



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 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, FEBRUARY 23, 2009

AREA REPORTS/UPDATES

- Program Review – Kathy Berry
- Budget Update – John Lau
- President’s Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

- 1. Academic Senate, 1/28/09
- 2. Customer Service Committee - 10/10/08,10/17/08,11/3/08,11/7/08, 11/14/08, 12/5/08
- 3. Planning and Budget Committee - 1/28/09
- 4. Student Affairs Committee - 3/02/09

DISCUSSION AND INFORMATION ITEMS

- 1. Computer and Network Use Policy - Dr. Ying
- 2. Shared Governance Committee Flow Chart - Dr. Gould
- 3. Review Standing Committee Rules of College Council - John Abarca
- 4. Report from College Council Rep./Strategic Planning Committee - Bruce Seivertson
- 5. Nomination of College Council Chair.

ACTION ITEMS

- 1. Removal of FA/EOPS/VETS Committee.

ADJOURNMENT

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

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

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 23, 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 2:37 p.m.

Council members in attendance were as follows:

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

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

Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative

Chantilee Mendenhall, Student Representative
Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
John Abarca, Classified Representative (Chair)
Mariam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Itzel Bejarano, Student Representative
Jonathan Balint, Student Representative
Steven Sciaky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Others Present:

Marilyn Boyle, Travis Gregory, Frank Rapp, Dawn Chun, Tina Aguirre, John Lau, Gloria Carmona, Gaylla Finnell, Frances Beope

MEMBERSHIP CHANGES

Associate Student Government President Chantilee Mendenhall announced Reanna Guerrero would be replacing Itzel Bejarano as Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, February 9, 2009

M/S/C Bruce Seivertson/Sergio Lopez to approve the Minutes of February 9, 2009.
Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported that the Education Master Plan/Program Review Committee met last week. She indicated all reviews have been received and the committees are in the evaluation process.
- Announced the committees would meet again on March 6th to review all summaries and priorities. She stated after this has all been accomplished, the Education Master Plan would be written and sent for review to the President, then to College Council, Academic Senate and Strategic and Planning Committee.

Business Services

Vice President for Business Services John Lau arrived late to this meeting and President Gould reported on his behalf the following:

- Dr. Gould reported that John Lau would be late because he was meeting with division chairs to go over their current and proposed budgets. He stated John Lau would be meeting with division chairs this week, and then next week would meet with all other departments.

President's Update

Superintendent/President Gould reported the following:

- Announced that at the February 18th Board Meeting 12 faculty members received recognition for achieving tenure.
- Announced spring courses started this week, FTES enrollment are up 9.5%, and headcount has increased by 1.3%. He stated fill rate is at 88%.
- Presented College Council members with a five minute clip of the Economic Report taken on campus.

Vice-Chair Michael Heumann announced that Bill Gay would be streaming the video of the Economic Report at the Mid-Winter Fair.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 12/3/08
2. Budget and Fiscal Planning Committee , 1/28/09
3. Campus Beautification Committee - None
4. Campus Operations Committee - None
5. Competitive Athletic Committee - None
6. Customer Service Committee - None

7. Environmental Health & Safety Committee - None
8. Financial Assistance/EOPS/Veterans Advisory Committee - (2/20/09)
9. Greening Committee - None
10. Policy & Procedure Committee - None
11. Staff Development Committee - None
12. Student Affairs Committee - None
13. Technology Planning Committee, 12/4/08

DISCUSSION AND INFORMATION ITEMS

1. State Budget Update – Dr. Gould

President Gould reported the State Budget contains the following:

- Eliminates the 0.68% COLA.
- Reduces funding for the state mandate.
- Defers up to \$340 million in state payment to 2009-10 fiscal year (replaces \$245 million deferrals approved in the existing 2008-09 budget; minimizes state borrowing and reduces Prop. 98 guarantee).
- Funds 3% enrollment growth.
- Maintains funding for the Competitive Cal Grant B.
- Places a measure in the May 19th statewide ballot to repay K-12 and Community Colleges \$9.3 billion over seven years beginning in 2011-12.

President Gould stated the District would be working with both unions to discuss the budget. He stated the District's budget, revenues and expenditures are similar to last year's budget with 92% of the District's budget allocated to salaries and benefits. He indicated the District is going to have to be very conservative next year.

President Gould reported that there is good news in the federal stimulus package, and he outlined the benefits to community colleges:

- \$500.00 Pell Grant increases per student for the next two fiscal years.
- \$200 million increase in Work Study. He stated VP for Student Services Jaime and his staff would be working on these programs.
- \$53.6 billion for State Fiscal Stabilization Fund.
- \$39.5 Billion for schools and institutions of higher education according to formula.
- \$8.2 billion may be used for higher education infrastructure. There are no guidelines out yet.
- \$250 million statewide postsecondary and workforce information database.
- On the employment side, there would be funds for Title I Programs for training and employment services, dislocated workers, adult workers, youth programs, and a new competitive grant program which would focus on green jobs. The District would be working with the Work Force Development Board on these programs.
- There is \$40 million in competitive grant funds to community colleges, and another \$40 million for partnership.
- There would be \$500 million for Trade Adjustment Assistance (TAA) which provides support to workers and firms impacted by trade. Funds were increased from \$220 million to \$575 million.
- Advanced Technological Education (NSF) preliminary proposal.

- There is a tax credit which replaces the Hope scholarship credit up to \$2,500.00.
- Renewable energy tax breaks.

Board Update

- Reported that at the Board Retreat on February 7th the Board asked IVC to notify the County that the District would be changing to even year elections. He stated each board member could gain one additional year of service.

Dean Silva stated that the City of El Centro did not get approval to change to an even year election.

President Gould stated that the District may not go to even year elections if El Centro and Calexico do not make the change. He stated the reason for the change would be to save the District money.

- Reported that the Board discussed changing to District Elections, he stated District elections would also be a cost savings to the District; it encourages personal campaigning; it encourages attention to district areas and concerns; it is easier for new candidates to win election; lowers cost of campaigning; enhances descriptive representation and shared policy views and ideology. Dr. Gould also discussed the 2008 Madera Ruling.
- Reported that the District would be looking at credit card usage.
- Announced that the District would be formalizing their request for bids on solar projects.
- Announced that the District would be completing the planning for a potential bond election in 2010 to meet current needs.
- Reported there was discussion about hiring a Grant Consultant.
- Announced that the District would be looking into having an Economic Impact Study completed, he stated IVC has a great impact on our community, and is the engine that drives the Valley.
- Reported the 10 year facilities plan is being vetted on campus.
- Reported Assembly Bill 540 is being challenged in court as conflicting with federal law. The impact on IVC students would be small; around 35 students would be affected. Total FTE students affected would be around 20.

Business Services

Vice President for Business Services John Lau reported the following:

- Announced that the District has received its first principal apportionment in February which was based on the September budget. He stated that the District would receive a revised principal apportionment based on the recently passed budget. He stated that based on a cash flow analysis he would determine if the District would need to go out for another TRANS in the summer.

2. Computer and Network Use Policy - Dr. Ying

This item was tabled to the next meeting due to Dr. Ying not being present.

3. Veteran's Memorial Location Update - Gaylla Finnell

SPA Advisor Gaylla Finnell reported the following:

- Stated that she has not heard from Architect Jimmy Sanders and President Gould as to the location of the Veteran's Memorial, but wanted to let College Council know that the economy has impacted the time frame of the project.
- Reported she works with different organization across the County and stated there has been a 50% drop in donations. She stated her hopes of doing a large project and completing it as soon as possible has been impacted by the economy. She stated her recommendation is that IVC continue with the memorial, but to continue in phases, at a small scale over a period of time until the economy stabilizes.

VP John Lau stated that one thing that needs to be decided is the location of the Veteran's Memorial so that it can be included in the construction.

SPA Advisor Finnell indicated that once the location is determined, the designer can start designing the plan on that location, develop projection costs, and begin discussions about fund raising events. She indicated even though the project would be delayed, the designer can still start planning the different phases.

President Gould indicated that he would meet with Architect Sanders, VP Lau, and Director of Maintenance and Operations Webster to determine the location of the Veteran's Memorial.

4. Solar Energy Project - John Lau

VP Lau reported that he hopes to have a bid proposal for Dr. Gould to look at after he returns from his Institute for Higher Education Policy (IHEP) Conference next week.

President Gould stated he met with two members of the IID Board and both were very supportive, and would be meeting with the other three members to attempt to get their support as well.

VP Lau reported that meetings with the IID are going well. He indicated that IVC would be the first in the Valley to generate over one megawatt of energy. He stated the District's project would be a pilot program for the community.

5. Formula Driven Budget - John Lau

VP Lau stated that the institution needs to attain financial stability and the best way of achieving this is by using a formula driven budget. He stated this year the District used \$3.8 million of reserves to balance the budget. He stated the first goal would be to start a stabilization process to get the District in balance with ongoing revenues. He stated after this has been accomplished then the District could start discussing how a formula driven budget would work for the college, and whether or not to use it. He stated a large player in these discussions would be the District's unions because a large portion of the District costs are in contractual labor. He

indicated this would not be a short term process; this would evolve over the next three to four years.

VP Lau stated any methodology that the District adopts must address these three factors: 1) promotes financial stability; 2) provides a way of doing the allocation of resources in an equitable manner to the needs of the institution; and 3) is equitable to all the bargaining units.

ACTION ITEMS

There were no action items.

ADJOURNMENT

M/S/C Bruce Seivertson/Kathy Barry to adjourn the meeting at 3:35 p.m.

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

2009	
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Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

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AP 3720 Computer and Network Use

Reference:

17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b) ; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer and Network systems are the sole property of Imperial Valley College (the district). They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, faculty and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

Conditions of Use. Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

Legal Process. This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action as provided in relevant employment agreements.

Copyrights and Licenses. Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources. Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, beyond those needed to perform the work of the District, running grossly inefficient programs when efficient

alternatives have been provided by the District; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users should take appropriate, reasonable measures to ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The intentional, malicious use of any unauthorized or destructive program will result in disciplinary action as provided in relevant employment agreements, and may further lead to civil or criminal legal proceedings.

Unauthorized Access. Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges - Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

Password Protection - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others whom the computer user knew or reasonably should have known intend to use this information for fraudulent, malicious or illegal purposes.

Usage. Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Rights of Individuals - Users must not release any individual's (student, faculty, and staff) personal information except in the circumstances allowed under law or contract.

User identification - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal and Commercial Use - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

Political Use - District information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws.

Personal Use - District information resources should not be used for personal activities that interfere in any way with the use of District information resources for official district business.

Commercial Use - Electronic communication facilities may not be used to transmit commercial advertisements, solicitations, or promotions; with the exception that commercial activities that are for the exclusive and sole benefit of the District, officially sanctioned student groups or clubs, or the Imperial Valley College Foundation are allowed. Further, District employees may use the District intranet to transmit to other District employees materials of a commercial nature as long as those employees have expressed a direct interest in said materials and as long as transmission of said materials does not interfere in any way with the use of District information resources for official District business. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

Nondiscrimination. All users have the right to be free from any conduct connected with the use of the Imperial Valley College network and computer resources which discriminates against any person on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, gender preference, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is legally defined as defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records - The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

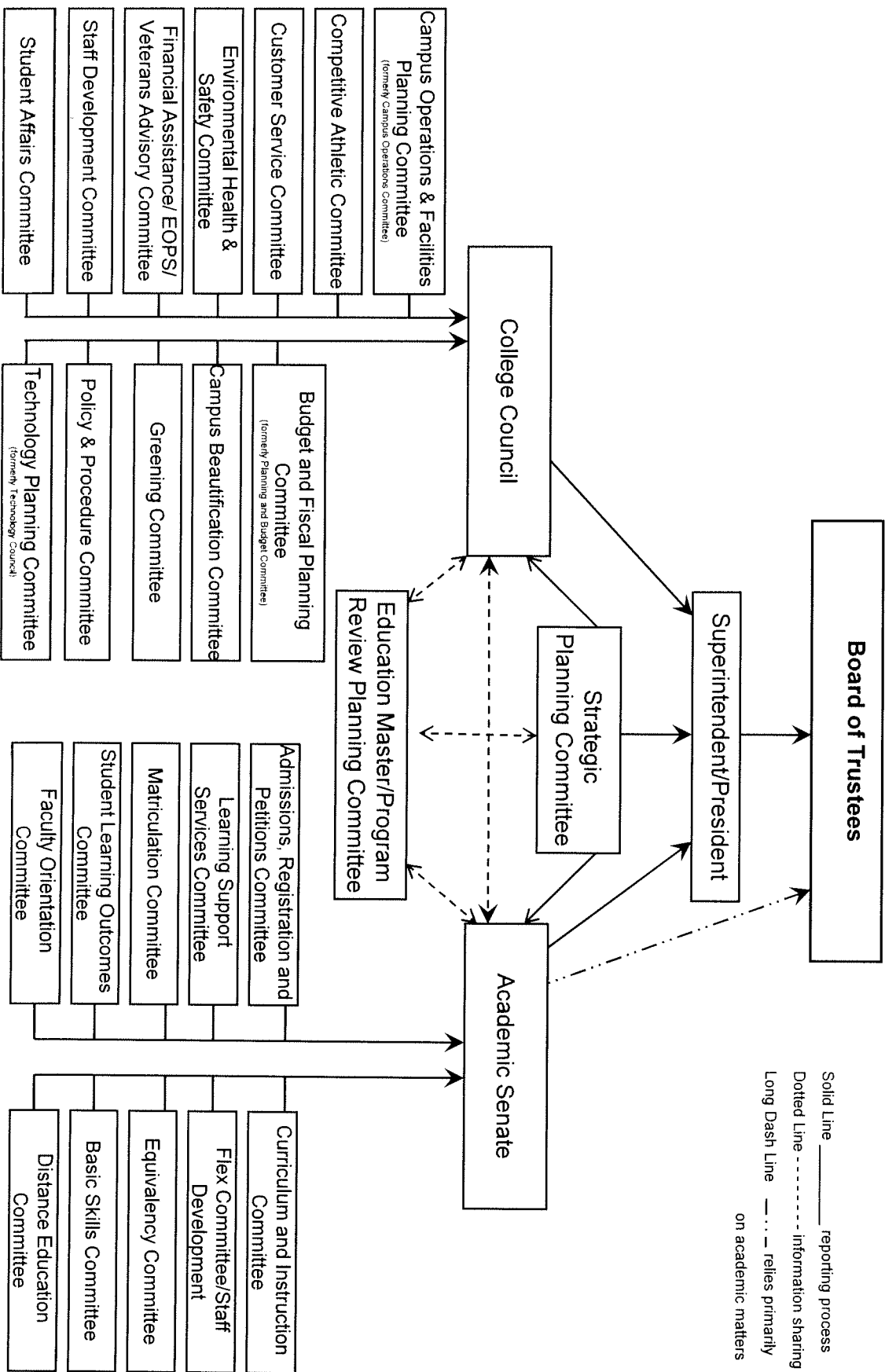
Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination and User Acknowledgment

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

SHARED GOVERNANCE PLANNING PROCESS

Flow Chart



IMPERIAL VALLEY COLLEGE

Standing Rules of the College Council

Access to the College Council is available to all members of all constituencies

Board Approval December 11, 1996, Resolution No. 11062

Revision Approval June 19, 2004, Resolution No. 13010

Revision Approval June 21, 2005, Resolution No.13281

College Council Revision Approval May 8, 2006

MEETINGS

At its first meeting of each academic year the College Council will set a time and place to meet agreeable to its members. The Council will meet at least once a month.

AGENDA

1. The College Council will generate its agenda from items submitted by any College Council member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members one week in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Council a quorum is nine members.
2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence

- with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
2. The vice chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
 3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
 4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the College Council to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
4. The views and opinions of the College Council will be expressed in written form to the College President.
5. When the views and opinions by the members of the College Council are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.
6. The College Council will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserves the right to express its views and opinions to the College President on any of the above. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 13 College Council members.

IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION 3.7 – SHARED GOVERNANCE

COLLEGE COUNCIL

PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

PURPOSE

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make recommendations to the College President on which college committees or task forces are needed or should be activated.
- To make recommendations on proposed college policies developed by the College President or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.
2. The permanent members of the College Council are:
 - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
 - Three classified at large appointed by CSEA.
 - One member of the Classified Managers/Classified Confidentials appointed by CMCA.
 - Three students at large appointed by ASG.
 - Three administrators: appointed by the Administrative Council.
 - The College President and the IVC Foundation Director will be ex-officio members.
 - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

- Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. A Chair and Vice-Chair will be elected by the members of the College Council.
 4. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

OPERATION PROCEDURES

Operational procedures for the College Council will be developed and maintained by its members

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees.

IMPERIAL VALLEY COLLEGE
Standing Rules of the Financial Aid/EOPS/Veterans
Advisory Committee

MEETINGS

The Financial Aid/EOPS/Veterans Advisory Committee meets twice a year during the first month of each primary term, Fall and Spring, of each academic year.

AGENDA

The Financial Aid/EOPS/Veterans Advisory Committee will generate an agenda from items submitted by any committee member or any member of the campus community of Imperial Valley College. The agenda will be prepared by the Chair and distributed to the committee members one week in advance of the meeting each term. In addition, the agenda will be sent to “all users” at least 24 hours before each meeting.

In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, in the President’s Office.

OPERATIONS AND PROCEDURES

The Financial Aid/EOPS/Veterans Advisory Committee reviews all policy and procedural changes in the represented areas in order to improve service, maintain consistency and integrity, and insure compliance with all federal, state and local regulations, as required by statute.

The chairperson of this committee shall be the CFAO/EOPS Director and the membership shall be made-up of 3 students, the Veterans Certification Officer, the Veterans Counselor, the EOPS Coordinator, 3 Financial Aid Officers, 6 faculty, and the CSSO. Access to meetings is open to all members of the campus community as well as the community at large.

Committee members will work to achieve consensus regarding recommendations for appropriate policy or procedural changes. If consensus cannot be achieved, a vote following Robert’s Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

IVC Academic Senate

Approved Minutes

February 18, 2009

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call and Announcements**
Present: Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Rosalba Jepson, Kseniya Kareva, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Rosa Pitones, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes, Kathy Berry
Excused:
Absent: Krista Byrd, Chantilee Mendenhall
Visitors: Frank Rapp, Travis Gregory, John Lau, Jimmy Saunders, Allyn Leon
- III. **Treasurer's Report**
\$10,111
- IV. **Visitor Comments**
No comments
- V. **Consent Agenda**
 1. Minutes of December 3, 2008.
C&I Committee's Recommendations dated November 6, 2008 & December 4, 2008
M/S/C (Patterson/Zhao) to approve the above items.
- VI. **Reports**
 1. President
 - No comments
 2. Past President
 - Past President Carnes states that he is glad to be back, as he missed most meetings last semester.
 - He takes pride in our election of President Obama, especially in light of February being Black History Month. It demonstrates that we are living up to our responsibility of inclusiveness in our society.
 - He states that we are in an economic crisis, and the senate should pay attention during the next few years because these problems won't go away soon. This institution will come under a great deal of economic stress, and easy cuts are tempting and possible, and senate must be vigilant in making sure that academic integrity be maintained. The

whole curriculum is important, and we need to encourage funding for all areas of academics, not just basic skills.

3. VP of Instruction

- Vice President Berry welcomes everyone back. During January, we received a letter from the accreditation commission. We will continue on warning status, but the commission modified the requirements they have set for us to make it much easier to achieve our objectives by October. We need to show a plan with clear timelines for program review and SLOs. Berry thanks Senator Pfister and the others who have worked so hard on SLOs.
- The next steps are SLOs and assessment, but assessment is not the end. We need to tie the assessment outcomes to curriculum as well.
- In program review, the educational master plan committee is summarizing the program review. They will meet Friday (Feb 20) to discuss these summaries.
- Winter ended last week; it's now spring semester. 40% of grades for winter are still out, and this hurts students trying to get into classes for spring.
- Spring semester is interesting so far, and students are learning the hard way that they need to pay for their classes.
- Tonight, twelve faculty will be granted tenure by the board. It's a great event, and all are welcome.
- Dean Gregory noted that the customer service committee announced that Bruce Page has been nominated employee of the month

4. CFO

- Jimmy Saunders presented a 10-year build out plan for the college. This is a vision for the remodeling of existing buildings and addition of new buildings to the college over the next ten years.
- CFO Lau states that this plan is not based on a dramatic enrollment increase but on the realities of our aging facility.
- Lau states that we also need to be flexible with our future improvements. This is particularly true now, as the state is currently out of money.
- Lau then went into a detailed overview of our current budget and the plans for the future, pointing out that we are using our savings to supplement ongoing revenues. This, he states, cannot continue. If it does, then we will be left with no reserves at all by the end of next year.
- Fixing these problems is an on-going concern for everyone on campus, and it will involve shared governance throughout the process.

5. BSI Coordinator

- Dean Rapp announced that several members of the BSI committee will attend the NADE conference next week on BSI issues.
- There will be a meeting of the BSI committee on March 4.

5. SLO Coordinator

- Senator Pfister states that the next SLO meeting is next Tuesday, February 25.
 - The SLO event in January was well attended and a great success.
 - She is planning workshops for SLOs for this semester. The first one is this coming Friday, February 20.
 - March 16 is a key date, for all classes should have an identified SLO by this time.
 - By March 30, the forms should be submitted for courses that had SLOs last semester. Contact Pfister for information on this.
 - After March: work on program-level SLOs for instruction
6. ASG President
- Not present

VII. **Academic and Professional Matters**

1. Distance Education Committee membership appointment
- M/S/C (Heumann / Guinn) to vote on membership for DE Committee
 - The following faculty were elected to the DE Committee:
 - Gloria Carmona
 - Gaylla Finnell
 - Allyn Leon
 - Andres Martinez
 - Mary Jo Wainwright
2. Proposed Minimum Qualification changes
- Senator Gretz states that Public Administration has always been an option to teach Political Science. There is a proposal to remove PA from the minimum qualifications and this will decimate our program, as many of our Political Science instructors get degrees in Public Administration. Gretz asks for our senate to take a stand on this.
 - Senator Guinn asks: what is behind this? President Seivertson states that this came from Bakersfield and Orange Coast Colleges, and it was designed because most PA programs do not require core courses in typical community college political science curriculum. He also notes that the change would allow potential faculty with a Master's in Public Administration to teach political science provided that it was coupled with a Bachelor's in Political Science, Government, or International Relations.
 - Senator Patterson notes that the local senate does not usually direct the voting member on how to vote at the Plenary session.
 - M/S/C (Heumann / Zobell) to postpone this discussion until the next meeting, so the experts in this discipline can meet and draft a resolution to be voted on at the next meeting

VIII. **Discussion**

1. Notification of Crop Dusting Near Campus
- A crop duster has been dusting very close to campus, passing directly over the children's center.

- Vice President Berry states that owners of other fields (not owned by the college) have no legal requirement to contact us prior to any crop dusting.
- Many suggest that this be forwarded to the Environmental & Safety Committee

IX. Committees

1. Budget and Planning – Lau has already stated his concerns about the budget earlier in his presentation.
2. C and I – Had one meeting in January. The next two have been cancelled. April 2 meeting is deadline for anything to go into the catalogue for 09-10.
3. College Council – Ten-year plan and budget were discussed, and President Seivertson was appointed to the Strategic Planning Committee
4. Equivalency – No report
5. Policies and Procedures Review – Discussed part-time benefits
6. Administrative Council – No report

X. M/S/C (Zobell/Nunez) to adjourn the meeting at 3:01 pm.

Imperial Valley College Customer Service Committee Approved Minutes

Meeting of October 10, 2008

Committee members present:	Erika Aguilar Yethel Alonso, Secretary Lisa Cross, Co-Chair Sheila Dorsey-Freeman Myriam Fletes	Toni Gamboa Cesar Guzman Gene Hill Ricardo Pradis Patricia Robles, Co-Chair	Martha Sanchez Norma Santana Mary Ann Smith
Committee members not present:	John Abarca Maria Esquer Travis Gregory	Ed Gould, Ex-Officio Christy Hisel Paige Lovitt	Chantilee Mendenhall, ASG Frank Miranda Leticia Petty

1. **Call to Order**
Patty called the meeting to order at 1:07 p.m.
2. **Public Comment** - None
3. **Approval of Minutes** - *M/S/C Cross/Gamboa to approve the minutes of September 5, 2008.*
4. **New Members** - Martha Sanchez, Norma Santana, and Paige Lovitt.
5. **Revised Meeting Schedule** – A revised meeting schedule was handed out.
6. **Staff Appreciation BBQ**
Lisa and Patty are working on all the BBQ details. Toni will be in charge of the food prep and the cookies. Christy will coordinate Chicken Bingo. Maria, Myriam, and Erika will be the decorators.

Chili Cook-Off
Mary Ann will coordinate the Chili Cook-Off once again. She will submit a draft of the flyer and a list of items needed to Lisa. There will be new judges as well as “more experienced” judges.
M/S/C Smith/Robles to include incentives for 2nd and 3rd place Chili Cook-Off winners to \$50.00 and \$25.00, respectively.
7. **Subcommittee Reports**
Welcome Wagon – No report
Employee of the Month
Yethel reported that the September Employee of the Month has been selected.
M/S/C Smith/Cross to approve Yethel Alonso to continue as the coordinator of the Employee of the Month/Year Selection Committee after her two-year term ends, without voting rights.
8. **Weeks of Thanks & Giving**
Mary Ann reported that the Food Drive will run from November 3rd thru November 24th.
9. **Holiday Gift Drive**
Lisa and Patty are preparing for the holiday gift drive. An Angel Tree will be available with names and wish lists of the residents of the Valley Convalescent Center. Currently there are over 100 residents. Boxes will also be made available for those that would like to drop off gifts without actually sponsoring anyone in particular. Monetary donations will be received through the IVC Foundation Office.
10. **Other** - None
11. **Next Meeting** - Next meeting is scheduled for October 17, 2008 at 1:00 p.m. in the Board Room.
12. **Adjourn** - *M/S/C Cross/Smith to adjourn.*

Imperial Valley College Customer Service Committee Approved Minutes

Meeting of October 17, 2008

Committee members present:	Erika Aguilar Yethel Alonso, Secretary Lisa Cross, Co-Chair Sheila Dorsey-Freeman	Maria Esquer Myriam Fletes Toni Gamboa Ricardo Pradis	Patricia Robles, Co-Chair Norma Santana
Committee members not present:	John Abarca Travis Gregory Ed Gould, Ex-Officio Cesar Guzman	Christy Hisel Paige Lovitt Chantilee Mendenhall, ASG Frank Miranda	Leticia Petty Martha Sanchez Mary Ann Smith

1. Call to Order

Patty called the meeting to order at 1:05 p.m.

2. Public Comment - None

3. Approval of Minutes – Tabled

4. Staff Appreciation BBQ

Travis has agreed to be the MC. Lisa and Patty continue working on the details for the BBQ. The committee discussed the many things to do to relating to this event. Release time for workers of the Staff Appreciation BBQ will be requested from Dr. Gould.

Chili Cook-Off

Sign-ups have been slow. Keep your eyes out for emails encouraging participation in the Cook-Off. The ribbons have been purchased and five judges have been confirmed. Patty will design and print out the checks to be presented. Mary Ann will send Lisa a list of supplies needed.

5. Subcommittee Reports

Welcome Wagon – No report

Employee of the Month

Yethel reported that the September Employee of the Month was Jessica Waddell. She said that there has been an increase in nominations received.

6. Weeks of Thanks & Giving

Mary Ann will be launching the annual Fall Food Drive early this year (on October 22, 2008). The Imperial Valley Food Bank is completely tapped out and they are in need of immediate attention. Food Drive boxes will be dropped off to the various departments prior to the launch date. The first pick-up will be Friday, October 31st. The final pick-up will be on Friday, November 21st.

7. Holiday Gift Drive

Lisa has been working with the Valley Convalescent Center regarding the holiday gift drive. Patty will begin working on the angel tree wish lists. Currently there are over 100 residents. Boxes will also be made available for those that would like to drop off gifts without actually sponsoring anyone in particular. Monetary donations will be received through the IVC Foundation Office.

8. Other - None

9. Next Meeting - Next meeting is scheduled for November 3, 2008 at 1:00 p.m. in the Board Room.

10. Adjourn - The meeting was adjourned.

Imperial Valley College Customer Service Committee Approved Minutes

Meeting of November 7, 2008

Committee members present:	Lisa Cross, Co-Chair Sheila Dorsey-Freeman	Patricia Robles, Co-Chair Martha Sanchez	Norma Santana
Committee members not present:	Erika Aguilar Yethel Alonso, Secretary Maria Esquer Myriam Fletes Toni Gamboa	Travis Gregory Ed Gould, Ex-Officio Cesar Guzman Christy Hisel Paige Lovitt	Chantilee Mendenhall, ASG Frank Miranda Leticia Petty Ricardo Pradis Mary Ann Smith

1. **Call to Order** – Lisa called the meeting to order at 1:00 p.m.

2. **Staff Appreciation BBQ**

The committee held a critique of the BBQ. The main issue this year was lack of seats. Lisa made a list of the items that we ran out of this year. There were many door prize winners. Contest winners were:

Chili Cook-Off

1st Place – Brad & Dixie Krimm

2nd Place – Kevin White

3rd Place – Leticia Pastrana

People's Choice – Vicky Figueroa

Runners Up – Grace Espinoza, Vikki Carr, Rebeca Agundez, Zula Hartfield

Western Wear

1st Place - Joe Espinoza (also won Chicken Little Bingo)

Chicken Little Bingo

Nick Makarchuk (won twice AND was a raffle winner)

Dr. Ed Gould

Joe Espinoza (also won Best Western Wear)

Chili Cook-Off

The Chili Cook-Off was successful and the chili went fast! An email was sent out announcing the winners. A suggestion was made for next year to purchase about 12 serving spoons for the competition.

3. **Weeks of Thanks and Giving** –

The food drive has begun. Financial Aid, English, Behavioral & Social Science, and the Transfer Center are in the lead. Over 500 lbs of food and hundreds of dollars have been collected and distributed to food distribution sites, congregate feeding sites (soup kitchens), and shelters in Imperial County. The Food Bank was very anxious and grateful to pick up our collection. We will continue to make weekly pick-ups throughout campus and call the Food Bank when we have enough for another pick-up. Mary Ann contributes the success of the food drive in part to the support given to our committee by Dr. Gould.

4. **Holiday Gift Drive**

The committee discussed the holiday gift drive details. Currently there are 108 residents. The gifts will be delivered on Friday, December 12th (tentative date).

The Salvation Army requested that we sponsor their program during the holidays. We will write a letter explaining that we are already sponsoring another organization, but we will consider them another year.

5. **Other** - New CSC members are Mike Nicholas and Tanya Rios, ASG Rep, who will replace Chantillee.

6. **Next Meeting** – Special meeting on Friday, November 14th at 1 pm in the Board Room to work on the ornaments. Next regular meeting scheduled for November 21st at 1 pm in the Board Room.

7. **Adjourn** - The meeting was adjourned.

**Imperial Valley College
Customer Service Committee
Approved Minutes**

Meeting of November 14, 2008

Committee members present:	Erika Aguilar Lisa Cross, Co-Chair	Myriam Fletes Toni Gamboa	Patricia Robles, Co-Chair
Committee members not present:	Yethel Alonso, Secretary Sheila Dorsey-Freeman Maria Esquer Travis Gregory Ed Gould, Ex-Officio Cesar Guzman	Christy Hisel Paige Lovitt Frank Miranda Mike Nicholas Leticia Petty	Ricardo Pradis Tanya Rios, ASG Martha Sanchez Norma Santana Mary Ann Smith

This was a working meeting to work on the Angel Tree ornaments.

Imperial Valley College Customer Service Committee Approved Minutes

Meeting of November 3, 2008

Committee members present:	Lisa Cross, Co-Chair Sheila Dorsey-Freeman	Patricia Robles, Co-Chair Martha Sanchez	Norma Santana
Committee members not present:	Erika Aguilar Yethel Alonso, Secretary Maria Esquer Myriam Fletes Toni Gamboa	Travis Gregory Ed Gould, Ex-Officio Cesar Guzman Christy Hisel Paige Lovitt	Chantilee Mendenhall, ASG Frank Miranda Leticia Petty Ricardo Pradis Mary Ann Smith

1. **Call to Order** – Patty called the meeting to order at 10:05 a.m.
2. **Public Comment** – None
3. **Approval of Minutes** - Tabled
4. **Staff Appreciation BBQ**
The day's agenda was discussed and finalized. The Chili Cook-Off contest winners will be announced at 12:00 pm and the Western Wear contest will be held at 1:00 pm. The Chicken Little Bingo contest will be announced every half an hour. Rick will be the DJ once again.

All of the door prizes have been purchased. Ricardo and Frank will get the grill in place and get the fire started. Patty will set up in the morning with help from Parking to deliver all of the food, supplies, drinks, and prizes. Erika, Maria, and Myriam will help with the decorations. Lisa will send an email reminder.

Chili Cook-Off
12 participants have signed up so far. All supplies have been received. Camilo Rico has been confirmed as the Maintenance coordinator for this event. He will be setting up the electricity and the tables and chairs. The Learning and Tutoring Center will be volunteering their time to move all the Chili to the Staff Appreciation BBQ promptly at 10:45 am so it is in place by 11:00 am. Judges and the tutors will be receiving thank you gifts for their time and effort.
5. **Weeks of Thanks & Giving**
Mary Ann Smith met with the new Imperial Valley Food Bank Director Trish Ribail. She was overwhelmed with the generosity of IVC. She was very grateful. They hadn't had any food for a while. October 31st was the **first pick-up** for the fall Food Drive. We collected **667 lbs of food** and **\$187 in cash donations**. We will have the final collection on Tuesday, November 25th. Mary Ann will be picking up the food during the week from the various boxes located on campus.
6. **Holiday Gift Drive**
Lisa has been in contact with Maria from the Valley Convalescent Center. The holiday gift drive will launch at the end of November. Lisa will send out an allusers email. Mike will work on the flyer.
7. **Other** - None
8. **Next Meeting** - Next meeting is scheduled for November 7, 2008 at 1:00 p.m. in the Board Room.
9. **Adjourn** - The meeting was adjourned.

Imperial Valley College Customer Service Committee Approved Minutes

Meeting of December 5, 2008

Committee members present:	Lisa Cross, Co-Chair Sheila Dorsey-Freeman	Toni Gamboa Mike Nicholas	Patricia Robles, Co-Chair Norma Santana
Committee members not present:	Erika Aguilar Yethel Alonso, Secretary Maria Esquer Myriam Fletes Travis Gregory	Ed Gould, Ex-Officio Cesar Guzman Christy Hisel Paige Lovitt Frank Miranda	Leticia Petty Ricardo Pradis Tanya Rios, ASG Martha Sanchez Mary Ann Smith

1. **Call to Order** – Patty called the meeting to order at 1:00 p.m.

2. **Weeks of Thanks and Giving**

Thanks were given to Mary Ann Smith for her coordination of the food drive.

Mary Ann wanted to relay a very important message: She said that IVC employees and students from different departments exceeded all expectations. Everyone has given so selflessly this year to help feed our hungry neighbors. Some donated food, some donated cash and some donated their time. The Imperial Valley Food Bank is really struggling trying to keep up with the needs of our community. There are so many families that do not have enough to eat. Mary Ann is incredibly grateful and so is the IV Food Bank. This means that IVC has provided nutritious meals to those in need.

Mary Ann's final reports show that a total of **3,658 lbs of food** and **\$1,130 in cash** donations were collected. The top contributors were the English Division and the Behavioral & Social Science Division. The top six contributors will be receiving See's Candy and the 7th, 8th, & 9th place will receive Peanut Brittle. The best decorated box was Leticia Petty's.

3. **Holiday Gift Drive**

Lisa and Patty reported that there are currently a total of **107 residents**. There are 40 residents left on the Angel Tree. 67 have already been sponsored. KYMA will interview a resident after the celebration at the Valley Convalescent Center. Hope Davis will provide the music. Chuck Mason has volunteered to dress as a clown. Gonzalo Huerta will dress up as Santa. Mike Nicholas will be the photographer. Release time for those volunteers that will attend the celebration at the Valley Convalescent Center has been requested to Dr. Gould has approved release time for the employees.

4. **Subcommittee Reports**

Welcome Wagon – No report

Employee of the Month – The Selection Committee has not selected any new Employee of the Months.

5. **Other** – Patty reported that the lapel pins for the Years of Service had been received. Toni will store them in her office.

6. **Adjourn** - The meeting was adjourned.



Planning and Budget Committee
January 28, 2009

Members Present:

√John Lau, VP for Bus Svcs, chair
√Dr. Victor Jaime, Admin. Rep.
√Dr. Bruce Seivertson, Academic
Senate President
_John Abarca, College Council Chair

√Eric Jacobson, Faculty Rep.
√Dr. Lianna Zhao, Faculty Rep.
√Carlos Fletes, Director of Fiscal Svcs
√Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

_Gail Parish, CSEA Representative
_ASG representative

Non-Voting

√Kathy Berry, VP Academic Services

Call to order

The regular meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:05 p.m. on Wednesday, January 28, 2009 in the Board Room.

Approval of Minutes

M/S/C Seivertson/Fletes to approve the minutes of the December 10 and December 12, 2008 meetings as presented.

2009-10 Budget Calendar

M/S/C Jaime/Zhao to approve the revised 2009-10 Budget Calendar. John Lau reported that the revised budget calendar includes suggestions made by Dr. Gould to clarify the budget process.

DISCUSSION AND INFORMATION ITEMS

State Budget Update: John Lau reported that there is little movement in Sacramento on the state budget, but it is anticipated that some form of the governor's proposed budget will be adopted. It is likely that the COLA will be taken back and that there will be a 2% growth cap. The state is facing time constraints in order to avoid issuing IOUs. The College's cash flow is okay through June, but the College will be looking into a second TRANS for financing during the summer. The President is developing a memo to the campus community on budget conditions.

2008-09 Budget: John Lau reported that winter session is \$400,000 over budget. Kathy Berry stated that the Winter session grew 11% over last year. Also, the budget was based on lower cost salaries. It is not certain that the college will be paid for all the FTES. The growth cap will be an issue going forward, and the Summer session will also have to be evaluated.

Thaw Committee: John Lau reported that the Thaw Committee has met to determine criteria for thaw requests. A form is being developed so that requests can be evaluated in a consistent manner.

Resource Allocation Plan: John Lau reported that the sub-committee has been meeting and looking at resources from other colleges, especially the method used by Los Rios CCD. The Los

Rios plan is formula driven; it is tied to FTES and square footage and has safety nets so that the available resources are not exceeded. Los Rios has been using this method for over 20 years. It would be at least a two year project to implement a similar plan, and would require consultation with Los Rios staff. Adopting a resource allocation plan would force the College to stay within its budget and provide a game plan for budgeting.

2009-10 Budget Process: Budget input will begin in February. The Business Office will meet with division chairs this week, and will meet individually with budget managers every three months. The goal is to work with the budget managers so that they understand the process and are able to support their budget requests.

Other: John Lau reported that a 10 year building plan is being developed to address modernization and infrastructure needs. The plan will identify goals for the next ten years and include cost estimates and funding possibilities. Mr. Lau reported that the State has approved two modernization projects in the amount of \$7 million (400 building and various other buildings). Kathy Berry reported that a taskforce is looking at standardizing furniture. John Lau reported that the College is looking at solar energy projects. The College could partner with a private company to install the equipment in exchange for the tax credits. There is also the possibility to offering alternative energy classes. Mr. Lau will keep the committee informed.

Meeting adjourned at 2:20 p.m.

<p>UNADOPTED MINUTES IMPERIAL VALLEY COLLEGE STUDENT AFFAIRS COMMITTEE Location: Administration Board Room Monday, March 2, 2009</p>
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Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:07 p.m. in the Administration Board Room.

I. CALL TO ORDER

PRESENT	FACULTY Sergio A. Lopez, Chair Robert Baukholt Lori Mazeroll Betsy Riehle	CLASSIFIED Saria Cardoza Cindy Diaz, <i>Replacing</i> <i>Claudia Aguilar</i>	STUDENTS Jonathan Balint Itzel Bejarano Libertad Cabrera Crystelle Enriquez
NOT PRESENT	Jeff Beckley, <i>Excused</i> Krista Byrd Carey Fristrup Rosalie Lopez, <i>Excused</i> Terry Norris, <i>Excused</i>	Gail Parish, <i>Excused</i> Maria Trejo	RECORDER: Saria Cardoza

II. APPROVAL OF AGENDA

M/S/C (Cardoza/Balint) to approve the March 2, 2009 agenda as submitted.

APPROVAL OF MINUTES

M/S/C (Balint/Cabrera) to approve the minutes for the meetings of November 3, 2008 and November 21, 2008 as submitted.

III. ORDER OF BUSINESS

NEW BUSINESS

Scholarship Committee – Selection of Committee Members

Through the contract that ASG has with Pepsi-Cola there was a clause that Pepsi-Cola will provide \$2,500 yearly through scholarships. The criteria for the scholarships were left for Mr. Lopez to develop. Mr. Lopez presented the criteria to the committee and asked for their input. The amount and the criteria for the scholarships are as follow:

8 Scholarships @ \$500	1 Scholarship @ \$1,000
<ul style="list-style-type: none"> ▪ Involvement in Leadership roles in student government, campus clubs or community organizations ▪ 3.0 GPA Minimum ▪ Full time student (12 units or more) ▪ Planning to transfer to a University in the Fall 2009 ▪ IVC Unofficial Transcripts ▪ Letter of recommendation from an individual that can verify your active participation in a leadership role 	<ul style="list-style-type: none"> ▪ Involvement in Leadership roles in student government ▪ 3.0 GPA Minimum ▪ Full time student (12 units or more) ▪ Planning to transfer to a University in the Fall 2009 ▪ IVC Unofficial Transcripts

The application forms were reviewed and modifications were made. Mr. Baukholt suggested providing a flyer to all the instructors advertising the scholarships.

Additionally, the Student Affairs Committee will be the body that will select the scholarship recipients.

UNFINISHED BUSINESS

Smoke Free Update

Mr. Lopez stated that the Tobacco/Smoke Free policy is now implemented. More than 28 signs have been posted around campus notifying students, staff and visitors that this is a Tobacco/Smoke Free campus. Currently the parking lots (except lot A and the Childcare parking lots) are designated smoking areas but once the Fall 2009 semester begins the entire campus will become tobacco/smoke free. Mr. Lopez stated that the transition has been smoothly.

Commencement Overview

The majority of the Committee members felt that the Commencement Ceremony last year went very well despite not having a guest speaker. Mr. Lopez asked the committee whether or not there is a need for a guest speaker this year. He stated that in the past we have not cover the guest speaker’s travel expenses because funds have not been allocated for such.

Some recommendations were as follow:

- Michael R. Harrison, Duncan Hunter’s Deputy Chief of Staff (Recommended by Ms. Riehle)
 - Attended IVC from 1988-1991 where he graduated with an AA in Social Science before transferring to CSU, Stanislaus. Mr. Harrison graduated from

CSUS in 1994 with a BA in Political Science. While attending IVC, he worked at a local movie theatre, bank and at a pizzeria. After graduating from Stanislaus, he was offered to work at Congressman Duncan Hunter's office in Washington, D.C. as an unpaid intern for three months. During his first week in Washington, a job opening occurred and he was offered an Entry Level Position job to work with former Congressman Hunter until his retirement in December 2008 (13 years in Washington, D.C. and a year and a half in El Cajon, CA). While in Washington, Mr. Harrison attended and graduated from Johns Hopkins University with an MA in Government.

- Manuel Perez, State Assemblyman (Recommended by Mr. Lopez)
 - Mr. Perez was recently elected California State Assemblyman for the 80th District. Mr. Perez was born in Indio and raised in Indio and Imperial County. Mr. Perez is a strong advocate for education.

- Dr. Kenneth James, Commissioner for Arkansas Department of Education (Recommended by Mr. Lopez)
 - Dr. James is a Calexico High and IVC graduate. Dr. James is currently the Commissioner for Arkansas Department of Education. In 1998, he was selected as the Superintendent of the Year for the State of Arkansas. Dr. James has served as an officer or board member of several professional organizations, including Arkansas Curriculum and Instruction Administrators, Economics America and the Arkansas Association of Supervision and Curriculum Development.

Mr. Lopez will have more information at the next meeting.

The next Student Affairs Committee meeting will be Monday, April 6, 2009 at 3:00 p.m. in the Board Room.

IV. ADJOURNMENT

The meeting was adjourned at 3:47 p.m.

Chairman

Date

Respectfully submitted by: _____

Adopted this _____ day of _____ 2009