



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, May 11, 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 (Vice Chair)
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, APRIL 27, 2009

AREA REPORTS/UPDATES

Program Review – Kathy Berry
Budget Update/Financial Report – John Lau

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 04/01/09
2. Strategic Planning Committee, 04/07/09
3. Student Affairs Committee, 04/06/09, 04/20/09

DISCUSSION AND INFORMATION ITEMS

1. Employee Conflict Resolution Form - Travis Gregory (attachment)
2. Debrief of Swine Flu Crisis - Kathy Berry
3. Organization Chart Academic Services - Kathy Berry
4. Organization Chart Business Services - John Lau
5. Organization Chart Student Services - Victor Jaime
6. Organization Chart President's Office - Travis Gregory
7. Town Hall Meeting - Michael Heumann (information item attachment)

ACTION ITEMS

1. Approval of Computer and Network Use Policy - Dr. Ying (attachment)
2. Election of Vice Chair - Michael Heumann

ADJOURNMENT

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

2009	
June 8 & 22*	

~~Meeting Canceled~~

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

College Council Chair Michael Heumann called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Frank Rapp, Administrative Representative
Sergio Lopez, 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

John Abarca, Classified Representative
Jessica Waddell, Classified Representative
Miriam 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

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Jan Magno, Alternate Administrative Representative
Norma Nuñez, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Crystelle Enriquez, Alternate Student Representative

Others Present:

Tina Aguirre, Dawn Chun, Bill Gay, Kathy Berry, Victor Jaime

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

Member John Abarca thanked College Council for allowing him to serve as Chair on the committee and wished newly elected Chair Michael Heumann good luck.

APPROVAL OF MINUTES DATED MONDAY, APRIL 27, 2009

M/S/C John Abarca/Bruce Seivertson to approve the Minutes of April 27, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Announced that program reviews have been completed and the Education Master Plan/Program Review Committees indicated that all summaries would be incorporated into the Education Master Plan.
- Reported the Education Master Plan would be completed in the next couple of weeks and brought to College Council.
- Attended the Academic Resource Conference (ARC) in Hollywood over spring break and reported every community college and university in California is struggling with program review and SLOs. She indicated there are lots of models on program review and would be presenting them to the Education Master/Program Review Planning Committee.
- VP Berry stated that community colleges in the next few years would be asked to measure student engagement.
- Announced that the federal government requires that a password and a login be set for Distant Education classes.

Chair Heumann stated that the government was requiring all on-line classes have a verification process in place to verify that the person taking on-line classes was actually the person enrolled. He stated all that was required was that each student has a password, so it would not be the problem he originally thought it would be.

Budget Update

Vice President for Business Services John Lau was not present and Director of Fiscal Services Carlos Fletes reported the following:

- The District is looking at a \$3.7 million deficit and is discussing cost containment, as well as revenue generating activities.
- The District is being funded at a constrained growth rate of 5.49%, and this is funded from the base funding of last year to what the District is reporting as actual FTES for this year.
- The State has added a new factor into the growth formula; they now include the unemployment rate which brought the District's growth rate up to 20.27%. He stated the State would not fund a 20% growth rate and would only fund the constrained growth rate of 5.49% which would amount to \$1.7 million, and the full growth rate would be \$2.2 million based on the numbers which were reported as of January.

- The District is about 4% over cap as of April and enrollment is at 7,433 and the 5.49% enrollment growth would only fund an estimated 2100 FTES.
- Reported on May 13th the Budget and Fiscal Planning Committee are scheduled to meet to discuss cost containment and the first draft of the 2009-10 budget would be presented.
- Reported the County Auditor's Officer have indicated they underestimated property taxes about \$200,000.00.

President's Update

Dr. Ed Gould reported the following:

- Reported he attended the Southern California CEO Conference on April 22nd. He stated the first topics discussed were Propositions 1A and 1B, and stated the early polls showed 27% support, which is likely to increase to 50% by May 19th. He stated the State has no plan in place and there would likely be cuts of \$300 million to \$800 million to community colleges. He stated the District's share would be 1% which is around \$300,000 to \$800,000. He stated if the propositions do not pass, there would be no growth next year, and there may be a cut of 1.2% to apportionment for this year.
- Reported the second topic discussed was the swine flu. He stated Kathy Berry and Tina Aguirre would be staying in touch with the County Health Department for updates. He reported that schools in Mexicali are closed as of today. He reported there was an outbreak in Imperial County. He indicated if the CDC were to go to a stage 3 that would mean that the College would be closed from three days to a week.
- Announced that the District was approached by Sterling Energy who is looking at installing a 1.5 megawatt solar program here on campus. He indicated that the advantage would be, it would be donated and would include an office complex which would provide internship training on solar plants. He stated the 1.5 megawatts of power produced would be donated to the District, if IID approves. He stated the District is still entertaining two other proposals to add 1 megawatt of power over our parking structures. He stated the District uses 5.3 megawatts per year.
- Announced everyone should have received a card in the mail announcing the District would be changing to even year elections.

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, 03/03/09
4. Student Affairs Committee, 3/02/09

DISCUSSION AND INFORMATION ITEMS

1. Town Hall Meeting - Dr. Gould

Dr. Gould reported that a Town Hall Meeting would be scheduled to answer any questions that are going around campus, questions about the swine flu, and accreditation. He announced that Dr. Toni Pfister would be presenting a SLO workshop between his two presentations.

2. Training at Southwest Auditorium - Dr. Gould (attachment)

Dr. Gould reported that training would take place at the Southwest Auditorium on August 14th, which would address risks on campus, and the types of events happening around the country. He stated the Border Patrol has brought an individual who is an expert in this area and have invited local school to attend. He indicated VP Berry and division chairs would be asking who would like to attend. He stated he would ask Sergio Lopez, Parking Control, and Security to attend.

3. Wind Zero - Michael Heumann

Chair Michael Heumann stated Wind Zero is a company that is developing property in Ocotillo which will be both a racing track and a military training facility. He stated that a faculty member brought to his attention his concerns about Wind Zero, one being an environmental concern with the contamination of ground water, and the other concern is that the company may be associated with Black Water, the paramilitary group. He stated the faculty member noted that IVC's name was displayed on the website as sponsors.

Dr. Gould stated that Wind Zero has donated a \$10,000.00 Scholarship to IVC. He stated that IVC's endorsement is for the police and fire training facility. Wind Zero must go through the appropriate approval process including an environmental impact study. He stated that IVC is not a permitting agency. He indicated that the principals of Wind Zero are former navy seals, and are not associated with Black Water to his knowledge. Dr. Gould stated that Wind Zero would be providing training to military and peace officers. He stated that Wind Zero would be making their site available for IVC's criminal justice training. He indicated IVC's criminal justice training needs the type of training that Wind Zero would be offering and this is the reason for IVC's support. He stated the Wind Zero project should it become a realty could save IVC a considerable amount of money that would be spent on a police academy, fire training facility, and heavy equipment driving skills.

Dr. Gould stated he did not know what the issue with the groundwater is in the Ocotillo area; he stated if there is an issue, it would be the County's job to pursue it. He indicated the District would continue to make inquiries to the County if this is a legitimate business, and if there are any environmental restrictions.

Course Schedules - Bill Gay (handout)

Public Relations Officer, Bill Gay proposed that IVC alter the distribution methods for course schedules and provided a handout with his proposal. He stated the costs have sky rocketed due to rising household count, mail prices, and newsprint prices. In his report, he outlines a breakdown of costs over the last 12 months (\$80,687.00) and an estimate of what it would cost this coming year if IVC were to continue the current method of distribution (\$88,952.00). He stated he is proposing to pull mail distribution to households in the valley, and increase course schedule distribution on campus as well as throughout the community. He indicated that this year's budget could have a cost savings of \$52,000.00. He stated that increasing media could also be another way of keeping the students informed. He further stated that IVC would closely monitor the summer semester and based on the outcome, would decide whether to continue for the fall semester and whether it would need to be modified.

Dr. Gould stated this is also an environmental problem and is a real waste of course schedules.

Member Seivertson stated other campuses use DVDs for course schedules. He indicated this would be a pretty inexpensive way to go.

Public Relations Officer Bill Gay stated that this option has not been looked at, but, it is something the District could look into. He stated ultimately the goal would be to provide the course schedules electronically.

VP Berry stated the Educational Code states that there still needs to be some course schedules printed.

Chair Heumann stated one college made their schedules available electronically and then sold the printed copies at their bookstore.

4. Employee Conflict Resolution Form - Travis Gregory (attachment)

This item was tabled to next College Council Meeting.

M/S/C John Abarca/Armando Mendez

5. Nomination of College Council Vice Chair - Michael Heumann

Chair Michael Heumann opened the floor for nominations.

Member John Abarca nominated Jessica Waddell for College Council Vice Chair. Jessica Waddell accepted the nomination.

Jessica Waddell was nominated Vice Chair. This action would be placed for a vote at the next College Council meeting.

M/C/S Sergio Lopez/Jessica Waddell

6. Standing Rules of the Environmental Health and Safety Committee - Travis Gregory

Motion Carried.

ACTION ITEMS

M/S/C Sergio Lopez/Jessica Waddell

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

Associate Dean Lopez moved to rescind the motion due to Dr. Ying not being present and the Policy not being attached to the agenda packet.

Motion rescinded.

This item was tabled to the next College Council meeting.

ADJOURNMENT

M/S/C Sergio Lopez/Jessica Waddell to adjourn the meeting at 3:35 p.m.

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

2009	
May 11	June 8 & 22*

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177 day members

April 16, 2009

To: Campus Community

From: Bill Gay, Public Relations

I am proposing that we alter distribution methods for our course schedule, beginning with the summer publication. This will eliminate all mail costs and will reduce print costs by about half

For the past several years, we have been mailing them to all households in the Valley as well as having distribution on campus and other areas of the community during the registration period. Costs have been gradually creeping up each year, primarily because of increases in household count, mail prices and newsprint prices.

Since summer of last year, we have printed and distributed 174,500 schedules for a total cost of \$80,687. Here is a breakdown of those costs over the past 12 months:

- Summer 2008: Print run 55,000 at a cost of \$17,812
- Fall 2008: Print run of 57,000 at a cost of \$25,600
- Winter/Spring 2009: Print run of 62,500 at a cost of \$37,275.

If we were to use the same distribution method moving forward, we will need to print 177,500 copies at a total cost of \$88,952—which represents an increase in costs of more than 10 percent.

Recent student surveys have shown that while students like the idea of receiving them in the mail, only about half say they did receive one and most also pick them up on campus or at other distribution points—or use it on the internet.

Therefore, after consulting with Student Services and others, I am proposing that we cease the mail delivery to homes in the county, but at the same time increase the number of copies available on campus and at distribution points around the Valley. We also will compensate by beefing up media advertising.

I am proposing the following:

- Summer 2009: Print run of 22,000 at a cost of \$9,857
- Fall 2009: Print run of 30,000 at a cost of about \$15,600
- Winter/Spring: Print run of 32,000 at a cost of about \$19,260

Using this method, course schedule costs for printing 84,000 in the 2009-2010 Academic Year will be \$44,718..

Obviously, we will closely monitor any impact this would have on registration and adjust after the summer schedule if there are indications that enrollment has been hurt. There is every indication, though, we are wasting nearly 100,000 schedules at a very high dollar and environmental cost to the college.

2009-2010 Course Schedule Print Reduction Proposal

Current Distribution Method

Direct mail to all households
Distribute on campus

Current Costs (2008-09)

Semester	Print Run	Cost
Summer 2008	55000	\$17,812
Fall 2008	57000	\$25,600
Winter/Spring	62500	\$37,275
Totals	174500	\$80,687
Costs in 2008-09	177500	\$88,952
Increases due to mail costs rising		
Newsprint costs going up		
Projected Increases 2009-10	3000	\$8,265

Proposed Changes

Do not Mail
Increase on campus availability
Increase media advertising
Community distribution points

Proposed Costs (2009-10)

Semester	Print Run	Cost
Summer 2009	22000	\$9,857
Fall 2009	30000	\$15,600
Winter/Spring	32000	\$19,260
Totals	84000	\$44,717
Savings over 2008-09	-93500	-\$44,235
Savings for 2009-10	-96500	-\$52,500

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: Vikki Carr
Sent: Thursday, May 07, 2009 4:10 PM
To: All Users
Subject: Town Hall Meeting

Importance: High

Campus Community,

Dr. Gould will hold two Town Hall meetings to give an update on the budget, reorganizations, accreditation, and other campus items.

Dr. Toni Pfister will be holding a SLO workshop between Town Hall meetings.

Dr. Gould invites you to attend one of the meetings and the workshop.

Date: Tuesday, May 19, 2009

Time:

1:45 p.m. – 2:45 p.m. Town Hall Meeting

3:00 p.m. – 3:55 p.m. Student Learning Outcomes: Presentations On The First Year Experience

4:00 p.m. – 5:00 p.m. Town Hall Meeting

Location: College Center*

He will address any questions or concerns you may have.

**Please note that in order to minimize students being displaced from the College Center they are welcomed to attend.*

Thank you,

Vikki Carr
Executive Assistant
to the Superintendent/President

Imperial Valley College

PO Box 158

Imperial, CA 92251

☎ 760.355.6219

📠 760.355.6461

✉ vikki.carr@imperial.edu

🌐 📄 www.imperial.edu

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. Users who abuse these privileges and/or these procedures may lose their access and be subject to disciplinary action.

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.

Overtime

Prior approval required. The Fair Labor Standards Act (FLSA) requires that each employee be paid appropriately for eligible overtime hours worked. These provisions do not apply to employees who are exempt from overtime compensation.

1. No time spent in any activity on the District’s Electronic Communications Resources for the benefit of the District may be done outside of the employee’s scheduled work hours without advance approval from their supervisor. In an emergency, employees may perform the work but must notify the supervisor as soon as possible and by the end of that same day. If the supervisor denies a request to work overtime then the employee must obey that directive.

2. All time spent outside of the employee's scheduled hours must be reported on the District's time reporting form so that they are paid appropriately. Employees may not choose to work and not request compensation. All legitimate overtime must be compensated.

Dissemination and User Acknowledgment

All users shall be provided copies of these procedures and be directed to familiarize themselves with them. A signed copy of the acknowledgement and agreement will be placed in all employee personnel files.

IVC Academic Senate

Approved Minutes

April 1, 2009

I. The meeting was called to order at 1:30 pm by President Seivertson.

II. Roll Call and Announcements

Present: Krista Byrd, 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, Sherry Zobell, Dennis Carnes, Kathy Berry, Chantilee Mendenhall

Excused: Lianna Zhao

Absent:

Visitors: Sheila Dorsey-Freeman, Frances Beope, Travis Gregory, John Lau, Valarie Rodgers, Kathie Westerfield, Tina Aguirre, Eric Jacobson, Frank Rapp, Kathleen Dorantes

- Senator Paine stated that the technology division is installing software on everyone's computers. The software is called Kbox. It monitors the software that is running on our computers and remotely manages our computers. He felt this was a concern because there was no public announcement or discussion about this. This lack of communication is also evident in the current email outage problems.
- The senators generally agreed with Paine's comments, and President Seivertson will ask Dr. Ying to attend the next Senate meeting to discuss these issues.
- VP Berry stated that the main email server has been infected with a virus, and IT is working on the problem.
- Secretary Heumann noted that we should consider having Google host our email network using their Gmail service (which is a free service offered by Google).

III. Treasurer's Report

\$7,425

IV. Visitor Comments

No comments

V. Consent Agenda

1. Minutes of March 18, 2009.
M/S/C (Paine/Gretz) to approve the above item as corrected.
2. C&I Committee's Recommendations of 01-15-09 and 02-26-09
M/S/C (Paine/Gretz) to approve the above item.

VI. **Reports**

1. President: Bruce Seivertson
 - Attended the Area D meeting for the ASCCC. One issue was the hope to include more faculty in the accreditation teams.
 - Presented the Political Science concern regarding changing the minimum qualifications.
 - Beth Smith reported (at Area D) that there is a change in equivalency that states faculty are not automatically "grandfathered" into the process.
 - The Senate needed a representative for the Greening Committee. Senator Guinn volunteered.
2. Past President: Dennis Carnes
 - Carnes read Dean Rapp's email regarding faculty leaving classes early on a regular basis. He was shocked that this was even a problem for a college-level institute, but he admits that it is. He hopes that we will move to the point when such warnings are no longer needed.
 - Berry noted that Rapp's email was a response from complaints by faculty and students regarding classes that get out early.
 - Senators roundly agreed that this was a problem that needed to be addressed, particularly because it counts as a form of fraud against the state, since we receive apportionment based on the number of contact hours taught per class.
3. VP of Instruction: Kathy Berry
 - The summer schedule is done. The final grammar check is being completed now. There will be 245 sections (like last summer), including credit, non-credit, and online courses. Enrollment management will be followed; if classes are below 15 students or 50% enrollment, they will be removed (with some exceptions).
 - The Educational Master Plan is being finalized.
 - Dr. Gould and Berry have been meeting with alternative energy companies to discuss the need for more trained employees who can think, can read technical manuals, and are trained as engineers and geologists.
 - During Spring Break, she will attend the California WASC. One focus will be on the huge number of schools in California on warning status (far more than anywhere else in the country).
4. CFO: John Lau
 - Next month, the college will be selling the final phase of our construction bonds for the science building. He will be discussing

future plans for the extra money (not being used for building) at another meeting.

- Frances Beope asked about the career technical building, which was supposed to be built with this bond money. Lau states that there is not enough money left in the bond to build the other building.

5. BSI: Frank Rapp

- Taylor Ruhl has been getting books in the library for basic skills students.
- The Summer Institute is set as far as scheduling. Faculty and tutors are being set up for these classes. There will be six classes altogether: two reading, two writing, and two math classes.
- Carnes worried that the Institute classes would repeat some of the patterns existing basic skills classes are using. Rapp stated that he would like to discuss this at a later time.

5. SLO Coordinator: Toni Pfister

- Pfister and Dawn Chun attended a regional SLO meeting put on by the ASCCC. The goal of the meeting was to discuss how researchers and SLO coordinators could work together. Non-credit SLOs were a topic of discussion, as were program definitions. The key to everything is data, she stated.
- She completed the mini-workshops on SLOs. She sent out examples of the assessment cycles to help others complete these forms.
- She is working on collecting, organizing, and filing all SLO forms, she is working with secretaries to identify SLOs outstanding.
- Senator Montenegro asked how many part-time instructors are included in the SLO process. Pfister stated that many were but she is still concerned that some are being left out.

6. ASG President

- No report

VII. **Academic and Professional Matters**

1. Removal of Admissions, Registration Petitions Committee from A.S. Flow Chart

- M/S/C (Lee/Guzman) to remove Admissions, Registration Petitions Committee from the flowchart to the President's office

VIII. **Discussion**

1. Winter Intersession Resolution—Gretz noted that these resolutions were not sent out in advance, so we cannot discuss these as resolutions until they are sent out in advance. Seivertson stated that he hoped to bring these up as discussion items. It was decided that this item, along with the following three, should be moved these to a future meeting.

- Budget and Planning Resolution: Eric Jacobson
- Academic Senate Committees Term Limit Resolution
- Overload and Non-IVC Employment Load Resolution

2. Spring Student Scholarship Fundraiser—There was a change of date suggested from May 1 to April 30. It will take place at Dr. Jaime's house.

IX. Committees

1. Budget and Planning – The committee discussed ways to trim the budget
2. C and I – Postponed meeting for April 2 so division chairs can complete their budgets; they will meet next on Thursday, April 9.
3. College Council – Michael Heumann was elected Chair, and the by-laws were revised.
4. Equivalency – All evaluations have been reviewed.
5. Policies and Procedures Review – Several different policies were reviewed
6. Administrative Council – The Chancellor's office is predicting an 11% increase in enrollment and a 22% increase for next year. There is also a lot of frustration and fatigue across campus due to the increased demands brought about because of these increases.

X. M/S/C (Zobell/Heumann) to adjourn the meeting at 2:52 pm.



**Strategic Planning Committee
April 7, 2009**

Members Present:

✓John Lau, VP for Business Services, Chair
✓Gonzalo Huerta, Campus Operations Representative
✓Betty Kakiuchi, Planning and Budget Committee, Rep.
✓Brenda Antuñez, 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 meeting was called to order at 2:00 p.m., on Tuesday, April 7, 2009.

Approval of minutes: ***M/S/C Ying/Antuñez to approve the minutes of the March 3, 2009 meeting as presented.***

10 Year Construction Plan:

Jimmy Sanders, Architect made a presentation to the committee on the 10 year construction plan for the College. The next project, scheduled to start this summer, is the completion of the bus transfer terminal. A \$1.3 million grant has been obtained by the County of Imperial and the College for the terminal. Improvements to the parking lots are scheduled for this summer also. The parking lot layout will be redone, with a center access road and no cross traffic. There will be a faculty/staff lot in the southeast corner of the Aten Road parking lot. The IVC rock will be re-located and a visitor parking lot and new information kiosk will be placed near the front walkway. A new vehicle drop off area is proposed for an area near the 500 building, and there will be a para-transit bus area near the gym.

Building 400 modernization: The state has approved (but not yet funded) the College's proposal for \$4 million in funding (50% match), with design work scheduled for June 2010 and construction in June 2011.

Modernization of Buildings 200, 300 and 800: A funding proposal has been submitted to the State, and tentative approval received (design work scheduled for 2010, construction in 2011).

Career Technical Building: An initial project proposal (IPP) including scope of work and cost estimates in the amount of \$22 million has been submitted to the State. The proposal received a very high score for funding.

John Lau stated that the campus is nearly 50 years old. The 10 Year Plan proposes that all facilities be modernized within the next 10 years, and all modular buildings to be removed. Planning is based on reasonable growth scenarios of 4% to 5%. Funding would be dependent on a new bond issue, but first the college must define its needs, sequence its construction funds and cash flow needs and survey the community for its receptiveness to a new bond issue. The College has issued a RFQ for a bond consultant for bond planning. The College is also pursuing federal funding for connecting to the City of Imperial water system.

Program Review Summaries: Program Review summaries were distributed as an information item.

Standing Rules: To be discussed further at a future meeting.

Next Meeting: Tuesday, May 5, 2009

Meeting adjourned at 3:05 p.m.

**ADOPTED MINUTES
IMPERIAL VALLEY COLLEGE
STUDENT AFFAIRS COMMITTEE**
Location: Administration Board Room
Monday, April 6, 2009

Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:02 p.m. in the Administration Board Room.

I. CALL TO ORDER

PRESENT

FACULTY

Sergio A. Lopez, Chair
Robert Baukholt
Krista Byrd
Rosalie Lopez
Lori Mazeroll
Terry Noris
Betsy Riehle

CLASSIFIED

Saria Cardoza
Cindy Diaz, *for Claudia Aguilar*
Gail Parish
Maria Trejo

STUDENTS

Itzel Bejarano
Libertad Cabrera
Crystelle Enriquez
Chantilee Mendenhall,
for Jonathan Balint

NOT PRESENT

Jeff Beckley
Rick Castrapel
Carey Fristrup

Jonathan Balint, *Excused*

VISITORS

Gina Madrid, Student Services Technician (Parking)

RECORDER:

Saria Cardoza

II. APPROVAL OF AGENDA

M/S/C (Parish/Byrd) to approve the April 6, 2009 agenda as amended. Addition under New Business, letter "C" Student Health Center and Mental Health Services

APPROVAL OF MINUTES

M/S/C (Parish/Byrd) to approve the minutes for the meetings of March 2, 2009 as submitted.

ORDER OF BUSINESS

III. NEW BUSINESS

(A) Increase of Parking Citation Fines

Ms. Gina Madrid stated that as of January 1, 2009; Senate Bill (SB) 1407 was signed by the Governor authorizing increases of parking fees. The bill requires public agencies to increase penalties by \$4.50 per fine such that the total parking penalty paid for every parking offense is \$9.50. Therefore, the recommendation is to increase the parking citation fine from \$20 to \$25 and the outstanding citation from \$40 to \$50. Ms. Madrid explained that the increase will not take effect until Summer school begins.

The committee thanked Ms. Madrid. No recommendations were made.

(B) Scholarship Committee – Selection of Committee Members

There was a consensus that the committee members will select the recipients to the Pepsi-Cola Scholarships. The scholarships are due Friday, April 24, 2009 and are available on the college's website.

To view all the available scholarships, visit <http://www.imperial.edu/index.php?pid=367>

(C) Mental Health Services

Mr. Lopez stated that there is a possibility that IVC will open their own Student Health Services Center with their own medical personnel. Ms. Tina Aguirre, Associate Dean of Nursing has set up a number of clinics in the Imperial Valley and will be working with our Vice President of Academic Services who is the former Associate Dean of Nursing, Ms. Kathy Berry in making this possible. Mr. Lopez stated that we will better serve our students by providing our own staff and services. Mr. Lopez clarified that this center will continue being a Health Center and not an Emergency Center. Once the new Science building is ready, there may be a possibility that the Health Center is moved out of the DSP&S office into a more center and convenient location.

With the help of many instructors a Mental Health Services Survey was distributed to students with more than 600 student participants. Mr. Lopez hopes to also provide a licensed Clinical Therapist to assist in any event of a crisis.

Mr. Lopez stated that the ASG is currently working in implementing a facility fee to help in providing a new Student Center that will house Student Affairs, the Health Center, the Bookstore and ASG. However, more information will be released once it is available.

IV. UNFINISHED BUSINESS

Commencement Overview

Mr. Lopez stated that at last year's graduation the majority of students, and faculty expressed how smoothly the ceremony went without a speaker. Therefore, there will not be a Commencement guest speaker this year.

INFORMATION ITEMS

The ASG Spring Awards Banquet will be Friday, June 5, 2009 at the Old Eucalyptus Schoolhouse in El Centro. Committee members will soon be receiving an invitation.

The next Student Affairs Committee meeting will be Monday, May 4, 2009 at 3:00 p.m. in the Board Room.

V. ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

Chairman

Date

Respectfully submitted by: _____

Adopted this _____ day of _____ 2009

ADOPTED MINUTES
IMPERIAL VALLEY COLLEGE
STUDENT AFFAIRS COMMITTEE – DISCIPLINARY APPEALS BOARD
Location: Administration Board Room
Monday, April 20, 2009

Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:05 p.m. in the Administration Board Room.

I. CALL TO ORDER

PRESENT	FACULTY	CLASSIFIED	STUDENTS
	Sergio A. Lopez, Chair	Cindy Diaz <i>for Claudia Aguilar</i>	Jonathan Balint
	Robert Baukholt	Gail Parish	Libertad Cabrera
	Jeff Beckley		Crystelle Enriquez
	Krista Byrd		Chantilee Mendenhall <i>for</i>
	Rick Castrapel		<i>Itzel Bejarano</i>
	Rosalie Lopez		
	Lori Mazeroll		
	Terry Norris		
NOT PRESENT	Carey Frstrup	Saria Cardoza, <i>Excused</i>	Itzel Bejarano
	Betsy Riehle	Maria Trejo	
VISITORS	None		RECORDER: Cindy Diaz

II. ORDER OF BUSINESS

NEW BUSINESS

Disciplinary Hearing – G00704994 & G00710615

At this time Mr. Lopez granted the seat to Dr. Beckley, Disciplinary Board Appeals Chairman for the appeals hearing on two students, G00704994 & G00710615.

CLOSED SESSION at 3:06 p.m.

OPEN SESSION at 3:57 p.m.

M/S/C (Norris/Mendenhall) to uphold Mr. Lopez's decision to drop both G00704994 & G00710615 from English 064 & 074 and place them on probation for the Spring, Summer and Fall 2009 terms.

III. ADJOURNMENT

The meeting was adjourned at 3:59 p.m.

Chairman

Date

Respectfully submitted by: _____

Adopted this _____ day of _____ 2009