



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 9, 2009 – 2:30 P.M.  
Administration Building Board Room

#### **MEMBERSHIP**

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

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

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

Carlos Fletes, CMCA Representative  
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative  
Itzel Bejarano, Student Representative  
Jonathan Balint, Student Representative  
Steven Sciaky, Alternate Student Representative  
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

#### **MEMBERSHIP CHANGES**

#### **PUBLIC COMMENT**

#### **APPROVAL OF MINUTES DATED MONDAY, JANUARY 26, 2009**

**AREA REPORTS/UPDATES**

Program Review – Kathy Berry  
Business Services – John Lau  
President’s Update – Dr. Ed Gould

**MINUTES FROM STANDING AND AD HOC COMMITTEE**

1. Budget and Fiscal Planning Committee - None
2. Campus Operations Committee - None
3. Competitive Athletic Committee - None
4. Customer Service Committee - None
5. Environmental Health & Safety Committee - None
6. Financial Assistance/EOPS/Veterans Advisory Committee - None
7. Policy & Procedure Committee - None
8. Staff Development Committee - None
9. Student Affairs Committee - None
10. Technology Planning Committee - None

**DISCUSSION AND INFORMATION ITEMS**

1. State Budget and the Federal Economic Stimulus Package – Dr. Gould
2. Update Board of Trustee Retreat – Dr. Ed Gould

**ACTION ITEMS**

1. Approval of the 2009-10 Budget Calendar – John Lau

**ADJOURNMENT**

**2008-2009 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2009	
February 23	May 11
March 9 & 23	June 8 & 22*
April 27	

Meeting Canceled

\*\*Fall Semester Begins

\* Summer Session Begins

Overload rate for 177-day members



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 26, 2009 – 2:30 P.M.  
Administration Building Board Room

College Council Chair John Abarca was not present at this meeting, Vice-Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

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  
Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative  
Carlos Fletes, CMCA Representative  
Chantilee Mendenhall, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Dr. Ed Gould, Ex Officio  
Norma Nunez, Alternate Faculty Representative  
John Abarca, Classified Representative (Chair)  
Mariam Trejo, Alternate Classified Representative  
Rick Webster, Alternate CMCA Representative  
Itzel Bejarano, Student Representative  
Johathan Balint, Student Representative  
Steven Sciaky, Alternate Student Representative  
Josasat Trejo, Alternate Student Representative

Others Present:

John Lau, Frank Rapp, Dawn Chun, Travis Gregory, Gloria Carmona

**MEMBERSHIP CHANGES**

There were no membership changes.

**PUBLIC COMMENT**

There was no public comment.

## APPROVAL OF MINUTES DATED MONDAY, JANUARY 12, 2009

M/S/C Armando Mendez/Bruce Seivertson to approve the minutes dated January 12, 2009, with a correction on page one under Council members in attendance, change made to reflect that Dr. Ed Gould was not in attendance.

Motion carried.

## AREA REPORTS/UPDATES

### **Instruction/Academic Services/Accreditation**

Vice President for Academic Services Kathy Berry reported the following:

- Reported instruction is in the middle of winter session. She announced that enrollments were up and did not anticipate any additional funding from the State.
- Reported she is working with division chairs in reviewing the budget.
- Reported Dean of Instruction, Frank Rapp is completing the basic skills mid-year expenditure report.

### **Accreditation**

- Reported that Dr. Gould attended the Accreditation Commission for Community and Junior Colleges (ACCJC) Board Meeting on January 8<sup>th</sup>. Dr. Gould asked the ACCJC Board for clarification of recommendations which are due in October of 2009. She stated the way the recommendations are written, they hold the institution at a higher standard than other institutions. There has been no communication from the commission yet.

### **Business Services**

Vice President for Business Services John Lau reported the following:

- Reported the goals are to adopt a budget timeline by the middle of February. The actual Budget development process would start late February through April. He stated by late May the Planning and Budget Committee should have a draft tentative budget to review; and the final budget adopted by the Board of Trustees in September.
- He stated that as part of the accreditation process a resource allocation plan is being developed.
- Reported that he and Carlos Fletes were going to meet with division chairs on Thursday, January 29<sup>th</sup>. He indicated that he plans to introduce reports that can be produced through Banner, and plans to continue to meet with budget managers every three months to go over the budget. He stated the objective of the Business Department is to use the budget as a management tool.
- Announced that IVC is looking at alternative energy. He stated that IVC meets the criteria that solar companies are looking for. He stated the college has the land, the capability to create two megawatts of power, and the need. He reported that some IVC administrators have met with two solar companies. He reported that IVC would contract with a solar company, and the solar company would come in and do all the work and fund all the capital. Their incentive would be the tax credit their company would receive. The institution would then enter into an agreement to buy energy from the solar company for six years, and in the seventh year; the college would have the option to buy the facility from the solar company.

### **Parking Structure**

- Reported the college has received \$1.3 Million from the County in grant funds to build a bus transit center.
- Reported that the Human Resource building and Parking building would be moved by the Science building. The parking plan should be completed by the end of the summer which includes two new exits. He stated the parking construction would be paid for by bond funds.
- Reported the construction of the Math and Science building is staying within the budget which is \$33 Million.
- Announced he would be introducing a ten-year build out plan to the Board of Trustees at the Board Retreat. The ten-year plan would include deferred maintenance items that have not been addressed, new structures, and remodeling existing structures. This ten-year build out plan would cost around \$162 Million which includes the bond funds that the institution currently has around \$56 Million. He stated that the institution would probably go out for another bond in the future.
- Reported that in February he would be doing a cash flow analysis to see if the institution would need to go out for another TRANS.

### **Student Services**

Vice President for Student Services Dr. Victor Jaime was not present at this meeting.

### **Technology Services**

Dean of Technology Robin Ying reported the following:

- Reported that this weekend IT would be upgrading Banner Oracle 9 to Banner Oracle 10G and if successful, IT would continue with the Financial Aid upgrade.
- Reported that two sessions of ShoreTel training took place last week. He stated that IT would continue to install the new ShoreTel phones throughout campus, and would schedule the remainder of the training sessions after all the new phones have been installed.
- Reported that the call center through outlook is available and asked staff to contact Gordon Bailey for the installation application.

### **Associated Student Government**

ASG President Chantilee Mendenhall reported the following:

- Handed out a sample poster of the smoking policy designated areas. She indicated that that these posters and large banners would be created and placed around campus.

Member Jessica Waddell asked how the non-smoking policy would be enforced.

Member Sergio Lopez stated starting in the spring warnings would be given, and for those who are constantly violating the policies, then it becomes a violation of the Students' Code of Conduct and he would handle issues with students.

Member Travis Gregory stated that he would be sending out a communication to the campus community about becoming a tobacco-free district. He indicated that the first few months would be spent educating everyone.

- Announced that the new display cases have arrived and were placed in the entrance of the College Center. ASG is in the process of putting the hall of fame memorabilia in new frames.

**President's Update**

Dr. Ed Gould was not present at this meeting; he was attending the CCLC Legislative Conference in Sacramento.

**MINUTES FROM STANDING AND AD HOC COMMITTEES**

Minutes from the following committee meetings were received:

1. Citizens Oversight Committee for Measure L, 12/12/08
2. Competitive Athletics Committee Meeting, 12/9/08
3. Curriculum and Institution Committee Meeting 11/6/08,12/04/08
4. Environmental Health & Safety Committee Meeting, 11/17/08

**DISCUSSION AND INFORMATION ITEMS**

**1. Veteran's Memorial Location – Gaylla Finnell**

Gaylla Finnell was not presented at this meeting. The item was tabled.

**ACTION ITEMS**

**M/S/C Sergio Lopez/Efrain Silva**

**1. Approval of College Council Representative to the Strategic Planning Committee.**

Member Bruce Seivertson was nominated to be appointed to the Strategic Planning Committee.

Motion Carried.

**ADJOURNMENT**

M/S/C Kathy Berry/Bruce Seivertson to adjourn the meeting at 3:10 p.m.

**2008-2009 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2009	
February 23	May 11
March 9 & 23	June 8 & 22*
April 27	

~~Meeting Canceled~~

\*\*Fall Semester Begins

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# IMPERIAL VALLEY COLLEGE BUDGET DEVELOPMENT CALENDAR

<u>2009-10 Proposed Budget Development dates</u>	<u>On or about</u>
1. Development of Resource Allocation Plan	<i>December, 2008 – February, 2009</i>
2. Development of budget guidelines	<i>By February 12, 2009</i>
3. Budget development by departments and divisions incorporating institutional goals and objectives, Student Learning Outcomes and Program Review objectives	<i>February 17, 2009 – April 1, 2009</i>
4. “Draft” Tentative Budget is compiled by Business Office	April
5. Review of “Draft” Tentative Budget by: <ul style="list-style-type: none"> <li>• Superintendent/President</li> <li>• Executive Council</li> <li>• Planning and Budget Committee, April 29, 2009</li> </ul>	April
6. Budget adjustments are due from the Superintendent/President and vice presidents	<i>by May 8, 2009, 12:00 noon</i>
7. “Draft” Tentative Budget presented by vice presidents to: <ul style="list-style-type: none"> <li>• College Council, May 11, 2009</li> <li>• Academic Senate, May 20, 2009</li> </ul>	May
8. “Draft” Tentative Budget is reviewed by the Superintendent/President	May
9. “Draft” Tentative Budget is made available to the college community (posted to the web)	May
10. Tentative Budget reviewed by Planning and Budget Committee: recommendation to Superintendent/President on adoption of budget	<i>May 27, 2009</i>
11. Final review of Tentative Budget (if needed); Planning and Budget Committee makes recommendation to Supt/President on adoption of budget	June
12. Tentative Budget adopted by Board of Trustees <i>(on or before July 1, Title 5, section 58305a)</i>	<i>June 17, 2009</i>
13. Adjustments to budget based on adoption of State Budget; compilation of “Final” Budget; “Final” Budget published to web	<b>by July 31 (if the State Budget is signed on time)</b>
14. Recommendation for adoption of “Final” Budget by Planning and Budget Committee to Superintendent/President	August
15. Final Budget adopted by Board of Trustees <i>(on or before September 15, Title 5, Section 58305c)</i>	by September 15