Chair, Carol Lee, replied in the affirmative.

#### IV. Information Items - None

#### V. Other Items

Gary Rodgers asked the Division Chairs to remain for a quick meeting to discuss Instruction issues and items.

#### VI. Next Regular Meeting – MARCH 15, 2007 - 3:05 PM - BOARD ROOM MATERIALS DUE: Wednesday, March 7, 2007 to Linda Amidon by 5:00 PM

#### VII. Adjournment

The meeting was adjourned at 3:40 p.m.

#### IMPERIAL VALLEY COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE MEETING ADOPTED MINUTES REGULAR MEETING THURSDAY, MARCH 15, 2007 3:05 p.m. – Board Room

PRESENT:	Dave Drury Victor Jaime Gary Rodgers	Krista Byrd Carol Lee Valerie Rodgers	Ted Ceasar Lianna Zhao Robin Ying	Melani Guinn Francisco Mariscal Dave Zielinski
ABSENT:	Kathy Berry	Gonzalo Huerta	Norma Nunez	
CONSULTANTS:	Kathy Westerfield	Efrain Silva	Frances Beope	
VISITORS:	Dennis Carnes Becky Green	Michael Heumann	Rosa Peralta	Bill Gay

**RECORDERS:** Linda Amidon

#### I. Opening of the Meeting

- A. Call to Order of Regular C&I Meeting Gary Rodgers, Co-Chair Gary Rodgers, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m., on Thursday, March 15, 2007.
- B. Approval of the Minutes of March 1, 2007 M/S/C Jaime/Drury to approve the C&I minutes of March 1, 2007, as presented. The motion carried.
- II. Action Items

#### A. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

- Credit for Advanced Placement Examinations (2006–07 General Catalog, p. 24) M/S/C Jaime/Drury to approve the revisions to the textual statement on Advanced Placement as follows: (1) decrease units awarded (currently three to ten units; propose three to six units); and, (2) delete Computer Science exam from listing (IVC course no longer exists), effective with the 2007-08 general catalog, as presented. The motion carried.
- 2. Withdrawal Grade Statement (2006 2007 General Catalog, p. 23)

**M/S/C/ Lee/Mariscal** to approve the deletion of the text indicated from the second paragraph in the statement under the "Withdrawal Grade" heading: "A student may withdraw from any full-term course or from the college with a "W" grade by the end of the 14<sup>th</sup> week (or 75% of a term, whichever is less). Any instructor may withdraw a student during the first fourteen weeks (or 75% of a term, whichever is less) for excessive absences **or for disciplinary reasons**", effective with the 2007-08 general catalog, as presented. The motion carried following the discussion noted below.

In response to inquiries regarding the reason for the change, Kathie Westerfield explained that students could be dropped from classes legally for three reasons only: (1) the student does not meet the prerequisites, (2) no shows, and (3) excessive absences. She also explained how handling disciplinary issues could be handled, emphasizing that a student must be given the right of due process. The outcome would likely be the same (i.e., suspension and/or dismissal); however, the instructor would be protected from possible claims of discriminatory practices. Due process would also protect the student. Kathie noted

that the right of due process policy was included in the Code of Student Conduct statement in the catalog, but suggested it needed review.

- 3. Attendance and Automatic Withdrawals Statement (2006–07 General Catalog, p. 28) M/S/C Lee/Guinn to approve the deletion of the following sentence from the second paragraph in the statement under the "Attendance and Automatic Withdrawals" heading: "Further, an instructor may drop any student judged to be a disturbing element in the class", effective with the 2007-08 general catalog, as presented. The motion carried.
- Common Courses, Special Topics (198/298) (2006–07 General Catalog, p. 55) M/S/C V. Rodgers/Drury to approve the revision to the Special Topics statement with the removal of the numbers currently identified, (198/298), effective with the 2007-08 general catalog, as presented. The motion carried.

#### B. REVISED COURSES

PHIL 108 – Religions of the Modern World (3.0)
 M/S/C Guinn/V. Rodgers to approve the revision of the course description, objectives, core content, and the upgrading of textbooks for PHIL 108, for the 2007 – 08 general catalog, as presented. The motion carried.

#### C. DISTANCE EDUCATION

- 1. LBRY 152 Library Technical Services (3.0) Addendum Document
- 2. LBRY 156 Library Technical Services (3.0) Addendum Document
- 3. SPAN 110 Elementary Spanish (5.0) Addendum Document

**M/S/C Ying/V. Rodgers** to approve the Distance Education Addendums for LBRY 152, LBRY 156 and SPAN 110 to meet state mandated curriculum requirements, as presented. The motion carried.

#### III. Discussion Items

A. California Community Colleges Management Information Systems Data Element Dictionary – addition of noncredit course codes effective summer 2007.

Linda briefly explained that classification codes for noncredit courses were added and are effective summer 2007.

**B.** Distance Education Addendum - Discussion regarding the delay of submission of the DE addendum for the curriculum mandate to allow for the development of the course and appropriate time for the various reviews on presenting a course through various modalities. Suggestion has been made that (1) the existing courses outline-of-record have the "Method of Instruction" item checked off indicating the desire to offer the course through distance education; and, (2) that the DE Addendum would not be required until the end of the first term the course is offered.

Michael Heumann explained that the current Distance Education Addendum form is set up for all parties to sign before a distance education course is offered. But he sees the process as a two step process: (1) approval of the idea of a course (i.e., procedural), and (2) implementation. He suggested that the first step should not be part of the C&I Committee's domain. Michael related the issue with PE 100: The DE Addendum for the course could not be submitted to C&I for approval by the March 7 deadline because both Toni Pfister and Paige Lovitt were not available to sign the addendum. Consequently, there was initial concern that the course could not be offered this summer, but Gary Rodgers subsequently approved the course for inclusion in the summer schedule. Val suggested as a solution that the quality control process take place at the section level not the course level, but she questioned whether this process would meet state guidelines. Carol Lee agreed with Val's suggestion, but she pointed out that the DE Addendum

does have to be a separate vote. She indicated she would contact the Chancellor's Office regarding the guidelines. Michael Heumann also offered to get in touch with his contact, Kathy O'Conner, regarding the rules. This issue will be added as a discussion item on the agenda for the next C&I Committee meeting.

#### C. Student Communication Survey (Bill Gay)

Bill Gay sought the committee's input on the timing of an extensive communication survey that would be conducted (i.e., conduct the survey before or after spring break). He explained that the purpose of the survey is to determine the sources that students are getting their information about classes and registration. Krista Byrd stated that Dr. Pai requested the survey. The survey, which will take participants 10 to 15 minutes to complete, would be completed next week. Krista will send email notification to all users that the survey would be conducted the week of March 26.

#### D. Strategic Planning (Bill Gay)

Bill Gay reported that the college is getting ready to roll out the next set of strategic planning meetings. Focus groups would be held internally in April and then in the community in May. The Stakeholders' Summit would be in September. Bill will speak with Dennis Carnes, Academic Senate President, and John Abarca, Chair of College Council, regarding establishing an ad hoc committee to develop the questions for the focus groups. Victor Jaime emphasized the need to establish the college's goals by January for budgeting purposes.

#### IV. Information Items

Robin shared with the committee the emergency which arose in the Reading/Writing Lab. He stated that the Reading Plus program was not working and he described the steps he took to determine the problem. Robin explained that 500 to 1,000 megabits is required to run the program, and he suspected the Internet Café in the Casbah Room was using excessive bandwidth. He asked Sergio Lopez to temporarily shut down the café and when that occurred the speed in the lab increased to over 800 megabits allowing the Reading Plus program to run. As a solution to the problem, Robin recommended limiting the Internet Café to off hours (before 9:30 a.m. and after 4:30 p.m.) The discussion which followed included suggestions for addressing the problem in the short-term and long-term (limiting Internet access, increasing bandwidth), and comments regarding the need and purpose of the Internet Café (pros: the café provides students a sense of community and a means for socialization, it's a major part of the current culture and part of the future, all community colleges are following this trend; cons: it's not part of the college's mission).

Robin and Gary also related student complaints they received regarding the improper use of computers in the labs and Library for access to "My Space" and "You Tube" websites.

Robin provided his assessment of the issue: The college has a technical deficiency, i.e., the network is inadequate. The college can continue providing students Internet access via the Internet Café but within limitations. He stated that installation of a second fiber optic line, made possible through the Chancellor's Office, could alleviate some of the existing problems. He also stated that approximately \$1 Million is needed to implement the proposed network plan.

#### V. Other Items – None.

#### VI. Next Regular Meeting – MARCH 29, 2007 - 3:05 PM - BOARD ROOM MATERIALS DUE: Wednesday, March 21, 2007 to Linda Amidon by 5:00 PM

#### VII. Adjournment

The meeting was adjourned at 3:57 p.m.



#### Members Present √

✓ Richard Fragale, Chair, VP for Business Services
 ✓ Travis Gregory, Associate Dean of HR Resources
 ✓ Carlos Fletes, Director of Fiscal Services
 ✓ Frances Beope, CTA Representative
 ✓ Gloria Carmona, CTA Representative
 ✓ Lorrainne Mazeroll, CTA Representative
 ✓ Chris Mays, CSEA Representative

<u>Call to Order</u>: The meeting was called to order by Chairperson Richard Fragale at 2:00 p.m. on Monday, April 2, 2007 in the Transfer Center.

# <u>Approval of Minutes:</u> M/S/C Parish/Fletes to approve the minutes of the February 26, 2007 meeting as presented. (Abstain: Hofer-Bell)

#### Report by Keenan:

Julie Revoir, Account Manager for Keenan and Associates reported that Blue Cross has agreed to decrease the renewal by 1.5% to 6.5%, and she presented the revised renewal as of 4/2/07. The recommended increase for Delta Dental is now 4.64% because January claims were up significantly. The recommended increase for vision is now 8.7%. The overall increase is 6.29%, which is approximately \$33,922 less than the first renewal calculation.

The committee reviewed the potential savings or cost increases to the plan of the following options:

- 1. Enroll in Medicare Part D, save \$69,313 (Certificated retirees over age 65 would have a second Blue Cross ID card for prescriptions, no effect on their benefits; the College would receive a credit that Blue Cross would pass on from the U.S. Government)
- 2. Classified \$10 office visit copay, 85% co-insurance, \$1,907 increase
- 3. Classified \$10 office visit copay, 90% co-insurance, \$5,721 increase
- 4. Classified \$15 office visit copay, 90% co-insurance for Classified, save \$13,730
- 5. Faculty \$10 office visit copay, 90% co-insurance, \$20,077 increase
- 6. RX: \$5 generic/\$15 brand copays, 30 day retail supply, save \$26,316
- 7. RX: \$5/\$15/2 copays for mail RX, save \$34,707
- 8. RX: \$10/\$20/1 copay for mail RX, save \$74,372
- 9. RX: \$10/\$20/2 copays for mail RX, save \$85,813
- 10. RX: \$5/\$10/\$25 formulary/1 copay mail, save \$20,977 (A formulary is a list of drugs listed as "preferred" by a panel of experts who consider cost, safety, efficacy, redundancy and other factors. Non-formulary drugs can be used, but at the higher co-pay.)
- 11. RX: \$5/\$10/\$25 formulary/2 copays mail, save \$28,604
- 12. RX: \$5/\$20/\$35 formulary/1 copay mail, save \$95,348
- 13. RX: \$5/\$20/\$35 formulary/2 copays mail, save \$107,553
- 14. \$50 copay for ER visits, save \$9,535, copay waived if person admitted to the hospital
- 15. \$200 individual/\$600 family deductible, first dollar after office visit, save \$47,293
- 16. \$300/\$900 deductible, first dollar after office visit, save \$101,450
- 17. Air/ground ambulance at 80%, no annual maximum (currently \$2,500 max.), \$4,577 increase
- 18. Mental health, \$15 copay, 50 visits per year, \$35,470 increase
- 19. Mental health, \$20 copay, 50 visits per year, \$33,181 increase

20. Carve out mental health/substance abuse benefits from Blue Cross plan, \$51,869 credit. (*The current mental health benefit (outpatient) is \$25 per visit, limit of 50 visit/year. Severe mental illness is covered under the medical plan).* 

Information on mental health, substance abuse and employee assistance plans from Blue Cross and PacifiCare was presented to the committee:

Blue Cross	PacificCare
\$15 copay, 50 visits with EAP \$97,071	\$15 copay \$122,288 with EAP
\$20 copay, 50 visits, with EAP, \$95,682	\$20 copay \$118,898 with EAP
	\$15 copay (no out of network), \$117,306 w/EAP
	\$20 copay (no out of network), \$114,122 w/EAP
EAP only \$10,632 (5 visits per incident)	EAP only \$11,864 (5 visits per incident) EAP only \$10,426 (3 visits per incident)
Orthodontia (currently \$500 maximum)	
\$1,000 maximum benefit, \$8,894 increase	
\$1,500 maximum, \$17,749 increase	

The committee asked for more information on Medicare D.

Julie Revoir stated that the open enrollment is coming up soon for the 125 Plan.

<u>GASB</u>: Mr. Fragale reported that the College requested proposal for GASB compliance programs, and three bids were received from Keenan, PARS, and the Community College League of California. The College needs to make a decision on how to fund this liability, currently estimated at \$39 million. He will bring this item to the Insurance Committee as well as the Planning and Budget Committee.

Next Meeting: Thursday, May 3, 2007, 2:00 p.m.

Meeting adjourned at 3:45 p.m.



#### Planning and Budget Committee Unadopted Minutes Wednesday, March 28, 2007

 √Present
 ✓ Richard Fragale, Chair, Interim Vice President for Business Services
 √Dr. Victor Jaime, Administrative Representative
 √Dr. Dennis Carnes, Academic Senate President
 √John Abarca, College Council Chair
 √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 Frank Fernandez, ASG President*

Visitors: Dr. Paul Pai, Gary Rodgers, Dr. Robin Ying, Travis Gregory, Jan Magno and Efrain Silva (2:30 p.m.)

Call to Order: The regular monthly meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, March 28, 2007, by Richard Fragale, Chair.

Introduction of New Member: John Abarca, College Council Chair, was welcomed as a new member of the Planning and Budget Committee.

- I. Action
  - A. M/S/C Jaime/Kakiuchi to approve the minutes of the February 28, 2007 and March 7, 2007 meetings, as presented.
  - B. *M/S/C Fletes/Kakiuchi (no: Jacobson) to recommend approval of a new position, Part-time Student Services Representative for Calexico Extended Campus, and approval to hire effective immediately.* Efrain Silva stated that the position requested is needed because of the increased number of classes being offered at Calexico High School; the person would work in the evening for two hours at the high school and then two hours at Extended Campus. Currently, there is only one staff member in the evening at Calexico Extended Campus.
  - C. M/S/C Carnes/Fletes (no: Jacobson) to recommend approval to hire the Director of Technical Services effective immediately. Dr. Robin Ying stated that the Director of Technical Services is an existing position, it was created in June 2002 when the position of Director of Information Systems was split into two positions, Director of Technical Services and Director of Application Services. The two positions have different responsibilities; the Director of Technical Services is responsible for the network and hardware and the Director of Application Services is responsible for software, such as Banner. The position of Director of Technical Services was briefly filled, but has been vacant for some time. The job description has been updated to be more precise, but the nature of the work is the same.

- D. M/S/C Jaime/Carnes (no: Jacobson) to recommend approval of the new position of Webmaster and approval to hire effective immediately. Dr. Ying distributed salary comparison data from three other colleges on the position of webmaster. The average starting salary is \$65,176. The webmaster position is proposed as a Classified position, range 32. The position will be referred to the Reclassification Committee if approved.
- II. Information
  - A. Budget Update: Mr. Fragale reported that the budget continues to look healthy, with a very positive reserve. He does not foresee any problems for this year.

Carlos Fletes and Richard Fragale presented a projection for 2007-08 and 2008-09 unrestricted general fund budget. The budget for 2007-08 includes four new faculty positions, an 8% increase in health and welfare costs, 5% salary increases and a \$500,000 payment to the State. COLA of 4% is being forecast for 2007-08, but no growth. Expenditures exceed revenue by \$2,090,015, which will reduce the reserve to \$3,904,206, which is a 10.82% reserve. Mr. Fragale stated that the College will be reviewing its options on GASB compliance, and he will put an item on GASB on the agenda for the next committee meeting.

- B. First Principal Apportionment: Carlos Fletes reviewed the Revised First Principal Apportionment report, dated March 16, 2007 with the committee. He noted that the State took its payment on the loan from the apportionment under Other Revenue Adjustments. There is a slight decline in credit FTE, but an increase in non-credit for net growth of 13.4 FTEs. The total base revenue is \$31 million.
- C. 2006-07 Unrestricted Budget, Distribution by Area: Gary Rodgers distributed pie charts showing the distribution of unrestricted funds, by area.

### III. Discussion:

Budget Development is on track, the Business Office is currently awaiting the receipt of budget information from area vice presidents.

### UNADOPTED MINUTES IMPERIAL VALLEY COLLEGE STUDENT AFFAIRS COMMITTEE Location: Administration Board Room

### Friday, March 5, 2007

Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:05 p.m. in the Administration Board Room.

### I. CALL TO ORDER

FACULTY	CLASSIFIED	STUDENTS
Sergio A. Lopez, Chair	Saria Cardoza	Frank J. Fernandez
Cecilia Barba	Gail Parish	Francisco Mariscal
-		Sunni Pyron
		Camille Ruan
2 1		
•		
Terry Norris		
Stephen Pacheco	Maria Trejo	
None	<b>RECORDER:</b> Saria	Cardoza
	Sergio A. Lopez, Chair Cecilia Barba Jeff Beckley Krista Byrd Carey Fristrup Rosalie Lopez Lori Mazeroll Terry Norris Stephen Pacheco	Sergio A. Lopez, ChairSaria CardozaCecilia BarbaGail ParishJeff BeckleyGail ParishKrista ByrdCarey FristrupRosalie LopezLori MazerollTerry NorrisStephen PachecoMaria Trejo

#### ORDER OF BUSINESS

#### II. APPROVAL OF AGENDA & MINUTES

M/S/C (Beckley/Fristrup) to approve the March 5, 2007 agenda with a minimum correction

**M/S/C** (Parish/Fristrup) to approve the October 2, 2006 and November 3, 2006 minutes as submitted. The November 6, 2007 minutes will be approved at the next meeting.

#### **III. NEW BUSINESS**

#### Smoking Policy Proposal - Information Item

Frank Fernandez disseminated the proposed smoking policy handouts (ASG Resolution#1 attached). The Associated Students Government passed the resolution at their February 21, 2007 meeting. The proposal was also presented to the Campus Operations Committee on March 1, 2007. According to Frank Fernandez a subcommittee was formed to follow up on the implementation of a smoking policy. The committee has not yet met. The students' plans are to designate smoking areas and eventually transit to a smoke-free campus. Gail Parish suggested contacting the unions in order to adjust faculty and staff contracts accordingly.

More information will be given at a later meeting.

#### IV. OLD BUSINESS

Commencement

**Guest Speaker:** Frank Fernandez recommended Scott Lay, President/Chief Executive Officer for the Community College League of California to be this year's commencement guest speaker. There was a consensus among the committee to allow Frank to extend an invitation to Mr. Lay.

**Sashes/Chords:** Mr. Lopez stated that chords will be purchased this year for students graduating with honors and distinction. Students receiving the chords will have to return them right after graduation along with their cap and gown.

**Music:** Everyone agreed that the String Quartet is difficult to hear, therefore, the music will be piped in this year. The Alma Mater has already been recorded on a CD. Mr. Lopez will ask the Exercise Science Division to borrow the Star Spangled Banner CD.

#### Parking Citation Fine Increase

The committee approved the increase of citation fines at the January 18, 2006 meeting as followed:

*Table presented and approved on the January 18 meeting	Currently	Proposed Increase
Parking Permit Fee - Fall & Spring	Early Bird Fee \$15.00 After: \$20.00	Keep at \$20.00
Parking Permit Fee - Summer & Winter	\$5.00	\$10.00
Citation Fee	\$10.00	\$20.00
Delinquent Fee	\$30.00	\$40.00
Parked in Handicapped Space w/out Permit	\$10.00	\$150.00
Blocking of Fire Lanes	\$10.00	Towed

Mr. Lopez stated that for each parking citation paid to the college, the county gets paid five dollars. Therefore, if someone pays for a ten dollar citation only five dollars go to the college. Mr. Lopez stated that the monies from citations may only be utilized for improvement, employment and maintenance in the Parking Control area and the parking lots. Mr. Lopez stated that the majority of the funds will go towards the resealing of all parking lots. According to Mr. Lopez the resealing of the lots should be done at least every three years. The approximate cost of the job has been estimated at \$160,000.

Mr. Lopez will follow up with the proposed parking citation fines increase.

#### V. ADJOURNMENT

The next Student Affairs Committee meeting has been scheduled for Monday, April 2, 2007 at 3:00 p.m. in the Administration Board Room.

The meeting was adjourned at 3:50 p.m.

Chairman		Date	
Respectfully submitted by:			
Adopted this	day of		2007

Faculty Code of Ethics		
Date of First Reading: November 29, 2006	Resolution No. 0607-02	
Date of Second Reading: February 21, 2006		
Sponsor of Motion	Barbara Nilson	
Second Sponsor of the Motion	Bruce Seivertson	

*Whereas*, the faculty of Imperial Valley College does not have a formal code of ethics; and

*Whereas*, a code of ethics would be a guideline for the conduct of all Imperial Valley College faculty; and

*Whereas*, a code of ethics is a public statement of the ethical principles, values, and behaviors expected of the faculty; and

*Whereas*, a code of ethics is based on three fundamental ethical principles which have guided moral codes for centuries: the principle of justice, the principle of respect for others, and the principle of responsible care; and

*Whereas*, "the mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist student in achieving their educational and career goals; and to be responsive to the greater community";

# Therefore, the Imperial Valley College Academic Senate hereby recommends to the Board of Trustees that the Faculty Code of Ethics will read as follows:

The faculty, teaching and non-teaching, full and part-time, embraces a code of conduct in which we recognize the value and dignity of each individual within the framework of the campus community. We strive to:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- Use effective teaching practices and teach our students with rigor and compassion
- Maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues.