



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 27, 2009 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

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

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

John Abarca, Classified Representative
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 23, 2009

AREA REPORTS/UPDATES

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

MINUTES FROM STANDING AND AD HOC COMMITTEE

- 1. Academic Senate, 03/18/09
- 2. Planning and Budget Committee, 03/25/09
- 3. Strategic Planning Committee, 3/03/09
- 4. Student Affairs Committee, 3/02/09

DISCUSSION AND INFORMATION ITEMS

- 1. Town Hall Meeting - Dr. Gould
- 2. Training at Southwest Auditorium - Dr. Gould (attachment)
- 3. Wind Zero - Michael Heumann
- 4. Course Schedules - Bill Gay
- 5. Employee Conflict Resolution Form - Travis Gregory (attachment)
- 6. Nomination of College Council Vice-Chair - Michael Heumann
- 7. Standing Rules of the Environmental Health and Safety Committee - Travis Gregory

ACTION ITEMS

- 1. Approval of Computer and Network Use Policy - Dr. Ying

ADJOURNMENT

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

2009	
May 11	June 8 & 22*

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



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

College Council Chair John Abarca 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

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative [arrived at 3:07 p.m.]

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

Carlos Fletes, CMCA Representative

Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Sergio Lopez, Alternate Administrative Representative
Armando Mendez, Faculty Representative
Mariam Trejo, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Student Representative
Reanna Guerrero, Student Representative
Crystelle Enriquez, Alternate Student Representative

Others Present:

John Lau, Ted Ceasar, Tina Aguirre, Jim Fisher, Dawn Chun, Frank Rapp, Jan Magno, Travis Gregory, Victor Jaime

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, March 9, 2009

M/S/C Bruce Seivertson/Michael Heumann to approve the Minutes of March 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 subcommittees are finishing their summaries of findings. She stated she hopes to have the Education Master Plan completed by the end of April. VP Berry stated what they have learned is that there are two parts to program review an annual review which drives the budget for the following year, and a comprehensive review which looks at the planning processes. She reported that VP of Business Services John Lau is working on restructuring the program review form for annual reviews to make the form more budget oriented.

Budget Update

Vice President for Business Services John Lau reported the following:

- Reported that the District is tracking budget to actual this year.
- Reported that he and President Gould attended a meeting in San Francisco for the Standard & Poor Rating and reported the meeting was successful and the District was upgraded from an A- to an A rating.

Dr. Gould stated the Standard & Poor was impressed by the percentage of growth and the slope of that growth from a business point of view. He stated they were impressed with the institution's previous reserves and the bucket theory which was presented to the campus to solve the budget and give stability; he indicated these two items made a difference.

President's Update

Dr. Ed Gould reported the following:

- He stated he wanted to talk about accreditation and the cartoon that came out in the IV Press. He stated the institution is still on warning but the warning is not related to what the institution has not accomplished but more related to timing. He stated the institution is in good shape which is not reflected in the cartoon.
- He reported that CEOs from the Western Association of Schools and Colleges (WASC) are beginning to work on the issue of standards being upheld in our region. He stated 41 institutions have been on some type of sanction over the last five years. He stated in the other seven regions, the highest number of campuses sanctioned is seven. He stated that this would indicate that CEOs in this area are being held to a different standard.
- Reported that the County Board of Supervisors have approved the District to change to even year elections as of 2010. He stated the reason for changing to even year elections is the cost savings of \$76,000.00. He stated another reason is participation.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

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

DISCUSSION AND INFORMATION ITEMS

1. Computer and Network Use Policy - Jim Fisher

Jim Fisher, Co-Chair for IVC Technology Planning Committee reported that the Computer and Network Use Policy was approved by the Technology Planning Committee and was brought to College Council as an information item.

Chair John Abarca requested that this item be brought back to the next meeting for action.

ACTION ITEMS

M/S/C Michael Heumann/Bruce Seivertson

1. Approval of proposed changes to Standing Committee Rules of College Council

The following changes to the Standing Committee Rules of College Council were requested and approved:

“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.~~

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~~ 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~~ seven 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.~~ The term shall commence with the second meeting in March or the following meeting if spring break precedes.
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, classified staff, students, administrators, and classified managers/confidential staff 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 (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.~~ College Council will serve as the final recommending body to the President on committee recommendations in activities, projects, programs, and plans that have been developed or are being developed by constituent groups and administration. 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 2510/PROCEDURES SECTION 3.7 2510 – 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 the final recommending body on non-academic matters that go to the President and Board of Trustees, while the Board of Trustees relies primarily on the Academic Senate for academic matters as defined by AB17.5.

PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.
- 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 final recommendations to the College President on which college committees or task forces are needed or should be activated.~~
- To make final recommendations on proposed college policies developed by the College President or other policy recommending 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 and Board of Trustees or other policy making college committees.
- To recommend action to the President on all committee recommendations.
- 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 the ASG 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 an ex-officio members.
 - Terms for faculty, classified staff, 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.
 - 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-wide issues and task forces to address specific (single item) issues.
 5. Constituent groups must designate three alternates.

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.~~”

Motion Carried.

M/S/C Jessica Waddell/ Bruce Seivertson

2. Approval of Standing Committee Rules of the Greening Committee - Jessica Waddell

The following changes to the Standing Committee Rules of the Greening Committee were requested and approved:

“CHARGE

To identify and recommend to ~~the College President~~ College Council 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
 - Consultant Representative will be the Director of Maintenance and Operations.
- ❖ 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.”

Motion carried.

M/S/C Bruce Seivertson/Kathy Berry

3. Nomination of College Council Chair - John Abarca

Chair John Abarca opened the floor for nominations.

M/S/C Bruce Seivertson/Kathy Berry nominated Michael Heumann for College Council Chair. Michael Heumann accepted the nomination.

Michael Heumann was unanimously elected as College Council Chair.

Motion carried.

ADJOURNMENT

M/S/C Bruce Seivertson/Michael Heumann to adjourn the meeting at 3:36 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

EMPLOYEE CONFLICT RESOLUTION FORM

This form is meant to serve as an optional way to allow employees to help informally resolve conflicts that don't rise to the level of discrimination, sexual harassment, or contract grievances. Those types of complaints have specific procedures, mandated by law, and you should contact the Human Resources office for assistance.

Name: _____ Date: _____

Position: _____ Immediate Supervisor: _____

1. Please outline the concern(s), which resulted in your decision to initiate this process. Specific examples / dates detailing your concern(s) are encouraged. Ensure to include the impact it has on the work environment. Feel free to attach additional pages if more space is necessary.

2. What specific remedies would help resolve this issue?

Employee's Signature: _____ Date: _____

Upon completion, submit to Human Resources. The form will then be forwarded through your chain of command. Within 15 working days the supervisor /administrator will respond to you in writing and will ask you to indicate if the issue has been resolved to your satisfaction (simply circle "Yes" or "No" below).

Date received in Human Resources _____	Received by _____	
Date submitted to Immediate Supervisor _____	Received by _____	Resolved: Yes No
Date submitted to area Administrator _____	Received by _____	Resolved: Yes No
Date submitted to area Vice President _____	Received by _____	Resolved: Yes No
Date submitted to President/Superintendent _____	Received by _____	Resolved: Yes No

Adriana Sano

From: Ed Gould
Sent: Tuesday, April 21, 2009 4:06 PM
To: Vikki Carr
Cc: Adriana Sano
Subject: FW: Lt. Col. Grossman

For College Council, EC and AC next week. The College Council is for information, the EC for assignment of responsible person to coordinate. The AC to encourage attendance.

Ed

*Ed Gould, Ed.D.
Superintendent/President
Imperial Community College District*

760 -355-6219
ed.gould@imperial.edu

From: RAMOS, JOHN E [mailto:john.amos@dhs.gov]
Sent: Tuesday, April 21, 2009 11:50 AM
To: Amanda Brooke; Blaine Smith; C.Thomas Budde; Cathy Denton; Dan Eddins ; David Groesbeck; David Schoneman; Doug Kline; Ed Gould; Victor Jaime; Jaime Silva; John Anderson; John Lau; Jon LeDoux; Kathy Berry; Linda Morse; Madeline Willis; Mary Camacho ; Robert Pletka; Stephen Roeder; Sue Hess; Terri Decker; Tony Munguia
Cc: SILVA, MARTHA
Subject: Lt. Col. Grossman

Here is an update and calendar for the training scheduled for Aug. 14, 2009 at the Southwest Auditorium. All of the school districts, IVC, and SDSU have agreed to participate in this training. I have a meeting with the Chiefs of Police this Thursday, April 23, 2009 at their monthly meeting. I do not anticipate them turning down this training. Next, I will target the other federal Agencies to include DEA, FBI, BLM, etc.

The training is scheduled for Aug. 14, 2009 at the Southwest Auditorium from 8:00 to 4:00. (the hours may vary slightly). The instructor requests: A *hand held* wireless microphone, (not a lapel mic), audio for his lap top, as well as a projector and screen.

Because of the number of attendees, as well as to the respective prominence of each, security (uniformed USBP Agents) will be posted at the entrance to the parking lot, as well as in and around the auditorium. In addition, everyone who attends will have to provide identification and sign a roster before being admitted into the training.

With this said, please forward a tentative roster of those who will attend the training no later than June 1st, 2009.

Please forward a finalized roster no later than August 1, 2009.

*******The information to be presented should be treated as sensitive material. Therefore, please do not send any student aids, substitute teachers, or anyone that is not a full time administrator or teacher for your respective schools. If you have any questions regarding this, please feel free to contact me. *******

Also, please forward the names and email addresses of anyone you wish for me to add to this mailing list.

John E. Ramos
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IMPERIAL VALLEY COLLEGE

Standing Rules of the Environmental Health and Safety Committee

Access to the Environmental Health and Safety is available to all members of all constituencies

Board Approval May 8, 2002, Resolution No. 12427

Revision Approval September 3, 2003 Resolution No. 12785

Environmental Health & Safety Committee Revisions (Pending)

MISSION

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

FUNCTIONS

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

ACTIVITIES

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

MEETINGS

The committee shall meet regularly, not less than quarterly, and report to College Council. The meeting schedule shall be posted on the Committee's website at the beginning of the academic year.

AGENDA

1. The Environment Health and Safety 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 of the Environmental Health & Safety Committee and distributed to members a week in advance of the scheduled meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the Committee's website and available for review, with attachments, at the Human Resources Office.

OPERATIONS

1. The Environmental Health and Safety Committee shall provide advice and guidance to the District on applicable health and safety matters.
2. A simple majority of members must be present to hold a meeting.
3. Copies of attendance records shall be forwarded to Academic Services and the President's office.
4. Minutes will be recorded at each Committee meeting and distributed via email to all District employees. Copies of minutes will be forwarded to College Council.

COMMITTEE MEMBERS

The Environmental Health and Safety Committee shall be composed as follows:

- 1 District's Safety Administrator (Committee Chair, non-voting member)
- 1 Administrative Representative
- 1 Faculty Representatives
- 1 Student Representative
- 1 Classified Representative
- 1 Classified Manager/Classified Confidential Representative
- 1 Representative from the Maintenance Department
- 1 Representative from Parking Control
- 1 Representative from DSP&S Program
- 1 Representative from the Allied Health Department

TERMS OF OFFICE

Voting members shall be appointed by their constituent groups. Management representatives or representatives from different departments shall be selected by management. Voting members shall serve a continuous term of at least one and not more than three consecutive years.

The District's Safety Administrator shall serve as Committee Chair.

PROCEDURES

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

1. The Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all 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 Human Resources office.
3. All committee recommendations will be forwarded to College Council for discussion and approval.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Environmental Health and Safety Committee.

IVC Academic Senate

Approved Minutes

March 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: Chantilee Mendenhall
Visitors: Kathie Westerfield, Eric Lehtonen, Frank Rapp, Justina Aguirre, Eric Jacobson
- III. **Treasurer's Report**
\$7,425
President Seivertson handed out travel notices for various members of the Academic Senate.
- IV. **Visitor Comments**
Senator Paine asked when divisions conducted their elections for senate reps. Secretary Heumann explained that elections should held early in the Spring semester, but specific dates are left up to the divisions.
- V. **Consent Agenda**
 1. Minutes of March 4, 2009
M/S/C (Nunez/Zhao) to approve the above item as corrected.
 2. C&I Committee's Recommendations dated January 15, 2009 and February 26, 2009
This item was tabled until the April 1 meeting.
- VI. **Reports**
 1. President
 - Will attend the Area D meeting for the state Academic Senate. He will also attend the Spring Plenary in San Francisco. He asks anyone who is an officer in the Academic Senate to consider attending the Plenary.
 2. Past President
 - Dr. Carnes congratulated Senator White for his election to President starting in Fall 2009.

- He also stated that he attended the last C&I meeting, where faculty prioritization was discussed and voted on. He noted that there were too many administrators with votes on this committee. He urges the Academic Senate to make C&I a faculty-only body with the VP of Instruction a non-voting member.
 - Senator Montenegro added that she agreed with him.
 - President Seivertson stated that he will put this item on the next agenda.
3. VP of Instruction
- Vice President Berry noted that she does not vote at C&I except in cases of ties.
 - She, Dr. Gould, and Dr. Jaime attended a conference in San Antonio dealing with minority issues in higher education. She learned that there is a lot of movement towards requiring fiscal literacy in college curriculums.
 - The Educational Master Plan is struggling with the program review summary. The review is revealing the significant needs of our campus in a way that has never been demonstrated before. It is taking a lot longer than anticipated. Hopefully, it will be done by the end of April.
4. CFO
- Not present
5. BSI Coordinator
- Dean Rapp noted that a summer institute of classes is in the planning stages. These will be short-term classes, and the students will have close contact with counselors and instructors.
 - Senator Pfister asked if these classes would overlap with the regular summer schedule. Rapp noted that they would.
5. SLO Coordinator
- Senator Pfister noted that the SLO committee was in the process of collecting forms. March 16 was the due date to have the SLOs identified for all classes. Groups are also reviewing the data accumulated from last semester.
 - She stated that this next step would be more difficult. To help with this, she has been holding mini-workshops. The last one was Tuesday, March 24. Once this is complete, the next step is program level SLOs.
6. ASG President
- Not present

VII. Academic and Professional Matters

1. Removal of Admissions, Registration, Petitions Committee from A.S. Flow Chart
- M/S (Nunez/Guinn) to remove Admissions, Registration, Petitions committee from the Academic Senate flow chart
 - Kathie Westerfield stated that she wondered why this committee should be a reporting committee when it is actually an appeals

committee. It meets on an as-needed basis, and it concerns confidential information.

- She does not want to abolish the committee, but she does not want this committee on this reporting chart.
- Senator Patterson argued against this motion because he feels that accreditation asks for all committees to be connected to the overall shared governance process. By removing this committee from under the Academic Senate, this committee would be in limbo.
- Senator Zobell agreed with Senator Patterson's argument.
- Westerfield stated that she does not know where an appeals committee should report.
- Eric Jacobsen concurred with Patterson because the committee needs to have some checks and balances.
- Secretary Heumann asked if appeals committees should be seen as a "judicial branch" of shared governance and should not fall under legislative branches like the ones under Academic Senate. Westerfield concurred.
- Carnes suggested that we ask Dr. Gould's input on this matter. He also suggested that membership on this committee not be counted as a committee assignment for faculty.
- Senator Zhao agreed with Patterson. She suggested that this committee is similar to the "closed session" of the Board of Trustees.
- Westerfield approached the President's office with this request. The President's office stated that the Academic Senate should make this decision.
- Senator Gretz asked if this committee were responsible for setting admissions and appeals processes. If it is not, then who is?
- Senator Zobell called for the question.
- The motion failed.
- M/S/C (Guzman/Zhao) that we bring this item back to the Senate after a meeting between President Seivertson and Dr. Gould

2. Re-designation of Matriculation Committee

- M/S (Nunez/Zobell) to classify this committee as an advisory committee, not a standing committee.
- Dr. Carnes asked for a list of the advisory committees on campus. Berry states that all applied science programs must have advisory committees (by education code policy).
- The motion carried with two senators voting no.

3. Equivalency Changes

- Senator Gretz asked for the senate to encourage our college representative to the Spring Plenary to vote against the proposal to remove Public Administration masters from the Political Science minimum qualifications list.
- The proposal would allow a prospective faculty member to have a Public Administration Masters degree if the person also had a Bachelor's degree in Political Science.

- Senator Zobell called for the question. The motion carried.

VIII. **Discussion**

1. **Role of Part-Time Faculty in the Academic Senate**
 - The issue of part-time faculty voting for Academic Senate elections is murky in the current by-laws, as they explain only that “faculty” may vote in elections.
 - Senator Montenegro argued that part-time faculty should be able to vote for President, since part-time representatives are voting members on our senate.
 - ASCCC President Mark Wade-Lieu noted in his response to Montenegro’s question that this is a local decision.
 - Zobell states that the logistics for elections that include part timers would be difficult to overcome. Montenegro believes that the part-time representatives in Academic Senate would be the sole voters for the President in Academic Senate.
 - Montenegro will bring this up as an action item at a future meeting. This would require a change to the by-laws.
2. **Plenary**
 - This was discussed in the announcements.
3. **ASCCC Spring 2009 Plenary Resolution: Carol Lee**
 - Senator Lee asked for support regarding AP placement regulations, which involves cooperation between the CSUs and the UCs. She encouraged the senate to support this proposal.
4. **Special Election – At Large Position**
 - This election will be to replace the at-large representative post that will be vacated by Kevin White starting in Fall 2009 (when he becomes President).
 - Patterson suggests that we hold this election after Spring Break on April 29.
5. **Spring Student Scholarship Fund Raiser**
 - Rapp states that he will volunteer his house for this fundraiser but only after conferring with his wife.
 - The date for the fundraiser would be on May 1.
6. **Academic Senate Travel Funds**
 - This was discussed in the announcements.
7. **Hall of Fame Involvement**
 - The criteria for inclusion in the hall were distributed. Dr. Gould and Bill Gay asked for input.
 - Montenegro offered to provide some materials for this effort.

IX. **Committees**

1. **Budget and Planning – Shared governance flowchart was discussed and dissected.**
2. **C and I – There is a large meeting on March 19.**

3. College Council – An election for a new chair of the committee will take place at next week's meeting.
 4. Equivalency – A report and discussion on this committee will take place at the next senate meeting.
 5. Policies and Procedures Review – Discussed the role of the committee and its place in the flowchart.
 6. Administrative Council – No report.
- X. M/S/C (Lavery/Heumann) to adjourn the meeting at 3:05 pm.**



Planning and Budget Committee
March 25, 2009

vMembers Present:

vJohn Lau, VP for Bus Svcs, chair
_Dr. Victor Jaime, Admin. Rep.
vMichael Heumann Alternate
vJohn Abarca, College Council Chair

vEric Jacobson, Faculty Rep.
vDr. Lianna Zhao, Faculty Rep.
vCarlos Fletes, Director of Fiscal Svcs
vDawn Chun, CMCA Representative
vBetty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

vGail Parish, CSEA Representative
vSteven Sciaky, 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 1:30 p.m. on Wednesday, March 25, 2009 in the Board Room.

DISCUSSION

1. **First Principal Apportionment**

Carlos Fletes, Director of Fiscal Services made a presentation on how state revenue numbers are developed using the following apportionment reports:

- Page 1: 2007-08 First Principal Apportionment (March 2008 revised)
- Page 2: 2007-08 Second Principal Apportionment (June 2008)
- Page 3: 2007-08 Recalculation Apportionment (February 2009)
- Page 4: 2008-2009 First Principal Apportionment (February 2009)
- Page 5: State apportionment revenue, banner report

In February, 2008 the P-1 report showed actual funded FTES of 6942, and revenue of \$26.4 million. In June, 2008, the P-2 report showed FTES of 7109 and funded FTES of 6826; all FTES are no longer fully funded due to various statewide factors. The unfunded FTES of 282 amounts to \$1 million. Section IV of the report shows that IVC grew beyond the growth cap because the cap was lowered.

Page 3, 2007-08 recalculation apportionment, shows the final 2007-08 calculation. This was issued in February 2009. It shows a slight change in the actual and funded FTES from P-2. The final funded FTES was 6803. This is the first time the College had unfunded FTES in several years. Carlos Fletes stated that the State can adjust revenue up or down during the year, and the final amount is not known until February of the following fiscal year.

John Lau stated that the State takes enrollment number throughout California in order to determine what they think they can fund. This is an important concept to keep in mind when budgeting State revenue. Another issue to be aware of on page 4 (2008-09 P-1), Section IV is the unadjusted growth rate of 20.27% and the constrained growth rate of 6.26%. All indications are that the 20.27% rate is unrealistic, and will be subject to change. Until 2007-08, the State used different factors. Now, the State is also using unemployment

data. The growth rates are used to allocate funds up front, then the State looks at all economic factors and data. By June, the State has a better idea of what the system is doing as a whole in regards to enrollment. John Lau reminded the committee that the State of California has an \$8 billion shortfall in projected revenue, and it would be disastrous for the College to plan on receiving 6.26% growth upfront and not have it realized. VP Lau stated that this is how the State does business, and it makes it difficult for colleges to forecast their revenue.

The State counts 98% of enrollment revenue as charged, even though the College does not collect all those funds. The State uses the County property tax estimates and is not obligated to make up the difference if all the tax revenue is not realized. These enrollment fees and property tax amounts are shown as revenue to the College on the apportionment reports. Page 5 shows the 2008-09 revenue amounts used in the budget. There was a total difference of \$1.5 million.

Eric Jacobson asked for three scenarios for the next meeting, showing revenue at increases of 0%, 3% and 6.26%.

2. Cost Containment/2009-10 Budget

VP Lau asked the committee for their ideas for cost containment; he asked for global items that could help address the \$3 million to \$3.5 million budget shortfall for FY 2009-10. Mr. Lau presented his list of possible cost savings items:

Use of Reserves		735,000
<u>Possible Savings</u>		
No winter session	800,000	
4 day week, summer (utilities)	200,000	
No step increases	760,700	
Reduction of services by 10%	375,000	
No capital purchases	511,300	
Net savings due to retirement	<u>400,000</u>	<u>3,047,000</u>
		<u><u>3,782,000</u></u>

Betty Kakiuchi noted that in the 5000 accounts, there are some accounts that have no activity. She suggested looking into these accounts further for possible cost savings. She also suggested that the web could be used more in order to reduce advertising expense. Mrs. Kakiuchi stated that at the end of the year, departments make numerous budget transfers in order to expend their funds. She asked if there was a possibility of cutting off transfers as well as purchase orders. VP Lau stated that the President would have to approve the recommendation.

John Abarca stated that "other expense" (5890) and consulting accounts seems to have unused funds. Mr. Abarca stated that an analysis of copiers done by Xerox showed that as

much as three times too much money was being spent on copiers/printing costs. Mr. Abarca noted that the Ag Program had several classes with less than 50% enrollment.

John Lau stated that department need to have detail in their Program Reviews to fully justify consultant costs, and that it is up to their vice presidents to prioritize the need for consultants. Mr. Lau stated that more centralization may be needed in some areas such as travel. A fixed amount per department may not work as well as allocating funds to each vice president for them to prioritize travel funds for their areas. Advertising and maintenance agreements could also benefit from being centralized, and the costs being looked at globally.

Eric Jacobson stated that program reviews seem to be wish lists for departments. Who says "no" to their requests? Mr. Jacobson noted that some of the items on Mr. Lau cost containment list are subject to negotiation. He stated that are considerable funds unused in the 5000 accounts. He asked if the College would look at everything in the budget, including "sacred cows?"

Carlos Fletes stated the college will have a better idea of how much unused funds there are after the April 20 cut-off for purchase orders.

VP Lau stated that the budget must address financial stability, achieving objectives of the institution and using one-time money for one-time expenses. The budget must work globally for the institution.

3. Agenda item for next meeting

Resource Allocation Plan

Revenue scenarios: 0%, 3%, 6.26%

Budget transfers

Possible savings, 5000 accounts

Cost containment



**Strategic Planning Committee
March 3, 2009**

Members Present:

John Lau, VP for Business Services, Chair
Gonzalo Huerta, Campus Operations Representative
Betty Kakiuchi, Planning and Budget Committee, Rep.
ASG Representative

Mary Carter, Recorder

Dr. Bruce Seivertson, College Council Representative
Efrain Silva, Extended Campus Representative
Dr. Robin Ying, Technology Council Representative
Sherry Zobell, Academic Senate Representative

Call to Order:

The first meeting of the Strategic Planning Committee was called to order at 2:05 p.m., on Tuesday, March 3, 2009 in the Board Room by John Lau, Committee Chair.

Standing Rules:

Mr. Lau stated that he is looking for full participation from members, with open and productive meetings. Members will be expected to attend regularly, and it was suggested that initial terms be staggered. Information and recommendations generated by the committee will be shared with Academic Senate and College Council. The Educational Master Plan Committee and Program Review Committee will share their reports and recommendations with the Strategic Planning Committee.

Resource people will be brought in as needed to assist members with technical issues. It was suggested that someone from Facilities (Director of Maintenance) should be added as a resource person. The committee briefly discussed adopting standing rules based on those of College Council, and how agendas were to be developed. No action taken.

The Committee will review its membership to be sure there is adequate representation, and will revise its membership if needed in the future.

Review of Mission and Purpose Statement: no action taken

Meeting Schedule:

The committee agreed that meetings will be based on the amount of work the committee needs to accomplish, and will be scheduled initially on an as-needed basis. The next meeting date was set for Tuesday, April 7, 2009, at 2:00 p.m. The committee would like to review existing planning documents.

Meeting adjourned at 3:00 p.m.

**UNADOPTED MINUTES
IMPERIAL VALLEY COLLEGE
STUDENT AFFAIRS COMMITTEE**
Location: Administration Board Room
Monday, March 2, 2009

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 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 Callexico 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