



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 23, 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
Reanna Guerrero, Student Representative
Jonathan Balint, Student Representative
Crystelle Enriquez, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, MARCH 9, 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, 2/18/09
2. Customer Service Committee, 2/20/09
3. Environmental Health & Safety Committee Meeting, 1/12/09
4. Planning and Budget Committee, 2/25/09
5. Technology Planning Committee, 2/19/09

STANDING COMMITTEE RULES RECEIVED

1. Standing Committee Rules of Student Affairs - Sergio Lopez (Sent back 3/19/09 per President for clarification)
2. Standing Committee Rules of Campus Operations Advisory Committee - Sergio Lopez (Sent back 3/19/09 per President for clarification)
3. Standing Committee Rules of Planning and Budget - John Lau (under review)
4. Standing Committee Rules of Policies and Procedures Review Committee - Victor Jaime (Sent back 3/19/09 per President for clarification)
5. Standing Committee Rules of Competitive Athletic Committee - Jim Mecate (Sent back 3/19/09 per President for clarification)
6. Environmental Health & Safety Committee - Travis Gregory (Sent back 3/19/09 per President for clarification)

DISCUSSION AND INFORMATION ITEMS

1. Computer and Network Use Policy - Jim Fisher

ACTION ITEMS

1. Approval of proposed changes to Standing Committee Rules of College Council - John Abarca
2. Approval of Standing Committee Rules of Greening Committee - Jessica Waddell
3. Nomination of College Council Chair - John Abarca

ADJOURNMENT

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

2009	
April 27	June 8 & 22*
May 11	

Meeting Canceled
**Fall Semester Begins
* Summer Session Begins
Overload rate for 177-day members

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

College Council Chair John Abarca called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

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

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative

Reanna Guerrero, Student Representative
Jonathan Balint, Student Representative
Crystelle Enriquez, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Norma Nuñez, Alternate Faculty Representative
Jessica Waddell, Classified Representative
Mariam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Student Representative

Others Present:

Frank Rapp, John Lau, Jan Magno, Marilyn Boyle, Travis Gregory

MEMBERSHIP CHANGES

Chair John Abarca announced that Crystelle Enriquez would be replacing Josasat Trejo as Alternate Student Representative, and Steven Sciaky would no longer be an Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, February 23, 2009

M/S/C Sergio Lopez/Michael Heumann to approve the Minutes of February 23, 2009, with a correction made on page four correcting the spelling of Kathy Berry's name under Adjournment.

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 process is going slower than anticipated; she stated the information coming out of program review is very thorough and based on what has been learned, the committee would be making changes.
- Announced that May 1st would be the committee's deadline to complete program review summaries and the Education Master Plan.

Vice Chair Heumann asked if the May 1st deadline would impact the budget time table. VP Berry indicated that it would because program review, planning and the budget all tie in together. VP Berry stated the committee has been working with VP of Business Services John Lau to make it possible to input program review right into Banner instead of having to input the budget twice.

Budget Update

Vice President for Business Services John Lau reported the following:

- Reported that the task force is looking at the program review form and would be recommending some restructuring to make the form more budget oriented and user friendly. He indicated he would bring back their recommendations.
- Reported that he is meeting with all division chairs who administer the budget. He stated he is asking that they be familiar with their budgets and utilize it as a managing tool. He also asked managers to create details that support their expenses.
- Reported the budget is on track, and Director of Fiscal Services Carlos Fletes has sent an "all users" e-mail asking everyone to encumber all their expenses as of April 20, 2009 through the end of the year. He stated the District is looking at a shortfall of \$3.8 million, and this would help determine what the projected reserves would be in June.
- Labor negotiations are about to begin and letters have gone out to both unions requesting a reopener.

President's Update

President Gould reported the following:

- President Gould announced that as a follow-up to the District going from odd to even years, he would be going before the Board of Supervisors on March 17th.
- Announced that as a follow-up to the Board of Trustees' request to go from an at large election to District elections, he would be meeting with the County Superintendent of Schools next week. He stated these elections have different processes and they go through the County Education Committee which is headed by the County Superintendent of Schools.

- Reported Assembly Member Manuel Perez had his press release on campus on Friday, March 6th, and discussed his 2009 Legislative Agenda.
- Announced he received word from Congressman Filner that the District was awarded \$719,000.00. He stated the funds would be applied towards the construction of the entrance on the west side.
- Announced late registration changed our growth the District is now at 11% FTEs growth, and 6% headcount growth, and the fill rate is at 96%. President Gould thanked students and the faculty for enduring the full classes.
- Announced that KYMA was on campus and interviewed him to talk about the high enrollment pattern that IVC is experiencing and to talk about careers and jobs that would be more stable in this economy. He stated Allied Health, Criminal Justice and teaching careers are in demand.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

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

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

2. Shared Governance Committee Flow Chart - Dr. Gould

President Gould reported that the flow chart is being revised to reflect accurately the relationship between the Academic Senate and the Board of Trustees in the shared governance process. He stated the only change from the previously approved flow chart is the long dash from Academic Services to the Board of Trustees. He stated it is the legal parameter wherein the Board relies primarily on the Academic Senate for academic matters. He stated there would be additional changes to committees on both sides of the flow chart once it is approved.

3. Review Standing Committee Rules of College Council - John Abarca

Chair John Abarca stated that the College Council Standing Rules were being provided for informational purposes; he recommended that one change be made under the heading "Terms of Office," number 1, to make it more specific when the term of office begins and when it ends.

Chair John Abarca asked College Council members to review the Standing Committee Rules and bring back any recommendations or changes to the next meeting.

4. Report from College Council Representative/Strategic Planning Committee - Bruce Seivertson

Member Seivertson reported that the committee met on March 3, 2009, and they reviewed their standing rules, mission and purpose statement. He reported that Mary Carter had developed a web page for the committee. He stated their next meeting is scheduled for April 7th at 2:00 p.m.

5. Nomination of College Council Chair.

Chair John Abarca stated this item was for informational purposes. He announced that the election of Council Chair would take place next College Council meeting. He asked Council members to bring back their nominations next week.

ACTION ITEMS

M/S/C Bruce Seivertson/Michael Heumann

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

Dean of Financial Aid Jan Magno stated that this committee was placed on the organizational chart three years ago. She stated this committee is mandated by statute as an advisory committee to operate regulations that are coming from the state and federal government and is not a recommending committee; she stated this committee would have to make recommendations through another committee to go up the organizational chart. Dean Magno recommended in order to simplify the organizational chart she asked that this advisory committee be removed from the process.

Motion carried.

ADJOURNMENT

M/S/C Sergio Lopez/Michael Heumann to adjourn the meeting at 3:05 p.m.

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

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

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177 day members

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.

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. Meetings are held the 2nd and 4th Monday of the month.

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AGENDA

1. The College Council will generate its agenda from items submitted by ~~any a~~ 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~~ 24 hours 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.~~

1. 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.

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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:

Comment [MH1]: do we need to add classified managers here, too?

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (faculty, classified staff, students, administrators, and classified managers/confidential staff). 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.

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Comment [MH2]: This seems to be the very purpose of the college council that Dr. Gould is attempting to change. Is CC a reporting body, or is it a decision-making body? If it is a decision-making body, then we should change this

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 2510/PROCEDURES SECTION 3-72510 – 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.

The College Council is a decision-making body that focuses on non-academic matters (while the Academic Senate's focus is the decision making body for academic matters).

PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.

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- 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, classified managers/confidential, 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 faculty representatives appointed by the Academic Senate
 - 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~~ the Associated Student Government.
 - Three administrators: appointed by the Administrative Council.
 - ~~The College President and the IVC Foundation Director~~ (pending outcome of the Master Agreement with the Foundation) 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~~ two years.

Comment [MH3]: can there be reappointments or are there fixed term limits?

- 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-~~The 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~~ 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, if necessary.

IMPERIAL VALLEY COLLEGE
Standing Rules of the Greening Committee
Access to the Greening Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Greening Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA

1. The Greening Committee will generate its agenda from items submitted by any Committee 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 Greening Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 3 members.
2. Constituent groups may designate up to three alternates who may serve during a Greening Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Greening Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee 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 Greening Committee shall be elected for a two-year term by the Greening Committee and be a member of Greening Committee.
2. The vice chair of the Greening Committee shall be elected for a two-year term by the Greening Committee and be a member of Greening Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Greening Committee.
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 Greening Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Greening Committee 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.
3. The views and opinions of the Greening Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the Greening Committee 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 Greening Committee.
5. The Greening Committee 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 reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of Greening Committee 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 5 Greening Committee members.

PURPOSE

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Greening Campus Committee recognizes the importance of this and aims to lead by example. As a shared governance committee our goal is to educate and model through our own practices the beneficial value of campus-wide recycling, conservation, and hazardous waste disposal. In addition the committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Greening Committee will provide momentum and guidance to IVC administration, faculty, staff, and students to achieve environmentally and socially responsible living. The committee's purpose is to raise awareness of environmental stewardship within the community.

CHARGE

To identify and recommend to the College President specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability in its operations, teaching and service/outreach functions. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's "greening" efforts and on future plans for increased environmental sustainability.

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, classified managers/confidential, students, and administrators.
2. The permanent members of the Greening Committee are:
 - Two faculty members appointed by Academic Senate: 1 representative/1 alternate
 - Two classified members appointed by CSEA: 1 representative/1 alternate
 - Two members of the CMCA appointed by CMCA: 1 representative/1 alternate
 - Two students at large appointed by ASG: 1 representative/1 alternate
 - Two administrators: appointed by the Administrative Council: 1 representative/1 alternate
- ❖ Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- ❖ Terms for student representatives shall be for one year.
3. A Chair and Vice-Chair will be elected by the members of the Greening Committee.
4. The Greening Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

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 February 20, 2009

Committee members present:	Yethel Alonso, Secretary Lisa Cross, Co-Chair Maria Esquer Toni Gamboa Travis Gregory Cesar Guzman	Mike Nicholas Ricardo Pradis Patricia Robles, Co-Chair Norma Santana Mary Ann Smith
Committee members not present:	Erika Aguilar Sheila Dorsey-Freeman Myriam Fletes Ed Gould, Ex-Officio Christy Hisel	Paige Lovitt Frank Miranda Leticia Petty Tanya Rios, ASG Martha Sanchez
Others present:	None	

1. Call to Order

2. Approval of Minutes

Minutes for meetings on 10/3/08, 10/10/08, 10/17/08, 11/3/08, 11/7/08, 11/14/08, & 12/5/08 were approved as presented.

3. Certificates of Appreciation

Lisa stated that at the February 18, 2008 board meeting Mary Ann Smith, Patty Robles, and herself were presented with plaques for all the work they have done with the Customer Service Committee. Lisa stated that it was very nice to get recognized for the hard work but she knew that the recognition should go to everyone on the committee because without the whole committee nothing would be possible.

Patty & Lisa then presented everyone on the committee with a certificate of appreciation that they created for each committee member. Toni Gamboa was presented with a plant for all the extra work that she has always done for the committee.

4. Old Business

Weeks of Thanks & Giving

3658 pounds of food and \$1130.00 were donated in total. Mary Ann stated that Lincoln Davis made a last minute run to the market to make sure that the English Department had 371 pounds of food so that they would win the food drive.

Mary Ann stated that the rewards would be given as follows

1st, 2nd, & 3rd place winners would receive 2lb of Sees candies

4th, 5th, & 6th place winners would receive 1lb of Sees candies

7th, 8th, & 9th place winners would receive 1lb of peanut brittle

Travis requested that a picture of the winners be taken when they are presented with their prize.

Holiday Gift Drive

Patty stated that 107 presents were given to seniors as well as \$450.00 worth of necessities. She stated that it was lots of fun presenting the gifts to the seniors and that Hope Davis was there and guided them in some Christmas Caroling.

5. New Business

Ice Cream Social

Lisa stated that Dr. Van Decker would be providing the entertainment for different periods of time between 11-2. Patty stated that the social would be held in the amphitheater area and that we would use the same set up as we did for the BBQ except that instead of 6 serving tables we would have 3. It was decided that we would serve Green Root Beer floats, and that we would serve vanilla, mint and pistachio ice cream. We would also provide water, root beer and sprite. Patty asked if Toni would be in charge of the cookie list and Toni agreed, Mary Ann stated that this is when we usually have the Hat Contest and was asked by Patty to provide judges for the contest. It was stated that the contest would begin at 12:30 pm. Lisa and Patty asked Travis to be the MC and the Leprechaun for the Ice Cream Social and he agreed.

6. Subcommittee Reports

Welcome Wagon

No Report

Employee of the Month

Yethel stated that the Employee of the Month for February was Bruce Page. She stated that she wanted to thank Mary Ann Smith for the great presentation she did. Yethel also stated that the Employee of the Month for March was ready and that the winner would be presented with the award sometime during the first week of March.

7. Other

None

8. Next Meeting

Friday March 6, 2009 at 1:00 pm in the Board Room

9. Adjourn

The meeting was adjourned at 1:00 pm by Patty M/S/C Travis/Mary Ann



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 1:00 p.m. on Monday, January 12, 2009.

I. Roll Call

Present:

Rick Webster, Gonzalo Huerta, Ted Ceasar, Miriam Trejo, Sergio Lopez, Frank Rapp, and Martha Garcia.

Absent:

Travis Gregory, Andrew Chien, Hope Davis, Jim Fisher, Lincoln Davis, Richard Fitzsimmons, Daniel Gilison, Russell Lavery, Frank Miranda, Marco Morales, Thomas Morrell, James Patterson, Deidre Pollock, Jean Stroud, Jill Tucker, Jack Williams, Kathy Berry, Becky Green, Judy Santistevan, John Abarca, and Martha Jacobo.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 1:00 pm.

III. Approval of minutes

A motion to approve the minutes dated November 17, 2008 was moved by Sergio Lopez and seconded by Rick Webster. The minutes were unanimously approved.

IV. Old Business

a. Alert U Contract

The Alert U contract has been forwarded to the IVC President for signature.

b. New Phone System

Rick Webster mentioned that the phone system upgrade has not been completed.

Shoretel training is currently being offered to IVC employees. For more information or to register, employees may contact the IT department.

A discussion was held regarding the intercom function of the new system. The Intercom function allows individuals to connect with another party without ringing the party through a call line.

Discretion is suggested when using this feature because other parties would be able listen to surrounding sounds or conversations. Intercom should be used during emergencies only.

c. Smoking Policy

Resolution No. 14266 states that Imperial Valley College (IVC) will transition towards becoming a tobacco-free district beginning February 17, 2009; IVC parking lots (with the exception of parking lot A and the Preschool lot) have been designated as smoking areas.

Miriam Trejo from Parking Control mentioned that California state law prohibits smoking near an office or within 25 feet of any window or major entrance.

As per Sergio Lopez, Associate Dean of Student Services, Tobacco-Free Campus signs would be displayed at IVC main entrance. Instructors will inform students of the new policy. The Student Services office has ordered large banners. The policy will be announced on the students' electronic message board.

Copies of the following articles were provided and reviewed:

- *Americans for Nonsmokers' Rights: Rights for Non Smokers.* (2003). Americans for Nonsmokers' Rights.
- *There Is No Constitutional Right to Smoke.* (2005).Public Health Insitutute.
- *There is no Constitutional Right to Smoke* (2005). Samantha K. Graff

d. Construction Update

The following issues were discussed:

- a) Expected completion date is October 2009.
- b) Construction was slightly delayed due to the rupture of five major valves.
- c) IVC received a grant to complete the bus drop off area. Construction will begin sometime in April.
- d) IVC Transit uses IVC bus stops as a transfer point. These areas will remain illuminated (for riders' safety) during the spring break.
- e) The committee discussed some pedestrian safety issues. Students and employees are entering through the construction zone.

e. Other issues

A discussion was held regarding the schedule of security guards. It was mentioned that security guards are always patrolling the outside perimeters (parking lots). In the evenings, security is very limited in the bus stop areas and classrooms (inside areas).

Action item: Invite John Lau, Vice-President for Business Services to discuss campus security (i.e., parking control, evening security, security inside campus vs. parking lots, etc.)

V. New Business

a. Sure Helpline Crisis Center

The Sure Helpline Rape Crisis Center training schedule was distributed.

b. Sexual Harassment Training

In the upcoming weeks, online sexual harassment training will be available for adjunct instructors and non-supervisory staff.

VI. Adjournment

The meeting was adjourned at 2:00 p.m.



Planning and Budget Committee
February 25, 2009

Members Present:

√John Lau, VP for Bus Svcs, chair
_Dr. Victor Jaime, Admin. Rep.
_Dr. Bruce Seivertson, Academic
Senate President
√Michael Heumann, Alternate (A.S.)
_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 1:35 p.m. on Wednesday, February 25, 2009 in the Board Room.

ACTION

1. Approval of Minutes
M/S/C Zhao/Kakiuchi to approve the minutes of the January 28, 2009 meeting as presented.
2. Appointment of Taskforce to develop standing rules for committee and to re-evaluate mission and purpose statement for submission to College Council by March 16
M/S/C Jacobson/Heumann to have standing rules evaluated by entire committee; and M/S.C Jacobson/Heumann to have entire committee re-evaluate mission and purpose statement.
3. Meeting date to approve standing rules, mission and purpose statement During the discussion of item #2, no special meeting date was set, but later in the meeting, Gail Parish stated that a second meeting would be needed in March due to the workload facing the committee. The committee agreed to meet on **Wednesday, March 11, 2009**, as well as the regular meeting date of March 25.

DISCUSSION AND INFORMATION ITEMS

1. Financial Overview

State Budget Update: John Lau reported that an 18-month state budget has been passed. The College will have a better idea of the impact of the budget once a revised P-1 report is issued by the State in March. The monthly budget report as of December 30, 2008 was distributed; the report shows that expenditures appear to be on track versus budgeted amounts.

Two year funding analysis: The committee reviewed a two-year (2008-09 and 2009-10) funding analysis (see last page of these minutes). John Lau stated that this information is

being presented to show the magnitude of the challenge facing the college. The budget must be balanced with on-going revenue in order to achieve financial stability. Key points include:

- \$3,093,736 of reserve funds were used to balance the 2008-09 budget:
- The 2009-10 projected budget was developed using 2% growth and no COLA. The recently adopted State budget contains 3% growth. The additional 1% of growth would equal approximately \$270,000; however, Carlos Fletes cautioned that IVC may not get the full 3% if the cap is lowered.
- The 2009-10 budget will require cost containment and/or increased revenue.
- Revenue is not projected to grow significantly due to the cap on growth.
- Other outgo includes \$500,000 to fund GASB 45. The last \$500,000 payment to the State will be made in 2008-09, and those funds could be used toward beginning to fund the College's liability under GASB 45. This is shown as a possible use of funds, the decision to fund GASB 45 has not been made.
- The College will end with a 3% reserve for 2009-10 if there are no changes to expenses from 2008-09; however, the estimated cost of step raises, increases in benefit costs and other contractual issues is \$1,360,682, resulting in an estimated ending reserve of -.41% (minus .41%).
- The challenge: where do we look for \$3.8 million in cost containment?

Discussion:

- Eric Jacobson asked for a detail report of all "services" (5000) accounts.
- Retirement incentives are paid over 5 to 8 years, the estimated expense in 2009-10 is \$200,000.

Budget concepts for the future: The Resource Allocation taskforce is developing a new method for budgeting that will help the College achieve the following goals

- Balanced budget
 - Equitable process for each bargaining group
 - Address all the needs of the college
2. Resource Allocation update: John Lau reported that a draft "Resource Allocation Plan" has been developed by the taskforce, and will be brought to the Planning and Budget Committee for a recommendation. Mr. Lau stated that the plan may be controversial because it is a formula driven.
 3. Thaw Committee update: John Lau reported that the Thaw committee has developed a form for requesting an exception to the hiring freeze. Travis Gregory stated that the Thaw committee has until this Friday to make final comments before the form goes out to departments. The form will be given to the Planning and Budget Committee as an information item.

4. First Principal Apportionment analysis: A report was released yesterday by the State, but it was based on September budget numbers, not the adopted State budget. A revised report will be issued about the middle of March. This will be IVC's the first real information on its state funding based on statewide enrollment information, deficit, enrollment growth funding, and other factors. There will also be information on the impact of cash deferrals, but IVC does not anticipate cash flow issues this fiscal year due to the TRANS financing. The revised P-1 report should be available for the next committee meeting.

Discussion: In response to the question "when will IVC know exactly what we are getting?", Carlos Fletes stated that state budget information is not final until February of the subsequent fiscal year. Final information, including all recalculations, is shown on P-1 of the next year.

5. Budget Development Process: John Lau stated that program reviews drive the budget; therefore, all numbers in the first budget should come from each department's program review. The Business Office is currently meeting with all department heads regarding the budget process. Carlos Fletes reported that a detailed e-mail on the budget input process has been sent. Departments have until April 1 to input their budgets based on their program reviews. Mr. Fletes encouraged users to read the entire e-mail, and to adhere to the April 1 deadline. The budget will be compiled in April, reviewed in May, and adopted in June.

Departments are to input all non-fulltime salaries and benefits, including adjunct, overload, coaching stipends, intersession salaries, student help and overtime. Departments will be able to project their non-fulltime salary commitments because it is part of their recently completed program reviews. A taskforce has been formed to develop a tool to capture program review data into Banner in order to tie program review to budget and help automate the process. Another project that is currently in process is the implementation of Banner "position control" which will give HR and the Business Office the capability to capture salary information, link it to budget, and run salary increase scenarios. Hopefully, position control will be in place in about a year.

PO cut-off: Purchase orders will be cut April 20, for all district unrestricted programs. The cut-off will be adhered to more firmly than ever before due to current circumstances; however, there will have to be some exceptions. Departments will be encouraged to place orders for all necessary supplies/materials as early as possible to ensure delivery before June 30 as well as to enable the District to determine how much savings there will be this fiscal year.

John Lau stated that Program Review is the first step in the budget process. It will be especially critical in view of the Accreditation visit in October to link Program Review to budget. Jan Magno noted that program reviews have not been approved yet. It was agreed that an e-mail be sent to departments telling them to input their budgets based on their accepted Program Review data.

Meeting adjourned at 2:44 p.m.

**Two-year Funding Analysis
Unrestricted General Fund Only**

<u>Current 2008-09 Budget</u>			<u>Proposed 2009-10 Budget</u>
0% COLA			0% COLA
Projected FTES 7,309 3.16% Growth			Projected FTES 7,528 3% Growth
Projected funded FTES 6,963 w/2% Growth (6,827 Base FTES)			Projected funded FTES 7,102 w/2% Growth (6,963 Base FTES)
Total of 346 projected unfunded FTES w/2% Funded Growth			Total of 426 projected unfunded FTES w/2% Funded Growth
	2008-09		2009-10
Federal Revenue	2,906		2,906
State Revenue	28,840,139		29,891,314
Local Revenue	7,558,024		7,558,024
Total Revenue	36,401,069		37,452,244
Certificated Salaries	17,776,064		17,776,064
Classified Salaries	7,383,605		7,383,605
Benefits	8,193,939		8,193,939
Supplies	962,204		962,204
Services	3,756,555		3,756,555
Capital Outlay	511,329		511,329
Total Expenses	38,583,696		38,583,696
Other outgo	911,109		1,411,109
Total expense/other	39,494,805		39,994,805
Surplus/deficit	-3,093,736		-2,542,561
Beginning Reserves	6,828,764		3,735,028
Ending Reserves	3,735,028		1,192,467
Reserve % of unrest. Gen Fund	9.46%		2.98%
<u>2009-10 additional expenses</u>			
Est. cost of Cert. step inc 3%			321,852
Est. cost of admin step inc 2.5%			52,025
Est. cost of CL step inc 5%			370,525
Est. cost of CL mgmt step inc 2.5%			16,280
Est. cost of H&W for addtl. retirees			100,000
Est. cost of H&W increase 9%			300,000
Est. cost of retirement incentives			200,000
Revised total 2009-10 expense			41,355,487
Revised 2009-10 surplus/deficit			-3,903,243
Revised 2009-10 ending reserves			-168,215.48
Revised 2009-10 Reserve % of Unrest. Gen. Fund			-0.41%

These costs are projected to be the same as 08-09 for discussion purposes

This amount includes \$500,000 towards the GASB 45 liability

Total of \$1,360,682

IMPERIAL VALLEY COLLEGE

Technology Planning Committee Meeting

Minutes
February 19, 2009

Voting Members Present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Mary-Jo Wainwright, Faculty Representative
David Zielinski, Faculty Representative
Angie Gallo, CMCA Representative
Martha Olea, Classified Representative
Larry Valenzuela, Classified Representative
Kathy Berry, Administrative Representative
Kathie Westerfield, Administrative Representative

Consultants Present:

Jeff Cantwell
Edward Cesena
Omar Ramos

Consultants Absent:

Dr. Michael Heumann, Faculty Representative
Andres Martinez, Faculty Representative
Jan Magno, Dean of Financial Aid Asst/State Programs
Charles Wang, Data Analyst

Visitors:

Sergio Lopez
Ralph Marquez
Frank Rapp

Recorder:

Jessica Waddell

Call To Order:

The Technology Council meeting was called to order at 1:35 pm by Dr. Ying, Co-Chair.

Visitor's Comments:

None

Review and Approval of Meeting Minutes:

M/S/C Kathie Westerfield/Larry Valenzuela to approve the minutes dated 12/4/08. Motion carried.

Subcommittee Reports:

1. **Banner User Group:** nothing to report, committee has not met.

2. **Website Review Committee:** There have been no official meetings. A handout was given (see attached). A website for this committee is going to be built and all information will be put on the website.

Information Items:

1. **Position Control Training in Banner:** The Position Control module is the foundation for the Banner payroll function. Implementation of this module will support the request from Mr. John Lau that the budget should be supported directly out of Banner. In addition, the implementation also helps greatly on the data clean up inside Banner.

2. **Outpost PC Project:** This project was initiated by Dr. Gould and one PC has been put at The Rock Café in Brawley for community use. The second PC will be put at the AnaZao as soon as they complete the move into the new location. The PC's are free for the community members to use for accessing websites to the college or to do their personal work such as file editing. IVC will support the hardware and the store owners will support internet connection. The setup is done like the student computers located on main campus and users can save their personal work on a USB thumb drive. The current plan is to put one PC at each location; more can be added when demand increases.

Action Items:

1. Technology Master Plan Subcommittee:

M/S/C Kathie Westerfield/Jim Fisher **Motion Carried.**

Discussion:

This committee will look at the Technology Master Plan on an ongoing basis and keep it up to date. The committee plans to meet every other month. The Technology Master Plan will be evaluated every year

2. Computer and Network Use Policy:

M/S/C Jim Fisher/David Zielinski **Motion Carried.**

Discussion:

The Computer and Network Use Policy was forwarded from HR to the TPC for checking of the accuracy in the description of the technology related terminologies and statements. Since the TPC had read and validated those areas, the policy needs to be forwarded to the College Council. It is not the responsibility of the TPC to comment on non-technology related areas.

Discussion Items:

1. Michael Heumann needs a representative from the Technology Planning Committee on the Distance Education Committee. The committee will have the first meeting on March 2nd. At the next meeting we will vote on the person that will be on the Distance Education Committee. David Zielinski will attend the meeting voluntarily until a person is nominated.
2. An ordering website (<http://orders.imperial.edu>) has been set up for easy ordering of the new computers. Lenovo also agrees to extend the same pricing structure to faculty, staff and students of IVC. The IT will start to support the Windows Vista. Larry Valenzuela is updating the PC replacement inventory for the 09-10 fiscal year.
3. The status of the new Wi-Fi network installation is that the cabling for the access points has been Radius authentication server. The Radius authentication server will need to interface with the Active Directory as well as the Banner system. The goal is to allow the end user to authenticate using their domain credentials. For the students, they will use their ID and password for WebSTAR to sign on the wireless network.
4. Larry Valenzuela is having another Shortel phone training on Friday, February 20th from 9:00 – 10:30 am in room 1704.

Adjournment:

M/S/C Jim Fisher/Kathie Westerfield **Motion Carried.**

The meeting was adjourned at 2:37 pm.