AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 22, 2007 – 2:30 P.M. Administration Building Board Room

<u>MEMBERSHIP</u>

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 Armando Mendez, Faculty Representative Norma Nuñez, 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 Raymond Kim, Alternate Student Representative

Gary Rodgers, Ex Officio Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 8, 2007

AREA REPORTS/UPDATES

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

- 1. Academic Senate, 09/19/07, 10/03/07
- 2. Campus Operations Committee, 10/04/07

DISCUSSION AND INFORMATION ITEMS

1. Construction Overview - John Lau

ACTION ITEMS

Registration Assignments – Kathie Westerfield

Proposed Recommendation:

The College Council recommends to the Board of Trustees that priority registration assignments be amended to add current and former members of the Armed Services to Category B presently assigned to athletes, ASG, and ASPIRE.

ADJOURNMENT

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

2007		2008	
October 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

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 8, 2007 – 2:30 P.M. Administration Building Board Room

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

Council members in attendance were as follows:

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

Michael Heumann, Faculty Representative (Vice Chair) Bruce Seivertson, Faculty Representative Armando Mendez, Faculty Representative

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

Dawn Chun, Alternate CMCA Representative

David Lopez, Student Representative Ingrid Soto, Student Representative Raymond Kim, Alternate Student Representative

Gene Hill, Ex Officio [arrived 2:48 p.m.]

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Kathy Berry, Administrative Representative Norma Nuñez, Alternate Faculty Representative Frances Arce-Gomez, Classified Representative Patty Robles, Alternate Classified Representative Rick Webster, Alternate CMCA Representative Carlos Fletes, CMCA Representative Gary Rodgers, Ex Officio

Others present were:

John Lau; Marilyn Boyle; Dawn Chun; Paula Saldaña; Gonzalo Huerta

MEMBERSHIP CHANGES

Academic Senate President Bruce Seivertson announced that Armando Mendez is the new Faculty Representative and Norma Nuñez is the Alternate Faculty Representative. Associate Student Government President David Lopez announced that Raymond Kim is the new Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 24, 2007

M/S/C Michael Heumann/Bruce Seivertson to approve the minutes dated September 24, 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:

- He announced the budget is on the agenda for the Board to approve at their next meeting and a resolution pertaining to the sale of the next bond installment.
- He asked that the construction overview be placed on the agenda for the next College Council meeting.

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at the meeting. He provided an attachment with September updates for Student Services.

ACCESO – Dawn Chun

Project Director/ACCESO Dawn Chun reported the following:

- She announced that ACCESO completed its third year.
- She passed out the ACCESO Statistics. She pointed out that 21 online classes are currently being offered with 2,555 students enrolled. She stated ACCESO has begun offering online counseling and online technical support.

Member Mendez asked if there was an ACCESO projection for years four and five. Dawn Chun stated that 10 new courses have been added each year, and she would expect the same trend. She stated that if the courses are popular, there could be greater enrollment.

Vice Chair Heumann referred to the ACCESO Statistics stating that the previous year differences show the yearly increases.

Member Seivertson stated he was impressed that FTES have doubled.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

 "Come Fly with US," a high school aerial robotic competition informational meeting was held in September. 4 local high school CS teachers and students attended meeting. Information flyers were distributed. SDSU graduate students talked about the competition and did a demo. Title V Program Specialist, Marilyn Boyle has done an excellent job to put this together. The first workshop with high schools was scheduled in October.

- CS course revision has been discussed and worked on among IVC and SDSU CS program development team members, consultants, and transfer center counselors to better align the description and contents with those of four year institutions to facilitate course articulation and student transfer.
- Director of the FBI Regional Computer Forensics Laboratory and the Special Agent(s) have agreed to come to IVC to give a presentation on computer careers with the FBI to interested computer science and criminal justice students.
 Computer science is now the number one hiring priority for the FBI. The dialog on the collaboration between those two programs should be started soon.
- The selection procedure for ten full-tuition scholarships in 2008-09 for the CS majors who transfer to SDSU-IV then was established.

Nursing Program

- Though 70 students enrolled in IVC RN to BS in Nursing CHEM 140 course in Year 2 of the project, only 8 students were admitted to SDSU-IV BS in Nursing in Summer and 4 in Fall. Preparing IVC students to transfer and recruiting RNs to the BS in Nursing program is the major barrier.
- Nursing Program Development Coordinators at IVC (Deidre Pollock and Jack Williams) and SDSU-IV Camps (Helina Hoyt), IVC transfer counselor (Kristen Gomez), and health agencies and hospitals are collaborating to recruit students for spring and summer 08 admissions. Future grant proposal collaborations were also discussed.

Student Services

 Title V Counselor continues soliciting and advising students interested in the programs.

Member Mendez asked when the FBI program would start. Dr. Zhao stated that some details need to be worked out first.

Learning Services

Dean of Technology/Learning Services Dr. Robin Ying reported the following:

A reference librarian was hired three weeks ago.

Associated Student Government

ASG President David Lopez reported the following:

- The 2007 Fall Health Fair will take place October 9th and 10th from 8:30 a.m. 11:30 a.m. in and outside of the College Center. He reported that Pioneer Hospital and 15 other organizations would be on campus for the fair. He stated ASG would be providing a BBQ for the participants of the health fair as well as some raffle prizes to keep students involved and interested in the fair.
- He reported that California Community Colleges Student Affairs Association (CCCSAA) Conference would take place in Sacramento on October 19th through the 21st, and several senators (including himself) would be attending.

President's Update

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes for the following minutes were received:

- 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

M/S/C Sergio Lopez/Bruce Seivertson to adjourn the meeting at 2:51p.m.

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

2007		2008	
October 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

IVC Academic Senate

Approved Minutes September 19, 2007

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

II. Roll Call

Present: Krista Byrd, Dave Drury, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Carol Lee, Mary Lofgren, Bobbie McClain, John McClain, Armando Mendez, Norma Nunez, Thomas Paine, Rosa Pitones, Bruce Seivertson, Mariaelena Thibodeaux, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez

Excused: Barbara Nilson

Absent:

Visitors: Frances Beope, Carlos Fletes, Eric Jacobson, Victor Jaime, John Lau, Frank Rapp, Gary Rodgers, Val Rodgers, Robin Ying

III. Visitor Comments

None

IV. Information/Correspondence

- 1. President's Comments The new CTA contract can be found on the IVC website. Many of the answers to questions that are directed to the president can be found there. Dennis Carnes says it is a magnificent read.
- 2. Dean of Instruction Kathy Berry the discussions on the need for a Dean of Evening College began last spring. Over the past years there have been many different solutions tried for covering the college during the evening, none of which have been effective. The result of a cost analysis showed that an administrator would cost the same as hiring faculty at the overload rate. A description of the position was distributed. It was also noted that the requirements for this position are a Masters degree and 5 years experience in education with some administration leadership. Hopefully by spring this position will be filled. The description did not include Saturdays, which will still be an issue.
- 3. ACCFC Accreditation Teams No responses were received from an email asking for volunteers. Appointees will be visiting other campuses. There isn't any remuneration but room, board, and travel will be covered. Interested parties please contact Bruce Seivertson or President Rodgers.

V. Consent Agenda

M/S/C (Mendez/Guzman) to approve the minutes of September 5, 2007 as corrected.

VI. Academic and Professional Matters

- 1. 2007-2008 Budget presentation John Lau/Carlos Fletes
 Things that need to be done: bad debt account, tighten the budget to get a
 better look at how it tracks to actuals, bond payment brought back from
 the L fund, reserve to be over 6%. There is a tremendous amount of
 money that is transferred out of the reserve to balance the budget. This is
 why the reserve needs to be over 6%. The budget must always be
 balanced. What we budget is what we are going to use. When it isn't
 used, that amount is put into the reserve. Budget and planning meetings
 are open to the public and are held the 4th Wednesday of each month. This
 topic will be on the October 3rd agenda of Academic Senate. Also to be
 discussed is the priority spending of the bond.
- 2. Appointment of Curriculum Coordinator M/S/C (Guinn/Heumann) to adopt the State Academic Senate's definition of curriculum co-chair as IVC job description for this position. It was discussed as to whether this should be put in board policy and the consensus was that it was not necessary, since the board relies on the Senate for making this decision. Carol Lee was elected the co-chair of the Curriculum Committee. The senate would like to thank Frank Rapp for his interest in the position.
- 3. New IVC website Robin Ying The school will move to the new website by the end of September. There are two choices for those faculties who maintain web pages. They can use the content management system or request a sub domain. The content management system is easy to learn and the sub domain is for experienced web makers. The school will maintain 2 servers for about 6 months so that transition problems will be minimized. Anyone interested in a sub domain should contact Robin Ying or Jeff Cantwell.
- 4. Part-time faculty report Bobbie McClain stated her appreciation for the part-time faculty work room. There will be a follow-up on the letter that was sent out last year to the division chairs.

VII. **Discussion**

- 1. Naming of buildings Jan Magno In the past, if a building was to be named after a faculty member, the procedure started with the Academic Senate. In October 2006 an official procedure was developed for a formal process that was to be followed, with the Board making the final decision.
- 2. Faculty retirement credit John Lau The easiest way to solve the problem is to pay for 10 consecutive months and then there is no break in service. There are still questions that remain:
 - will there be problems implementing this correction
 - what if someone retires and doesn't want to take retirement payments at that time
 - what if they leave for another job
 - could the payment be over 11 or 12 month
 - is this our problem or STRS' problem

Mr. Lau paraphrased the answer he was given: the total amount that they do with us isn't big enough for them to change their software for our problem.

3. By Laws and Constitution – postpone and will be discussed next meeting under the Academic and Professional Matters category.

VIII. Committees

- 1. Budget and Planning It was suggested that this committee does budgeting, but no planning. Plans should be made for maintenance of new building, landscaping, etc.
- 2. C and I 14.5 minute meeting, cleaning up minor working problems.
- 3. College Council The main topic was about parking, with a lot of disagreement. There is going to be a terrible traffic problem in front of the parking machine in the west parking lot. Lot C is going to be gone soon. The one north of C is lot D.
- 4. Equivalency meeting after this meeting.
- 5. Policies and Procedures Review HR stuff is still being discussed.
- 6. Administrative Council talked about emergency again. Someone suggested that they stop talking and do something.

The meeting was adjourned at 3:40 pm.

IVC Academic Senate

Approved Minutes October 3, 2007

I. The meeting was called to order at 1:33 pm by President Seivertson

II. Roll Call

Present: Krista Byrd, Dave Drury, Melani Guinn, Michael Heumann, Russell Lavery, Carol Lee, 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, David Lopez

Excused: Suzanne Gretz, Cesar Guzman

Absent: Bobbie McClain, Mariaelena Thibodeaux

Visitors: Travis Gregory, Janeen Kalin, John Lau, Lorrainne Mazeroll, Norma, Nava, Diedre Pollock-Blevins, Gary Rodgers, Val Rodgers, Robin Ying, Dave Zielinski

III. Visitor Comments

Robin Ying – The cutover to the new server has been postponed until the semester is over. The work to recover lost web pages will continue. Tom Paine offered his services to help in the recovery.

Tom Paine – retirement issues. This is something that has been going on since we moved to the 16 week calendar. This has gone on far too long. It is long past time for the union to get involved. They were asked at the last meeting, but so far they haven't responded. We really should make a push for the CTA to get this fixed.

IV. Information/Correspondence

1. President's Comments

Don't forget Famous Dave's on October 30, to benefit IVC Foundation Faculty, Staff and students softball game – contact Kevin Marty 2 letters from the State Academic President to President Rodgers informing him of two appointments made by the State Academic Senate: Michael Heumann to the state Curriculum Committee and Jose Velaquez to the Occupational Education Committee

Tomorrow at 1:30 in room 203 there will a Basic Skills meeting. The title of Assistant Professor, Associate Professor, and Professor are based on years of service at IVC, 4-8-12 respectively Publications: Basic Skills as a Foundation for Student Success in California Community Colleges, What Has the Academic Senate Done for You Lately?, Promoting and Sustaining an Institutional Climate of Academic Integrity.

2. Dress Code – Travis Gregory – Dress in the Workplace Policy was disseminated to the senate. Gregory wanted to start the discussion with

the Senate. He feels that without a policy, supervisors won't have any recourse to suggest more appropriate wear for the workplace. A huge discussion ensued.

3. John Lau

GASB 45 requires pre-funding for retirements. The college is hiring a consulting firm to help lay the foundation to satisfy this requirement. Bond money – budget was reformatted for the bond. The college is applying to the state for monies to help with building some of the items included in the bond. This doesn't include alternative energy sources. Reserve – we do have a higher reserve than the board requires. Budget - doing a snapshot in January to see how accurate the budget is and will use the snapshot to make projections for the rest of the year. Budget and Planning has recommended that the budget be approved. Retirement - solution is 11 pay periods, with no break.

V. Consent Agenda

M/S/C (Mendez/Nilson) to approve the minutes of September 19, 2007 as corrected.

VI. Academic and Professional Matters

- 1. Constitution and By-Laws Guinn and Mendez will work on the committee to revise the by-laws. Their presentation will be at the November 7th meeting. Mendez will email all faculty to ask for input.
- 2. College Council Appointment M/S/C (Nilson/Heumann) to appoint Mendez as the AS representative with Nunez as the alternate.

VII. **Discussion**

- 1. Budget Continued John Lau see item IV.3
- 2. Overview of Use of Board Reserve and Bond Construction Progress Lau see item IV.3
- 3. C & I Membership Carnes discussed his goal for the Curriculum Committee membership. It should consist of faculty only with the CIO as ex-officio. This is the pattern most California community colleges follow. It is a subcommittee of Senate, and as such, faculty should be making those decisions. Anyone could attend the meeting and make comments, but only faculty should be making the decisions on curriculum. Drury indicated a need for all parties, including administration, to give input as to curriculum. He also stated that there might be a need to have more faculties on the committee. Seivertson and Carnes will provide more information at the October 17th meeting.

VIII. Committees

- 1. Budget and Planning see item IV.3
- 2. C and I meeting tomorrow
- 3. College Council no report
- 4. Equivalency Berry is finishing up the report.
- 5. Policies and Procedures Review nothing new
- 6. Administrative Council sexual harassment, alarm systems, exchange students, department updates, master calendar.

The meeting was adjourned at 2:50 pm.

IMPERIAL VALLEY COLLEGE CAMPUS OPERATIONS COMMITTEE

Unadopted Minutes October 4, 2007

Present:	Absent:	Visitors:
Sergio A. Lopez, Chair	Rick Castrapel, Excused	Tom Gilbertson
Saria Cardoza	Phyllis Gilliam	Martha Sanchez
Travis Gregory	Dianne Harris	
Zula Hartfield	Georgina Madrid	
Carol Hegarty	Al Meek	
Gonzalo Huerta	Jose Velasquez	
Nannette Kelly	Rick Webster, Excused	
John Lau		
Jose Lopez		
Bertha Ortega		
Claudia Perdomo		
Maria Trejo		
Thanya Booth, ASG Rep.		
Francisco Mariscal, ASG Rep.		
Ingrid Soto, ASG Rep.		

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:03 p.m. on Thursday, October 4, 2007 in the Administration Board Room.

Approval of Agenda: M/S/C Huerta/Ortega to approve the agenda as submitted.

Approval of Minutes: M/S/C Huerta/Soto to approve the minutes of the September 20, 2007

meeting as submitted. Abstain: Travis Gregory

OLD BUSINESS

Construction Update

Mr. Lau stated that his department has been working on a conceptual budget where the budget will be reorganized. He presented a budget overview handout with the priority on each project, the funding source and the estimated cost of each. The top ten projects are as followed:

Priority	Project	Funding Source	Estimate Cost
1	Science building	Measure L	\$ 29,847,665
2	Career Technical building	Measure L	\$ 16,000,000
3	Modernization of the 400 building	50% State, 50% Measure L	\$ 3,342,000
4	Addition to Library building	80% State, 20% Measure L	\$ 13,197,000
5	Modernization of the 200, 300 & 800 bldg.	80% State, 20% Measure L	\$ 9,282,000
6	Parking lot improvements, Phase III	Pending Fed Grant	\$ 2,500,000
7	Mass Transit Terminal	Pending State Grant	\$ 2,000,000

8	HVAC Replacement project	State/Energy Savings	\$ 1,000,000
9	Sports field lighting	TBD	\$ 462,114
10	Modernization of (E) facilities	Not stated	Not stated

The Science building will be the first to be built followed by the Career Technical building. Mr. Lau stated that a bond sell by the end of the year will calculate how much money the college will be able to spend on the projects. He will present a report on the status of the bond money in January to this committee.

Mr. Lau stated that the Science building will take approximately two years for completion while the Career Technical will not take as much time to be built. Anyone with questions regarding the above report may contact Mr. Lau for clarification.

Art Gallery Update

Mr. Gilbertson presented a drawing on the new Art Gallery building from the architect. He stated that the whole building will be 40 by 50 feet, approximately 2,000 square feet. Handouts were presented and distributed to the committee members.

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

Additional letters of support in naming the new Art Gallery "The Domingo O. Ulloa Memorial Art Gallery" were once again presented to the committee. The letters are as follow:

- State Director of CRLA, Mr. Jose Padilla
- Mexican-American Author from Berkeley, Mr. Gary Soto
- San Diego State University Professor and Director of the Steppling Art Gallery in Calexico (IV Campus), Ms. Sheila Dollente
- 7th/8th grade Teacher at Town School for Boys in San Francisco, Ms. Karin Deol
- Arthur Selwick from Famous Selwick's in Calexico

The committee was given an opportunity to review the letters of support.

A proposal in naming the new Art Gallery after Domingo O. Ulloa was submitted back in May 31, 2007.

M/S/C Huerta/Mariscal to move forward with the naming of the new Art Gallery "The Domingo O. Ulloa Memorial Art Gallery"

Discussion: Mr. Lau stated that naming the Art Gallery after Mr. Ulloa will benefit the committee in their fundraising and give the committee some "type" of direction. Mr. Gregory questioned whether this recommendation will go to another committee. Mr. Lopez stated that the "clock" on this item has begun today and the procedures of the one year period will be followed. Opposed: Ortega and Kelly; Abstained: Hegarty; motion carried without further discussion.

Announcements

Mr. Huerta questioned the status of the two proposals submitted last semester in naming the Counseling Center after Dr. Hector Lopez and the Soccer Field after Mr. Raul Agaron. Mr. Lopez

stated that Campus Operations recommended the naming of the buildings but did not waive the procedures of the one year wait period. However, the committee proposing the naming of the buildings went straight to College Council seeking their waiver and got approved to waive the one year period.

Mr. Gilbertson asked to be placed in the next Campus Operations agenda in moving forward on the approval of the new Art Gallery Design.

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, October 18, 2007 at 2:00 p.m. in the Administration Board Room.

Adjourn

The meeting was adjourned at 2:26 p.m.

Recording Secretary: Saria Cardoza