



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 25, 2010 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Taylor Ruhl, Administrative Representative
Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Martha Garcia, Faculty Representative
John McClain, Alternate Faculty Representative

John Abarca, Classified Representative
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative (Vice Chair)
Miriam Trejo, Alternate Classified Representative

Gloria Carmona, CMCA Representative
Martha P. Garcia, Alternate CMCA Representative

Steve Sciaky, Student Representative
Libertad Cabrera, Student Representative
Mario de la Torre, Student Representative
Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 23, 2009

AREA REPORTS/UPDATES

College Council Report - Michael Heumann
Program Review Update – Kathy Berry
Budget Update/Financial Report – John Lau
ASG President Update - Steven Sciaky
President's Update - Dr. Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 11/18/09
2. Budget and Fiscal Planning Committee, 11/11/09

DISCUSSION AND INFORMATION ITEMS

1. Campus Reorganization - Michael Heumann
2. Assignment of College Council Representative to Continuous Accreditation Readiness Team (CART) Ad Hoc Committee - Michael Heumann
3. 2700 Building Update - John Lau
4. Hiring Policy/Procedures for Consultants, Short-Term and Temps. - John Abarca
5. Posting of IVC Board of Trustees Board Meeting Recordings on IVC Website - John Abarca
6. Shared Governance - Michael Heumann

ACTION ITEMS

1. None

ADJOURNMENT

**2009-2010 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2010	2010
January 25	April 12 & 26
February 8 & 22	May 10 & 24
March 8 & 22	June 14 & 28

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day member

MINUTES



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 23, 2009 – 2:30 P.M.
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Martha Garcia, Faculty Representative
John McClain, Alternate Faculty Representative

Jessica Waddell, Classified Representative (Vice Chair)

Gloria Carmona, CMCA Representative

Steve Sciaky, Student Representative
Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Jan Magno, Alternate Administrative Representative
John Abarca, Classified Representative
Kevin White, Faculty Representative
Frances Arce-Gomez, Classified Representative
Miriam Trejo, Alternate Classified Representative
Martha P. Garcia, Alternate CMCA Representative
Libertad Cabrera, Student Representative
Mario de la Torre, Student Representative

Others Present:

Bill Gay, Victor Jaime, Tina Aguirre, Rosanna Lugo

MEMBERSHIP CHANGES

The following membership changes took place: Martha Garcia to replace Bruce Seivertson as Faculty Representative; John McClain to replace Norma Nunez as Alternate Faculty Representative; Gloria Carmona to replace Carlos Fletes as CMCA Representative; Martha P. Garcia to replace Rick Webster as Alternative CMCA Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 26, 2009

M/S/C Sergio Lopez/Steven Sciaky to approve the Minutes of October 26, 2009.

Motion carried.

AREA REPORTS/UPDATES

College Council Report

Chair Michael Heumann reported the following:

- Reported that he toured the 2700 Building, and asked if there would be water accessible along that route.
- Associate Dean Lopez stated that he talked to Director Webster about putting vending machines in that area with water bottles and sodas. He indicated that the way that area was designed it does not accommodate an enclosure. He stated that Director Webster would be talking to Architect Jimmy Sanders about modifications to that area to move an enclosure and run an electrical outlet to that enclosure.

Program Review Update

Vice President for Academic Services Kathy Berry was not present. Associate Dean Aguirre reported the following:

- Announced that the 2008-09 Program Review is wrapping up and the new cycle is underway, and stated the budgeting process has been completed.

Budget Update

Vice President for Business Services John Lau was not present.

ASG Update

Associate Student Government President Steven Sciaky reported the following:

- Attended the Region X Student Rally on budget cuts on Friday, November 20, 2009, and has posted pictures on the website. He indicated the rally made the ten o'clock news and 20 students from IVC attended. Overall there were 1600 students in attendance.

President Update

Dr. Ed Gould reported the following:

- Announced that IVC has been chosen as one of five schools that could participate in a digital book experiment through the Chancellor's Office. He indicated since the District has a contract with the bookstore, the District would look into partnering with them.
- Announced there are student protests regarding fees state wide, and indicated it is very likely the fees would go up to \$40.00 or more and this would likely continue to be an issue.

- Announced a Special Board meeting is scheduled for Tuesday, November 24, 2009 in response to both unions concern over the way that the District presented the sunshine letters to the unions. He stated that at the Special Board Meeting the District would resunshine and the 30 days would be effective immediately thereafter.
- Reported that there is word that the state budget recovery would not begin until 2012-13 and may go as far as 2014-15.
- Reported that there was a Student Town Hall meeting on November 14, 2009 and one of the issues which arose was program cuts. He stated the District out of necessity would be looking at programs that are undersubscribed and making recommendations through the shared governance process to begin to phase out these programs.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. IVC Academic Senate, 11/4/09
2. Policies and Procedures Review Committee, 11/11/09
3. Student Affairs Committee, 11/04/09
4. Technology Planning Committee Meeting, 10/20/09

DISCUSSION AND INFORMATION ITEMS

1. Formation of the Continuous Accreditation Readiness Team (CART) - Kathy Berry

- Explained the purpose of the CART committee would be to meet the ongoing Accreditation needs of the institution. She stated currently the Education Master Planning Committee oversees the accreditation process. She indicated that this would be an Ad Hoc Committee that would report to Academic Services. She stated she would like to start the committee after the first of the year and needs representatives from College Council, Academic Senate, Administrators, Faculty, etc., she indicated she would like a broad representation from across campus.
- Reported the Progress Report was submitted on October 15th, and on March 1st the Accreditation Self Study Report is due.
- Reported that there is still no word when the Accreditation Team would be visiting.

2. College Council Meeting in January - Michael Heumann

- Asked College Council members what their thought were on meeting December 14th.
- The consensus was that there be a meeting on December 14, and a tentative meeting scheduled on January 25, 2009.
- He stated that one of the issues in the summer and the reason why there were no meetings was compensation paid to faculty. He stated if this is the case, he would volunteer to not receive compensation to attend, but he could not speak for all faculty.

3. Campus Reorganization - Michael Heumann

- Chair Heumann stated the topic was placed on the agenda for continued discussion on the attached organizational charts.
- VP Berry stated that there had been some changes to the Academic Services reorganization chart and there would be more changes to come. She stated she has

heard from faculty, but has not heard from division chairs yet. VP Berry stated that some of the responses that she has received are that the structure needs to be a natural fit, and the other is the structure should meet FTES. She explained the different versions that are up for discussion.

- Chair Heumann asked what the difference is between a Vice President of Human Resources and an Associate Dean of Human Resources and whether there would be any change in salary.
- President Gould stated that Dean is an academic title, and the change to Vice President has more to do with who they would report to and there is no intended increase in salary.
- VP Jaime explained that Student Services structure is being used across the state, and his department is using existing deans.

4. All User Email Update - Michael Heumann

- Chair Heumann stated the all users email would be used as a moderated announcement tool, limited to a number of individuals. He indicated this was the recommendation of Technology Planning Committee and College Council. He asked if there was an update from Executive Council on how these recommendations would be implemented.
- President Gould stated that the Executive Committee would be discussing this topic at the next scheduled committee meeting.

5. Signage Subcommittee - John Lau

- VP Lau was not present at this meeting. Chair Heumann reported that VP Lau would like to form a subcommittee to discuss the placement of signage throughout campus. He indicated that he thought that this would be the job for the Facilities and Environmental Improvement Committee.
- President Gould informed College Council that this committee had already been formed.

6. Strategic Social Media Presentation - Bill Gay

- Communication Director Gay gave a PowerPoint presentation on Strategic Social Media which was presented to the Board of Trustees at the November 18, 2009 meeting. The mission of the marketing committee is to conform to the IVC Education Master Plan (i.e., to advance the college's visibility and highlight the excellent educational opportunities it provides to the community....) and the Strategic Plan Goal #5 (i.e., strengthen our Internal and external organizational communications practices...).
- Rosanna Lugo continued with the presentation and gave an overview of IVC's Facebook, Twitter and the new IVC MySpace pages.

ACTION ITEMS

M/S/C Sergio Lopez/Kevin White

- 1. Approval of the Staffing Plan - Travis Gregory**

"IMPERIAL VALLEY COLLEGE STAFFING PLAN

The purpose of this Staffing Plan is to outline the Department's strategies and processes for identifying, analyzing, and retaining the human capital levels needed to effectively support all

current and future District activities. It includes the development, implementation, and evaluation of staffing-related processes. These processes require a continuous examination of organizational structures, position functions, recruitment sourcing, hiring and orienting, internal communications, and training/succession planning. Effective staffing management practices will help objectively identify the District's needs and guide future human capital decision making. This plan is not simply a snapshot in time, but is meant to be a living document that aligns with the District's goals and educational master plan.

STAFFING PLAN (FY 2008-2011)

GOALS	OBJECTIVES	
<i>Recruitment</i>	<ul style="list-style-type: none"> • Establish an objective method to assess the need for replacement and recruitment of vacant positions based on the District's needs. • Acknowledge the shrinking talent pool from which to recruit, and be prepared for increasing pressure to retain current employees. • Develop cost-efficient and innovative recruitment strategies to meet the increasing demand and dwindling budget resources. 	
<i>Forecasting the Recruitment Needs</i>	<ul style="list-style-type: none"> • Assess potential employee retirement dates. • Review facilities and programs plans. 	
<i>Compliance with EEO and other regulations</i>	<ul style="list-style-type: none"> • Recognize diversity in much broader concepts beyond age, ethnicity, and gender to new dimensions, which include education, family status and work experience. • Complete an internal employee file Audit. • Develop a procedure that forms a pool of potential screening committee employees. 	
<i>Safety</i>	<ul style="list-style-type: none"> • Improve the District's Crisis Management Plan, including emergency preparedness and training for Administrators and staff. • Coordinate a preemptive H1N1 information plan and have contingency plans in place. 	
<i>Integration of Technology</i>	<ul style="list-style-type: none"> • Web Time Entry: electronic timesheet submission process. • Maximize the use of Banner and other applications: applicant tracking data collect and analyze statistical data to identify trends and assist during the decision making process. • Completion of a Business Process 	

	<i>Analysis to fully assess current processes, to support a wide range of process development, reengineer, and training.</i>	
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STAFFING LEVELS

Imperial Valley Community College (IVC) employs a well-qualified staff dedicated to meeting the needs of our students and our community. In October 2009, there were 150 full-time faculty members and 197 part-time faculty members. Thirty-two full time and 21 part-time faculty members are non-instructional. Non-instructional faculty members are counselors and librarians. College management, office, technical, and grounds support functions are filled by 153 classified employees, 11 confidential employees, and 9 Classified Managers. The College also employs 13 Administrators. Approximately 440 student employees provide additional office and lab assistance.

A declining economy and a historic high unemployment rate spiked the College's enrollment and demand for services. In order to meet the growing demands without compromising the financial stability of the institution, the District initiated a systematic process to prioritize attrition or replacement of critical positions only. As a result, an ad hoc participatory governance task force was formed known as "Thaw." The thaw group met and reviewed requests to fill vacant positions and ranked the vacancies in order of importance. Those recommendations were presented to the Superintendent/President who directed the Human Resources department to initiate a recruitment campaign. During the 2009-2010 fiscal year, the Department hired 12 full time faculty members to help meet the increasing student enrollment demands.

STAFFING CHANGES

Turnover Rates

For the first time in at least a decade there was no turnover in the district's administration. However, IVC will experience some changes in administrative positions due to reorganizations and retirements during the next year. Also impacting the organizational structure will be the number of anticipated faculty and staff retirements that will occur over the next five years and beyond.

District demographics indicate that 57% of the full-time faculty and 27% of the classified workforce are over 50 years of age; during the period of June 2009 to October 2009, a total of 14 classified employees announced their retirement. An additional 4 faculty members retired this year. The district will need to consider having an independent assessment to determine if future supplemental retirement incentives would result in cost savings and should be offered.

Reduction in Services

Due to a State budget shortfall and deficit budget spending, the district reviewed, assessed, and recommended service reductions via closure of the Brawley Extended Campus. The closure impacted 1 full-time faculty position, 1 full-time classified position and 1 part-time classified position. The district transferred the faculty member to another location and was able to reassign the full-time classified employee. The part-time classified position was not able to be absorbed and resulted in a layoff.

Additionally, Imperial County Department of Social Services informed the district that they were cutting funding to the CalWORKS program. This program elimination resulted in position elimination of 5 full-time, temporary Counselor positions and 1 full-time classified position. This elimination came as a surprise since the program had been continuously contracted since 1987. The district has signed a Memorandum of Understanding to allow certain reemployment privileges.

Reorganization

In order to efficiently meet the staffing-level demands with less money, the Executive Council was directed to conduct an extensive review of their area organizational structures and functions. As a result, the organizational realignment has changed the functionality and reporting structures of several departments in an effort to optimize services to students while better controlling processes and costs.

One example is the establishment of a "Grants team", which grouped three previously isolated positions and combined them. The goal is to provide better review, communications, and recommendations regarding potential grant options for the District.

HIRING PROCESS

Faculty and Classified Prioritization Process

The intent of the faculty and staff prioritization process is to identify the most critical vacant positions and to expedite the recruitment process of vital positions. The current faculty prioritization process includes a justification of the position's impact on the program, strength of the program, and the ability to meet student needs. The Curriculum and Instruction (C&I) committee is the formal constituent group authorized to make recommendations on this subject matter.

As mentioned in the Staffing Levels section, the District formed an ad hoc Thaw task force to recommend prioritization of all vacant open positions. To ensure consistency, a ranking criterion was developed to determine the criticality of any position. The crucial factors included:

Vacancies Prioritization Criteria	
1. Funding Source	
2. Justification/Criticality	
a. Position is unique for the department or program	
b. Regulatory to department or program	
c. Number of students program served	
d. Critical function to success of IVC	
e. Position affects transfer/graduation rate(s)	
f. Position affects instruction	

3. *The impact of not filling the position*

4. *Workload distribution alternatives*

During 2009, the taskforce evaluated a total of 12 faculty positions, 4 classified management, and 5 classified positions. Their final recommendations for prioritization are attached (Attachment A).

The District plans to continue using this standard criterion as an objective way for the executive council to make vacancy hiring decisions. This will assist in eliminating the previous practice that automatically replaced vacated positions (due to resignation, retirement, etc.). Each vacancy will need to be assessed for need and/or alternatives along with specific justification in writing. Request to hire form will be updated to reflect this process and will include a section linking the position to the Educational Master Plan and District mission (Attachment B). Emergency situations will be handled on a case-by-case basis and be presented to the Executive Council for consideration by the area Vice President.

Employee Recruitment

Imperial Community College District adheres to equal employment opportunity guidelines, job-related criteria determined by position qualifications, institutional objectives, for hiring.

Certificated and classified employees' hiring and recruitment processes are outlined in Board approved policies and respective collective bargaining agreements.

All employees must meet specific criteria established to perform essential duties of the classification or job. These include minimum qualifications for both certificated and classified positions, which the college lists in position descriptions. Minimum qualifications and equivalency procedures for faculty members are established through Minimum Qualifications for Faculty and Administrators in California Community Colleges.

The College develops certificated job announcements in conjunction with the Superintendent/President, the area Vice President, and the Chief Human Resources Officer (CHRO). Position announcements are then published through the Human Resources Office.

Selection Process

The Board has approved hiring policies and procedures to monitor all District selection processes. The Human Resources Department in partnership with the Policy and Procedure Committee is currently developing HR Departmental procedures.

The CHRO, assigned HR staff, and the designated committee chair review all applications to determine pool diversity and minimum qualification requirements prior to forwarding applications to the screening committee. Human Resources staff members provide committee chairs with a variety of tools (e.g. checklist) to assist in appropriately guiding the chairperson and designated administrator through the entire process.

To assist in ensuring equal opportunity for certificated positions, each screening/selection committee designates a six member committee from which three come from the specific division/department/office and the other three members are from another area. Larger even-numbered committees may be approved by the EEO Officer when community membership on

the committee is solicited from representation base of Imperial Valley for certain positions (e.g. agriculture positions, music positions, management positions, etc.).

The committee shall have an equal balance of both ethnic representation (majority and non-majority) and gender diversity (half women and half men) on each certificated and classified screening/selection. The Human Resource office will be developing draft procedures to form a pool of employees who want to volunteer to serve on a screening committees. Once a committee chair is determined by the area Vice President then members of the volunteer pool list will be asked if they want to participate and be assigned. The requirements for ethnic and gender representation remain and this pool should facilitate a larger percentage of employees participating in screening. The goal is to increase the employee knowledge level and trust in the process, while increasing the District's legal posture when responding to any process complaints.

EMPLOYEE, STUDENT AND PUBLIC SAFETY

Student and staff safety is a high priority for the District. A Director of Evening College to oversee District operations during the evening hours is being recruited. In addition, the Thaw team recommended a Director of Campus Safety and Security to oversee the patrolling of District properties, manage the response to call for service including crimes in progress and reports of crimes or suspicious activities, enforce applicable laws on District premises, and administer other security operations and activities.

The Environmental Health and Safety Committee updated bylaws (Attachment C) and has several critical issues to consider including: on-site campus emergency booths (with direct lines to security, alarms, flashing lights, etc.), a preemptive plan for H1N1, and accident prevention that addresses reconstructed parking lots and a new building.

The District also implemented an Employee Assistance Plan (EAP) on August 1, 2009. This plan allows employees and their qualifying family members free access to a variety of mental health / counseling professionals. The EAP is a 24 hours a day/7 days a week program that also gives employees information and referrals to address legal, financial, and personal health issues. Administrators and Managers can also work with the Human Resources office to make mandatory EAP referrals under special circumstances where there is a belief that the employee may harm themselves or others.

INTEGRATION OF TECHNOLOGY

The use of technology and modernization of processes is necessary to increase efficiency and productivity. The Human Resources office, in partnership with the Business Office and the Information Systems department, are currently conducting a business process analysis (BPA). The goal is to identify the current processes and any rework or duplication associated with the processes. When deficiencies or duplicative efforts are identified then a recommendation to streamline will be made and include options for automation. The Human Resource office plans to launch a test group for an automated timesheet in early 2010. Besides recording time electronically, employees will be able to request time off and see their work hours and leave balances at anytime via the internet.

The Human Resources office is also absorbing the Benefits coordination from the Business office. An online self-service type of option is currently being developed with a scheduled launch happening in late 2009. This "Benefit Bridge" will allow employees 24 hour /7 days a week access to important benefit information, including: their current coverage, access to health-

related information and contacts, costs/expenditures, open enrollment periods, forms, and a variety of health/wellness related information.

HUMAN CAPITAL: EMPLOYEE PROFESSIONAL DEVELOPMENT

Although the budget may have never looked worse, the District plans to continue with a third year of a program that allows all employees to obtain professional development training for no cost. G.L.E.A.M. (Gaining Leadership Expertise, Aptitude, and Mentoring) is a program that exposes participants to a variety of community college and general leadership knowledge. G.L.E.A.M. was created in 2007-2008 to help provide continuity in leadership and to avoid extended and costly vacancies in key positions. Besides monthly educational topics, mentoring partnerships, and an ability to present innovated projects to administration, G.L.E.A.M. is used to identify and prepare candidates for high-level management positions that will likely become vacant due to retirement, resignation, or new opportunities. With a growing number of administrators and managers becoming eligible for retirement, programs like G.L.E.A.M. are essential in proactively preparing staff to continue meeting the needs of the community. Graduates have been responsible for some extremely innovate program concept ideas, including: The Student Mental health Office, 1st S.T.E.P. parent orientation, Bike Patrol, a Financial Aid computer lab, Employee Zumba dance classes, Automation of student request forms, etc.

As part of IVC's reorganization, the Technology Technician has been reassigned to the Human Resources office. A needs assessment survey and thorough review of the District's strategic plan (goal #3) along with the technology training goals will be conducted. One example of how IVC has reexamined professional development is the use of Sexual Harassment and Discrimination Awareness training that non-supervisors can now attend on-line.

Finally, the District has joined a legal consortium which will be providing 5 days of training, within the county, for Administrators, Managers, and certain Confidential positions for no additional costs. Topics include: Privacy Issues in the Public Workplace, Performance Management, etc.(Attachment D)."

Motion carried.

M/S/C Sergio Lopez/Kevin White

2. Approval of Administrative Procedure AP 4225 Course Repetition - Victor Jaime

"AP 4225 Course Repetition

Reference:

Title 5, Sections 55040, 55041, 55042, 55253, 56029; Education Code Section 76224

SUBSTANDARD GRADES (D, F, NC, NP)

Students who have earned one grade of D, F, NC, or NP may take the course one additional time and registration will be allowed automatically. No petitioning process is required.

- Grades earned for both attempts will remain on the student's transcript.
- After the second grade is earned, the first grade will no longer be included in the cumulative GPA and will be annotated in the computer (Banner) with an "E" for excluded from the computation of the GPA.
- The second grade will be included in the calculation of the cumulative GPA.

Students who have earned two grades of D, F, NC, or NP in a course will be blocked from registering for the course again. Students may petition for permission to take the course again.

Students who have earned three grades of D, F, NC, or NP in a course may petition to take the course again due to extenuating circumstances up to a maximum of two times. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

All grades will be reflected on the student's transcript with the most recent included in the calculation of the GPA.

GRADES OF C OR HIGHER EARNED PREVIOUSLY

Students will be blocked from registering for a course in which they have previously earned a grade of A, B, C, CR, or P.

Through the petitioning process, students may request consideration to be allowed to take the course one additional time under one of the following conditions:

- 1. Significant length of time has passed since the course was first taken (usually 5 years or more) and students can verify their need to take the course again for a specific purpose. Students will not automatically be granted permission to take the course again simply because five or more years have passed.*
- 2. A policy requiring recency for a specific course as a prerequisite to another course or program (such as microbiology for the nursing program) has been established by the IVC or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.*

If the request is approved, additional credit will not be awarded and the highest grade earned will be included in the computation of the cumulative GPA. All grades will be reflected on the student's transcript.

Students who have earned three grades of C or higher in a course may petition to take the course again due to extenuating circumstances up to a maximum of two times. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Repetition for Legally Mandated Training Requirement

When students must repeat courses to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, they may repeat the course without petitioning.

They will automatically be blocked from registration, however, and will need to complete a form requesting permission to repeat. The form is required in order to verify their need and to separate such requests from those for which the petitioning process is required.

After completing the form, a staff member in the Admissions and Records Office on main campus, or at one of the extended campuses, will register the student manually.

All grades will be reflected on the student's transcript and included in the calculation of the GPA.

Apportionment may be claimed each time students need to repeat courses for this reason.

Maximum Number of W Symbols – See Administrative Procedure 5075 (Course Adds and Drops)

Students may not earn more than four symbols of W in any single course. They will be blocked from registering after three Ws have been earned and will be required to petition to take the course a fourth time. If they earn a fourth W, and have not earned three substandard grades in the course, through the petitioning process, they may be allowed to take it again. Apportionment will not be claimed for enrollments subsequent to the student having earned 4 Ws.

Repeatable Courses – See Administrative Procedure 4227 (Repeatable Courses)

Each time students repeat a repeatable course the grade or symbol will be included in the maximum number of times allowed for the course. If a student repeats a repeatable course in which a substandard grade has previously been earned, the previous grade and credit may be excluded from the computation of the GPA, but the repeat will count toward the number of times the student may take the course. No more than two substandard grades may be alleviated in this way.

If a significant lapse of time has occurred (usually 5 years or more), through the petitioning process students may be allowed to take a repeatable course one more time. Students will be required to verify their need to take the course again for a specific purpose. Permission will not be granted automatically simply because five or more years have passed.

If a repeat is permitted due to a significant lapse of time, each grade will be calculated in the GPA.

Courses for Disabled Students - See Administrative Procedure 4227 (Repeatable Courses)

Work Experience - See Administrative Procedure 4227 (Repeatable Courses)

Variable Unit – Open Entry/Open Exit

Students may enroll in such a course as many times as necessary to complete one time the entire curriculum of the course. They may repeat a portion of the curriculum to alleviate substandard work or may petition to take the course again due to extenuating circumstances of verified cases of accidents, illness, or other circumstances beyond the control of the student.

A maximum of two repeats will be allowed to alleviate substandard work. The previous grade earned will be replaced in the calculation of the GPA by the most recent grade earned.

A maximum of two repeats will be allowed for extenuating circumstances. The highest grade earned for the portion of the course repeated will be used in calculating the student's GPA.

Students may petition to repeat a course of this type one time due to a significant lapse of time (usually 5 or more years). Students will be required to verify their need to take the course again for a specific purpose. Permission will not be granted automatically simply because five or more years have passed.

All grades will be reflected on the student's transcript."

Motion carried.

M/S/C Sergio Lopez/Kevin White

3. Approval of BP 2000 Setting Policy - Vikki Carr

"BP 2000 Setting Policy

Reference:

Legal reference: Title 5 sections 51023.5-51023.7 and 53200-53204

The Imperial Community College District Board of Trustees believes that a major Trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups.

*For developing policies regarding the academic and professional matters numbered a, b, and c, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).**

For developing policy regarding the other five academic and professional matters (d through j), the Board will consult with the faculty through the mutual agreement process previously agreed upon.

At Imperial Community College District, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the Coordinating Board.

Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

Legal reference: Title 5 sections 51023.5-51023.7 and 53200-53204

****For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:***

- a. Curriculum, including establishing pre-requisites and placing courses within disciplines.*
- b. Degree and Certificate requirements.*
- c. Grading policies.*

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

- d. Educational program development.*
- e. Standard of policies regarding student preparation and success.*

- f. District and college governance structures, as related to faculty roles.
- g. Faculty roles and development in accreditation processes.
- h. Policies for faculty professional development activities.
- i. Processes for program review.
- j. Processes for institutional planning and budget development.”

Motion carried.

M/S/C Sergio Lopez/Kevin White

4. Approval of BP 2010 Board Membership - Vikki Carr

“BP 2010 Board Membership

Reference:

Education Code Sections 72023, 72103, 72104 (New BP)

The Board shall consist of seven (7) members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed by a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.”

Motion carried.

M/S/C Sergio Lopez/Kevin White

5. Approval of BP 2015 Student Member - Vikki Carr

“BP 2015 Student Member

Reference:

Education Code Section 570902, 72023.5 (See: IVC Handbook for Faculty Advisors and Student Leaders) (Old BP 1.4.5)

The Board shall include one non-voting student member selected by the Associated Student Government in compliance with the Education Code.

- *The term of office shall be one year commencing June 1.*
- *The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.*
- *The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings.*

- *The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for Closed Session).*
- *The student member shall be ~~entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.~~ reimbursed for travel to all meetings of the Board according to the schedule prepared by the Business Office at the same rate as paid to employees for mileage.*
- *The Board encourages participation of its student member in Trustee-related conferences and activities and may approve reasonable expenses that fall within the guidelines of Board policies."*

Motion carried.

M/S/C Sergio Lopez/Kevin White

6. Approval of BP 2016 Academic Senate Member - Vikki Carr

"BP 2016 Academic Senate Member

Reference:

(Old B.P. 1.4.5) See AP 2016

- *The Board shall include one non-voting Academic Senate Representative to be selected by the Academic Senate.*
- *The Academic Senate member shall be seated with the Board and shall be recognized as a full member of the Board at meetings.*
- *The Academic Senate member in entitled to participate in discussions of issues and receive all materials presented to members of the Board (except for Closed Session).*
- *The Academic Senate member shall be ~~entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.~~ reimbursed for travel to all meetings of the Board according to the schedule prepared by the Business Office at the same rate as paid to employees for mileage."*

Motion carried.

M/S/C Sergio Lopez/Kevin White

7. Approval of BP 2100 Board Elections - Vikki Carr

"BP 2100 Board Elections

Reference:

Education Code Sections 5000 et seq., Education Code Section 5019.5 (New BP)

The term of office of each trustee shall be four years, commencing at the first Board

meeting in December following the general election in November.

Elections shall be held every two years, in ~~odd~~ even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The election of a Board member residing in and registered to vote in the trustee areas he or she seeks to represent shall be by the registered voters of the entire community college District.

The ~~Superintendent/President~~ CEO shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The ~~Superintendent/President~~ CEO shall submit the recommendation in time for the Board to act as required by law. (~~Education Code Section 5019.5~~)

The Board of Trustees has provided for the election of Trustees by Trustee areas as follows:

Area 1	Calexico
Area 2	El Centro
Area 3	Imperial
Area 4	Brawley
Area 5	Holtville
Area 6	Calipatria
Area 7	San Pasqual"

Motion carried.

M/S/C Sergio Lopez/Kevin White

8. Approval of BP 2105 Election of Student Members - Vikki Carr

"BP 2105 Election of Student Members

Reference:

Education Code Sections 72023.5, 72103

~~The Board is responsible for establishing the Administrative Procedure by which the student member is chosen.~~

~~The student member shall be the Associated Student Government President or designee."~~

Motion carried.

M/S/C Sergio Lopez/Kevin White

9. Approval of BP 2110 Vacancies on the Board - Vikki Carr

"BP 2110 Vacancies on the Board

Reference:

Education Code Sections 5090, et seq., Government Code 1770 (Old BP 1.6.2)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect.

Resignations from the Board shall be governed by Education Code 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The ~~Superintendent/President~~ CEO shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates.

The Board will determine the schedule and appointment process, which may include interviews at a public meeting."

Motion carried.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 3:39 p.m.

**MINUTES FROM
STANDING AND AD HOC
COMMITTEES**

IVC Academic Senate

Approved Minutes
November 18, 2009

- I. The meeting was called to order at 1:30 pm by President White.
- II. **Roll Call**
Present: Krista Byrd, Daniel Gilson, Cesar Guzman, Michael Heumann, Russell Lavery, Eric Lehtonen, Mary Lofgren, Jean Montenegro, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Norma Scott, Kevin White, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson, Steven Sciaky

Excused: Jose Ruiz, Cathy Zazueta, Rosalba Jepson

Absent: Toni Pfister, Suzanne Gretz

Visitors: Taylor Ruhl, Tina Aguirre, Carol Lee, Frank Rapp, Bill Gay
- III. **Visitor Comments**
 - No comments
- V. **Consent Agenda**
 1. Academic Senate minutes of 11-04-2009
M/S/C (Patterson/Nilson) to approve the minutes.
- VI. **Reports**
 1. President
 - President White attended the Fall Plenary session last weekend. He will write up a report highlighting the events and present that at the next meeting.
 - Starting next Monday, he will work with Dr. Gould on shared governance.
 - White also suggested that the Senate employ a part-time secretary for dealing with the many details that go into Senate business.
 - A committee master list of committee positions for faculty is being compiled. When finished, it will be posted on the Senate web site.
 - The survey results are available but have not been formatted properly. They will be formatted and discussed at the next meeting.
 - Senator Paine noted that many people filled out the survey incorrectly, making the results potentially erroneous.
 2. Past President
 - Past President Seivertson noted that senators need to encourage their colleagues to fulfill their obligations in regards to SLOs.
 - Seivertson asked about the status of the Academic Senate plaques and about training part-time faculty for use of the A/V equipment.

- He also mentioned that the support for reorganization was conditioned on better dissemination of information. Most people find it a good idea, but that they need to learn more about the specifics.
3. Treasurer
 - \$6,106.61
 4. VP of Instruction
 - Vice President Berry announced that the college has not yet heard from the accreditation team about a visit during this semester.
 - Berry noted that we are not finished with accreditation. The mid-term accreditation self-study is due in March 2010. More reports are due later in 2010, as well.
 - Wants to develop a continuous accreditation report team (CART). This will become a standing committee, and it will be a very large committee. The committee needs to be large because the key to accreditation is evidence, and evidence takes a long time and a lot of patience to collect.
 - The Title V 2+2 External Evaluation visit took place last Friday. Many students attended and expressed their appreciation for the project and how much it meant to them.
 - Applauded the nursing students for helping with H1N1 flu vaccine distribution.
 5. Chief Financial Officer (CFO)
 - Not present
 6. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp announced that there would be a Winter Success Institute, consisting of eight classes: two writing, two reading, two math, and two ESL classes. The schedule is four days a week for four weeks (which is different from the regular winter session schedule). The instructors, tutors, and counselors are all in place and eager to get started.
 - Met with K-12 instructors regarding CalPass, an initiative to help improve the communication and collaboration between K-12 and college faculty and administrators.
 7. Student Learning Outcomes (SLO) Coordinator
 - SLO Coordinator Pfister was not present at the meeting.
 8. Associate Student Government (ASG) President
 - ASG President Sciaky announced that there would be a rally in San Diego to protest the cuts in community college budgets. The rally would take place on Friday, November 20. Many students from IVC would be attending.

VII. **Academic and Professional Matters**

1. Reappointment and Appointment of Committee Assignments
 - The ballots for committee membership were distributed and voted on during the meeting. The following committee positions were voted on and appointed:

- Marketing Committee
 - Member: Frances Beope
- College Council:
 - Member: Martha Garcia
 - Alternate: John McClain
- Educational Master Plan Committee
 - Member: James Patterson
- Facilities & Environmental Improvement Committee
 - Members: Susan Moss, Jane Higginson, Rick Castrapel
 - Alternates: Laura Mosier, Aaron Edwards, Glenn Swiadon
- Title IX Officers
 - Olga Artech, Russell Lavery
- M/S/C (Patterson/Nilson) to approve the committee appointments as voted upon by the Senate.

IX. Committees

1. Written summaries were sent out in advance as part of the minutes/agenda packet.
2. Curriculum and Instruction --Curriculum and Instruction Committee met on November 5, 2009. Action and discussion took place on the following items: (1) Minutes – 10/15/09 and 10/29/09 approved as presented. (2) Discussion – SLO's for General Education. (3) Prioritization of faculty replacement positions – discussion and motion to continue support of 12 positions remaining on list. (4) New course approved – BLDG 101, Safety Standards (OSHA) 30-Hour Card. (5) Distance Education Addendums approved for: AJ 106, PHIL 106 an SPCH 180.
3. College Council --No meeting
4. Equivalency --The Equivalency Committee met on October 22, 2009. They reviewed all 12 applications that were pending. They also reviewed a draft of the document that Mary Jo Wainwright is working on to determine the criteria to be considered in granting equivalency at IVC that everyone will follow regardless of who is in the committee. The guiding principles are preparation of the applicants rather than the personnel needs of the college. Once they complete this project it will be presented to the Academic Senate for adoption.
5. Budget and Fiscal Planning --A discussion of the state budget was held. Main points included the possibility of no mid-year budget cuts, but it may take a few years before the state budget improves, and categorical funds will probably be cut more. A discussion of the IVC budget followed. Main points included examining cutting costs that can be controlled (such as travel expenditures and supplies), discussion of how budgetary items are presented at the previous Town Hall meeting, and concerns about costs

for dealing with new/changed positions on campus. There was also discussion about how budgetary information is presented at Town Hall meetings, and concerns about the information not coming to the committee first.

6. Learning Support Services—No meeting.
7. Distance Education--The DE Committee met on Thursday, November 5. We approved a position paper on expanding the number of online/hybrid courses that faculty could teach as part of their regular load. We also discussed position papers on online office hours and online course caps. All of these position papers will be presented to the Senate at a later date.
8. Resource Allocation & Interest Based Approach (IBA)—This is a committee has been formed from various groups on campus. The goal of the committee is to look at different budget models and to work towards better communication among various groups on campus.

VIII. **Discussion**

1. SDSU (President Weber) to support rescinding admission policy change
 - A resolution addressed to San Diego State President Weber was distributed to the senators for discussion. The resolution calls for Weber to rescind the suspension of the undergraduate policy that guarantees enrollment to students who reside in Imperial County.
 - A discussion ensued regarding the specifics in this resolution.
 - The resolution will be an action item at the next Senate meeting.
2. Credit-by-exam progress update by Senator Patterson
 - Senator Patterson discussed the revised procedures for credit-by-exam, which were distributed to the senate during the meeting.
 - Carol Lee explained that both the existing procedures and the revised procedures were included in the handout. She stressed that credit-by-exam must be determined by faculty in individual departments.
 - She wants to senate (and by extension) to ask the questions: can a student walk in off the street and take an exam to complete an entire course in your area? If so, then what should that exam look like?
 - Senator Patterson asked if there were any Ed Code regulations that would help guide the senate in this area. Lee noted that most of the Ed Code material states that the procedures are largely left up to the local districts.
3. Textbooks (Berry/Lee)—New regulations from the “Higher Education Opportunity Act (HEOA)”
 - Berry noted that that a new law in HEOA states that ISBN numbers for textbooks should be included in class schedules when possible. This also means that, when books are changed after the schedule is

published, these changes need to be sent to the instruction office so the information in WebStar can be changed, as well.

4. Class Size (Berry/Lee/Heumann)—students per class, by room size, discipline, edict, and applications to distance education
 - How are class sizes determined at IVC? The Course Outline of Record determines class size caps. Faculty who develop the curriculum put what they think the class size should be. The cap sizes range from 20-40 students at IVC.
 - Faculty can increase the class size based on how many students can be in a room and on the CTA contract restrictions.
5. Faculty survey results
 - The survey was discussed in the President's report.
6. Academic reorganization—division realignment & fiscal impact (Berry)
 - Berry distributed information about the reorganization of the instruction are on campus.
 - The information included a breakdown of faculty/administrators/staff at various colleges, cost analysis of the proposed reorganization, and a proposed timeline.
 - Senator Byrd asked if job descriptions would be distributed regarding deans and department chairs. Berry said that these would be distributed.
 - Then Berry elaborated. Deans, she said, would evaluate, coordinate, and manage the academic areas. They would establish the goals for that area. They would evaluate purchases and the cost of materials. They would manage and control the budget for that division. They would evaluate faculty and staff. They would be responsible for program review, but faculty would lead the program review effort. They would compile reports. They would resolve or assist in the resolution of problems or complaints. They would work with the instruction office to help plan the use of facilities.
 - Department chairs would work on curriculum and work with the dean on scheduling.
 - Berry emphasized that this is a shared governance issue. The Senate needs to agree with these new positions and these changes, and these things will most likely change and transform through the shared governance process.

X. The meeting was adjourned at 3:12 pm.



Unadopted minutes

Budget and Fiscal Planning Committee

November 11, 2009

Members Present:

√John Lau, VP for Business Services, Chair
_Dr. Victor Jaime, Administrative Representative
√Kevin White, Academic Senate President
√Dr. Michael Heumann, College Council Chair
√Eric Jacobson, Faculty Representative
√Daniel Gilson, Faculty Representative
_Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

_Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Representative
_John Abarca, CSEA Representative
_ASG Representative
√Jan Magno, for Dr. Victor Jaime
Non-Voting
√Kathy Berry, VP for Academic Services

Call to order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 1:30 p.m. in the Transfer Center.

ACTION:

1. Approval of minutes: *M/S/C Kakiuchi/Magno to approve the minutes of the August 26, 2009, September 16, 2009, September 23, 2009 and September 30, 2009 meetings as presented.*

DISCUSSION/INFORMATION

1. State budget update: John Lau reported that the State will most likely not hit its revenue projections for this year, it is estimated that it will be about two and one half years before the economy starts to recover.
2. IVC Budget update: John Lau reported that he has been meeting with budget managers, with about five more meetings to go. He will report on the savings that was found at the next committee meeting. He estimates the savings to be about \$300,000. Kathy Berry stated that notices will be going out to departments that have not completed their program reviews. VP Lau stated that the budget is a work in progress, and the District will be addressing the deficit through a menu of items.

Discussion: Eric Jacobson asked about the District granting sabbaticals. Kathy Berry stated that the contract allows for sabbaticals, and there have been four requests received (with one withdrawn). Mr. Jacobson asked to have an item on sabbaticals on the next agenda. Suzanne Gretz expressed concern that in these tight fiscal times, it appears that the number of administrators is being increased and the Deans of HR and IT are being promoted to Associate Vice Presidents. The District has lost full time faculty members, and classified retirees have not been replaced. In addition, the recommendations of the Thaw Committee are not being followed. The committee asked for the budget impact of the proposed re-organization.

3. Fiscal Health Risk Analysis: The committee completed page # 1 of the Fiscal Health Risk Analysis worksheet. Questions from the worksheet included:

Deficit spending:

Is the District availing deficit spending in the current year? No

Is the District avoiding deficit spending in the two subsequent fiscal years? unknown

Has the district controlled deficit spending over the past two fiscal years? No

Is the issue of deficit spending addressed by fund balance, ongoing revenues, or expenditure reductions? No

Has the board approved a plan to eliminate deficit spending? No

Fund Balance:

Is the fund balance consistently above the recommended reserves? Yes

Is the fund balance stable or increasing due to ongoing revenues and/or expenditure reductions?
No

Does the fund balance include any designated reserves for unfunded liabilities or one time costs above the recommended reserve level? No

Reserve for Economic Uncertainty

Is the district able to maintain its reserve for economic uncertainty in the current and two subsequent years based on current revenue and expenditure trends? No

Does the district have additional reserves in Fund 17, Special Reserve for Non Capital Projects? No

If not, is there a plan to restore the reserve for economic uncertainties in the district's multiyear financial projection? No

John Lau stated that the trend of using reserves to balance the budget has to stop; on-going revenue needs to equal on-going expense and one-time revenue should be used for one-time expense. VP Lau asked how the District can change this trend. The District is looking at the concept of a formula driven budget, and has an ad hoc committee investigating the Interest Based Approach (IBA) to collective bargaining. VP Lau stated that cost centers have to be able to provide justification to support expenditures. Another issue is budgeted accurately for adjunct expenses. VP Berry stated that the enrollment management program will help with budgeting for adjuncts.

4. Next Meeting: Wednesday, December 9, 2009, 2:00 p.m.

Meeting adjourned at 2:00 p.m.