



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, October 8, 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 (Vice Chair)
Bruce Seivertson, Faculty Representative
VACANT, Faculty Representative
Armando Mendez, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative
Sam Felix, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 24, 2007

AREA REPORTS/UPDATES

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 09/05/07
2. Administrative Council, 09/11/07
3. Campus Operations Committee, 09/20/07
4. Citizens Oversight Committee for Measure L, 09/20/07
5. Insurance Committee, 09/19/07
6. Planning and Budget, 09/12/07, 09/26/07

DISCUSSION AND INFORMATION ITEMS

No items.

ACTION ITEMS

No items.

ADJOURNMENT

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

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

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 24, 2007 – 2:30 P.M.
Administration Building Board Room

College Council Chair, John Abarca, called the meeting to order at 2:35 P.M.

Council members in attendance were as follows:

Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative
Bruce Seivertson, Faculty Representative
Armando Mendez, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative
Sam Felix, Alternate Student Representative

Gary Rodgers, Ex Officio [left 2:45 p.m.]
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Patti Biley, Faculty Representative
Frances Arce-Gomez, Classified Representative
Rick Webster, Alternate CMCA Representative

Others present were:

John Lau; Diedre Pollock; Travis Gregory; Frances Beope; Dawn Chun

MEMBERSHIP CHANGES

Chair Abarca announced that Dr. Patti Biley resigned the committee and asked Dr. Bruce Seivertson to appoint a new Faculty Representative. Chair Abarca welcomed Armando Mendez as the Alternate Faculty Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, AUGUST 27, 2007

M/S/C Dr. Bruce Seivertson/Sergio Lopez to approve the minutes dated September 10, 2007.

Motion carried.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry was not present at the meeting. This item was tabled.

Accreditation Process

Vice President for Academic Services Kathy Berry was not present at the meeting. This item was tabled.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- Met with the Bond Oversight Committee and they discussed a conceptual plan in nature. He asked the committee to prioritize and ask for approval to the conceptual plan. He stated that it would come to College Council in December.
- He announced that the overview schedule to control bond projects which has a shortfall of about \$5 million will be discussed.
- He announced the bond interest has not been negotiated and he is working on the budget for that expense.

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at the meeting. This item was tabled.

ACCESO – Dawn Chun

Project Director/ACCESO Dawn Chun reported the following:

- ACCESO will reach the end of its third year at the end of September.
- She reported she would provide information on the number of online classes and the number of instructors trained to teach online classes and students enrolled for online classes.
- Provided a handout on the online courses offered from fall 2005 to fall 2007. She stated that 27 individual courses have been offered to date.
- She reported that the online program will add an additional 10 more classes by spring 2008.

Title V Cooperative Grant

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

Learning Services

Dean of Technology/Learning Services Dr. Robin Ying was not present at the meeting. This item was tabled.

Associated Student Government

ASG President David Lopez reported the following:

- ASG, SDSU/IV Campus and VFW Post 9305 presented Dr. Maggie Rivas-Rodriguez as the National Hispanic Day speaker on September 19th in the College Center. He stated Dr. Maggie Rivas-Rodriguez is from the University of Texas and is an associate journalism professor. He stated she provided a lot of valuable information.

- The Fall Health Fair will take place on October 9th and 10th from 8:30 a.m. – 11:30 a.m. in and outside of the College Center. He stated ASG would be provided a BBQ for the participants of the health fair and hoped that would keep the students involved and interested in the fair.
- He reported that State ASG Senator Frank Fernandez would speak to the ASG State Senate regarding the Community College Initiative on October 11th on efforts to raise money on campus. He stated the Initiative is to reduce tuition fees to \$15 per unit.
- He announced that ASG would be contributing \$2,500 towards the Initiative.

Chair Abarca asked what type of fundraising event would take place. ASG President Lopez stated it could be a BBQ; however, plans had not been set.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- A Dean of Instruction for Evening will be going through the shared governance process. He stated the position has a tentative schedule of Monday through Thursday from 1:00 – 10:00 p.m. and Fridays from 11 a.m. – 7:00 p.m. He stated this would be an administrative position.
- The Accreditation Chair Dr. Roe Darnell and his assistant would be visiting the campus and stated that Dr. Darnell may want to visit with some constituencies from shared governance.
- He reported on enrollment. He stated FTEs were at 2,896 which are 83 more FTEs than last fall. He stated the headcount is at 8,519 which is 381 more than last fall and is the highest enrollment at IVC. He reported that at the last SDICCCA meeting, other colleges were reporting a 5% increase on headcount which is about our range.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes for the following minutes were received:

1. Administrative Council, 08/28/07
2. Campus Operations Committee, 09/6/07
3. Insurance Committee, 05/03/07

DISCUSSION AND INFORMATION ITEMS

1. 2007-2008 Budget

Director of Fiscal Services Carlos Fletes passed out the Draft 2007-2008 Final Adopted Budget and made the following comments:

- The major changes are listed on page 2.
- Net change to budget is \$74,311 which was added to the budget.
- 15.77% reserve

VP for Business Services John Lau made the following comments:

- He will go into planning mode and anticipate budget variations.
- He stated that \$700,000 of old bond payments were done through the general fund.

- Bad debt expenses have not been accounted for and aging accounts need to be moved to the bad debt expense to write it off. He stated his office would be doing a list of the estimated debt that has not been paid and write it off over the next three to four years.
- He stated page 1 of the budget shows a more accurate document.
- One contract (CSEA) is currently being negotiated and he stated the impact on the budget is still unknown.
- There are differences of opinions as to the amount of reserves that are needed. He stated that the college could not continue operating from reserves.
- Couple of things he wanted to make everyone aware of: GASB 45 which is a retirement funded in the same manner as a pension and the need to pre fund that program.

Dawn Chun asked the last time a bad debt was written off. Director Fletes stated it had never been done. Frances Beope asked if the bad debt was the difference from the amount the collection agency COTOP collected. Director Fletes stated IVC had not used COTOP because it was ineffective. Chair Abarca stated it appeared that IVC was sponsoring a certain amount of education. VP Lau stated it was a benefit to have enrollment.

2. New Website

Vice Chair Michael Heumann stated he had attended both Technology Council and Academic Senate where the new website was discussed. He stated that Dr. Robin Ying announced the website would be operational on September 28th. He stated the majority of the website is being implemented by web leads from each area and Larry Valenzuela was training the leads on the new website. He stated that his understanding was that faculty members have two options: create new content using the built-in Content Management System or request a sub domain and use programs such as Dream Weaver.

Faculty Representative Armando Mendez asked if staff had access to Dream Weaver. CSEA Representative Patty Robles stated she was informed that Dream Weaver was not an option. Chair Abarca asked if the spell check had been installed. Vice Chair Heumann stated it had not.

Chair Abarca stated that he does not feel September 28th is a possibility to have the web site operational. He asked if a web master had been hired. There was discussion as to the four openings in the IT area and discussion on the critical nature of hiring these people, in particular the web master as this will be online soon.

Chair Abarca stated he would defer those questions and solicit a response from Dr. Ying.

ACTION ITEMS

No items.

ADJOURNMENT

M/S/C Sergio Lopez/Michael Heumann to adjourn the meeting at 3:12 p.m.

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

2007		2008	
October 8 & 22	December 10	January 14 & 28	April 14 & 28
November 26		February 11* & 25	May 12
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* Spring Semester Begins

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

**STUDENT SERVICES UPDATE
September 2007**

District Counseling

- We have begun establishing contact with the high schools to begin the fall semester's Adopt a High School Program where counselors visit the high schools to speak with students interested in coming to IVC.
- The counselor liaisons have been attending Division meetings when invited, Math & Science, CFCS, and Applied Sciences, and I have not been advised of any other invitations.
- We attended the CSU Counselor's Conference this week with good representation from all segments of counseling.
- We have a representative from counseling on the presidential search committee which was selected by the Academic Senate.
- I have prepared & trained counseling staff to provide Basic Skills presentations beginning the first week of October. The staff will go to all Math 070 & 080 classes taught this Fall '07 on main campus and at the Extended Campus Sites.

Matriculation

- Coordinated CELSA testing for re-validation of new cut scores.
- Attended Basic Skills Workshop in Palm Desert on Sept. 14, 2007
- Selected as Chair of Equivalency Committee
- Coordinated ESL Non-credit Presentations
- Migrated to ACCUPLACER new platform
- Continue to see students to assist them with their Student Educational Plans
- Administered the CELSA test to 34 ESL classes for the re-validation
- Presented a mini-orientation to IVC to 11 Non-credit ESL classes
- Attended CSU and UC Conferences
- Prepared to conduct Probation Pilot Program
- Assisted the Dean of Technology with new IVC Web pages

Assessment Center

- Assessment Technicians assisted in administering CELSA test for re-validation
- 14 students took CELSA during September
- 56 students took ACCUPLACER
- 19 took the GED test

Transfer Center/Articulation Services

- Student Appointments (Avila, Gomez and Lee)
- TC Folder Review (Avila and Gomez) – Lee Completed
- Conferences/Training Meetings:
 - Transfer Center Directors – 09/05-06/07 Sacramento
 - UC Counselor Conference (UCD-Lee and UCR-Avila) - September
 - SDSU Transfer Center Directors Mtg (Gomez for Lee) – 09/24/07
 - CSU Counselor Conference – Pasadena (Avila and Lee) – 09/27/07
- Other IVC meetings: Visioning Event (San Pasqual/Lee), ROP (CDTC & CFCS Articulations), Degree Works, Academic Senate, Academic Renewal, Distance Education Scheduling Conflicts, Mathematics Basic Skills prerequisites and HS articulations, Faculty Curriculum Issues (Guinn, Decker and McNeese), Advanced Placement, Title 5 2+2 Grants, etc. (Avila/Lee/Gomez)
- Higher Education Week I – September 17 through 20 – at the high schools (8)
- Transfer Admission Guarantee's (TAG) – UC deadlines (09/28)
- Reports – Articulation Grants (\$5,000) Due on 06-07 usage

Student Support Services

- Academic monitoring probation students
 - o On-going course recommendation for Winter '08 and Spring '08
 - o On-going program orientation planning for new comers
 - o Inputting data for performance report due in November

Disabled Students Programs and Services (DSP&S)

Test Proctoring	25
Reader Services	8
Sign Language Interpreters	9
Notetakers	12
Scribe	8
Tutoring	26
Adaptive Furniture	11
Tape Recorders	10
New Student Applications	11
Counselor Appointments	84

Workability III

Student Appointments	17
Job Placements	2

CalWORKs Assessment and Counseling

- CalWORKs has a new Office Assistant who began working on September 17, 2007.

EOPS

- 527 completed appointments
- 93 No shows
- 75 canceled appointments
- 104 bus passes were provided to EOPS students
- 644 EOPS students were provided \$100.00 book gift cards
- Staff attended CSU and UC counselor conferences
- EOPS orientation was held on September 17, 18, 19, and 20, 2007.

Financial Aid

- First Pell disbursement is complete
- Cal Grant will be disbursed Oct. 24th
- Requests for Work Study referrals should be made ASAP.

Educational Talent Search

- ETS Director attended the 26th Annual COE Conference in Chicago. Director attended various workshops and gathered materials and ideas and can be implemented to the ETS program.
- September 13:
 - Director attended the Counselor Kick-Off meeting in order to prepare for the upcoming event.
- September 17:
 - Director attended the Trio Alliance meeting held at CSU San Marcos. Most of the meeting was about Upward Bound.
- September 17-20:
 - ETS Director attended all Higher Ed. 1 presentations at all high schools. ETS Seniors were able to speak to the director and sign-in at the table.

- September 25:
 - o ETS Director and counselors attended the annual CSU Counselor Conference held in Anaheim. Staff attended workshops regarding updates to the CSU system and obtained valuable information and materials.
- September 27:
 - o Director attended the Counselor Kick-Off meeting in order to prepare for the upcoming event.
- September 3-28:
 - o ETS staff has been recruiting at various school sites.

Admissions and Registrar

- **Students Served:**

Processed 551 requests for official transcripts to be sent to other institutions and employers, averaging 29 requests fulfilled per work day.

Processed 293 enrollment verifications and 21 degree verifications.

Evaluated records and documents for over 40 requests to change students' status from nonresident to resident tuition and fee purposes.

Downloaded applications approximately 45 times (1-2 times/day).

290 applications for admission were processed.

Errors were corrected on approximately 100 applications so the download could be completed.

Evaluated over 300 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 30 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 17 students.

- **Registration:**

Facilitated registration for 98 additional students for Fall on September 1-2; manually input hundreds of late registration requests after that date.

Processed over 1,000 census rosters dropping hundreds of no-shows.

Worked intensively with instructors regarding roster and registration procedures/issues.

Began setting up application and registration processes in CCCApply and Banner for Winter and Spring, 2008.

- **Graduation:**

21 final certificate and 20 degree evaluations completed, input in Banner, grad database updated, and certificates and diplomas printed.

5 duplicate diplomas printed

Student Affairs

- Mondays – Weekly Associated Student Government meetings (Board Room, 1:00 p.m.)
- Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- September 6th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- September 14th – Mr. Lopez met with Tina Aguirre, Associate Administrator for Clinical Services from Pioneers Memorial Health District regarding student inquiries and complaints.
- September 17th – ASG sponsored Constitution Day in the College Center at 12 Noon. Political Science Instructor, Mr. Kevin White was the guest speaker.
- September 19th – ASG sponsored Journalist and Professor, Dr. Maggie Rivas-Rodriguez (College Center, 12 Noon) as part of National Hispanic Heritage Celebration.
- September 20th – ASG also sponsored social activist, singer and comedian, Mr. Ramon “Chunky” Sanchez (College Center, 12 Noon).
- September 20th – Campus Operations Committee meeting (Transfer Center, 2:00 p.m.)
- September 21st – Discipline Hearing (Student Affairs Conference Room, 1:00 p.m.). The committee members uphold Mr. Lopez’s decision to leave the student on probation for the remainder of the Fall 2007 semester.
- September 27th – ASG gave free sno cones to students (Quad, 10:00 a.m.-1:00 p.m.)
- September 27th – Parking Control Appeal Hearings – Seven (7) cases were reviewed. Four (4) cases were found liable and three (3) were dismissed.
- September 21st – Discipline Hearing (Student Affairs Conference Room, 1:00 p.m.). The committee members uphold Mr. Lopez’s decision to leave the student on probation for the remainder of the Fall 2007 semester.
- September 27th – ASG gave free sno cones to students (Quad, 10:00 a.m.-1:00 p.m.)

- September 27th – Parking Control Appeal Hearings – Seven (7) cases were reviewed. Four (4) cases were found liable and three (3) were dismissed.

Upward Bound

- Attended the NCEOA conference in Chicago;
- The tutorial Saturday services withheld at Imperial Valley College Library from 9:00 a.m.-1:00 p.m. Four tutors were hired to help Upward Bound students with their high school homework and assignments. Tutorial services were provided September 8, 15, 22 and 29. Twenty students were served during those weekends;
- Appreciation snack baskets were delivered at the seven high schools. Thank you cards were attached and all the high school registrar staff were given a basket;
- Six high school principals were visited and activity notebook was developed for their references. The high schools were also provided with the summer residential grades earned by the upward bound students;
- Holtville high school principal will be visited on Friday, October 5th at 8:30 a.m. the principal has noted concerns at her school site. Those concerns will be addressed at this meeting;
- Upward Bound staff orientation notebooks were organized during this month for the Upward Bound staff who will be working at the high school sites;
- Upward Bound student recruitment continues for the remaining 14 slots. These slots will be filled by Holtville students

IVC Academic Senate

Approved Minutes

September 5, 2007

- I. The meeting was called to order at 1:37 pm by President Seivertson.
- II. Roll Call
 - Present: Melani Guinn, Cesar Guzman, Michael Heumann, Mary Lofgren, John McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes
 - Excused: Suzanne Gretz, Carol Lee, Bobbie McClain, Mariaelena Thibodeaux
 - Absent: Dave Drury, David Lopez
 - Visitors: Trini Arguelles, Jeronimo Garay, Travis Gregory, Eric Jacobson, Victor Jaime, John Lau, Sergio Lopez, Gary Rodgers, Kathy Westerfield, Robin Ying, David Zielinski
- III. **Visitor Comments**
 - Barbara Nilson – invited the senate members to join the IVC Foundation. She also asked those that are members to think about increasing their donation.
 - David Poor – indicated his support for reserved parking for faculty and staff.
 - There are 158 tenure track faculty and 168 reserved parking spaces.
 - There has been a steady decrease of reserved parking spaces over the years and a steady increase of faculty.
 - Robin Ying – reserved parking was removed from in front of HR for the day pass machine. He felt the old bus drop off would be a better place.
 - Sherry Zobell – reserved parking should be banned. She never has a problem finding a parking space. Parking lot C is always available.
 - Melanie Guinn – adjuncts should be able to find parking.
 - Mary Lofgren – the flow of traffic on this campus is horrendous.
 - Tom Paine – sometimes he has not been able to find a spot.
 - Gary Rodgers – this is on the agenda for Campus Operations. That meeting is tomorrow.
- IV. **Information/Correspondence**
 1. State Academic Senate sent a letter to specific state and federal office holders to “express their profound apprehension regarding the... efforts to federalize American higher education.” The State Academic Senate President’s UpDate will be available in the library President’s Comments. Nothing has been done about smoking on campus. People that are sensitive to smoke are constantly being bombarded with smoke. Seivertson has asked Frank Fernandez to talk to David Lopez about allowing Frank to continue to work on the Ban Smoking Committee. Not only does smoking cause breathing problems, it also causes trash problems.

Seivertson thanked the nursing students for setting up the tables and chairs in room 2131 for this meeting.

V. Consent Agenda

M/S/C (Nilson/Mendez) to approve the minutes of May 30, 2007, August 17, 2007 (with corrections), and to approve Board resolutions reflecting the C&I Committee's latest recommendations for programs and course additions, revisions, and deletions.

VI. Academic and Professional Matters

1. Nominations of Committee membership
 - a. College Council – Armando Mendez, alternate.
 - b. Equivalency Committee – Barbara Nilson, Norma Nunez, Mary Jo Wainwright will serve on the committee with Melani Guinn, Kevin White, and Sherry Zobell as alternates. M/S/C (Mendez/Zhao)
2. General Election of Senator-at-Large
 - a. The Academic Senate is seeking nominations for one at-large senator, term ending June 6, 2008.
 - b. Scheduling of election
 - i. Notice of Vacancy will be sent out September 10 and must be returned to the secretary no later than September 17.
 - ii. A Sample Ballot will be distributed September 18, with instructions for how to apply for an absentee ballot.
 - iii. The election will be held September 26, from 9 am – 3 pm.
3. Election of Academic Senate Officers
 - a. Vice President – Barbara Nilson
 - b. Secretary – Sherry Zobell
 - c. Treasurer – Norma Nunez
4. Selection of two faculty members for the Presidential Search Committee Frances Beope and Melani Guinn

VII. Discussion

1. Registration Wait List – Kathy Westerfield
The wait list by Banner doesn't do any checking as it is now, so students could register whether they have the pre-requisite, time conflict, etc. A new program is being written based on Bakersfield's process. This is due to come out in 2008. This wait list program be able to take students from the list and plug them into the class as a spot becomes available. The biggest problem will be communicating this to students, staff, and faculty. Bakersfield's model relies on students checking their own schedules often.
2. By-laws – Armando Mendez – Copies of the by-laws, with revisions, were distributed. Senators are to read them over and come to the next meeting to discuss the proposed changes.
3. IVC Chairs' discussion of C&I – There is some concerned about how the Academic Senate by-laws, the faculty contract, co-chairs, etc. work together? The Academic Senate representative needs to be the Curriculum co-chair. The division chairs feel that there should be a job description

before this person is chosen. It was decided to postpone this discussion until a CTA representative is in attendance.

VIII. Committees

1. Budget and Planning – Bruce – budget will be brought to AS at the next meeting.
2. C and I – Lianna – met in August, approved minor definitions.
3. College Council – Kathy - passed the ethics statement.
4. Equivalency – Barbara – some packets were evaluated over the summer.
5. Policies and Procedures Review – Bruce – interesting concepts about gifts, books, selling things on campus, dress code, are being discussed.
6. Administrative Council – Kathy – met last week, the major topic was emergency preparedness.

The meeting was adjourned at 3:23 pm.

IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING
MINUTES
September 11, 2007, 8:30 a.m.
BOARD ROOM

MEMBERS PRESENT:

Gary Rodgers, Interim Superintendent/President	John Lau, VP/Business Services
Kathy Berry, VP/Academic Services	Sergio A. Lopez, Associate Dean/Student Affairs
Ted Ceasar, Associate Dean/DSP&S	Jan Magno, Dean/Financial Aid
Travis Gregory, Associate Dean/HR	Diedre Pollock-Blevins, Interim Assoc. Dean/Nursing
Gene Hill, IVC Foundation Director	Efrain Silva, Dean/Extended Campus
Gonzalo Huerta, Dean/Applied Sciences	Kathie Westerfield, Associate Dean/A&R
Victor M. Jaime, VP/Student Services	Robin Ying, Dean/Technology Learning Services
	Bruce Seiverston, President/Academic Senate

VISITORS:

Dawn Chun, Project Director/ACCESSO
Rick Webster, Director/Maintenance & Operations

RECORDER:

Rosa Chavez

The regular Administrative Council meeting was called to order by Mr. Rodgers at 8:32 a.m.

Mr. Rodgers asked for a moment of silence to reflect on the anniversary of September 11.

1. APPROVAL OF MINUTES

M/S/C S.Lopez/E.Silva to approve the minutes of August 28, 2007 as presented.

2. EMERGENCY PLAN

Mr. Rodgers asked what are we to do if there is an emergency. What do we do in case of an earthquake? Mr. Gregory explained that we do not have a MOU with any aid agency in the Valley. There was discussion also about purchasing a container and setting it up as a "command center" for emergencies on campus. Dr. Ying explained that our new phone system which will be in place by next year will have a PA system that can be used during an emergency. All classrooms on campus will have a phone in them by then also. Mr. Webster spoke about setting up air raid sirens on top of the Counseling Center, which is in the middle of campus, which will be heard throughout campus to alert people of an emergency. Dr. Jaime explained that we need a one-page quick reference on procedures to be done during various emergencies. Anything longer than one page will not be read in an emergency. Mr. Gregory brought up the subject about an ID badge with emergency procedures on the back. Ms. Pollock informed the group that there will be a County-wide emergency drill on October 25 and asked if IVC wanted to participate. It

was decided by the group that we will participate. This will give us an opportunity to see what we need to improve on, as far as emergency procedures go.

By the next Administrative Council meeting Rick Webster will find how much a how much it would cost to set up some sirens that can be heard throughout campus. Travis Gregory will develop a one-page summary of emergency procedures.

There was discussion on the ID badges with our pictures on them with emergency procedures on the back of it. M/S/C G. Rodgers/V. Jaime that administrators will wear such badge during an emergency.

Rick Webster announced that the sirens would cost between \$6,000 and \$8,000 and can be activated by remote control. Mr. Webster will have more information for the next meeting. Sergio Lopez will contact Sheriff Ray Loera regarding having armed Sheriffs or armed security on campus.

3. GRANTS

A Grants writer position will be discussed at our next Board Meeting. There was discussion as to what exactly does IVC need. It was decided that what we need is a Grants Development Office. This person would gather information as to what grants are available for us to apply for and help gathering information for writing the grant. This office would also monitor the budget and make sure that we are in compliance with the grant after it has been awarded to IVC. Travis Gregory believes there is a job description already available and will bring it to the next Administrative Council meeting. John Lau mentioned that it may be possible to use indirect dollars to fund the position.

4. STATISTICAL REPORTS

Dawn Chung passed out a “Student Tracking” statistical report that she had the Clearing House do for us. This report shows where IVC students transferred to, sorted according to the high school they attended. If they graduated or if they took just one class they were counted on the report. Mr. Rodgers thanked Dawn Chung for this report.

5. DEPARTMENT UPDATES

STUDENT SERVICES

Dr. Jaime stated that the focus groups will be starting this Thursday in San Pascual. The Power Point presentation was discussed with everyone agreeing that it should not have any words, just pictures. Mr. Rodgers added that the final schedule for the focus groups is ready and he will be sending it out shortly.

PRESIDENT’S OFFICE

Mr. Rodgers will be meeting with the IV Press today at 2:00 to inform the public that our plan is still to build two (2) buildings with the bond money. With the bond money we will build the Science and the Career Tech buildings, along with modernizations across campus. A priority list will be developed for use of the Bond funds. The athletic lights will be done in phases.

ACADEMIC SERVICES

Kathy Berry passed out a rough draft of the Evening Dean position. There was discussion regarding the duties for this position and the work schedule. The fact that this person will need support staff was also discussed. The Evening Dean position and its support staff were already included in the budget for this year. Ms. Berry asked that if anybody had questions or concerns regarding the job description to call her. She added that the Winter and Spring schedule is being developed. An annual schedule will be developed in January.

FINANCIAL AID

Jan Magno asked that if anybody needed training on Extender to give her a call and she will train you.

HUMAN RESOURCES

Mr. Gregory asked if Saturday duty by administrators counts as one of the 220 days on their contract. He also inquired if the Evening Dean will cover Saturdays. There was discussion on both of these topics.

Mr. Gregory will be asking various administrators to give a presentation to the GLEAM participants. Mr. Gregory will e-mail out a schedule on the various topics.

The search committee for the president position is moving along.

STUDENT GOVERNMENT

Sergio Lopez informed the group that the ASG will have a voter registration drive and other activities on Constitution Day.

Staff parking has been increased. Mr. Lopez did comment that we will lose approximately 190 parking spaces in Lot C when construction on the new building starts. Parking for disabled students will be accommodated. In the second phase of construction we should expect to lose 290 parking spots. Our parking lots can handle our parking demands now, but unless we do something about it we will have a real problem in 3-4 years.

FOUNDATION

Gene Hill commented that it had been a good drive for the foundation. He also reminded everyone about the BBQ scheduled for October 7th.

BUSINESS SERVICES

John Lau is presenting the budget to various committees before it goes to the Board. The budget is in good shape, with the fund balance in excess of minimum requirements.

TECHNOLOGY AND LEARNING SERVICES

Robin Ying reported that the request for bid on the network will be approved in October and will be completed within 120 days.

There will be a dry run to cut over to the new web site. This will be done on an evening or weekend to not disrupt the current site. Switch over to the new site will be done by the end of September.

The webmaster position is still open.

ACADEMIC SENATE

Bruce Seivertson reported that the Academic Senate has filled all its positions. He added that Brian McNeece and Olga Artechchi are the Title IX officers for this year.

APPLIED SCIENCES

Gonzalo Huerta reported that the VATEA grant has been approved for the next 5 years. Applied Science programs are doing a review of priorities for the next five years to be in compliance with the Ed code.

IVC has been approved as a member of the revised WIB, now under control of the County. Mr. Huerta is our representative.

ADMISSIONS

Kathie Westerfield discussed some significant changes that are in the Ed Code regarding curriculum, certificates, repeats, etc. that are supposed to take effect in 180 days. She also commented that Census Rosters are due tomorrow.

Ms. Westerfield also commented that the person filling the microfilm position has requested a transfer to the PBX position, which is the position that Lety left.

EXTENDED CAMPUS

Efrain Silva reported that he was asked to attend a planning meeting for a county educational summit on October 22, which will look at life long learning and quality of life in Imperial County.

The El Centro Extended Campus may be moving into the old Sears building in June. A formal agreement is still needed.

ADJOURNMENT AND NEXT MEETING

M/S/C S. Lopez/V. Jaime meeting was adjourned at 10:50 a.m.

**IMPERIAL VALLEY COLLEGE
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes
September 20, 2007

Present:	Absent:	Visitors:
Sergio A. Lopez, Chair Saria Cardoza Rick Castrapel Zula Hartfield Carol Hegarty Gonzalo Huerta Nannette Kelly John Lau Jose Lopez Georgina Madrid Bertha Ortega Claudia Perdomo Maria Trejo Jose Velasquez Rick Webster Francisco Mariscal, ASG Rep.	Phyllis Gilliam Travis Gregory Dianne Harris Al Meek Tony Ojeda, ASG Rep.	Mary Bell Sergio Gaytan Tom Gilbertson Armando Mendez Martha Sanchez Beth Smith

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:05 p.m. on Thursday, September 20, 2007 in the Transfer Center Conference Room.

Approval of Agenda: *M/S/C Mariscal/Hartfield to approve the agenda as amended.*

Approval of Minutes: *M/S/C Huerta/Webster to approve the minutes of the September 6, 2007 meeting as submitted.*

OLD BUSINESS

Construction Update

Mr. Lau met with the Bond Oversight Committee this morning. The committee came up with a priority list of approximately ten (10) projects. The list will be presented to Planning and Budget and then to the Board of Trustees on October 10th. Mr. Lopez asked for the Bond Oversight Committee to provide a cost breakdown on the ten projects.

Mr. Lau stated that the dirt work for the new Science Building should be awarded early October and the fencing will go up around the construction area.

Art Gallery Update

Mr. Gilbertson presented the design of the new Art Gallery. He stated that the footprint will be the same as the old gallery. The new gallery will consist of two parts; the main hall will be approximately 40 to 50 feet wide and the second part will be named the Centennial Pavilion and be used as the main entrance. The pavilion will be utilized for plaques and signage. Mr. Gilbertson stated that the main hall's ceiling will be about 12 feet high and will be open floor space. The main hall will be simple and will have a back door, kitchen, working area, restroom and storage room. Mr. Lau stated that the County has made a donation of \$50K towards this project and therefore, the decision of naming the second part of the gallery the "Centennial Pavilion." Dr. Kelly stated being concern with the lack of storage in the building. Mr. Gilbertson stated that there will be storage to place approximately six to eight movable walls. He also stated that the "Friends of the Gallery Committee" agreed not to have a lot of storage to keep away from storing a lot of unnecessary items. Mr. Gilbertson also stated that everything in the Art Gallery will be movable (i.e., desk, information counter, etc.) to make every Art Showing accessible and convenient.

Mr. Gilbertson stated that a second diagram of the Art Gallery will be presented.

Naming of the Art Gallery the "Domingo O. Ulloa Memorial Art Gallery"

Mr. Gilbertson presented letters from Mr. Lincoln Cushing, Art Historian and Author from Berkeley, and Mr. Sergio Gaytan, Calexico Art Commissioner supporting the naming of the Art Gallery after Mr. Domingo Ulloa.

Mr. Gilbertson briefly stated that Mr. Ulloa gained prestige and recognition in other places except his native Imperial Valley. Mr. Ulloa was considered the "Father of Chicano Art." Even though Mr. Ulloa was never part of IVC as an instructor or alumni, supporters believe that his name will bring a lot of prestige to the Art Gallery. Martha Sanchez, Mr. Ulloa's daughter stated that Mr. Ulloa presented his Art at the college just like she did a few years ago in the College Center.

Mary Bell and Nanette Kelly pointed out that former Art Instructor, Ms. Juanita Lowe was crucial in getting the old Art Gallery. Ms. Lowe taught for many years at IVC. Mr. Lopez reminded the attendees that a formal proposal will need to be submitted in naming the gallery after an individual.

A formal proposal in naming the new Art Gallery after Mr. Domingo Ulloa was presented last semester by Mr. Armando Mendez. Mr. Lopez stated that naming the Art Gallery will be placed at the next meeting for action. Mr. Gilbertson reminded Committee members that naming the building will help with the fundraising of the new building.

Mr. Huerta stated that a formal proposal in naming the pavilion will be submitted to be in line with college's procedures.

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, October 4, 2007 at 2:00 p.m. in the Administration Board Room.

Adjourn

The meeting was adjourned at 2:50 p.m.

Recording Secretary: Saria Cardoza



IMPERIAL VALLEY COLLEGE
Citizens Oversight Committee for Measure L
Unadopted Minutes
Thursday, September 20, 2007

√Members Present

√Dr. Barbara Macchi-Trethewey, Chair

√John Anderson

√Terence Donovan

√Kathy Kennerson

√Tina Lee

√Henry Monroy

√Bertha Morris

√Phyllis Thompson

√David Lopez, ASG President for Sunni Pyron,
Student Representative

Recorder: Mary Carter

Consultants: John Lau, Vice President for Business Services, Rick Webster, Director of Maintenance, Jimmy Sanders, Architect, Dr. Joe Vogel, School Facility Advisors

Visitors: Bill Gay, Dr. Robin Ying, Gary Rodgers, Gonzalo Huerta

Call to order: The meeting was called to order at 10:05 a.m., by Dr. Barbara Macchi-Trethewey.

- I. Introductions: Dr. Macchi introduced John Anderson, County Superintendent of Schools, who is replacing Janet Thornburg and also John Lau, the new Vice President for Business Services. She asked all the members to introduce themselves.
- II. Approval of minutes: M/S/C Macchi/Lee to approve the minutes of the May 4, 2007 meeting as presented.
- III. Expenditure report: Mr. Lau reported that expenditures to-date from the Bond Fund total \$11.1 million and cash in the County Treasury is currently \$27,896,674.
 - New budget format: Mr. Lau presented the new Bond Fund budget format, which will present expenditure by project. Expenditure detail will also be provided to the committee in a separate report. The original bond fund budget was broken down into four areas (Science Building, Technology Building, Modernization and Maintenance and Repair). The original budget format was very global, and it was hard to see budget overruns or to track expenditures by project. For example, the parking lot project cost was distributed between three funds.
 - Lease payments on modular buildings (used for classrooms and teacher offices) will no longer be charged to the Bond Fund, effective this fiscal year.
 - Payments of old debt (Certificates of Participation and Lease Revenue Bonds) have been made from the Bond Fund in the amount of \$1.7 million to-date; however, the annual expense of approximately \$700,000 will be returned to the General Fund starting this fiscal year. Re-payment of old debt was not in the original intent of the bond issue as presented to the voters.
 - The College has two in-house maintenance workers being paid from Bond Funds.
 - Cathy Kennerson noted that a number of local vendors have been used for Bond projects.

IV. Update on projects: John Lau reported that an ad hoc committee consisting of Jimmy Sanders, Architect, Dr. Joe Vogel, School Facility Advisors, Rick Webster, Director of Maintenance, Gary Rodgers, Interim Superintendent/President and Nielsen Construction has been meeting to manage the construction projects. The committee will be meeting every three weeks. The committee has developed a prioritized list of projects:

- 1) Science Building
- 2) Career Technical Building
- 3) Modernization of 400 Building
- 4) Addition to Library Building
- 5) Modernization of 200, 300 and 800 Buildings
- 6) Parking Lot Improvements, Phase III
- 7) Mass Transit terminal
- 8) HVAC Replacement project
- 9) Sports field lighting
- 10) Modernization of existing facilities

- There are \$63 million in estimated project costs, including some non Measure L projects; however, there will be a revenue shortfall of at least \$3.9 million. The estimated project cost is a moving target depending on bid estimates and other factors
- The property tax assessment for the District went up 17% last year, so the College will be able to sell another \$11.3 million in bonds this year, with the final sale of \$9.3 million in 2011
- If the College is able to access state funding, it will receive a 4:1 return on its funds
- If the College is funding for the 400 Building (existing Science Building) Modernization, the start date would be 2009, after the completion of the new Science Building
- The College will be identify another project to submit to the State for funding, most likely modernization of existing buildings
- Federal transportation grant money is possible, and if it comes through the funds could be used on the Parking Lot Phase II project.
- At the next meeting, Mr. Lau will provide a schedule of cash flow
- The budget will be very tight, and the College will have to look at cost containment
- Mr. Anderson asked from about being able to track progress on project completion; Jimmy Sanders will check with Nielsen Construction on producing such a report.
- The college is currently out to bid for earthwork (engineered pad) for the Science Building
- The College also needs to look at the operational cost of the Science Building coming on-line
- Although water cooled HVAC is the most efficient, the College will have to used air-cooled HVAC because of issues with its water

V. Annual report: The Committee needs to produce an annual report; the last one was dated June 2006. The Business Office will produce a draft report for the next meeting.

VI. Replacement for Tina Lee, term expiring November 2007: It was suggested that the Brawley Chamber of Commerce be approached for a nominee. There is room on the committee for more members to be appointed, and there is currently no member from the Calexico area, so that is another possibility to be explored.

VII. Next meeting: The next meeting was scheduled for Friday, November 9, 2007 at 2:00 p.m., with the following items to be discussed:

- a. Annual report
- b. Cash flow
- c. Bid status
- d. New members
- e. Project tracking



**IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE
Unadopted Minutes
Wednesday, September 19, 2007
2:00 p.m., IVC Transfer Center**

Members Present:

√ John Lau, 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
√ Lorraine Mazeroll, CTA Representative

Recorder: Mary Carter

_ Chris Mays, CSEA Representative
_ Bertha Ortega, CSEA Representative
√ Gail Parish, CSEA Representative
_ Zula Hartfield, CMCA Representative
_ Jim Pendley, Certificated Retiree Rep.
√ Shirley Hofer-Bell, Classified Retiree Rep

Consultants: Julie Revoir, Account Manager, Keenan and Associates, Mary Bell, Payroll/Benefits Coordinator

The meeting was called to order at 2:30 p.m. by John Lau, with no quorum present

1. Approval of minutes: April 2, 2007 and May 3, 2007: no action was taken due to lack of a quorum.
2. Review of last year:
 - a. Accomplishments: Julie Revoir noted that the initial Blue Cross renewal was negotiated down to a 6.5% overall increase (6.27% for active employees, 23% increase for Classified retirees RX benefit); that the ambulance benefit was increased to 80% (with no maximum) with no impact to this year's premium, and the "Personal Choices" web portal was made available through IVC's web site.
 - b. Outstanding items: Enhanced mental health benefits were discussed, as well as possible cost savings, dental plan enhancements, Medicare D, wellness programs, health fair and GASB 45.
3. Medical, Dental and Vision Loss Ratio Reports: The committee reviewed the most recent 12 months of medical, prescription, dental and vision claims.
 - a. Medical: Overall 97.76% loss ratio for claims only, 114.87% including estimated Blue Cross expenses of 17.08%. **If the plan was renewing right now, the College would be looking at a 30% increase**; however, there are five months more of claims before the calendar year renewal. It is possible that there are some large claims that exceed the stop loss. Mr. Lau stated that the information on the possible increase needs to be communicated to the unions and other groups on campus. Awareness regarding benefits needs to be raised on campus; if employees have never had to pay for benefits, they don't value them. The cost of benefits affects how much is available for salary increases and other expenses.
 - b. Prescription: Drug cost was the driving force in the renewal, there was a 20% increase in RX and only 1% in medical. IVC has a very high drug utilization rate, probably due to an older population and a very rich drug plan.

- c. Dental: The self funded plan is running at 97.8%, including expenses; 85% would be ideal. July 2007 was the first month with the increased funding rate, and claims were 72% of premium.
 - d. Communication to employees: Frances Beope noted that employees need more information on their benefits. For example, new faculty need to know when their benefits begin (October 1), and that they have coverage through September 30. Employees need to know where to obtain information regarding their benefits. The committee agreed that benefits are a Human Resources function. It was agreed to discuss communication at the next committee meeting.
4. Blue Cross Change to PPO Fee Schedule: Blue Cross is changing its fee schedule, it will be reimbursing primary care providers at a higher rate and specialist will be paid less. A small number of specialists are dropping out of the network (less than 1%). The rate change was effective August 1, 2007.
5. Review Keenan Trend Report: The trend for Blue Cross rate increases is about 12.4% for PPO plans, 6.4% for self-funded dental plans and 2% for self-funded vision.
6. Calendar Meetings
- a. **Monday, October 29 at 1:00 p.m.** 2006 Medical Utilization Report (Mike Davis)
 - b. Claims Resolution Day: Monday, October 29
 - c. **Monday, October 8, 2:007 at 1:00 p.m.** to meet with Travis Gregory, Associate Dean of Human Resources regarding health benefits communication.
7. Other
- a. Wellness Program: continued
 - b. Request by Northwestern Mutual Life (Bobby Brock) to address the committee regarding long term care insurance: The committee noted that there is no Health Fair scheduled. A health fair for employees could be held in conjunction with the Student Health Fair or with the open enrollment in May. Outside vendor could be invited at that time. Mary Bell stated that PERS offers long term care insurance also, but there have only been a few people enrolled.

Meeting adjourned at 3:40 p.m.



**Planning and Budget Committee
Unadopted Minutes
2:00 p.m., IVC Board Room
Wednesday, September 12, 2007**

Recorder: Mary Carter

√Present

√John Lau, Chair

Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

√Dr. Bruce Seivertson, 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

ASG Representative

Visitors: Gary Rodgers, Kathy Berry, Frances Beope,

The meeting was called to order at 2:05 p.m. by John Lau, Vice President for Business Services.

- I. ***M/S/C Jaime/Zhao to approve the minutes of July 2, 2007 meeting (with correction) and the minutes of the August 22, 2007 meeting as presented.***
- II. Recommendation to Superintendent/President regarding agency or company to assist in implementing GASB 45 requirements: Tabled until the next meeting.
- III. 2007-08 Final Budget: Carlos Fletes, Director of Fiscal Services, reported on the major changes to the budget since the Tentative Budget was adopted:

Adjustment	Budget Increased	Budget Decreased
Stakeholders and visioning process	7,250	
Summer and winter pay rate increase	180,700	
Non-credit courses	140,000	
Portable building leases (from Bond Fund)	63,000	
Storage container for Admission	4,500	
Emergency preparedness	30,000	
Campus security (night and weekend)	20,000	
Overload and adjunct		1,126,507
Summer school	13,000	
Full time salary budget adjustments		94,000
Overall change (added to Reserve)		762,057

Mr. Fletes noted that the change to the overload and adjunct budget is being reviewed by the Instruction Office based on actual hours of instruction, and the budgeted amount may have to be adjusted again. Mr. Fletes stressed the importance of the budget matching operations. The reserve amount is based on the total budgeted amount, if expenses do not materialize as

projected it results in a higher than expected fund balance. Also, when expenses exceed income, the budget is balanced with reserve funds. For 2007-08, the difference (deficit) between expected income and expected expenses is \$1,686,338.

Mr. Lau stated that the variance between the budgeted amounts and the actual expenditures indicates the need for a tighter budget. The College needs a realistic budget in order to make management decisions. The College also needs to look at the budget in terms of more than just one year. There are issues coming up that will impact the budget:

- funding of GASB 45
- debt payments on Certificates of Participation and Lease Revenue bonds of approximately \$800,000 a year that have been paid from the Bond Fund for the past few years that need to be returned to the General Fund
- Student fees owed, currently \$1.2 million
- Enrollment management
- Increasing cost of health benefits

Eric Jacobson asked if the College was getting a return on its investment in the non-credit program and he noted the 18% reserve and the increase in personal services contracts.

- IV. Goals, Objectives and Function of the Committee: The committee reviewed its bylaws and discussed the coming year. Mr. Lau suggested doing a mid-year or quarterly review of the budget in order to look at significant items, with the budget information presented in a summary or overview format. He encouraged the committee to be pro-active and to talk about "gray areas". He suggested focusing on the assumptions and building blocks of the budget. The committee discussed ways to integrate planning for new facilities and staffing into the budget. It was noted that not all departments included staffing in their master plans. The committee noted that there is currently no process in place to prioritize Classified staffing needs. Dr. Victor Jaime stated that Executive Council needs to discuss a plan for Classified staffing.

- V. Next regular meeting, Wednesday, September 26, 2007

Meeting adjourned at 2:55 p.m.



**Planning and Budget Committee
Unadopted Minutes
1:30 p.m., IVC Board Room
Wednesday, September 26, 2007**

Recorder: Mary Carter

√Present

√John Lau, Chair; VP for Business Services
√Dr. Victor Jaime, Administrative Representative
√Dr. Bruce Seivertson, 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
√David Lopez, ASG President

Alternates:

√Dave Drury, Alternate Faculty Representative

Visitors: Kathy Berry, Valerie Rodgers and Ted Ceasar

Call to order: The meeting was called to order at 1:35 p.m. by John Lau, Vice President for Business Services.

- I. Approval of Minutes: ***M/S/C Parish/Fletes to approve the minutes of the September 12, 2007 meeting as presented.***
- II. 2007-08 Final Budget: ***M/S/C Jaime/Parish to recommend to the Superintendent/President that the 2007-08 Final Budget be submitted to the Board of Trustees for adoption.***

Carlos Fletes reported on additions to the budget since the last committee meeting. These changes have also been reported to College Council and Academic Senate. Mr. Lau noted that the budget was discussed and accepted in June with the Tentative Budget, what the committee is discussing now are changes since the Tentative Budget.

Additions to the budget since the last meeting

Annual payment of Lease Revenue Bonds and Certificates of Participation	700,000
Bad debt expense on student enrollment fees	100,000
Early Childhood Education, supplies and services	7,554
Certificated pay for attending meetings	28,414

John Lau noted that the current budget does not include the possible impact of negotiations with one of the bargaining units. Also, the full cost of overload has not been quantified yet. Overload will be reviewed after payroll is processed for October.

Mr. Lau noted that for the budget to be a relevant planning document, the actual expenditures need to be closer to the budgeted amounts. In January, he proposed to present a budget snapshot to the committee of year-to-date expenditures, additional contractual obligations, and a revenue projection. The goal is to have the budget be a better management document.

Reserve: The projected reserve is now at 15.77%. \$2.5 million in reserve funds were needed to balance the budget because projected expenditures exceed projected revenues. The majority of the increased costs have been in salary and benefits.

Certificate of Participation and Lease Revenue Bond Payments: Mr. Lau reported that there are two old debt instruments (Certificate of Participation and Lease Revenue Bonds) that were historically paid from the General Fund. These debt payments amount to approximately \$700,000 a year over the next 20 years. The Lease Revenue Bonds were to pay for Banner project and the COPs were for equipment replacement. The College's vision was to shift the debt to the Bond Fund to free up funds for instructor salaries; unfortunately the projected growth in enrollment did not materialize. The Bond Fund has been used to pay these debts over the past few years, but it cannot afford to continue to do so. \$2.5 million has been paid so far from the Bond Fund. Repayment of debt was not in the original intent of the bond issue, and this use of bond funds has been questioned by the Bond Oversight Committee. The College will be called upon to inform the community of its use of Bond Funds.

Bad debt expense: The College is recognizing \$100,000 of its uncollected student fees; this is based on a recommendation from the College's auditor. As of June 30, the College had \$1.2 million in uncollected fees. The College's policy is to encourage enrollment, but the cost of uncollected fees needs to be recognized in a more timely manner.

Consultant contracts: Mr. Fletes distributed a report on consultant costs contained in the budget, this was in response to a request at a previous meeting.

III. *M/S/C Parish/Fletes (no: Jacobson) to recommend to the Superintendent/President that Keenan and Associates be selected to provide GASB 45 services to the District.*

Discussion: The committee reviewed Mr. Lau's memo listing the reasons for recommending Keenan and Associates: depth of services, community college references, risk assessment services and expertise. It was clarified that the Committee is not approving funding of GASB 45 at this time. The annual fixed cost for Keenan is \$1,950, with the rest of the cost based on the amount of money invested.

IV. Construction Projects, Budget Overview: Mr. Lau presented information on construction projects for discussion at the next meeting. \$11.1 million in bond funds have been expended to date, and \$63 million is the estimated total for all prioritized projects. The original \$58.6 million bond fund budget was also presented. Mr. Lau stated that the original budget was very conceptual, and has not proved to be practical for tracking expenses by projects.

V. Next regular meeting, Wednesday, October 24, 2007

1. Goals and objectives/function of the Committee
2. Construction Projects, budget overview
3. Use of Board Reserve, upcoming issues that may impact the Reserve
4. Cut-off date for purchase
5. Planning for traffic issues

Adjournment: The meeting adjourned at 2:30 p.m.