



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, June 8, 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)  
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  
Crystelle Enriquez, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

#### MEMBERSHIP CHANGES

#### PUBLIC COMMENT

#### APPROVAL OF MINUTES DATED MONDAY, May 11, 2009

**AREA REPORTS/UPDATES**

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

**MINUTES FROM STANDING AND AD HOC COMMITTEE**

1. Academic Senate, 05/20/09, 05/06/09
2. Planning and Budget Committee, 05/13/09, 4/22/09, 03/11/09
3. Technology Planning Committee, 03/19/09

**DISCUSSION AND INFORMATION ITEMS**

1. 2009-10 Tentative Budget - John Lau
2. College Council Going Green - Michael Heumann
3. Request for Ad Hoc IVC Veterans Memorial Committee - Gaylla Finnell
4. Use of Etudes for Distant Education (Proposed revisions to AP 4105, Information Item) - Michael Heumann (attachment)
5. Distant Education Terminology (Proposed revisions to AP 4105, Information item) - Michael Heumann (attachment)

**ACTION ITEMS**

1. Employee Conflict Resolution Form - Travis Gregory (attachment)
2. The Environmental Health and Safety Committee Bylaws (attachment)

**ADJOURNMENT**

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

2009	
June 22	

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



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, May 11, 2009 – 2:30 P.M.  
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

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  
Norma Nuñez, Alternate Faculty Representative  
John Abarca, Classified Representative  
Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative (Vice Chair)  
Rick Webster, Alternate CMCA Representative  
Chantilee Mendenhall, Student Representative  
Jonathan Balint, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Armando Mendez, Faculty Representative  
Miriam Trejo, Alternate Classified Representative  
Carlos Fletes, CMCA Representative  
Reanna Guerrero, Student Representative  
Crystelle Enriquez, Alternate Student Representative  
Dr. Ed Gould, Ex Officio

Others Present:

Olga Artechí, Travis Gregory, Kathy Berry, Marilyn Boyle, John Lau, Tina Aguirre, Victor Jaime, Dawn Chun, Vikki Carr

### **MEMBERSHIP CHANGES**

There were no membership changes.

### **PUBLIC COMMENT**

Member John Abarca thanked Vikki Carr and Adriana Sano for their help while he was Chair of College Council.

Chair Heumann thanked John Abarca for his service as chair.

### **APPROVAL OF MINUTES DATED MONDAY, APRIL 27, 2009**

M/S/C Bruce Seivertson/Sergio Lopez 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:

- VP Berry reported that last week program reviews were completed and the committee is now in the process of completing the Education Master Plan.
- She stated the committee would meet on Friday, May 5<sup>th</sup> to approve a draft of the Education Master Plan. She indicated the Education Master Plan would then go to the President, the Strategic Planning Committee, College Council, Academic Senate, and then to the Board of Trustees, for approval.

#### **Budget Update**

Vice President for Business Services John Lau reported the following:

- VP Lau stated the Business Office is working on the 2009-10 Tentative Budget, and he anticipates a big difference between expenditures and ongoing revenues. He stated once it is completed it would go through the shared governance process. VP Lau stated that no more than \$800,000.00 from reserve should be used to balance the budget.
- Reported that the District would need to apply for a TRANS this next fiscal year.

### **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**

- Stated the purpose of the Employee Conflict Resolution Form is for employees to be able to informally resolve conflicts that do not rise to the level of discrimination, sexual harassment, or contract grievances. He indicated the Employee Conflict Resolution goes to the immediate supervisor and Human Resources, and the employee would get a written response within 15 working days.
- Stated the Employee Conflict Resolution Form would be presented to the Board of Trustees for approval at the next Board Meeting.

Member Nuñez asked if the Union had any say.

Associate Dean Gregory stated there is no official union involvement; it would be the employee's option to include the union. This item was tabled for the next College Council meeting.

## **2. Debrief of Swine Flu Crisis - Kathy Berry**

- Announced there would be an official debriefing to find out how the college responded, and how to respond in the future.
- Stated she was impressed with how the faculty communicated with students about alternative ways of instruction.
- Stated the Institution needs to determine how to respond if the campus were to be closed for one to two weeks. She talked about putting Etudes into play if this were to happen.
- Announced no one at the institution tested positive for the swine flu.
- Announced that permanent hand sanitizer stations would be placed around campus.

Chair Michael Heumann thanked VP Berry and Associate Dean Aguirre for all their help.

## **3. Organization Chart Academic Services - Kathy Berry**

- VP Berry announced the VPs would be introducing their Reorganization Charts for information purposes, and President Gould would be presenting the Reorganization Charts at the next Town Hall meeting.
- Announced that Instruction would be looking at moving to a Dean structure instead of a Division Chair structure.
- Announced that she met with Division Chairs last week and had made a few changes to the reorganization chart. She indicated it should be completed next week.

## **4. Organization Chart Business Services - John Lau**

- VP Lau stated that the Institution has continued to grow and the institution's structure has not met that growth. He stated the reorganization in the Business Office is mostly due to the retirement of three employees, and now would be an ideal time to reorganize.
- Stated that centralized purchasing and security would be looked into in the reorganization. He stated in the accounting department there would be a vacant position and those duties would be reassigned.

## **5. Organization Chart Student Services - Victor Jaime**

- VP Jaime reported that the last structure reorganization in Student Support Services was done when enrollment was around 3,000, and in Student Services everything is based on headcount. He stated the organization model is very outdated. He indicated Student Support Services is looking to institute three Dean Structures: Dean of Counseling to bring all counseling components together; Dean of Student Development; and Dean of Enrollment Services which aligns the Admission Office and Financial Aid. He indicated it would be a much more efficient structure.
- Announced details would be shared at the Town Hall meeting.

## 6. Organization Chart President's Office - Travis Gregory

- Associate Dean Gregory stated the President's reorganization chart includes restructuring of the Information and Technology department, bringing Public Relations in-house with some assistance from reprographics, and reorganization of the Director of Research Planning and Grant Administrator position.
- Announced since Zula Hartfield from Human Resources and Mary Bell from the Business Office would be retiring benefits would be moved to Human Resources.

## 7. Town Hall Meeting - Michael Heumann

- Announced that the Town Hall meeting would take place on Tuesday, May 19, 2009 from 1:45 p.m. to 2:45 p.m. and 3:00 p.m. to 4:00 p.m.
- Announced that Toni Pfister would be presenting an SLO Workshop between the two Town Hall meetings.

## ACTION ITEMS

### M/S/C Jessica Waddell/Bruce Seivertson

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

"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."*

Motion carried.

## **2. Election of Vice Chair - Michael Heumann**

Chair Heumann announced that the floor was closed for nominations. Jessica Waddell was unanimously elected as Vice Chair.

Motion carried.

**ADJOURNMENT**

M/S/C Bruce Seivertson/Jessica Waddell to adjourn the meeting at 3:00 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

## **Use of Etudes for Distance Education**

All distance education courses must utilize the Etudes course management system unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Dean of Instruction and the Distance Education Coordinator.

## **Distance Education Terminology**

For the purposes of scheduling, Online, Hybrid, and Web-Enhanced classes at Imperial Valley College will be defined as follows:

- **Online** courses may have up to three face-to-face class meetings scheduled throughout the semester. They meet and complete assignments mostly over the Internet.
- **Hybrid** classes meet face-to-face more than three times. These courses are typically developmental classes, with some exceptions (e.g. Speech 100 or Biology 100).
- **Web Enhanced** courses meet face-to-face but have supplemental online interaction.

## 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 _____	Resolved: Yes No
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

# **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 May 18, 2009*

### **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
- 2 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

- 1 Representative from Information Technology
- 1 Representative from Public Relations

## **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

May 20, 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, Russell Lavery, 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, Kseniya Kareva, Carol Lee

Visitors: Travis Gregory, Frank Rapp, Efrain Silva, Shiela Dorsey-Freeman, Eric Jacobson, Edie Harmon, Raymond Lutz, Helena Quintana
- III. **Treasurer's Report**

\$2,928
- IV. **Visitor Comments**
  - Dr. Patterson stated that he had spent time last summer examining Admissions and Records data on 07-08 graduates from IVC to determine patterns related to student learning in general education. He has recently finished his research, and he has posted his findings on his IVC faculty web page for all interested parties.
  - Senator White announced that he would be attending the Leadership Institute and the Curriculum Institute this summer
- V. **Consent Agenda**
  1. Minutes of May 6, 2009.
  2. C&I Committee's Recommendations dated April 30, 2009 and May 7, 2009  
M/S/C (Patterson/Zobell) to approve the above items.
- VI. **Reports**
  1. President
    - No report
  2. Past President
    - Carnes noted that he is getting nostalgic as he ends his time at IVC. He advised everyone to consider all factors related to the increased size of the campus as proposals for restructuring are brought forward in the upcoming months. Our campus is bigger and more complex than it used to be, and we should recognize this.

3. VP of Instruction: Administrative Reorganization Plan
  - Berry noted that reorganization originated with Dr. Gould's observation that our organization was confusing, a "tacked-on" structure.
  - She has proposed a dean structure, replacing the current division chair structure. This was set up because division chairs are placed in many difficult situations. They are overworked and asked to do things that should be the duties of an administrator even though they are faculty, including discipline and enrollment management. These problems are perpetuated by the fact that division chairs must stand for reelection each year.
  - We need people who can focus on enrollment management and who can advocate for faculty at an administrative level.
  - So, in her initial plan, deans would replace division chairs and department chairs would replace coordinator positions. This will take place in a phased-in reorganization over the next year. If we do it right, Berry states, it will work and it will not interfere with the duties of the instructor to teach students.
  - The current administrators will be divided up and given charge of certain areas that will (hopefully) fall close to their areas of expertise.
  - Senator Lavery asked about the timeline for these changes. Berry stated that the whole process needs to be mapped out, and that this will be handled carefully and intelligently. It will probably take a year. Lavery suggested that this be announced to all users soon.
4. CFO: 2009-10 Tentative Budget
  - Vice President Lau is out of town, but copies of the tentative budget were handed out via email to all senators, and hard copies were available at the meeting.
5. BSI Coordinator
  - Dean Rapp stated that the summer schedule is out and the success institute is being promoted. Some problems have been identified and are being worked out.
  - Dr. Carnes asked what processes will be used to document the progress the students make in these classes. All sections will include pre and post tests, and the students will be monitored over the next few years. Carnes suggested we document this institute with a video.
  - Lavery asked if these classes were open to juniors in high school. Rapp noted that it was open to all students registered and eligible to take the designated classes.
  - Berry noted that this summer's institute is a pilot; we expect it to grow significantly in the future.
5. SLO Coordinator
  - Senator Pfister said there was an SLO presentation on May 19 on the first year assessments; it was attended by 25 people.
  - She will present at the board meeting that evening.
  - The June SLO meeting will be on June 2.

- Approximately 83% of classes have had SLO identification forms submitted for them. Some problems included adjunct participation and faculty forgetting or being unwilling to participate. The cycle assessment form has been submitted for 17% of classes offered this year. The deadline for this is June 30.
  - We are piloting a program-level assessment for instruction right now.
6. ASG President
- Not present

VII. **Academic and Professional Matters**

1. Second Reading: Resolution to recommend that IVC retain the Winter Intersession to benefit the students
- Senator Zobell felt that this push for retaining winter session is a “money grab” by faculty. She does not like the resolution.
  - Senator Montenegro stated that students did not know about the survey. Senator Heumann noted that this survey was brought up at the last meeting.
  - Senator Paine asked how much money would be saved if we cancelled winter. Berry noted that the last intersession cost \$1.4 million. This is usually fine, but the state did not reimburse us for the FTES generated in 2009. Paine noted that hard choices must be made, and he would vote against this resolution.
  - Senator Patterson noted that his research on general education asked a question about the effectiveness of winter session versus other sessions. He examined about 500 students and discovered that, of the ones who graduated, 16% of classes they took were in winter or Summer. Of those, 40% of the classes were taken in winter. He stated that he opposed winter session.
  - Senator Guinn noted that Dr. Gould mentioned at yesterday’s Town Hall meeting that we are essentially giving away our services if we have a winter session. Guinn also raised the issue that summer might be a better session to drop due to the high cost of electricity in the summer.
  - Senator Gretz noted that the FTES issue could be dealt with in many ways, not just by dropping winter.
  - The resolution was defeated with eleven no votes, seven yes votes, and one abstention.
2. Second Reading: Resolution to recommend that the Planning and Budget Committee continue to report to the Academic Senate
- The motion passed with fifteen yes votes, two no votes, and one abstention.
3. Academic Senate Committee Membership: Appointments/Re-Appointments
- Seivertson noted that terms of office are in place for many committee appointments, and he is looking for volunteers to serve on these committees.

- Senator Nunez suggested that we discuss this next academic year when the new senators can vote on this.

## VIII. **Discussion**

1. C&I Reorganization: Changes to Voting Membership
  - This item was tabled.
2. Cost Containment Suggestions from Planning and Budget Committee: Michael Heumann
  - The committee members made many different cost containment suggestions. Most focused on cutting the “5000s” or “other” expenditures.
  - President Seivertson passed on suggestions that he had received from faculty, including:
    - Enhancing the energy efficiency of our buildings
    - Eliminating winter term
    - Eliminating summer term instead of winter term
    - Creating a four-day work week
    - Paying faculty overload rates for teaching summer/winter sessions
    - Eliminating the Brawley campus
3. College Council Revised Standing Rules
  - The rules were distributed to the senators prior to this meeting.
4. Wind Zero Continued
  - Wind Zero was discussed at the last meeting
  - Dr. Gould sent a statement to the Senate noting: “We have been clear on the position of Wind Zero. The position since Gary [Rodgers] was interim president is that we support the project in that it will provide a place for our police and fire academy to train and save the college the expense of building those facilities. That is the extent of our endorsement that parallels the position of the area police chiefs. The Wind Zero web page is misleading in that it does not indicated the limitation of our support.”
  - Edie Harmon noted that the list of the scope of the project was not made available to the public or (she surmised) to the college.
  - Montenegro noted that shooting ranges do exist currently in the county.
  - Nunez suggested that this issue be brought to the Board of Trustees.
  - Gretz noted that she spoke to the POST coordinator after the last meeting. There is no EVOC track in the county.
  - Lavery asked what we should do with this information. Should we ask the Board to work to take our name off the Wind Zero website.
  - Ray Lutz said he was recording this meeting for a web site called Citizen Oversight. He feels that a public college should not endorse a for-profit organization like Wind Zero. He demands that IVC should insist that its name be taken off the Wind Zero web site.

- Dr. Gould came to answer questions on this topic. He noted that we have a good relationship with local law enforcement, and they are in favor of Wind Zero. We do not have a formal relationship with Wind Zero right now, but our programs are growing and we may be working with them in the future. Our endorsement is focused on supporting law enforcement training.

**X. The meeting adjourned at 3:12 pm when there was no longer quorum.**

# IVC Academic Senate

Approved Minutes

May 6, 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, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Toni Pfister, Rosa Pitones, Norma Scott, Bruce Seivertson, Kevin White, Sherry Zobell, Dennis Carnes, Kathy Berry, Chantilee Mendenhall

Excused: Lianna Zhao, Thomas Paine

Absent: James Patterson, Kseniya Kareva

Visitors: Frank Rapp, Deirdre Rowley, Eric Lehtonen, Jane Higginson, Eric Jacobson, Sheila Dorsey-Freeman, Tina Aguirre, Travis Gregory, Frances Beope, Edie Harmon, Raymond Lutz, Montree Tsang, Jose Navar, Helena Quintana, Ashmi Ullal
- III. **Treasurer's Report**

\$3,084
- IV. **Visitor Comments**

Eric Lehtonen was worried that the retirements of people after the prioritization on March 5 of this year might put an undue burden on those planning schedules for fall. He urged the thaw committee to come to some resolutions regarding hires for the next year. Senator Gretz noted that the thaw committee has met many times and a final recommendation is nearly ready to go to Dr. Gould.
- V. **Consent Agenda**
  1. Minutes Academic Senate meeting of April 1, 2009
  2. C&I Committee's Recommendations dated 3-5-2009, 3-19-2009, and 4-9-2009

M/S/C (Zobell/Mendenhall) to approve the above items
- VI. **Reports**
  1. President
    - The fundraiser was a big success. There was a large turnout and a lot of items donated for the silent auction. \$3,931.92 was raised.
    - An email sent out regarding cost containment elicited many responses.
    - The Spring Plenary took place during Spring Break. Seivertson discussed the resolution on the equivalency change to Political Science.

- He passed out information on the Brown Act in response to complaints at the previous meeting regarding introducing resolutions without previously handing them out ahead of time.
2. Past President
    - No comment
  3. VP of Instruction
    - Berry attended Chief Romero's funeral today. He was a long-time instructor, and the ceremony was very moving. He will be deeply missed.
    - All at the college have handled the flu problem very well. It has raised an issue regarding extending our ability to communicate with students beyond the classroom. This discussion will continue well past this specific epidemic.
    - Dean Rapp is working on the Educational Master Plan. It should be complete by the end of the week. The Educational Master Plan Committee will vote on it soon.
    - The summer schedule is good. There are not an undue number of classes. The schedule is being printed this week. They will not be mailing schedules to everyone in the county. Instead, they will be mailing a card to tell prospective students where to get the schedule. This is a test; if it works, then they will continue this practice in the fall.
    - This summer, there will be a Basic Skills Institute for four weeks. The hope is to give students additional support to help them improve their basic skills.
  4. CFO
    - Not present
  5. BSI Coordinator
    - Dean Rapp stated that the main focus of the committee is the summer institute. Faculty, counselors, and tutors are in place. There will be a flyer available soon. They will be working together to ensure that the Institute goes well.
  5. SLO Coordinator
    - Senator Pfister notes that there will be a committee meeting on May 12. Right now, she is working with divisions to ensure that SLO identification forms are complete and to fix any potential problems or omissions. There will be a best practices seminar at some point in May; volunteers are needed to help lead this seminar.
  6. ASG President
    - There was a debate today, and the two candidates presented their arguments for why they should be President. The election will be held on May 11 and 12.
    - Life's a Beach will be on May 20 from 10-2:15.

**VII. Academic and Professional Matters**

1. Resolution to recommend that IVC retain the Winter Intersession to benefit the students
  - (M/S) Pfister/Lee to approve the resolution.
  - Senator Gretz supports the resolution, and she suggested that we add the student survey information that shows a high percentage of students in support of the winter intersession.
  - Gretz does not support the language in the final clause urging the bargaining unit the work with the district to keep Winter Intersession open. She read the language from the CTA Contract that states that a Winter Intersession must be included; when the district asked to reopen to negotiate the contract, the faculty voted against this. Therefore, the language of the resolution suggests something that the bargaining unit has already discussed and rejected.
  - Lee suggested that we strike the phrase “to work with the respective bargaining units” from the resolution. Pfister agrees.
  - Senator White suggested that we add the survey information.
2. Resolution to recommend that the Planning and Budget Committee continue to report to the Academic Senate
  - (M/S) White/Guzman to approve the resolution.
  - Eric Jacobson stated that the administration wants the Planning and Budget Committee to report to College Council. Jacobson noted that this would leave the Senate out of the budget “loop.”
  - Senator Heumann stated that he believed that both the Academic Senate and the College Council were recommending bodies, not policy-making bodies. Jacobson and Gretz both noted that the Senate had the power to bring resolutions directly to the board without first going through the President.
  - Berry noted that WASC did not like our committee structure because Planning and Budget existed on its own. The attempt to move this committee under College Council was an attempt to bring Planning and Budget into the larger committee structure.
  - Jacobson stated that members of the Planning and Budget Committee thought this change was an attempt to undermine the faculty’s role in the decision-making process at the college.
  - Gretz noted that she would support this resolution because she has concerns regarding the changes to the shared governance structure at the college.
  - Senator Guinn noted that this issue demands more discussion and more information from both sides. We need to hear about the problems WASC has with our current structure and why these changes are being proposed in the first place.
3. By laws modification to permit the two Part-Time Academic Senators to vote in the election of the Academic Senate President
  - (M/S/C) Montenegro/Scott to approve this change to the by-laws
4. Two Distance Education Committee Policy Statements
  - (M/S/C) Heumann/Pfister to approve the two policy statements



**VIII. Discussion**

1. Wind Zero: Jane Higginson
  - She urges the senate to press the college to withdraw its support of Wind Zero.
  - Wind Zero is a special forces training organization that is proposing a 1,000-acre facility in Ocotillo that will have a racetrack and military and law enforcement training sections.
  - Wind Zero is offering its facility for our Administration of Justice and fire fighting programs. However, the company is threatening to severely harm the groundwater in Ocotillo, and there is an alleged connection between Wind Zero and Blackwater, a for-hire “mercenary” organization.
  - Edie Harmon, an Ocotillo resident, is an environmental activist. She spoke against Wind Zero and the adverse effects that this organization’s facility would have on the ground water basin in Ocotillo. If the water basin is harmed, then the city of Ocotillo would be threatened.
  - Many other members of the community were on hand to urge the Senate to fight against IVC’s involvement and support of Wind Zero.

**IX. Committees**

1. Administrative Council: There was a presentation on Twitter and Facebook and their use for instruction.
2. College Council: There was a discussion of Wind Zero, along with updates regarding the flu pandemic, the budget situation, and the nomination of Jessica Waddell as Vice Chair
3. Curriculum and Instruction: There was a quick meeting last week, and most curriculum issues have been finalized. The catalogue will be wrapped up for this year at the next meeting.
4. Distance Education: Many policies have been discussed, including a policy on making Etudes the official platform for distance education classes, a policy on distance education terminology, and a policy on evaluation of online courses. At the May 4 meeting, Dr. Gould came to thank the committee for supporting his nomination to the Etudes Board of Directors and to offer support and encouragement as we move into the next phase of the DE program. At the Etudes Users Summit, several people pointed out that IVC is the model for developing and supporting a distance education program.
5. Equivalency: No meeting
6. Planning and Budget: There is a meeting on May 13. Information on cost containment will be discussed.
7. Policies and Procedures Review: No meetings

**X. M/S/C (Zobell/Scott) to adjourn the meeting at 3:08 pm.**



Planning and Budget Committee  
May 13, 2009

**Members Present:**

√John Lau, VP for Bus Svcs, chair  
\_Dr. Victor Jaime, Admin. Rep.  
√Dr. Bruce Seivertson, Academic  
Senate President  
√Michael Heumann, College Council  
Chair

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

**Recorder: Mary Carter**

\_Gail Parish, CSEA Representative  
√Steven Sciaky, ASG representative  
√John Abarca, Alternate, CSEA

**Non-Voting**

√Kathy Berry, VP Academic Services

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**Call to order**

The special meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:35 p.m. on Wednesday, May 13, 2009 in the Board Room.

**ACTION**

**Approval of minutes: *M/S/C to Abarca/Heumann (no: Jacobson) to approve the minutes of the March 11, 2009 (revised) and April 22, 2009 meetings.***

**Resource Allocation Plan:** Action on this item was tabled. More information was requested on use of reserve funds. VP Lau stated that the Resource Allocation Plan is a good beginning towards equitable distribution of funds and financial stability for the College. VP Berry reminded the committee that a resource allocation plan is needed by October in response to Accreditation.

**INFORMATION**

**2009-10 Budget Update:** Carlos Fletes distributed the first draft of the 2009-10 Tentative Budget and he asked committee members to look at the entire document for discussion at the next meeting. VP Lau stated that this is the preliminary budget and some variances have already been noted. The budget does not contain full reporting but it shows the magnitude of the challenge facing the College. The committee needs to work together to help balance the budget. The situation is urgent, because a 3% reserve is not acceptable to the State.

For the next meeting a detail report of wages and benefits by category will be provided as well as a projection of the ending balance for 2008-09. Mr. Fletes stated that the budget includes the cost of all currently occupied positions.

## DISCUSSION

Cost Containment: VP Lau stated that the committee needs to make a recommendation to the President on areas of cost containment. The suggestions will be evaluated, and a dollar value assigned to each (if possible).

### Class offering/scheduling:

- Enrollment management
- Hold Winter intersession but not summer to save on energy costs
- No winter intersession or reduce both summer and winter
- Evaluate classes offered for winter and summer
- 4 day work weeks year round

### Salary:

- Evaluate committee meeting pay
- Evaluate and adjust teaching and non-teaching release time
- No step increases
- Reduce or eliminate unspent fulltime and adjunct salaries by \$500,000
- Only implement "cost neutral" or "cost saving" re-organization plan

### Services/Supplies/Equipment (4000, 5000, 6000 accounts):

- Stop budget transfers for unplanned expenses and last minute purchases
- Stop the circumventing of the purchasing and inventory process through use of personal reimbursement
- Zero based budgeting (costs must be justified) for equipment, consulting and travel
- Evaluate travel budgets; currently \$69,000 in travel budgets is unspent
- Evaluate consultant accounts
- Define the use of "5890" (other expense) account
- Reduce 5000 accounts by \$500,000

### Other:

- Pursue grant funds
- Use grant monies first
- No rollover amounts from one budget year to the next year
- Include 2009-10 Program Review numbers
- Evaluate Brawley campus based on "return on investment"

Next meeting: May 27, 2009.



Planning and Budget Committee  
April 22, 2009

**Members Present:**

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

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

**Recorder: Mary Carter**

√Gail Parish, CSEA Representative  
√Steven Sciaky, ASG representative

**Non-Voting**

\_Kathy Berry, VP Academic Services

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**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, April 22, 2009 in the Board Room.

**ACTION**

1. **Approval of minutes: M/S/C to Zhao/Abarca approve the minutes of the March 25, 2009 meeting as presented.** Approval of the minutes of the March 11, 2009 meeting was tabled pending clarification of statements made by Kathy Berry.

**DISCUSSION/INFORMATION**

1. **2009-10 Budget Update:** Carlos Fletes reported that the constrained growth rate (what the State can fund) has dropped to 5.49%; however, the information is very “soft” due to the state budget situation and upcoming May 19 election. The information will probably change again in June. It appears that most colleges are growing, which means that there are more hands in the pot. Another factor is whether the property tax figures reported by the County are accurate; if taxes are not collected as anticipated the College has no guaranteed backfill. John Lau stated that it is very important to understand how revenue projections are developed and to realize that those projections are subject to change. Carlos Fletes stated that he will prepare revenue scenarios with the first draft of the budget. He reminded the committee that the State doesn’t have an alternate plan if the propositions on the May 19 ballot don’t pass. John Lau stated that the College’s growth is overcap, and the College does not have enough reserves to cover the shortfall if the growth is not funded.

Carlos Fletes reported that there are 13 departments which have not completed entering their budgets due to various issues. The Business Office will be compiling the budget in May, and the committee will need to meet a couple of times to review the budget. He stressed the importance of departments encumbering funds for their needs for the rest of the year by the April 20 purchase order cut-off in order to be able to make an accurate projection of the ending fund balance. Budget transfers are being reviewed in order to prevent the transfer of excess funds for last minute purchases that circumvent the budget process (i.e. equipment purchases).

2. Cost Containment: John Lau stated that the cost containment discussion needs to be on-going. Recommendations should address: use of reserve funds to balance the budget, funding of GASB 45, two-year plan to fully balance the budget with on-going revenue used for on-going expense and one-time revenue used for one-time expense. He asked the committee members to come back at the next meeting with their ideas on paper.
3. Resource Allocation Plan: The draft Resource Allocation Plan was distributed for committee members to review prior to the next meeting. The plan is based on what Los Rios CCD has used for over 20 years. John Lau stated that the plan is meant to address needs of the college as a whole, with the goal of establishing institutional stability. The District is currently spending more than it receives, and salaries and benefits account for 94% of the College's budget. A more realistic percentage would be 85% for salary and benefits, with 15% of the budget being allocated to other institutional needs. However, a three to four year transition plan would be needed.
4. Sale of Bonds: John Lau reported on the recent sale of the final \$8.9 million in General Obligation Bonds. This sale completes the \$58.6 million in bonds authorized by Measure L . The District was given an "A" rating. The bonds will be repaid over 28 ½ years, which will cost the District a little more in interest but will ensure that the \$24 per \$100,000 in assessed valuation will not be exceeded.
5. Next meeting: The committee will meet May 13, 2009 at 1:30 p.m.



Planning and Budget Committee  
March 11, 2009

**Members Present:**

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

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

**Recorder: Mary Carter**

\_Gail Parish, CSEA Representative  
√Steven Sciaky, ASG representative

**Non-Voting**

√Kathy Berry, VP Academic Services

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**Call to order**

The special meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:35 p.m. on Wednesday, March 11, 2009 in the Board Room.

**ACTION/DISCUSSION**

1. **Approval of Minutes**

***M/S/C Abarca/Zhao to approve the minutes of the February 25, 2009 meeting as presented.***

2. **Discussion/approval of standing rules for the committee**

John Lau stated that all committees have been asked to review their standing rules and submit revisions to College Council by March 16. Eric Jacobson stated that the committee's bylaws were adopted by the Board of Trustees in 1998 and address most of the standing rules items. No action taken.

3. **Discussion/approval of the committee's mission and purpose statement**

No action taken.

4. **Discussion/recommendation regarding name change to "Budget and Fiscal Planning Committee"**

VP Lau stated that in the Accreditation Report and in the organization chart submitted with the Accreditation Report, the committee is listed as the "Budget and Fiscal Planning" Committee. He asked if the committee wanted to formally change its name in order to be consistent. Considerable discussion followed regarding where the Planning and Budget Committee should be on the new organization chart. Eric Jacobson stated that board approval would be needed for any change, and that the committee should fall under Academic Senate. He stated that the shared governance planning process should be clarified, and that Planning and Budget should report to Academic Senate with information only being shared with College Council. It was noted that in previous organization charts, the committee didn't report to either body, but directly to the President. Maintaining the

status quo would mean that the committee would remain in the middle of the org chart and report to both groups, with recommendations sent directly to the President.

Kathy Berry, VP for Academic Services, was asked for clarification on the new organizational chart (dated 9/12/08). VP Berry stated the organizational chart was approved by the board last September in response to Accreditation. Committees dealing with global issues were placed under College Council and those dealing with academic affairs were placed under Academic Senate. VP Berry stated that a plan is needed before money is spent, and that the College needs a circular process. ~~To the Accreditation team, the Planning and Budget Committee looked as if it stood alone with no information being fed into it.~~

Suzanne Gretz suggested that three categories are needed: Instructional operations, non-instructional operations, and campus wide planning. Planning and Budget should be under Campus Wide Planning, along with Strategic Planning, Educational Master Plan, Facilities planning, Technology, and Staffing. ***M/S/C Jacobson/Fletes to recommend approval of the organizational chart proposed by Suzanne Gretz.***

No action taken on changing the name of the committee.

5. Next meeting: The committee will discuss cost containment at the next meeting on March 25. Mr. Lau asked members to develop a list of ideas and areas of concern. Each member will have an opportunity to present his/her ideas. The Business Office will provide information to look at areas in detail if needed.

Meeting adjourned at 2:50 p.m.

# IMPERIAL VALLEY COLLEGE

## Technology Planning Committee Meeting

Minutes  
March 19, 2009

### **Voting Members Present:**

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

### **Consultants Present:**

Jeff Cantwell  
Edward Cesena  
Dr. Michael Heumann  
Omar Ramos

### **Consultants Absent:**

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

### **Visitors:**

Frank Rapp

### **Recorder:**

Jessica Waddell

### **Call To Order:**

The Technology Council meeting was called to order at 1:40 pm by Dr. Ying, Co-Chair.

### **Visitor's Comments:**

Michael Heumann stated that the person representing the Technology Planning Committee for the Distance Education Committee does not have to be a voting member.

### **Review and Approval of Meeting Minutes:**

M/S/C Mary Jo Wainwright/Kathie Westerfield to approve the minutes dated 2/19/09 with correction of Dave Zielinski's name. **Motion carried.**



### Subcommittee Reports:

1. **Banner User Group:** BUG met on March 12<sup>th</sup>, reviewed all projects that everyone is working on including hardware upgrade to Banner 8.
  - **Position Control:** It is a precursor for payroll that helps ties HR and Payroll together and provides the capability to pull the budget directly from banner.
  - **Degree Works:** Degree Audit System. This will hopefully be in use by June of 2009. Requested a SunGard trainer to help get program setup. Want to get upgrade before spring break, but not sure if it will happen.
  - **Academic Standing:** probation/dismal/presidents honors listing done each semester and a SunGard person will come out for training so this can go into effect next semester.
  - **Curricunet:** The implementation is taking much longer than expected. We have something in place for non-academic room scheduling right now and it seems to be working fine.
  - **Banner 8:** Is planned for next year. The exact schedule depends on whether there is a winter session or not. Banner 8 must be in production by April 2010 because SunGard is no longer supporting the financial aid upgrade in Banner 7. The change from v7 to v8 is much more complicated than that of v6 to v7.
2. **Website Review Committee:** Nothing to report at this time. Reviewed statistics from the Outpost PC project.

### Information Items:

1. **Position Control Training in Banner:** Last week there were 3 days of training. HR and the Business office were both present. Discussed benefits, getting things into banner. Met with Mary Bell to get information on what benefit stuff should be in banner. The benefits should be viewable by all employees via the Banner Self-Service feature in the future.
2. **Outpost PC Project:** Nothing to report on. Statistics were discussed earlier.

### Action Items:

1. **Election of the Distance Education Committee Representative:**
  - Jeff Cantwell - primary
  - Omar Ramos - alternate

### Other:

1. **Standing Rules for Technology Planning Committee**  
The Standing Rules will be emailed and voted on at the next meeting. An email with the information will be sent out prior to the meeting for review.

Discussion: Three members from each of the following groups-Administrators, Classified, and Faculty. One CMCA, One Student Rep, Chair of Bug will replace one of the representatives from their group.

### Adjournment:

M/S/C Jim Fisher/Kathie Westerfield. Motion Carried.  
The meeting was adjourned at 2:25 pm