



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, June 25, 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

David Lopez, Student Representative
Sunni Pyron, Student Representative

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

Recording Secretary: Vikki Carr

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, MAY 14, 2007

REPORT FROM THE PRESIDENT – DR. PAUL PAI

AREA REPORTS/UPDATES

Instruction – Kathy Berry

Accreditation Process – Gary Rodgers

Business Services/Bond Projects Update – John Lau

Student Services (May attachment) – Dr. Victor Jaime

ACCESO – Dawn Chun

Title V Cooperative Grant – Dr. Lianna Zhao

Learning Services – Dr. Robin Ying

Associated Student Government – David Lopez

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 5/2/07
2. Administrative Council, 5/8/07 and 5/22/07
3. Planning and Budget Committee, 5/9/07, 5/23/07 and 6/5/07
4. Technology Council, 4/25/07 and 5/9/07
5. Bond Oversight Committee for Measure L, 5/4/07
6. Banner Users Group (BUG), 5/10/07

DISCUSSION AND INFORMATION ITEMS

1. Increase in parking citation fines – Sergio Lopez

ACTION ITEMS

None.

ADJOURNMENT

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

2007		2008	
July 9 & 23	October 8 & 22	January 14 & 28	April 14 & 28
August 13 & 27	November 26	February 11* & 25	May 12
September 10 & 24	December 10	March 10	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



IMPERIAL VALLEY COLLEGE COUNCIL

MINUTES

MONDAY, MAY 14, 2007

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

Council members in attendance were as follows:

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

Patti Biley, Faculty Representative
Michael Heumann, Faculty Representative
Michelle Stevens, Faculty Representative (Vice Chair)
Dennis Carnes, Alternate Faculty Representative

John Abarca, Classified Staff Representative (Chair)

Rick Webster, CMCA Representative

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

Paul Pai, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Frances Arce-Gomez, Classified Representative
Carol C. Ramirez, Classified Staff Representative
Patty Robles, Alternate Classified Representative
Carlos Fletes, Alternate CMCA Representative
Gene Hill, Ex Officio

Others present were:

Marilyn Boyle; Ted Ceasar; Dick Fragale; Dawn Chun

PUBLIC COMMENTS

Dr. Michelle Stevens announced that she submitted her resignation and will be working at Sacramento State University and therefore will no longer be on College Council adding that she will really miss the students and her colleagues.

ASG President Frank Fernandez passed out a flyer announcing a Sustainability Conference hosted at UCSB to be held June 24-27 and the topics will include curriculum and research, energy, food systems, recycling and waste management along with other topics that may be of interest to faculty and students.

Dr. Stevens commented that this conference seemed very important, and asked if Frank Fernandez was interested in attending. He stated he was.

ASG President Frank Fernandez announced and reintroduced David Lopez as the new ASG President.

APPROVAL OF MINUTES

M/S/C Dr. Robin Ying/Michael Heumann to approve the minutes dated March 26, 2007.
Motion carried.

REPORT FROM THE PRESIDENT

Dr. Paul Pai reported the following:

- Posted China trip pictures on Yahoo and will send the link to All Users after the meeting. He stated that the trip was fruitful and he will be taking the information to shared governance committees to see if there is interest in moving forward with having relationships with Chinese universities in particular three that expressed interest: Zhengzho's Kaifeng University, Northwest University in Xi'an, and Fudan University in Shanghai. He stated that the exchange could be of both faculty and students.
- The WASC Accreditation visit has been rescheduled for October 22-24, 2007. He stated that Dr. Fran White will continue to chair the committee and most of the team members have been confirmed to attend.
- The Steering Committee for the visioning process started today and he announced that the process is to gather information and not to rush through the motions due to faculty and staff being busy and getting ready for the end of the school year. He stated that ASG President Frank Fernandez facilitated the first meeting.

ASG President Frank Fernandez spoke and stated that Dr. Bruce Seivertson took his class to the meeting and the dialogue did not stop. He stated there were many notes taken and feedback received regarding facilities, programs, expansions and student services. He stated the next meetings are tomorrow at 3:00 p.m. and 6:00 p.m.

Dr. Michelle Stevens commented that if Chinese students attend IVC, that IVC should provide Spanish classes to them so that they are able to assimilate with the campus community.

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:

- Announced the preliminary budget would be out soon and \$400,000.00 to \$500,000.00 has been added to the instruction budget this year.
- He reported that IVC is close to getting the field lighting project approvals as well as going to bid for an all weather track.
- He gave Planning & Budget the assignment to bring the budget to the meeting in May.
- Related to the bond, there was the building groundbreaking last Friday, there has been lot of dirt pushed and the architect has an over the counter meeting with the Department of State Architect's Office. He stated that they are looking at grants for money to be used in conjunction with the bond monies.

STUDENT SERVICES

Dr. Victor Jaime was not present but provided March and April reports that were attached to the agenda.

ACCESO

Dawn Chun reported the following:

- An external evaluator came to campus for one and a half days to evaluate the ACCESO Program.
- ACCESO visited San Marcos campus and was impressed with their technology and distance education program. ACCESO is considering purchasing Mediasite software/hardware to help instructors produce rich media material for online delivery. She stated a studio and a classroom would be needed for that setup.
- Fifteen faculty members applied to attend the summer 2007 technology camp and offer online classes starting the spring of 2008.
- Implementation of Degree Audit will begin at year four through Project ACCESO. Dawn is communicating with the consultant to schedule a web demo soon.

TITLE V COOPERATIVE GRANT

Dr. Lianna Zhao reported the following:

Computer Science Program

- IVC CS 210, 260 and 280 developed in 06/07 were approved by the IVC Board.
- CS 210, 260, and 280 have been submitted to UC and CSU systems for articulation.
- A new course CS 090-Orientation to Computer Science was developed, approved by SME Division, and is on 5-17-07 C and I agenda for adoption.
- Three CS courses developed in 06/07 were revised in order to offer as the pilot courses for 07/08. The revised course outlines of record are also on 5-17-07 C and I agenda for adoption.
- Title V Counselor continues to solicit and advise students interested in the program. 28 students have taken a course for the major. Currently there are 16 potential Fall 08 transfer candidates.
- In an effort to enhance enrollment, CS 210 is being offered for summer 2007. An information flyer is being prepared to be distributed to all IVC CIS students.
- In the effort to promote the program, a very successful computer science outreach dinner for high school teachers and students was held at Camacho's restaurant, funded by the Computer Science Consultant Bill Root. Mr. Root spoke to 9 teachers and 17 students, representing 5 local high schools. Zhao, Morrell, Gomez, Roeder, Dun also attended.
- A technology tour for high school teachers and students further emphasized the wonderful professional opportunities students will have should they obtain a computer science/technology degree. 33 people were on the bus which was funded by SDSU-IV Campus Title V funds. Roeder, Root, Morrell, Jimenez were on the tour.
- Working with the Applied Science area, the program is preparing to move the computer science lab into larger Room 1705 shared with the networking and PC repair labs.
- IVC CS Instructor has received an extended leave from IVC. Presently her classes are being taught by substitutes. Furthermore, the CS instructor has accepted a position at another college and submitted her resignation letter. A search for the replacement will commence soon.
- SDSU's Computer Science BA major proposal was approved by its Curriculum Committee, SDSU College of Science, and the Academic Resources and Planning Committee. However, the Academic Policy and Planning Committee voted down the proposal based on concerns about enrollment at IVC being too low to expect sufficient enrollment at SDSU-IV. Dean Roeder is appealing to the Provost and there will be discussion on employing other measures.

Nursing Program

- CHEM 140 was approved by IVC Board.
- IVC currently offers a supplemental course (Nursing 089), but is waiting for guidance from the Board of Registered Nurses to fully understand the impact of TEAS (a state-level entrance exam). This information may influence future content of instruction in the Supplemental Course.
- A Nursing Community Leader Advisory Board meeting was held between hospital administrators, Todero and her staff, Berry and Gomez, and Roeder and Shumaker, with Roeder hosting a lunch.
- The summer start for the RN-BS in Nursing program created problems because not enough time was available for students to finish their prerequisites. IVC is helping with this problem by offering some prerequisite courses on a short term class basis to end before the end of this semester. Todero is also helping with this problem by agreeing to admit students to the program not only in the summer, but every semester after that, to reach the total of 30 students in the Project Year 2 (SDSU Year 1 for Nursing program).
- 27 applications to the RN-BS in Nursing program have been received by SDSU-IV, some still missing transcripts; the SDSU School of Nursing has only received eight

applications. The strategies to streamline the nursing admission process need to be discussed.

- A rental agreement has been made for SDSU-IV to rent an IVC nursing lab in summer 2007 to hold Nursing 500.

LEARNING SERVICES

Dr. Robin Ying reported the following:

- A successful MIS training was held May 2nd on site which was conducted by the Chancellor's Office MIS group. 34 people attended including 10 from Palo Verde Community College.

ASSOCIATED STUDENT GOVERNMENT

Frank Fernandez reported the following:

- He announced that the ASG Senate met today and took a position on the per diem differential rates between faculty and students. He stated that students receive less per diem than faculty members. He stated that the coach of the basketball team receives more per diem than the players. There will be discussion with VP of Business Services Dick Fragale.
- Preparations are underway for "Life's a Beach" theme event that will be held next Wednesday, May 23rd.
- The Spring Awards Banquet to honor students will be held June 1st, 6:00 p.m. at the Barbara Worth Country Club.
- He is working with Bill Gay on the Steering Committee and hopes that students will carry it out this year and in the future.
- There is discussion on an online voting system. This program would allow for the upload of events, conduct surveys, and have candidate biographies. This would allow students to vote online.

Dr. Dennis Carnes congratulated Frank in taking leadership on the Steering Committee.

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

Code of Ethics

Chair John Abarca announced that a copy of the Code of Ethics adopted by the Academic Senate was attached to the agenda packet and stated he would be meeting with Associate Dean of Human Resources Travis Gregory to discuss a Code of Ethics. He asked anyone with ideas, concerns or suggestions to share it with him.

Dr. Patti Biley questioned whether having a Code of Ethics that did not have consequences if followed was worth having.

Dr. Dennis Carnes stated that there were no consequences to the Code of Ethics as it is a professional responsibility of those working here. He stated that peer pressure and peer counseling could be used for compliance with the Code of Ethics.

Dr. Patti Biley asked whether or not the faculty Code of Ethics would be enforced.

Chair John Abarca stated that for classified employees it is handled through their contract and felt that the Code of Ethics was a reminder of how one should be conducting themselves at work.

Dr. Michelle Stevens stated that the Code of Ethics should have a sustainability clause to consciously promote a green campus, promoting recycling instead of trashing.

Kathy Berry stated that the Nursing Code of Ethics includes a clause to protect the environment.

Strategic Planning

Dr. Paul Pai announced that the timeline issue with accreditation is every six years and there are two updates during that time using the Strategic Plan. He stated that past and current goals are used and that at its Board Retreat in March, the Board of Trustees asked that the college focus on:

1. Technology
2. Student Learning Outcomes
3. Financial Stability
4. Non credit to address the under educated workforce

He stated that these four areas will help streamline the goals and will dovetail well into departmental goals. He stated that the new goals will also be used when reviewing the budget guidelines.

ADJOURNMENT

Chair Abarca announced that tomorrow begins the first day of Classified Employees Week and there will be treats for all classified staff including Classified Confidential staff and Classified Managers in the classified lounge on Wednesday, May 16th.

M/S/C Kathy Berry/Dr. Michelle Stevens to adjourn the meeting at 3:23 p.m.

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

June 25

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

**STUDENT SERVICES UPDATE
May 2007**

District Counseling

- May has continued to be a very busy month with the final high school advising taking place within the first two weeks.
- Summer school priority registration has begun and ended with all of the students being able to make counseling appointments or just come in as a walk-in.
- Several counselors have assisted with weekend graduation evaluations for spring 2007 and we were able to complete over 147.
- Nursing applications were submitted and the fall 2007 class has been selected to go into the next and final phase of TEAS testing for the final selection thanks to the nursing counselor's help.
- The Personal Development 100 classes are on the summer and fall schedules with all of the instructors in place.
- Our extra efforts with our ASPIRE eligible candidates has proved successful with over 50 students accepted double from last year.
- Election of the District Lead Counselor will be tomorrow with only one declared candidate.
- Several elementary school field trips have been coordinated with very positive results.

Matriculation

- Matriculation Counselors continue to advise students for summer and fall classes.
- ACCUPLACER Testing 238 students were tested on campus
CELSA 63
GED Testing took place on May 23-25
- Completed the COMPASS validation for the Reading classes.
- Screened and selected full- time Matriculation Counselor.
- Attended IVC Foundation Scholarship reception

- Co-chaired Academic Senate Scholarship Fundraiser
- Review counselor files
- Attended numerous committee meetings

Transfer Center/Articulation Services

- Higher Education Week II (3 days at high schools - about 2500 juniors)
- Student appointments
- Curriculum - course outlines of record review - many faculty contacts (all divisions)
- Transfer Center - file review of students in program (ongoing)
- Meetings: FCS Advisory Board, ETS, Statewide Academic Senate Career Pathways Project, Academic Senate, C&I Mtgs., UCSD Transition Forum, Child Development Project
- Campus representatives: SDSU/IV, Univ. of Phoenix, UCSD
- IVC Catalog and CRCC Report review and input

Student Support Services

- On going course advising for Fall 2007
- Finalized the Student Recognition Awards Program preparations
- Preparing list of student to be exited from the program
- Initiated recruitment of possible program candidates

Disabled Students Programs and Services (DSPS)

Test Proctoring	29
Reader Services	8
Sign Language Interpreters	20
Notetakers	64
Scribes	8
Tutoring	37
Adaptive Furniture	11
Tape Recorders	2
Counselor Appointments	116

Workability III Services

Appointments	20
Job Placement	1

The Career Development Specialist held an orientation for students interested in finding employment.

The DSP&S end of year student recognition program was held on May 16, 2007, where students were recognized for their Academic Progress.

CalWORKS Assessment and Counseling

- The CalWORKs Coordinator chaired the hiring committee for the Assessment Counselor and there is one more 2nd Interview pending.
- We are working on the last preparations for our first Recognition Ceremony scheduled for June 6th.
- The CalWORKs Counselor is verifying grades for her students and making sure they enroll for Summer. She will be the chairperson for the Office Assistant position in our area that will start in July.
- Carla Moore surprised us this month with a recognition ceremony where she gave us a gift and thanked us for our hard work and contributions to the program. She gave us all a gift and served cake and punch.

EOPS

- 667 EOPS student appointment were completed by EOPS staff
- 90 EOPS students were provided bus passes
- EOPS staff participated in De Anza's Jr. High School Career Day. An informational table was provided and IVC
- Presentations were made to student's in their classrooms
- The following committees and meetings were attended by EOPS staff:

EOPS Staff Meetings
Counseling In-service
Equivalency Committee
Academic Senate
Student Services Council

Financial Aid

- Financial Aid is closing out 2006-07 – work study runs out of money as of May 30th, however we continue to award and disburse federal aid until July 25th.
- 2007-08 Financial Aid year is up and running with the first 250 awards completed this month. We have moved entirely to group workshops for FAFSA on-line

assistance and that seems to be working well. Our busiest time of the year approaches, and we will be down 2 staff members, but we are attempting to streamline the process in order to maintain a consistent level of service to our students.

Educational Talent Search

- May 9: Director attended Recruit Summit meeting at USD; higher institutions reported on new programs and/or changes to their university requirements; outreach programs informed those present about their purpose and the services available to students.
- May 11: ETS had its End of the Year Banquet.
- May 16: Director attended the IV Partnership meeting.
- May 17: **Tere Jauregui**, ETS Office Assistant (my right and left hand) graduated from SDSU in Int'l Business. We are all very proud of her accomplishment.
- May 19: ETS had a College Prep Workshop at IVC. Director, Amelia Carlos, and Erica Sanchez facilitated.
- May 22-24: Higher Ed Week II; majority of juniors in all high schools attended; ETS had resource table present.
- May 24: ETS participated at DeAnza Career Day; the program had a resource table.
- May 29: ETS attended a Gear-Up Parent Night at Meadow school.
- All of May:

ETS Tutorial Centers closed May 31; some will remain active depending on student needs.

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 enrollment verifications.

Evaluating records and documents for requests to change students' status from nonresident to resident tuition and fee purposes. Conducted 23 interviews and changed residency status on 15.

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

1,191 applications were processed.

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

Evaluated 85 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 60 college/university and foreign transcripts. Determined course transferability/articulation and input each into Banner.

Determined admission status and issued I-20 forms to 3 students.

Processed, evaluated, determined admission status, and sent letters to 37 Special K-12 Students seeking concurrent enrollment for Summer.

Processed, made determinations, and sent letters to 32 students petitioning for exception to repeat laws.

- Registration

2,624 students registered for Summer.

Processed over 750 instructor drops for Spring.

Processed 25 late adds from faculty for Spring.

- Graduation

Completed final commencement list complete with Honors and Distinction indicated.

Over 50 degree evaluations completed.

Over 30 degree verifications completed.

Over 40 graduation petitions received and processed.

124 certificate petitions received and processed.

12 duplicate diplomas issued

- Microfilm

Completed jacketing of 2001 student files.

Separated Class 1 records from Class 3 records to be destroyed.

Submitted letter to Board of Trustees for Class 3 disposable records.

Filed 1,716 jackets for 2001 student files (A-I)

76 student record files recreated for re-enrolling students.

Approximately 300 permanent record cards filed.

Created 191 jackets for 2002 student records to be microfilmed

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.)
- May 4 & 7 – Invitations to the ASG Spring Awards Program were mailed to recipients and hand delivered to faculty, administrators and staff.
- May 7 & 8 – ASG Presidential Elections and Mr./Ms. Freshman & Sophomore Elections
- May 8 – ASG announced David Lopez as the 2007-2008 ASG President
- May 11 – ASG President, Frank J. Fernandez attended a Region X meeting at Southwestern College
- May 16 – Potential graduates were mailed a second letter stating dates and times when they can pick up their cap and gown.
- May 17 – ASG gave free snow cones to students, faculty and staff outside the College Center from 10:00 a.m. to 1:00 p.m.
- May 23 – ASG, “Life’s a Beach” activity (Swimming Pool, 11:00 a.m. to 3:00 p.m.)
- May 25 – Deadline to RSVP for the Spring Awards Program
- May 25 – ASG sponsored an Appreciation Luncheon for the Maintenance Department (Maintenance Shop, 1:00 to 3:00 p.m.)
- May 30 – David Lopez, 2007-2008 ASG President will be installed during the ASG meeting. The Senior Senators will also be installed during the meeting.
- May 30 – Last ASG meeting for the Spring 2007 semester

Upward Bound

- Closed the Upward Bound Tutorial Centers at the seven High Schools
- Attended the TRIO Alliance meeting at San Diego State University
- Completed the 2007 Summer Residential Program Master Schedule

- Visited Davell Jackson-Brown at the University of California San Diego to review the Master Schedule and Classrooms
- Purchased instructional materials for the Summer Residential Program
- Contacted current Upward Bound student on their participation at this 2007 Summer Residential Program
- Four Parent Orientations were held at Imperial Valley College for the Evaluation Study. & Recruitment of eligible students
- Collected documents to support the Student Upward Bound Application
- Worked with the Principal Investigator Alan Werner on the “Impact Evaluation of Upward Bound Increased Emphasis on Higher-Risk Students
- Following Larry Oxendine’s instructions on the New National Evaluation of Upward Bound
- Worked with Jacklyn Altuna our assigned group evaluator
- Worked on the Eligible Student Selection Forms – Site Liaison Job Description & Agreement Forms – Institutional Review Board Document Forms – Presentation for the Parents power point presentation – and Talking Points on the Upward Bound study
- Worked on understanding the study requirements which included problems or adverse reactions to the treatment of human subjects or unexpected adverse reactions – parent consent forms – changes in protocol, study design, and study materials – and the renewal process
- Interviewed summer staff and finalizing the residential and bridge list
- Interviewed Cal-SOAP candidates for the position of “ Imperial Valley Assistant Director Position
- Chaired the Cal-SOAP Interview Committee – which included Rosa Moreno, Miguel Rahiotis, Julio Rodriguez, Gloria Carmona, Tomas Gilkison, and Kevin McFadden
- Attended the “Rewarding College Dreams Scholarship Reception/Program at the University of California San Diego
- Four Upward Bound students were awarded the scholarship of \$ 2,000 each
- Closed the Upward Bound Budget for the 2006-2007 Academic Year

IVC Academic Senate

Approved Minutes

May 2, 2007

- I. The meeting was called to order at 1:35 pm by President Carnes
- II. Roll Call
 - Present: Dennis Carnes, Dave Drury, Cesar Guzman, Carol Lee, Mary Lofgren, Bobbie McClain, Armando Mendez, Barbara Nilson, Steve Pacheco, Thomas Paine, Bruce Seivertson, Mariaelena Thibodeaux, Lianna Zhao, David Zielinski, Sherry Zobell
 - Excused: Cathy Zazueta
 - Absent: Olga Artech, Suzanne Gretz, Norma Nunez, Frank Fernandez, James Patterson, Gary Rodgers
 - Visitors: Kathy Berry, Carlos Fletes, Dick Fragale, Travis Gregory, Melani Guinn, Sergio Lopez, picture taker.
- III. **Visitor Comments**
 - None
- IV. **Information/Correspondence**
 - 1. President's Comments – very nice Academic Senate event last night.
- V. **Consent Agenda**
 - 1. M/S/C (Nilson/Seivertson) to approve the minutes of April 4, 2007 as corrected.
 - 2. M/S/C (Nilson/McClain) to approve the minutes of April 18, 2007 as corrected.
- VI. **Academic and Professional Matters**
 - 1. Proposal for SLO standing committee and coordinator – 12 people responded to a worksheet that was distributed to the faculty. After hearing from some of the division chairs, who felt that SLOs were already being taken care of under the auspices of the Instructional Council, it was M/S/C (Zielinski/Drury) that the AS not move forward on the resolution to request an SLO standing committee and SLO coordinator.
 - 2. Call for nominations for American Legion Award – the nomination sheet was included in the agenda packet. A list of those students graduating can be obtained from Lisa Cross.
 - 3. Timeliness of submissions of requests to the bookstore – Faculty is asked to put their book requests in as soon as possible. As a side note to this topic – Fragale indicated that the ASG is making every effort to start a bookstore here and they are interested in having a new building built for ASG, the bookstore, and the cafeteria.

4. Budget Proposal – Fragale – Dr. Pai asked him to show the tentative (very tentative) budget to the Academic Senate.

VII. Discussion

1. Academic Senate Scholarship Fund Raiser – The auction brought in \$1020. The ticket sale receipts will be given to the senate at the next meeting. All monies received from the auction and ticket sales will go towards scholarships. Special thanks were given to Gloria Carmona for hosting the evening and to Mary Lofgren and Norma Nunez, who did most of the work. Suggestions for next year's event: more help, more advertisement, better lighting, and more auction items. It was also suggested that it not be named "Wine Tasting".
2. STRS retirement payment calculations – nothing new.
3. Emergency Preparedness (Panel of Experts) (this item was discussed before item V on the agenda)
 - a. Kathy Berry – Associate Dean of Nursing
SIMS and NIMS have approved our plan which is required before the school could ask for monies to help after an emergency has taken place. The plan was approved in 2005 and should be updated on an annual basis. IVC participated in a mock pandemic flu emergency last year and did quite well. In a pandemic, the CDC warns us not to rely on the federal or state government, they will be sick, but if you have a good community, you will survive. IVC is the isolation facility for the county and will have a drill over Veterans Day holiday. An earthquake is over in a few days, but the flu comes in waves, lasting 3 to 6 months. We must train ourselves to say "when" not "if" the pandemic flu will affect us because the virus continually mutates. Our plan can't be specific because there are too many variables. The first 20 minutes of an emergency will have the greatest impact. Emergencies are classified as follows:
Level 1, minor to moderate - IVC
Level 2, moderate to severe – local authorities
Level 3, major – county and possibly state
The order of priority is; life, safety, the preservation of property, and academic. Do not be a hero.
 - b. Travis Gregory – Associate Dean of Human Resources – The Chancellors' office will come to look at our plan and give us hints on what to do differently, check for safe office practices, and give us practical tips. The school has met with Sheriff's office. They took a tour of the campus and their swat team will come to do a walk-through at date when there aren't many students on campus. Everyone is invited to come to Campus Operation and/or Safety Committee meetings, where this topic will be discussed
 - c. Richard Fragale – Interim Dean of Business Services. - The effectiveness of the bullhorns will be determined next week. Our phones do not have automatic 911 dialing.

d. Sergio Lopez – Associate Dean of Student Services – The Sheriff Deputies will be making daily visit to the campus. With the new parking lots better surveillance is needed. Since it would take the Sheriff's department at least 10 minutes to get here, there is a push to have in-house security.

VIII **Committees**

1. Budget and Planning – meeting next week.
2. C and I – May 17
3. College Council (Heumann) – no report
4. Equivalency (written from Kalin)
Approved: 1 Sociology Instructor, 1 Calworks Counselor, 1 English Composition Instructor
Denied: 1 Sociology Instructor, 2 Computer Information Systems Instructors, 1 Computer Information Systems (non-credit) Instructor, 1 Calworks Counselor, 1 Librarian
5. Policies and Procedures Review - Representatives for 2007-2008 (Wainwright, Seivertson, Walker [alt.])
6. Administrative Council (Carnes) – safety and new online calendar for administrators were discussed.

IX. **Other**

Bruce Seivertson, incoming AS President, stated that he has asked Michael Heumann to update the AS website.

The meeting was adjourned at 3:37 pm.

Imperial Valley College

ADMINISTRATIVE COUNCIL MEETING

May 8, 2007

MINUTES

MEMBERS PRESENT:

Dr. Paul Pai, Superintendent/President
Dr. Victor Jaime, VP/Student Services

Kathy Berry, Associate Dean/Nursing
Richard Fragale, Interim VP of Business Services
Ted Ceasar, Associate Dean/DSP&S
Bill Gay, Public Relations Officer
Gonzalo Huerta, Dean/Applied Sciences
Gary Rodgers, Interim VP/Academic Services
Travis Gregory, Associate Dean HR

Sergio Lopez, Associate Dean/Student Affairs
Jan Magno, Dean/Financial Aid
Gene Hill, IVC Foundation Director
Efrain Silva, Dean/Extended Campus
Robin Ying, Dean/Technology Learning Services
Kathie Westerfield, Associate Dean/A&R

GUESTS: None

ABSENT: Dr. Dennis Carnes, Representing Academic Senate

RECORDER: Silvia R. Murray

CALL TO ORDER:

Dr. Pai called the meeting to order at 8:35 a.m. in the Board Room.

APPROVAL OF MINUTES:

M/S/C V. Jaime/R. Fragale to approve the minutes of April 24, 2007, with corrections of Gary Rodgers last name and adding Kathy Berry as attending the enrollment management workshop as well.

“CLASSIFIED SCHOOL EMPLOYEES WEEK (May 15-21)” and “DAY OF THE TEACHER (May 9, 2007)”

Dr. Pai reminded the committee of Classified School Employees Week and Day of the Teacher. Mr. Fragale informed the committee that the Instruction Office is in charge of Day of the Teacher. Susan Gretz, President of CTA will be hosting a luncheon for members only; Mr. Fragale mentioned that the District made a

contribution so that all faculty could attend. The cost of the luncheon is about \$ 200.00. Refreshments will also be provided for faculty from 11:00 – 6:00 in the faculty lounge.

Jan Magno asked if the District would be providing lunch for the classified staff as well. Mr. Fragale stated that he had not spoken to John Abarca on this item, but a contribution would also be made to CSEA for a luncheon. Sergio Lopez stated that CSEA will be having their luncheon on Friday, May 18, 2007.

BID LIMIT REGULATIONS:

Dr. Pai discussed the Bid Limit Regulation with the committee. He stated that the bid limit changes every year and it has been raised to \$69,000.00 this calendar year. The \$69,000 would be the total cost of the bid, expense etc not individual cost.

DOCTORAL PROGRAMS AND LEADERSHIP PROGRAMS:

Dr. Pai disseminated information on the Doctoral and Leadership Programs that are offered in California. Victor Jaime stated that SDSU University has offered two doctoral programs one for K-12 and one for community colleges. He encouraged all of the committee members to attend. He mentioned that some Universities offer their doctoral program online.

COMMENCEMENT 2007:

Dr. Pai asked Sergio Lopez who the guest speaker was going to be for the commencement ceremony. Sergio Lopez stated that the committee decided to leave the decision up to Frank Fernandez, ASG President. He had decided to have Scott Lay as the guest speaker but that has been put on hold. Mr. Lopez stated that there might not be a guest speaker for the Commencement. Dr. Pai stated that if Frank Fernandez wants Scott Lay as the guest speaker to let him know as soon as possible. Dr. Pai stated that he would give Scott Lay a call. Mr. Lopez said that he would have Frank Fernandez come to speak with Dr. Pai today.

About 300 students will be participating in the graduation ceremony. Mr. Lopez stated that his office is still processing late orders for cap and gowns and the number might rise slightly.

Kathy Berry asked if white gowns will be purchased for the nursing students. Mr. Lopez stated that they would not be ordering any white gowns; all graduates will be wearing the gray gowns. He did mention that gold and silver cords have been purchased. The gold cord signifies students who are graduating with distinction and silver signifies with honors.

VIP invitations are being sent out and invitees are requested to RSVP and have reserve seating. Bill Gay will be at the VIP booth and assist them to their seats. Dr. Pai will recognize the VIP's in attendance from the podium once the ceremony begins. Dr. Pai, Bill Gay, Gene Hill and Sergio Lopez will meet to discuss the VIP list.

CHINA TRIP:

Dr. Pai shared his experience of his trip to China with the committee. They visited Zhengzho's Kaifeng University, Northwest University in Xi'an, and Fudan University in Shanghai. They signed a letter of intent at

the Kaifeng University, and a verbal letter of intent at Northwest University of Sian along with their attached middle school 7-12 grades. These three universities have hundreds of agreements with different universities and colleges in the world. One University is a city owned university, one is a provincial owned university and one is a national university 5th ranked in China.

These are the three models they were given to consider:

1. Educational Cultural Exchanges
2. Faculty/Staff Exchanges
3. Joint Venture

Gary Rodgers shared his experience with the committee on his trip. He stated all of the universities that they visited had extensive foreign exchange programs with hundreds of colleges around the world. He stated that it would to a phenomenal experience for our students to participate in this type of program and the college will support the idea. He stated that we should make contact not just with universities in Mexicali, but in Guadalajara, Mexico City, Central America, Europe, and Morocco and in China.

Dr. Pai said that a lot of the students from China are going to colleges in Australia, New Zealand, England and Canada and not coming to the U.S. Dr. Pai is on the International Global Education Commission of ACC and two of the things that need to be emphasized are on enhancing our global education on campus and attracting international students.

Kathie Westerfield asked if it was difficult to get student visas to the United States versus the United Kingdom countries. Dr. Pai stated the since 9/11 the State Department is very reluctant to issue student visas to anyone.

Dr. Pai stated that he would bring samples of the models to the next meeting for the committee to review before they are presented to Academic Senate for review. A group will then be formed in Instructional Council to bring the proposals together for approval. The proposals will then be presented to the Board for recognition.

DEPARTMENT UPDATE:

Kathie Westerfield disseminated copies of the statistical report to the committee members. The information was based on the April 320 report. The FTES are for this year including estimates for the end of spring and summer prior to July 1. FTES are up 6601.3% which is a 1.81% increase from the final report in July.

She reviewed the numbers with the committee and will send the report to all committee members via e-mail.

There was discussion on how to increase FTES that have reached a plateau.

Mr. Fragale informed the committee that the gym floor was near completion and we would have access to the gym on Monday. There were some problems with the dance floor, but it is near completion as well.

The parking lot will be completed in June. The plans are back from DSA with some minor revisions.

He stated that negotiations with CSEA and CTA have almost reached an agreement. Negotiations have been cordial on both sides.

Travis Gregory stated that there were several interviews being held to fill vacant positions on campus. Sexual harassment training will be held on May 23, 2007 for those who have never had this training here at IVC. A presentation on sexual harassment will be held at the June meeting for those committee members who have not met this requirement. On May 30th a session on Safe Office Set Up will be held in 2131.

Academic Senate invited Travis Gregory, Sergio Lopez, Mr. Fragale and Kathie Berry to their meeting to have a presentation on procedures for emergencies. Sergio Lopez and Travis Gregory have almost completed a draft on emergencies procedures that will be incorporated into the procedures manual. The draft will be presented at the next Safety Committee meeting.

Mr. Gregory discussed the Murphy vs Kenneth Cole decision with the committee. Mr. Gregory stated that the college needed to come up with a better way of tracking meals and rest periods. He will resend the e-mail to all committee members regarding the most recent decision. More information to come on this item as it becomes available.

He stated that one of his priorities this year is to have the Human Resources Banner module used to its capacity.

Kathie Berry reminded the committee of the Nursing Division Open House on Friday, May 11, 2007.

Mr. Huerta informed the committee that 1,500 students from all the valley high schools attended the Applied Sciences Expo. Several companies sent representative and the military were well represented. The students, staff and faculty who attended the Expo had a great time.

Robin Ying stated that he had MIS training on Wednesday, May 2, 2007. The training was presented by three staff persons from the Chancellors Office. The training was well attended and 10 people from Palo Verde College attended the training. Jan Magno stated that it was an excellent training. The Chancellors Office has already scheduled the college with the follow up telephone conference for next week.

Dr. Pai recommended that a committee be formed to handle the MIS reports. The committee consists of the following people:

Chair: Robin Ying
Co-Chair: Dawn Chun

Members:

Victor Jaime	Norma Nuñez
Gary Rodgers	Richard Fragale
Travis Gregory	Lilia Sandoval
Kathie Westerfield	Olga Artech
Ted Ceasar	Frances Beope
Jan Magno	

A notice will be sent out to inform the committee of the first meeting.

Meeting adjourned at 11:05

IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING

May 22, 2007, 8:30 AM, Board Room

MINUTES

MEMBERS PRESENT:

Dr. Paul Pai, Superintendent/President
Kathy Berry, Associate Dean/Nursing
Dennis Carnes, President/Academic Senate
Richard Fragale, Interim Dean/Business Services
Bill Gay, Public Relations Officer
Travis Gregory, Assoc. Dean/Human Resources
Gene Hill, IVC Foundation Director

Dr. Victor Jaime, VP/Student Services
Sergio Lopez, Associate Dean/Student Affairs
Jan Magno, Dean/Financial Aid
Gary Rodgers, VP/Academic Services
Efrain Silva, Dean/Extended Campus
Kathie Westerfield, Associate Dean/A&R
Dr. Robin Ying, Dean/Technology & Learning Svcs

GUEST: Dawn Chun, Project Director/Accesso

MEMBERS ABSENT: Ted Ceasar, Associate Dean/DSPS
Gonzalo Huerta, Dean/Applied Sciences

RECORDER: Patricia Robles, Administrative Secretary/Applied Sciences

CALL TO ORDER

The meeting was called to order by Dr. Paul Pai at 8:34 AM.

REVIEW MINUTES DATED MAY 8, 2007

M/S/C Jaime/Fragale to approve the minutes of May 8, 2007 (1 Abstention - Carnes)

TO BECOME AN EXCELLENT COLLEGE: CONNECTING THE DOTS – DR. PAI

Ingredients for Becoming an Excellent College

- Well-qualified faculty
- Well-qualified employees
- Collaborative teamwork
- Integrity
- Commitment to mission
- Fiscal control
- Collective vision
- Champion in workforce & economic development
- Sustaining and stable leadership
- Champion in arts and sciences
- Embrace and manage change
- Balanced curriculum
- Customer service (every taxpayer is our customer)
- Successful students (share stories with community)
- Community network (business/industry)
- State-of-the-art facilities and technology
- Active student body (school spirit)
- Innovative (podcasting; cyber lounge)
- Proactive (reasonable risk)
- Diversity
- Accountability (how to measures success)
- Responsiveness to community (new and emerging occupations; implicit in all the above)

Efforts with ROP are not duplicated because ROP mainly focuses on high school students and by 2010 they will no longer train adults. The WIB is currently being restructured. IVC should have a leadership role in the restructuring of WIB. Dr. Pai suggested that the new CEO join as a member of the WIB Board.

Because K-12 has done away with the arts, it is difficult for higher education to have a strong arts aspect because the arts concept is gone by the time they get here. No Child Left Behind is a major cause of the diminishing of arts in K-12. However, because of UC requirements, students seem to take summer courses in the arts.

There was discussion on bringing back the Alumni Association. The core group to start it up should consist of IVC graduates. Some ideas were mentioned such as an alumni wall, dorms, a yearbook, and a commencement book.

There is a need for modernization funds and upgraded technology. Students need access to the internet (CENIC is the California community college internet system). A cyber lounge was suggested. By June 2008 the technology and telephone system at IVC will be upgraded.

Dr. Pai suggested unfreezing the research and development position. He stated the importance of professional development for faculty and staff.

Dr. Pai stated that the above-mentioned “dots” (or ingredients) to becoming an excellent college need to be connected. The connected dots will become the roadmap to building an excellent college.

DEPARTMENT UPDATES & REPORTS

Admissions and Records-Kathie Westerfield

Kathie reported that some courses were not coded correctly, so we were not getting our maximum FTES. Matthew Thale worked on identifying those courses, which causes an increase in WSCH and DSCH numbers. She expressed concern over the new numbers seeming too high; however, adjustments can be made in July if the numbers are over-projected. Reported numbers were correct until spring 2006, but sometime after that a line in Banner that reports lab hours was dropped.

Kathie gave kudos to Robin Ying and his team. The Banner California Baseline Version 7.4 calculates the contact hours correctly; IVC is currently the only community college using this version in production. Calculating FTES is more challenging now that scheduling is done differently than in the past. It is important that the class schedule, MIS reporting, and FTES calculations are accurate.

Student Services-Sergio Lopez

The annual student awards banquet will be held on June 1, 2007. Sergio said that the College Center needs to be renovated. There was discussion of a cyber lounge.

Academic Services-Gary Rodgers

The 2007-2008 General Catalog is on schedule. There was agreement that book order deadlines need to come after scheduling deadlines. There was discussion about the convenience of online book ordering.

ADMINISTRATIVE CALENDAR

The Administrative Calendar for May and June was reviewed.

NEXT MEETING

The next meeting is scheduled for Tuesday, June 12, 2007 at 8:30 AM in the Board Room.

OTHER

A week from Thursday there will be a crisis communication seminar from 12-1:30 PM. Bill Gay suggested that it would be good to have faculty and campus leaders attend.

Jan Magno is organizing the Season's Celebration; the event will not be sponsored by IVC.

ADJOURN

The meeting was adjourned by Dr. Pai at 11:06 AM.



**Planning and Budget Committee
Unadopted Minutes
Wednesday, May 9, 2007**

Recorder: Mary Carter

√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
_ Dave Drury, Alternate Faculty Representative

Visitors: Kathy Berry, Gary Rodgers, Dr. Robin Ying, Jan Magno, Ted Ceasar, Sergio Lopez, Val Rodgers

Call to Order: The regular monthly meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, May 9, 2007, by Richard Fragale, Chair.

I. Action

A. ***M/S/C Jaime/Fletes to approve the minutes of the March 28, 2007 meeting, as presented.***

B. Next meeting date: no action required. The next meeting will be held on the regular meeting date, May 23, 2007.

II. Information/Discussion

A. **2007-08 Tentative Budget:** Copies of the first draft of the 2007-08 Tentative Budget, Unrestricted General Fund accounts only was distributed to committee members for their review and comments.

For 2007-08, the loan repayment to the State is shown as being taken from the apportionment; off-site leases will be increased by \$180,000 due to increasing rental fees and possible move of El Centro Extended campus to the old Sears building. Efrain Silva is projecting that the cost will be recouped in one to two years due to increased FTEs. Classified salaries include reclassifications and the two IT positions recently approved. Overtime is included in the budget. There is a request for a Dean of Evening College, but the four faculty positions requested by divisions have been taken out. Certificated salaries include all step increases but not column increases as the Business Office does not have information on column increases. Both bargaining units have been offered an additional 2% above the 5% previously included. Classified has tentatively approved the agreement and faculty is still negotiating.

Mr. Fragale reported that all of the \$1.6 million requested by Instructional divisions has been included in the budget. COLA has been increased to 4.53%, giving the District an additional \$130,000; however, there is still a shortfall of \$70,000 to \$75,000. It is anticipated that the District will achieve 6,601 FTE. Non-credit FTE is increasing, but it is funding at 60% to 65% of regular FTE.

Mr. Fragale gave a brief report of bond/modernization projects: light for the baseball, softball and track will be installed allowing the addition of three to four teaching stations at night, and an increase to FTE. The District is ready to go to bid on an all-weather track. Facility School Advisors is working on lobbying the State for forgiveness of the College's loan and modernization funding.

Carlos Fletes reported that he will be meeting with categorical program directors soon on categorical budgets.

- B. **GASB 45/Possible Presentations:** Mr. Fragale asked if the committee was interested in hearing presentations from the JPA's that responded to the College's request for proposals. It was agreed that the committee would hear short presentations at its next meeting.

Meeting adjourned at 2:35 p.m.



**Planning and Budget Committee
Unadopted Minutes
Wednesday, May 23, 2007**

Recorder: Mary Carter

√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

√Carol Cortes-Ramirez, Alternate CSEA Rep.

Visitors: Dr. Paul Pai, Kathy Berry, Gary Rodgers, Jan Magno and Efrain Silva

Call to Order: The meeting was called to order at 2:07 p.m. by Carlos Fletes, Director of Fiscal Services.

- I. Approval of Minutes: ***M/S/C Jaime/Chun (abstain: Carnes) to approve the minutes of the May 9, 2007 meeting as presented.***
- II. GASB 45 Presentations:
 - A. Futuris: Steve Gedestad and Giovanni Pacheco of Keenan and Associates made a presentation on Futuris, Keenan's plan for compliance with GASB 43 and 45. Futuris provides a "substantive plan" required by GASB 43 and assists the District with setting up its own retirement system, which allows for equity investment. Futuris provides an integrated turn-key GASB program, the retirement system is already developed, the plan structure is designed to mitigate fiduciary obligations and the District controls the plan locally. Community college districts that have created, or will create their own retirement systems using Futuris include San Bernardino, Citrus, Long Beach, Sierra and San Jacinto.
 - B. SISC GASB 45 Trust: Cindy Sproles, Chief Financial Office for SISC (Self-Insured Schools of California) made a presentation on the SISC GASB 45 Trust. The plan features an irrevocable trust, investment is pooled for investment purposes but each entity has its own account. SISC is a government entity administered by the Kern County Office of Education, and operates on a break-even rather than profit basis. Fees for a \$2 million annual deposit would be \$2,000. A minimum deposit of \$50,000 is required. Investment results over the past four years are 2003: 20.18%, 2004: 15.13%, 2005: 11.3% and 2006: 11.24%.
- III. Meeting Date for GASB 45 Presentations: A meeting date to hear presentations from PARS (Public Agency Retirement Services) and CCLC (Community College League of California) was set for June 14, 2007 at 2:00 p.m.
- IV. Fiscal Health Risk Analysis Worksheet. Carlos Fletes distributed a worksheet that was developed by the trustee for the Compton CCD, that helps assess a district's fiscal condition.

V. 2007-08 Tentative Budget: Carlos Fletes distributed copies of the revised Tentative Budget. A meeting date of May 30, 2007 at 3:00 p.m. was set to make a recommendation on the budget.

VI. Faculty Replacement Policy: Dr. Victor Jaime presented the following Faculty Replacement Policy, developed by C&I:

The Chief Instructional Officer or the Chief Student Services Officer will, after conferring with the Superintendent/President, work with the Academic Area Leader and an Academic Senator to jointly determine replacement positions for the current or following academic year depending on the time of vacancy. However, in periods of fiscal crises where a hiring freeze occurs, the process to determine validity of replacement shall continue annually until the position is either filled or relinquished. In addition, if a faculty member resigns during a hiring freeze, and the position cannot be replaced due to the freeze, the allocated funds for that position shall remain in the program budget until such time as the position is filled or relinquished.

The committee recommended that the following change be made: ~~the allocated funds for that position shall remain in~~ **be returned to the program budget** ~~until such time as the position is filled or relinquished.~~ **when the hiring freeze is lifted.** Dr. Jaime will take the recommendation back to the C&I sub-committee.

Meeting adjourned at 3:30 p.m.



**Planning and Budget Committee
Unadopted Minutes
2:00 p.m., IVC Board Room
Tuesday, June 5, 2007**

Recorder: Mary Carter

✓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
✓Carol Cortes-Ramirez, Alternate CSEA Rep.

Visitors: Dr. Paul Pai, Gary Rodgers, Dr. Robin Ying and Travis Gregory

Call to Order: The meeting was called to order at 2:01 p.m. by chairperson, Richard Fragale.

- I. **M/S/C Zhao/Jaime to approve the minutes of the May 23, 2007 meeting as presented.**
- II. **Discussion: Revised 2007-08 Tentative Budget:** Carlos Fletes reported on additional funding requests received: \$7,000 from Information Technology for maintenance agreements, \$15,000 for the Dean of Nursing's salary to make up for Title V funds, \$13,000 for the Institutional Researcher's salary that should be district funded. There were also some miscellaneous requests that were \$1,000 or less. Travis Gregory, Associate Dean of Human Resources requested an increase in the Dean's salary line and \$2,000 in the supply account for leadership training.

Mr. Jacobson asked about what contracts make up the total of \$414,000 in personal services contracts. In 2006-07 it was \$260,000.

Eric Jacobson noted increases of over 25% in some budget lines. He stated that if the budget process is that requests from the division are approved by the vice-president and then included in the budget, then a written justification of increases over 25% is needed. Mr. Fragale stated that the perception has been that Instruction was not getting its share. For this budget, the philosophy was to give budget control to the divisions. All of the \$1.6 million requested by Instruction was included in the budget. Mr. Jacobson asked where are the budget controls if something is approved by the vice president? M/S/C Jacobson/Jaime to require justification be presented to the Planning and Budget Committee for budget increases of 25% or more in the 4000, 5000 and 6000 accounts.

- III. Discussion: Four Year Funding Analysis: This item was not discussed.
- IV. Action: Recommendation to approve the 2007-08 Tentative Budget: This item was tabled at the request of John Abarca to allow further time for analysis by CSEA. It is to be acted upon at a special meeting that was set for Friday, June 8, 2007 at 8:30 a.m.

V. ***M/S/C Fletes/Jaime to approve Revised Faculty Replacement Policy:***

The Chief Instructional Officer or the Chief Student Services Officer will, after conferring with the Superintendent/President, work with the Academic Area Leader and an Academic Senator to jointly determine replacement positions for the current or following academic year depending on the time of vacancy. However, in periods of fiscal crises where a hiring freeze occurs, the process to determine validity of replacement shall continue annually until the position is either filled or relinquished. In addition, if a faculty member resigns during a hiring freeze, and the position cannot be replaced due to the freeze, the allocated funds for that position shall ~~remain in~~ **be returned** to the program budget ~~until such time as the position is filled or relinquished.~~ **when the hiring freeze is lifted.**

VI. ***M/S/C Zhao/Jaime to approve the Request to Hire of an additional Staff Secretary II, for the Science/Math/Engineering Division.***

Fiscal impact: \$44,795 -- \$48,278 (2007-08 salary and benefits)
Funding source: General Fund/Reserve

VII. ***M/S/C Zhao/Jaime to approve the Request to Hire of a Math Lab Assistant, 22 hours per week.***

Fiscal impact: \$23,564 -- \$25,262 (2007-08 salary and benefits)
Funding source: General Fund/Reserve

VIII. ***M/S/C Zhao/Jaime to recommend approval of funding in the amount of \$200,000 from one-time monies for replacement of computers.***

Based on the campus computer inventory survey conducted by council member Larry Valenzuela, there are 150 computers due for replacement in the 2007-08 fiscal year. Therefore, the Technology Council recommends putting \$200,000 in the budget for capital equipment replacement. Submitted by Technology Council co-chairs, Dr. Robin Ying and Dr. Jim Fisher.

IX. **Next Meetings:** A special meeting will be held on Friday, June 8, 2007: Agenda items: 2007-08 Tentative Budget, Replacement of micro-computer technician and Computer Loan Program for 2007-08.

June 14, 2007 -- presentations regarding proposals for GASB 45 services from CCLC (Community College League of California) and PARS (Public Agency Retirement Services).

Meeting adjourned at 3:40 p.m.

Imperial Valley College Technology Council Meeting

**Minutes
April 25, 2007**

Voting members present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Mary Jo Wainwright, Faculty Representative
David Zielinski, Faculty Representative
Dawn Chun, CMCA Representative for Linda Amidon
Larry Valenzuela, Classified Representative
Michael Boyle, Classified Representative
Bettsie Montero, Classified Representative

Voting members absent:

Kathie Westerfield, Chair of BUG, Administrative Representative – Excused
Kathy Berry, Classified Representative
Francisco Mariscal, ASG Representative

Consultants present:

Dr. Michael Heumann, Faculty Representative
Lincoln Davis, Faculty Representative
Andres Martinez, Faculty Representative

Consultants absent:

Janis Magno, Administrative Representative
Charles Wang, Classified Representative
Jeff Cantwell, Classified Representative

Recorder: Toni Gamboa

Visitors: Sergio Lopez, Associate Dean of Student Services
Zula Hartfield, Human Resource Analyst
Martha Olea, ACCESO Technician
Joselito Villero, Left on Aten /Photographer

Call to Order

The Technology Council meeting was called to order at 8:40 a.m. by Dr. Ying, Co-Chair.

Approval of Minutes

M/S/C J. Fisher/L. Valenzuela to approve the minutes of March 28, 2007 as presented.

Visitors' Comments

Sergio Lopez stated that he was attending the meeting to address one of the agenda items the Technology and Campus Security. Mr. Lopez requested if the agenda item could be moved up given the fact that he had another meeting to attend.

M/S/C M. J. Wainwright/J. Fisher to move the Technology and Campus Security agenda item as the first order of business. Motion carried.

Technology and Campus Security

Dr. Ying began with the Technology Forecast, a power point presentation he presented at the Board Retreat.

Technology Forecast for 2007-2008
07-08 Focus – Campus Technology Modernization

The Technology Forecast plan will be part of the modernization plan to take place within the next year and a half. Sergio Lopez stated that the Campus Security will be submitting their plan within the next couple of months. Mr. Lopez mentioned that the wireless surveillance cameras which will be purchased will be placed on campus. There will be timing issues which will need to be coordinated and discussed at a later time.

Dawn Chun informed the members that before the end of September 2007, the Title V Grant set aside monies to include software and hardware for the web casting and video broadcasting IT portion for Distance Education. However, in speaking with Dr. Ying, the technology infrastructure is unable to support these classes at this time. In view of this, Mrs. Chun purposes to delay the implementation of the web casting and the video broadcasting IT portion for one year to the later part of 2007-2008. The timing on the implementation of the technology plan within the year is extremely important due to the fact that a great deal of money is in jeopardy.

Mr. Lopez stated that with the Virginia Tech incident, it has brought up a lot of different issues on campus. The Safety Committee has contacted the Sheriff's Department to provide on campus visibility. In addition, procedures for hostage and active shooters are being set up with the Police and Sheriff Departments. Presently, an evacuation plan is in place but there are no procedures for hostage or active shooter situations.

Additionally, a wireless surveillance system is being considered. With the breaking ground for the new Science Building, there will be a longer walk into dark areas on campus. The surveillance cameras will help monitor the dark areas on the North lot and all campus lots. These wireless surveillance cameras are being considered purely for safety and security purposes according to Mr. Lopez. This is a stand alone system which will be housed inside the Parking Control Office. Mr. Lopez is in the process of re-writing the job description for the Parking Control Officer to be the Security Officer as well.

Campus Computer Inventory – Jim Fisher & Larry Valenzuela

Larry Valenzuela provided an update of the section of the inventory he has completed thus far. The update does not include the section Jim Fisher is working on. The handout is an estimation of the amount of computers that are on campus. It is only a summary.

Mary Jo Wainwright recommended that Jim Fisher relinquish his section of the inventory to Larry Valenzuela in order to complete the inventory. All members were in agreement. Ms. Wainwright volunteered to work with her Division Secretary to obtain the computer information necessary to complete the inventory for the Social Sciences area.

David Zielinski recommended contacting Division Chairs to assist in obtaining their department computer information in order to expedite the process.

Zula Hartfield offered to obtain the computer information for Human Resources.

Information Systems Staff Level Study – Lincoln Davis

Lincoln Davis reported that he had already sent the information to all members via e-mail. He provided a copy of the document by the Chancellor's Office indicating the statistics. The plan was completed in 2000. The document is approximately 55 pages long. Mr. Davis was especially impressed with the strong language used regarding the mandate to provide technology instruction to our students. According to the data, it increase the number of positions by at least 50%.

Mary Jo Wainwright thanked Mr. Davis for his prompt response in providing this information.

Technology Master Plan Finalization

Dr. Ying informed the members that he would like to integrate the technology modernization plan as well as the security information to the final Technology Master Plan. Mary Jo Wainwright recommended that the Technology Master Plan be edited to a master plan format. The Technology Master Plan appears too detailed and not in succinct with the proper format.

Lincoln Davis recommended that the Technology Council prepare a statement as to where they stand according to the surveillance camera policy. Dr. Ying stated that he feels this policy should be submitted to College Council for final determination. Dr. Ying solicited volunteers to research policies on the web dealing with this issue. Mr. Davis volunteered to research the web to provide data regarding this issue at the next Technology Council meeting.

Jim Fisher asked when the technology plan would be implemented. Dr. Ying stated that it would start on May 2007. According to Mr. Fisher, the Board has approved the plan. Dr. Ying stated that the Board had approved the proposal, but had not yet received the account code associated with the funding for implementation of the plan.

Other

Bettie Montero reminded everyone that the Chancellor's Office will be on campus on May 2, 2007 to provide MIS Training. Dr. Ying encouraged all personnel involved to attend.

Next Meeting

The next meeting of the Technology Council is scheduled for Wednesday, May 9, 2007 in the Board Room.

Adjournment

M/S/C M. J. Wainwright/J. Fisher to adjourn the Technology Council meeting at 9:45 a.m.

**Imperial Valley College
Technology Council Meeting**

**Minutes
May 9, 2007**

Voting members present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Kathie Westerfield, Chair of BUG, Administrative Representative
Kathy Berry, Administrative Representative
David Zielinski, Faculty Representative
Mary Jo Wainwright, Faculty Representative
Bettsie Montero, Classified Representative
Larry Valenzuela, Classified Representative

Voting members absent:

Linda Amidon, CMCA Representative
Michael Boyle, Classified Representative
Francisco Mariscal, ASG Representative

Consultants present:

Dr. Michael Heumann, Faculty Representative

Consultants absent:

Lincoln Davis, Faculty Representative
Janis Magno, Administrative Representative
Andres Martinez, Faculty Representative
Charles Wang, Classified Representative
Jeff Cantwell, Classified Representative

Recorder: Toni Gamboa

Call to Order

The Technology Council meeting was called to order at 8:36 a.m. by Dr. Robin Ying, Co-Chair.

Approval of Minutes

The minutes of April 25, 2007 were deferred until the next Technology Council meeting scheduled for May 23, 2007.

Visitors Comment

None

Campus Computer Inventory Update – Larry Valenzuela

The campus computer inventory will serve as a basis to recommend a Capital Replacement Schedule to Business Services. This inventory will allow the replacement of computers every 3 years. Thus far, a total of 922 computers have been placed on the campus computer inventory. In reviewing the inventory, 100 of the 922 computers will need to be replaced next year. Modifications to the inventory are still in process. According to Dr. Michael Heumann, there are still ACCESO computers not accounted for in the inventory. The inventory indicates 10 computers; however, there are 10 computers just in Room 3200.

The recommendation from the Technology Council members is as follows:

M/S/C L. Valenzuela/B. Montero to submit a \$200,000 request for Capital Replacement funds.

A letter will be drafted to present at the Planning and Budget meeting.

Information on Campus Surveillance Policies Study – Lincoln Davis

In Lincoln Davis' absence, the agenda item was deferred until the next Technology Council meeting on May 23, 2007.

Other

Dr. Ying gave a presentation on draft of the Campus Network Modernization Plan Timeline. The timeline is pending inputs from the various vendors.

CCCCO Security Policy and Assessment – Robin Ying

Dr. Ying disseminated a copy of the March 2007 California Community Colleges CCCCCO Security Policy package to all members present for their review. Included in the package are:

- Quick Start Guide Draft 1.0
- Security Assessment Evaluation and Analysis Draft 3.9
- Security Self Assessment – Quick Start Guide Draft 1.0
- Security Incident Response – Quick Start Guide Draft 1.0

Members were asked to review the report for discussion at the next Technology Council meeting. The package contains templates for security policies and procedures regarding campus information systems.

Technology Master Plan Discussion

Dr. Ying handed out a draft of the revised Technology Master Plan. He thanked Mary Jo Wainwright for her input in sections 3 and 4. An Appendix A was attached in order to include the detailed information provided by Larry Valenzuela. Michael Heumann inquired if the

Technology Master Plan was being finalized? Dr. Ying stated that he is still open for suggestions to refine the existing document.

The Technology Master Plan will be submitted to College Council and the Academic Senate for review. The final copy will then be submitted to the President, and finally to the Board for approval.

Kathie Westerfield stated that most master plans have a timeline. The title should be changed to reflect the 3 year plan. It should specifically state the academic year (s) it will include.

Next Meeting

The next meeting of the Technology Council meeting is scheduled for Wednesday, May 23, 2007 at 8:30 a.m. in the Board Room.

Adjournment

M/S/C M. J. Wainwright/L. Valenzuela to adjourn the meeting at 10:00 a.m.



IMPERIAL VALLEY COLLEGE
Bond Oversight Committee for Measure L
May 4, 2007

Members Present

✓Dr. Barbara Macci-Trethewey, Chair
✓Terence Donovan
✓Kathy Kennerson
✓Tina Lee
✓Henry Monroy

—Bertha Morris
—Phyllis Thompson
✓Janet Thornburg
—Sunni Pyron, Student Representative
Recorder: Mary Carter

Others Present: Richard Fragale, Interim VP for Business Services, Dr. Paul Pai, Superintendent/President, Rick Webster, Director of Maintenance, Jimmy Sanders, Architect, Niel Pollock and Dave Vosper, Nielsen Construction, Francisco Mariscal, ASG Representative and Bill Gay, IVC Public Relations

Approval of Minutes:

M/S/C Monroy/Thornburg to approve the minutes of the February 23, 2007 meeting as presented.

Science Building Update:

Richard Fragale reported that the College has received the structural plans back from the Division of the State Architect. It is anticipated the College will be able to go to bid on the first bid package, earthwork, very shortly. A Groundbreaking Ceremony and Nursing Department Open House is being held on Friday, May 11, 2007, and all committee members are invited.

Niel Pollock, President of Nielsen Construction and Jimmy Sanders, District Architect made a presentation to the committee on the Science Building construction project. Mr. Pollock reported that Nielsen Construction has been reviewing the drawings, working on building material estimates and construction schedules. So far, 15 bid packages have been identified. The bid packages for #1 earthwork, grading and demolition, and #2 site concrete are ready. There will be a prime contractor on each bid package; the College will be the “general contractor” for entire project. This method of delivery allows for greater participation from local companies and avoids delays and change orders. The preliminary estimate for direct construction cost is \$24,847,000. The committee was shown the preliminary schedule for the project, using the critical path method. This is the road map for the project. 150 activities have been identified, with an estimated 1,000 activities when the project goes to bid. The completion date is estimated as April 2007, and bid package #1 is estimated to go to bid in June 2007.

Project Update:

Mr. Fragale announced that a tour of on-going projects would take place after the meeting. The parking lot project has begun, and the gym floor and dance room floor replacement is in progress. He also reported that there will be an upgrade of the technology and communication system using one-time state monies.

Expenditure Report:

The committee reviewed the Bond Fund Expenditure Report as of April 30, 2007. Year-to-date expenditures are \$3,360,084.80. Cash in County Treasury, as of April 30, 2007 is 32,231,011.80.

2006-07 Bond Fund Expenditures, as of 4/30/07:

81001 - MODERNIZATION	287,143.63
82001 - SCIENCE BUILDING	1,952,406.49
83001 - TECHNOLOGY BUILDING	534,322.71
84001 - MAINTENANCE & REPAIR	<u>586,211.97</u>
Total All Funds	3,360,084.80

Next Meeting

The committee agreed to hold its next meeting in September, date TBA. The committee asked to be informed via e-mail if any significant events occur during the summer.

Janet Thornburg reminded the committee that both she and Tina Lee have terms that expire in November, and that they cannot be re-appointed.

Meeting adjourned at 2:45 p.m.

BANNER USERS GROUP

Meeting of May 10, 2007

MINUTES

Kathie Westerfield, Chair called the meeting to order at 10:00 a.m.

Argos Reporting Tool

The following personnel met on May 9, 2007 to discuss Argos: Dr. Robin Ying, Jeff Cantwell, Randy Burt, Dawn Chun, and Kathie Westerfield.

The consensus regarding the building blocks:

- 40% of those delivered will be "perfect"
- 40% of those delivered will need tweaking
- 20% will need to be built from scratch

It was also the consensus of that group that an Argos Users Group (AUG) will need to be created when the purchase is complete to act as an ongoing steering committee for the project/product.

Responsibilities may include:

- Determine what data blocks are needed
- Build on test database
- Determine how to know if using correct data from Banner (compare to Banner code?)
- Approve all data blocks and reports before making public
- Analyze performance impact on production DB – do we need to clone nightly for DB for Argos use only, or run parallel DB?
- Determine when SQL expertise is needed from IS staff
- Chair to be selected by Committee and also serve on BUG

M/S/C to purchase Argos.

Installation of Banner Version 7.4

Dr. Ying reported that 7.4 has been available for testing for several months and we have found that no one has time to test as recommended prior to installation. It was decided we should move forward with the installation and resolve issues as they are identified during daily use.

Date for installation to take place: Saturday, May 19.

Why multiple campuses? Effect on 320 and other reports

Five campus codes have been developed by unknown users and they are creating problems in completion of the 320 Apportionment report and others. They are:

M	Main	NC	Noncredit
CS	Community Service	OL	Online
EX	Extended		

None of the committee members present could determine any need for the multiple campus codes. It was determined that IVC does not have multiple campuses by legal definition; we have multiple locations in which courses are offered and multiple delivery methods. Campus codes should not be used to identify locations or instructional delivery methods.

It was moved by Connie Johnson and seconded by Dawn Chun that the only campus code to be used in the future should be M for Main.

It was noted that a representative of the Extended Campuses was not present. Kathie Westerfield will contact whoever that committee member is and encourage participation and discuss the issue of multiple campus codes to determine if they are being used by the Extended Campus staff.

Other

Dr. Ying reported on the need to clean-up old files in Banner. His staff will be working on that so disc space is made available. Conversion of all campus codes to M can be part of that project.

The slowness of Banner was discussed.

Kathie Westerfield reported and Dr. Ying verified that if all goes as planned, the upgrade of our network, telephone system, and fiber should be completed by June, 2008.

Next Meeting

Thursday, May 24, 2007, 10:00 a.m.

The meeting was adjourned at 11:00 a.m.