



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 26, 2007 – 2:30 P.M.  
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:34 p.m.

Council members in attendance were as follows:

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

Michael Heumann, Faculty Representative (Vice Chair)  
Armando Mendez, Faculty Representative  
Norma Nuñez, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative  
Rick Webster, CMCA Representative

David Lopez, Student Representative  
Sara Gaddis, Alternate Student Representative

Gary Rodgers, Ex Officio  
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Efrain Silva, Administrative Representative  
Bruce Seivertson, Faculty Representative  
Frances Arce-Gomez, Classified Representative  
Ingrid Soto, Student Representative  
Raymond Kim, Alternative Student Representative

Others present were:

Victor Jaime, John Lau, Travis Gregory, Ted Ceasar, Dawn Chun, Lianna Zhao, Vikki Carr, Frances Beope, Tom Gilbertson, Marilyn Boyle, Martha Sanchez, Gloria Carmona

### **PUBLIC COMMENT**

There was no public comment.

### **APPROVAL OF MINUTES DATED MONDAY, OCTOBER 22, 2007**

M/S/C Sergio Lopez/Dr. Michael Heumann to approve the minutes dated October 22, 2007. Motion carried.

## **AREA REPORTS/UPDATES**

### **Instruction/Academic Services**

Vice President for Academic Services Kathy Berry reported the following:

- She hoped everyone had a great Thanksgiving.
- This is the week before finals, and faculty are ensuring students get last minute instruction.
- The math common final is scheduled on Saturday, December 1<sup>st</sup>, from 4:00 to 6:00 p.m. She stated there would be 500 students. Associate Dean of Student Affairs Sergio Lopez is making sure security personnel is present.
- She looks forward to faculty submitting grades before the winter recess.
- Presidential search is ongoing. First round of interviews are scheduled on December 10<sup>th</sup> and 11<sup>th</sup>. The interviews will be held off campus at the request of the consultant. Second slate of candidates will be presented to the Board of Trustees at their next meeting on December 12<sup>th</sup>. A forum will be held in January.
- An Evacuation Fire Drill will take place on Thursday, November 29<sup>th</sup>. Paramedic students will be the evaluators and will be directing lost people.

### **Accreditation Process**

Vice President for Academic Services Kathy Berry reported the following:

- She stated IVC has not received the draft report from the Accreditation Team. President Rodgers left a message for Accreditation Chair Dr. Darnell.

### **Business Services/Bond Projects Update**

Vice President for Business Services John Lau reported the following:

Bond project

- The dirt work will begin next Thursday. He stated the cost to build the path will be \$520,000.
- Construction contract for science building will be awarded in January.

Business

- The State budget will be going out on January 10<sup>th</sup>. He stated he would provide updated information as it is received.

### **Student Services**

Vice President for Student Services Dr. Victor Jaime reported the following:

- Student Services Update for the month of October is attached, and he will be providing an update at the next College Council meeting.
- Student Services is busy registering students. He stated counselors are taking regular appointments as well as walk-ins so that students are served immediately.

**ACCESO**

Project Director Dawn Chun reported the following:

- Announced ACCESO is in its fourth year.
- IVC has contracted Sungard to implement an online degree program that IVC has sought for 10 years. The cost of the project is \$250,000. She stated it would be presented at the December Board meeting. She stated Sungard would begin the project in four months and the implementation period would be nine months.
- ACCESO visited different Imperial Valley communities to evaluate computer accessibility.
- ACCESO Learning Support Specialist Gloria Carmona spoke and stated that the need for computer access was voiced at a community forum in Niland. She spoke with the Superintendent of the Calipatria School District, and he allowed the use of the computer lab in the evening hours. Specialist Carmona stated the public library has five computers. She stated there is a possibility of having wireless computers. ACCESO will be meeting with the mayor of Calipatria to discuss other locations.

Foundation Executive Director Gene Hill stated there is also a need for computers in Seeley.

ACCESO Director Dawn Chun stated that ACCESO is aware of that need and the community of Seeley would also be evaluated for computer access.

**Title V Cooperative Grant**

Dr. Lianna Zhao reported the following:

**Computer Science Program**

- CS Program Development Team has worked on course revisions in Computer Science and produced two new courses, CS 220 and CS 230. These courses have been approved by the department, division and finally the Curriculum and Instruction Committee in an effort to make the articulation and transfer as simple and painless as possible for students.
- Class visits to all higher level math classes at IVC were made in October, including a presentation on the Computer Science 2+2 program and the scholarship opportunities available for Fall 2008 transfers.
- Scholarship information for Fall 2008 Computer Science transfers has been finalized with the scholarships going to the top ten applicants abased on GPA and course completion. Dean Roeder was extremely flexible and generous regarding this opportunity and worked with IVC to make the opportunity available to a maximum number of applicants.
- The Computer Science major at SDSU-IV was not visible in the online application form before it was approved by the Chancellor's Office. Counselors worked with some students who were confused and/or distressed about this situation. The back-up application plans were developed, such as students applying as undeclared majors, and filing a change of major once they are in the system and the major is in the system, and SDSU-IV will process the applications to the computer-science program as needed. The Chancellor's Office approved the BA degree in Computer Science at SDSU-IV and the major was opened up for application.

**Nursing Program**

- Articulation of a 4-unit CHEM 140, Integrated Chemistry, with SDSU has been denied for a second time. SDSU is using a 5-unit course to satisfy BSN admissions. IVC has created a 5-unit new course, CHEM 160, to articulate to SDSU's course. CHEM 160 has been approved by the department, division and Curriculum and Instruction and will be offered as SPEC course for Spring 2008 and formally included in the 2008-2009 catalog.
- The management team is working with SDSU School of Nursing to seek a blank petition for 68 students who took CHEM 140 to be able to use this course as the chemistry requirement for BSN.
- IVC is working with nursing administrators at Pioneers Memorial Hospital to discuss the clinical faculty agreements that address clinical faculty in-kind donations to the SDSU-IV program.
- SDSU main campus charged a \$161 fee to nursing students at SDSU-IV this semester. Dean Roeder is trying to have it waived.

**General**

- Conducted Year 2 evaluation. Internal Monitoring Team meeting was held on October 17, 2007. Evaluator David Trujillo was among those in attendance. Enrollment in IVC's computer science courses is 41 and 68 for CHEM 140, which is much higher than what we have set up as Year 2 goals of 20 and 35, respectively. Also discussed were the budget and activities at IVC and SDSU-IV.
- Students and staff manned two tables at the College and University Day/Career Fair in which the human mannequin and programmed robots were displayed.

**Learning Services**

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

- The Library replaced six computer tables with seven new ones.
- Learning Services Committee will be meeting on Wednesday.

**Technology Services**

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

- He stated the campus recabling was going well and stated it was almost complete.
- The new Website cutover date will be after December 14<sup>th</sup>, when the fall semester has ended.

Chair John Abarca inquired as to the status of the Webmaster position. Dr. Ying stated that out of three applicants, only one had responded to the supplemental questions.

Dr. Ying stated that the position would be reopened, and that a team of three people would be assisting in the hiring process.

**Associated Student Government**

ASG President David Lopez reported the following:

- The final ASG meeting for the fall semester was held today.

- The final ASG event for the fall semester would be held on Thursday, November 29<sup>th</sup>, at 12:00 p.m. inside the College Center. Charley Trujillo of Chusma House Publications in San Jose will be speaking regarding World War II Latino participation.

### **President's Update**

Interim Superintendent/President Gary Rodgers reported the following:

- He is concerned that IVC has not received a draft Accreditation Report. Dr. Darnell had stated the report would be forthcoming in two to three weeks' time. President Rodgers stated he has called and left messages for Dr. Darnell.
- He remarked on the importance of Prop 92. He stated if the initiative passes, IVC will receive \$2.5 million. President Rodgers thanked ASG President David Lopez and CTA President Suzanne Gretz for contributing towards the Initiative. He stated those contributions took IVC out of the zero category and into the middle of the pack for community colleges. He stressed the importance of IVC having its own identity, and competing with UC and SU systems.
- The Focus Group meetings have been successful. A meeting has been scheduled on Tuesday, November 27<sup>th</sup>, with SDSU transfer students. The meeting with SDSU is new to the vision meetings and will be helpful in determining IVC's role in the transfer process. Focus Group meetings are scheduled for Calexico on November 29<sup>th</sup>, and Ocotillo on November 30<sup>th</sup>. If interested in volunteering, please contact the President's office.

Vice President for Academic Services Kathy Berry stated IVC received a request for records under the Public Records Act. She personally thanked Institutional Research Analyst Dawn Chun for complying with the request and forwarding the information.

### **MINUTES FROM STANDING AND AD HOC COMMITTEES**

Minutes from the following committee meetings were received:

1. Academic Senate, 10/17/07
2. Curriculum and Instruction, 11/01/07
3. Customer Service Committee, 10/05/07
4. Insurance Committee, 10/08/07, 10/29/07

### **DISCUSSION AND INFORMATION ITEMS**

#### **1. Workplace Appearance**

Associate Dean of Human Resources Travis Gregory stated the draft procedure is going through the shared governance process. He would like to have something generic and fair that applies to everyone, and is hoping to get feedback/comments from staff.

A discussion was held regarding the need for such a policy.

Council member Robles voiced her opinion and disagreement with the policy. A motion was made by Member Robles to table the item indefinitely. Second by Carol Cortes-Ramirez.

Vice Chair Heumann noted that the Academic Senate voted not to support any dress code.

Vice President for Academic Services Kathy Berry stated it was premature to act on it, as it needs to go from discussion item to action item.

Council member Robles reiterated that she does not see the purpose for such a policy. She stated she believes the policy would create more problems rather than resolve issues. She stated she believes adult employees are able use their own judgment regarding what is appropriate for the workplace.

Council member Mendez asked if there have been instances where employees are wearing inappropriate clothing.

Associate Dean Gregory stated there have been some issues and gave an example about a student complaint regarding unprofessional attire worn by IVC employees. He stated IVC lacks the tools to try and resolve attire issues. He stated this would be an opportunity for conversation between supervisors and employees regarding what is considered appropriate/inappropriate.

At this point of the discussion Member Robles withdrew her motion, and again expressed her disapproval for the policy.

The discussion continued.

Associate Dean Gregory read the draft procedure aloud.

Vice Chair Heumann noted the reference to Board Policies 7250 and 7260, and inquired as to the content of these policies. Associate Dean Gregory stated he did not have the information available but would send out copies of those referenced board policies.

Associate Dean of Student Affairs Sergio Lopez pointed out that as an institution of higher learning, IVC should project a positive image, guiding, and teaching students to be professional. He stated this is not possible when IVC employees do not have a reference point.

Council member Robles referred to the Code of Ethics Statement wherein a code of conduct is embraced by IVC.

Council member Norma Nuñez stated she supervises classified staff and a problem could arise during a classified employee's evaluation as to comments regarding appearance, which is on the evaluation.

Chair and Union President Abarca stated there would be a problem.

Council member Armando Mendez stated that from a legal perspective, a policy needs to be in place.

President Rodgers stated that last year a complaint had been filed against an instructor who wore a sleeveless t-shirt and spandex shorts defining genitalia and had body odor. President Rodgers felt uncomfortable approaching the instructor inasmuch as no set policy is in place.

Vice President for Business Services John Lau stated it would be a good policy to endorse. He stated if adopted, it would need to be addressed further as supervisors would be responsible for implementation of the policy. He stated it would be critical that each supervisor hold meetings with staff regarding what is considered appropriate or inappropriate, especially in the departments that have public contact.

Marilyn Boyle noted that the use of perfumes had been taken out of the policy. She believes this is a serious health issue for some and that should be readdressed.

Associate Dean Gregory stated he has received emails regarding the issue of perfumes/colognes. He stated it is a separate issue which is covered under the Americans with Disabilities Act.

## **2. Naming of the Centennial Pavilion**

This item was tabled until the next meeting.

Council member Armando Mendez stated Art Instructor Tom Gilbertson was scheduled to make a short presentation regarding Items 2 and 3, but had to leave due to his next class session beginning.

## **3. Naming of the new art gallery, "Domingo O. Ulloa Memorial Art Gallery"**

This item was tabled until the next meeting.

## **ACTION ITEMS**

### **1. Registration Assignments**

#### ***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.

Associate Dean of Admissions and Records Kathie Westerfield was not present. Vice President for Student Services Dr. Jaime stated this recommendation is due to new Title 5 requirements and compliance.

M/S/C Sergio Lopez/Dr. Michael Heumann. Motion carried.

## **ADJOURNMENT**

Council member and Customer Service Committee Co-Chair Patty Robles hoped everyone enjoyed the Staff Appreciation BBQ. She thanked everyone who helped with the event. On behalf of the Customer Service Committee, she thanked everyone for participating in the Fall Food Drive. She stated a total of 1300 pounds of food and \$300 in cash was contributed. She stated the Customer Service Committee started its Holiday Gift Drive today. She stated the event is sponsored in conjunction with the

CFCS program through Becky Green and helps raise gifts for children and teens between the ages of 0-21 that are in the Imperial Valley Foster Care, Kinship and Independent Living Programs. She informed those present of ways to contribute.

Vice President for Student Services Dr. Jaime announced a ceremony honoring Dr. Hector L. Lopez and Raul Aragon, through the dedication of the Hector L. Lopez Student Services Center, and the Raul Aragon Soccer Field, respectively. He stated the event would be held on Tuesday, December 4th, at 10:30 a.m., in front of the counseling center. He stated the event is a surprise. Dr. Jaime will be sending out an email with further details.

Council member Norma Nuñez reminded everyone about the All Seasons Celebration on December 7<sup>th</sup>, which is being held at the Holtville Country Club for employees and retirees. The cost for dinner is \$30 for prime rib or \$25 for chicken cordon bleu. She stated RSVPs would be accepted until the end of this week.

M/S/C Dr. Michael Heumann/Kathy Berry to adjourn the meeting at 3:22 p.m.

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

| <b>2007</b>              | <b>2008</b>                |                                   |
|--------------------------|----------------------------|-----------------------------------|
| December 10              | January 14 & 28            | April 14 & 28                     |
|                          | February 11* & 25          | May 12                            |
|                          | March 10                   | June 9** & 23                     |
| * Spring Semester Begins | ** Monday after Graduation | Overload rate for 177-day members |