AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 8, 2008 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

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

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

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative

Dr. Ed Gould, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, JUNE 9, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Learning Services – Dr. Taylor Ruhl
Business Services/Bond Projects/Parking and Facilities Plan Update – John Lau
Student Services (Attachments for May and June) – Dr. Victor Jaime
ACCESO – Gloria Carmona
Title V Cooperative Grant – Dr. Lianna Zhao
Technology Services – Dr. Robin Ying
Associated Student Government – Chantilee Mendenhall
President's Update (Enrollment Report and Fiscal Report) – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 05/21/08
2. Planning and Budget, 05/28/08, 6/11/08
3. Environmental Health & Safety Committee , 04/10/08, 07/10/08
4. Citizens Oversight Committee for Measure L, 06/13/08

DISCUSSION AND INFORMATION ITEMS

1. Proposal of Campus Beautification Committee – Dr. Ed Gould
2. Proposal of Greening Committee – Dr. Ed Gould
3. Smoke Free Campus – Travis Gregory and Chantilee Mendenhall
4. Task Group to review Shared Governance Committees, Recommending Process, and Planning – Dr. Ed Gould
5. Task Group to identify processes in need of improvement – Dr. Ed Gould
6. Committee Reports to Council – Dr. Ed Gould
7. Recommendation process to the President and Feedback from the President – Dr. Ed Gould
8. Notable accomplishments and "catching colleagues doing good" – Dr. Ed Gould

ACTION ITEMS

Support of Feasibility Study for new Student Center – John Abarca

ADJOURNMENT

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

2008		2009	
July ~~14~~ & ~~28~~	October 13 & 27	January 12 & 26	April 27
August ~~11~~ & ~~25~~**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

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

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, June 9, 2008 – 2:30 P.M.
Administration Building Board Room

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

Council members in attendance were as follows:
Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Barbara Nilson for Bruce Seivertson, Faculty Representative

John Abarca, Classified Representative (Chair)
Carol Cortes-Ramirez, Classified Representative

Carlos Fletes, CMCA Representative

Chantilee Mendenhall, Student Representative

Gene Hill, Ex Officio [2:44 p.m.]

Recording Secretary: Vikki Carr

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, MAY 12, 2008

M/S/C Michael Heumann/Sergio Lopez to approve the minutes dated May 12, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services
Vice President for Academic Services Kathy Berry reported the following:

- Final week for grades to be turned in. The last day is Friday.
- Monday, June 16th is the start of the summer classes. She stated she would be watching course enrollments carefully, making sure enrollments are at or above minimum levels per the CTA contract.
- The catalog will be completed shortly.

Accreditation Process
Vice President for Academic Services Kathy Berry reported the following:

- Accreditation Steering Committee has met and finalized forms.
- College departments will complete program review over a 3 year cycle.
- The Technology Plan is in progress.
- The student survey has been completed and about 700 students participated.
- Student Learning Outcomes (SLOs) plans are in place. The plan calls for 50% of course to be reviewed for SLO's and evaluation methods in the fall and 50% in spring. During the fall semester, evaluation data will be collected on 50% of identified courses, and data evaluated in spring. The remaining 50% will be reviewed and evaluation methods identified in spring, with evaluative data collected and reviewed in fall 2009.
- A timeline for the accreditation process has been drafted.

Learning Services
Head Librarian Taylor Ruhl reported the following:

- Stated there has been an interest expressed via emails for a coffee cart.
- The Library Team is coming along and working well together.

Business Services/Bond Projects Update
Vice President for Business Services John Lau reported the following:

- The budget will have a $4.2 million shortfall and a 6% reserve will need to be maintained. He stated those controlling department budgets are doing a good job in finding ways to reduce the shortfall by $2.2 million.

- A parking subcommittee has met and completed a transition plan which includes a plan to gate the faculty and staff parking areas.

  Member Sergio Lopez added that the parking plan would be phased in one to two years.

- Two construction bids remain for the Science Building and should be completed in the next month or so.

- The next items needed for the Science Building are the furnishings which he is working on.

Student Services
Vice President for Student Services Dr. Victor Jaime reported the following:

- An update will be provided at the next meeting.
- Financial Aid has a lot going on with students.
- The Student Services area is launching a summer outreach program.
- Counseling is busy assisting students with registration

ACCESO
Project Director Dawn Chun reported the following:

- There are 31 online classes with an 85% fill rate in summer.
- The Distance Education Retreat was held off campus last week and it was well attended.

Title V Cooperative Grant
Lianna Zhao was not present at the meeting.

Technology Services
Dean of Technology Robin Ying reported the following:

- IT is starting to cut over the old network connection to the new network, and has completed the 200, 300, 400, 800, and the Human Resources buildings.
- The webmaster has completed the moving of faculty web pages.

Associated Student Government
ASG President Chantilee Mendenhall reported the following:

- Introduced herself as the new ASG President.
- Will be working on the master calendar during the summer.
- Will work towards a smoke free campus.
- Asked everyone to save the date for next year's Spring Awards – June 5, 2009, and stated it would be held at the Eucalyptus.

President's Update
Dr. Gould was not present at the meeting. He was attending a BSI Conference in San Diego.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 05/07/08
2. Campus Operations Committee, 05/01/08, 05/15/08
3. Curriculum & Instruction, 05/15/08, 05/29/08
4. Insurance Committee, 04/28/08
5. Planning and Budget, 04/23/08

Member Lopez asked members to review the Pets on Campus Procedure included in the Campus Operations Committee Minutes.

Barbara Nilson (sitting in for Bruce Seivertson) gave an update on upcoming Academic Senate Meeting Minutes (scholarships, Santos Award awarded to Dennis Carnes, Media Design reclassification was approved by Academic Senate).

DISCUSSION AND INFORMATION ITEMS

1. Standing Committees Review – Dr. Ed Gould

Dr. Gould was not present at the meeting. The item was moved to the next meeting.

2. 2008-2009 Budget Overview – John Lau

VP Lau stated his overview was given during his report. He stated an ongoing adjustment from the reserve would not be fiscally sound as reserves are limited and they could not continue to be used from one year to the next and still continue with the a 6% reserve.

3. Computer and Network Policy – John Abarca

Chair Abarca announced that College Council anticipated the policy would come to College Council; however, he learned that the item had been tabled at Technology Council.

Dean Ying stated he received valuable input from CTA President Suzanne Gretz and stated there are additional changes to the policy recommendation. He stated Technology Council will have a new recommendation to review.

ACTION ITEMS

There were no action items.

ADJOURNMENT

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

2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room

2008
June 23

Overload rate for 177-day members

IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

STUDENT SERVICES UPDATE
May 2008

District Counseling

No updates reported.

Matriculation

Counselors continue to see students for summer and fall registration.

Director:
- Member of Math Lab hiring committee
- Continue to attend meeting with Basic Skills Committee
- Chair of Academic Senate Scholarship Committee
- Organized CTA Day of the Teacher luncheon
- Reports for Matriculation and Assessment

Assessment Center

249 Students took the ACCUPLACER Placement Test
83 Students took the CELSA
31 Students took the GED

Transfer Center/Articulation Services

- Student Appointments – Scheduled Appts/Walkins/Emails/Phone ■ IVC meetings: Academic Senate ,Admissions Operating, Computer Science AS Degree Review, Curriculum & Instruction Committee, Title 5/2+2 Grant Mtgs, District Counselors Meetings, Instructional Council Mtg, Science Dept Mtg, Student Services Counsel, Degree Works Mtg, Biology Hiring Committee, FCS Advisory Board, CAC & TCD Mtg/Region X, Recruiters Summit @ USD, CDEV Advisory Board; ROP Career Event/Sat.
- Off Campus Events/Contacts – Ensuring Transfer Success (ETS), Higher Education Week II (HEWII), Come Fly with Us (CS/IV Mall)
- ASPIRE – Review of Applications – Deadline May 30
- SARS – eSARS implementation project
- RN Review for SDSU 2+2 – Summer Advising
- Articulation – SDSU Update and Review; USD outlines and review of articulation, and other institutions
- Curriculum – Catalog copy and curriculum issues.

Student Support Services

- 44 Students – Applied for Graduation/Transfer for Spring 2008
- Course Suggestion & Academic Monitoring - for Summer 08 & Fall 08
- May 9th, Cultural Fieldtrip to the Pearl Fischer Opera we had 23 students attend.
- May 23rd SSS 5th Annual Awards Banquet we over 160 in attendance

Disabled Students Programs and Services (DSP&S)

Test Proctoring	32 students
Reader Services	4 students
Sign Language Interpreters	8 students
Notetakers	36 classes
Scribes	5 students
Tutoring	53 students
Adaptive Furniture	11 classes
Counselor Appointments	146
New Student Intakes	14
Workability III	
Appointments	12

DSP&S End of Year student recognition program was held on 5/14/2008. Students were recognized for their Academic Achievement, Academic Honors and Academic Distinction. 10 students were also honored for graduating from IVC.

CalWORKs Assessment and Counseling

- We celebrated the 2nd Annual Recognition Program, which was a success. Most students went home with a prize. This was our major event that took a lot of cooperation from our entire staff.
- SDSU-IV students were seen for grade checks
- SDSU-IV students were seen for verification of enrollment for summer session
- IVC students were still being referred to Work Study; fortunately we had a little extra money for this year

EOPS

EOPS completed 606 student appointments for May and distributed 124 bus passes to students. We held our EOPS student awards function on May 7th, implemented two field trips one to San Marcos and the other to SDSU, provided EOPS presentations at De Anza Middle School's Career Day on May 22nd and at Higher Ed Nite at Enrique Camarena Middle School on May 28th.

Financial Aid

The deadline for Fall/Spring 0708 financial aid applications was Friday, May 30th. Students must have a valid EFC by Friday, June 6th to receive aid for 2007/08. The application deadline for summer Pell only is July 7th.

2008/09 FAFSA Workshops are heating up with 6 sessions a week, 35 students per session. We will add sessions to accommodate the need up to 10 sessions per week only. We can only process about 350 applications a week so we do not give students an unrealistic expectation of when their aid will be awarded.

Educational Talent Search

May 2 (Holt),6 ,9 (CUHS), 23 (Calip), 22, 27, 28 (CHS), 27,30 (SHS) :

Program Director, Counselors and some tutors were presenting to all Senior the ETS Summer Bridge Program. Seniors were encouraged to participate in this program even if they were not attending IVC in the Fall. It was explained that they can begin to accumulate college credits and transfer them to other institutions.

May 6:

ETS Director attended the monthly TRiO meeting with Dr. Jaime, Dolores Diaz, Rosie Lopez and our special guest Dr. Gould. The meeting took place at the China Palace in El Centro.

May 7:

ETS Director attended the Recruiter's Summit at University of San Diego. Most IV Counselors were present. There was open discussion on the Fall HE I for seniors and what to present to the juniors in the HE 2 coming up this month. The recruiters spoke about their particular campuses regarding upcoming events, freshmen applications received, and acceptance of freshmen for the Fall semester. Most stated that although many students had submitted their applications, they will probably be accepting fewer students than last year because of budget cuts. Dr. Blas Guerrero stated he will not continue with the College Going Initiative in Imperial Valley. He will most likely be teaching classes at UC Santa Cruz.

May 9:

ETS had its End of the Year Banquet. All students were invited to attend this event. It was a good turnout. Sound Spectrum provided the music.

May 17:

ETS had a Saturday College Prep Workshop. Students were provided information about FA, A-G requirements, Career Exploration, IVC campus tour, CA higher educational systems, ACT/SAT information, etc.

May 19, 20, and 21:

ETS Staff participated in the HE 2 at the IV High School. We had a resource table promoting our program and also greeting our current participants. We also obtained possible recruits to our program.

May 20, 27, 28:

ETS staff participated by having a resource table at GEAR-UP parent night meetings at Wilson Jr. High in El Centro, and W. Moreno and Kiki Camaera Jr. High in Calexico.

May 27:

ETS Director attended the May TRiO Alliance meeting held at San Diego State University. There was open discussion on upcoming TRiO concerns, such as Upward Bound. There was a debriefing on the TRiO Alliance 1st Annual Luncheon held in April. Suggestions were made for next year. They also THANKED IVC administration (Dr. Jaime) and staff for attending the luncheon.

May 30:

ETS staff attended the Student Services End of the Year meeting presented by Dr. Jaime.

May 31:

ETS Director and Staff assisted GEAR-UP with their 1st Annual Mentor-Mentee Event held at IVC. ETS reserved classrooms and other facilities for GU. ETS staff also assisted by provided on-going IVC campus tours to the GU students.

May 1-30: On going FAFSA assistance to students who have not submitted the form or needed corrections. There was on-going ETS recruitment at appropriate school sites.

Admissions and Registrar:

Students Served

Processed 542 requests for official transcripts to be sent to other institutions and employers, averaging 26 requests fulfilled per work day. GE certifications completed totaled 84.

Processed 71 enrollment verifications, 8 degree verifications, and 5 grade changes.

Conducted 13 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status. Changed status of 8 students.

Downloaded applications approximately 30 times (2 times/day).

1,248 applications for admission were processed including 61 for Winter/Spring 2008 and 1,187 for Summer/Fall 2008.

Errors were corrected on approximately 248 applications so the download could be completed.

Evaluated 50 college/university and foreign transcripts, and approximately 20 high school transcripts. Determined course transferability and articulation, and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 36 students including 8 degrees earned.

Processed, evaluated, determined admission status, and sent letters to 23 Special K-12 Students seeking concurrent enrollment for summer.

Processed, made determinations, and sent letters to 28 students petitioning for exception to repeat laws.

Registration

Facilitated the registration of 2,959 students for summer.
Processed over 450 instructor drops for spring.
Processed 40 late adds from faculty for Spring

Graduation

30 degree evaluations completed, input in Banner, grad database updated.

105 certificate petitions for Spring/Summer entered into Banner and grad database.

Determined Honors/Distinction status on 587 applicants for graduation, generated listing for Student Affairs Office and President's Office for submission to Board of Trustees; separated list of those participating in Graduation for Student Affairs Office for printed program.

8 duplicate diplomas/certificates printed.

Microfilming

180 sleeves were created, labeled and filed from microfilm rolls.

Upward Bound:

No updates reported.

Student Affairs

As per your request, the following is a list of activities the Student Affairs Office, Associated Students and the Parking Control worked in the month of May 2008:

- Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- Mondays – Weekly Associated Students Government meetings (Board Room, 1:00 p.m.)
- May 1st – Invitations to the ASG Spring Awards Program were mailed to recipients. Invitations to faculty, administrators and staff were hand delivered.
- May 1st – Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- May 2nd through May 4th – Mr. Lopez and four ASG Senators (David Lopez, Sarah Gaddis, Itzel Bejarano and Josafat Trejo) attended the Spring State General Assembly in Los Angeles.
- May 7th & 8th – ASG Elections for Mr./Ms. Freshman & Sophomore and Sophomore Senators for 2008-2009
- May 12th – A meeting was held in the Student Affairs Conference Room with Matthew Thale, Claudia Aguilar, Rick Webster, Gina Madrid, Miriam Trejo and Mr. Lopez to discuss how each department can better communicate with each other when facility requests are submitted.

- May 14th – Mr. Lopez was in attendance at the CCCSAA Planning Meeting for the Student Leadership Conference (San Diego, CA). Mr. Lopez has been named the Chair. The CCCSAA Student Leadership conference will be held in October 2008.

- May 14th – Potential graduates were mailed a second letter stating dates and times when cap and gown may be picked up.

- May 14th – Additional Surveillance Cameras were delivered (Note: Information Systems is currently working in linking the surveillance cameras to our server)

- May 14th – ASG gave free snow cones to students, faculty and staff outside the College Center from 10:00 a.m. to 1:00 p.m.

- May 15th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)

- May 16th - Parking Control Appeal Hearings – Eight (8) cases were reviewed.

- May 16th – ASG hosted a Region X meeting in Room 2131 (12 Noon). Lunch was provided.

- May 16th – ASG sponsored an Appreciation Luncheon for the Maintenance Department (Maintenance Shop, 1:30 p.m. to 3:00 p.m.)

- May 19th – Student Affairs Committee meeting (Board Room, 3:00 p.m.) The committee dealt with a Disciplinary Appeal Hearing.

- May 20th – Mr. Lopez met with Ashley Donde, Vice-President of Sales for USA Shade Company. A purchase order was provided for the 20x40 Shade Structure that will be placed over by the Bus Stop area temporarily. The shade structure will eventually be placed at the Swimming Pool permanently.

- May 21st – ASG, "Life's a Beach" activity (Swimming Pool, 11:00 a.m. to 2:00 p.m.) Free hot dogs and soft drinks were given to each attendee. Over $1,000 in prizes were given to participants/winners!

- May 22nd – Mr. Lopez and Miriam Trejo attended a "Release of Findings Study" conducted by Planned Parenthood at the Holiday Express in El Centro. Mr. Lopez and Ms. Trejo were presented with an award for their participation in the study.

- May 23rd – Deadline to RSVP for the Spring Awards Program

- May 28th – Chantilee Mendenhall, 2008-2009 ASG President was installed during the ASG meeting. A friendly reception followed (Board Room, 1:00 p.m.)

- May 28th – Last ASG meeting for the Spring 2008 semester

- May 29th – Special Campus Operations Committee meeting (Student Affairs Conference Room, 2:00 p.m.)

May 30th – ASG Spring Awards Banquet at Barbara Worth Resort in Holtville. There were thirty-six (36) recipients total and thirty-two (32) were present.

IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

STUDENT SERVICES UPDATE
June 2008

District Counseling

We finalized our 2008-2009 199 day contracts for final approval. I established the Fall SAP 1 workshop schedule with Financial Aid staff coordination and am currently having counselors sign-up to assist with conducting the workshops. Counselors were busy with students interested in attending summer school: petitioning for graduation after completion of summer session: and helping students needing assistance in completing all of the necessary follow through for transferring to a university this fall 2008. Worked with Transfer Center in updated the Discover brochure for its next printing. I initiated the summer weekly counselor seminar to enhance training and the first meeting was very well attended. We have coordinated our efforts with A&R in reviewing and changing procedures on the Repeat Policy whereas counselors will have a stronger role in student's approval/denial of their requests.

New forms have been developed and will be used for the first time during fall 2008 registration. Additional training will continue to be provided to assist counselors with their new role in handling the Repeat Petitions. Career Pathways, a coordinated grant with IVROP, has just concluded its final year.

Matriculation

Counselors were booked assisting students with registration for summer, and assisting new students with their admission applications.

Director

- Met with tenure review committee to review guidelines for evaluating Matriculation full time counselor
- Attended ACCUPLACER conference where IVC presented a workshop on uploading to Banner
- Continue to update high school assessment reports as new students take placement tests
- Continue to attend department meetings

Assessment Center

ACCUPLACER (main campus)	257 Students tested
ACCUPLACER (high school students)	99 students tested
CELSA	87 Students tested
GED	18 Students tested

Transfer Center/Articulation Services

JUNE 2008

- Student Appointments – Scheduled Appts/Walkins/Emails/Phone and ASPIRE Contacts (115)
- Attended IVC meetings: Curriculum & Instruction Committee, Title 5/2+2 Grant Meeting, District Counselors Meeting, Degree Works Meeting,
- Off Campus Events/Contacts
- SARS – eSARS implementation project
- Articulation – SDSU Update and Review; USD outlines and review of articulation, and other institutions
- Curriculum – Catalog copy and curriculum issues.

Student Support Services

- Universal Studios – June 13th, 2007; 19=students and 3-staff
- Course Suggestion & Academic Monitoring - for Summer 2008 & Fall 2008
- Flagging SSS students in SARS
- GPA for Spring semester / flagging 70% Completion Rate / flagging below 2.0 GPA
- Reviewing files for preparation of 2008 Exits

Disabled Students Programs and Services (DSP&S)

Test Proctoring	35
Sign Language Interpreters	15
Notetakers	48
Scribes	5
Tutoring	63

Workability III

Appointments	14
Students placed	2

CalWORKs Assessment and Counseling

No updates reported.

EOPS

EOPS is involved with recruiting students for the 2008-09 academic year.

I attended the Region X EOPS directors retreat in San Diego on June 6, 2008.

EOPS counselors completed 262 students' appointments.

EOPS distributed 56 bus passes to EOPS students

CARE presentations were provided by Lourdes Mercado to Cal-Safe students at Brawley High school on June 6, 2008.

Financial Aid

- June 30 was the last day to apply for Financial Aid for 2007-08
- July 12 is the last for disbursement 2007/08 – Summer Pell

Educational Talent Search

June 6:
Program Director attended the monthly IV Partnership meeting at ICOE.

June 18:
ETS 1st Summer Bridge Meeting with students. Meetings are held every Wednesday for 5 consecutive Wednesdays. Presentations are held at each meeting to include a campus tour, library tour, nursing and technology tour. Presentations include SSS, EOPS, FA, CARE, ASG, etc.

June 1-30:
ETS staff setting up for Bridge, summer college-prep workshops, computer component workshop, etc.

On going FAFSA assistance to students who have not submitted the form or needed corrections, on-going assistance with seniors on IVC related services.

Admissions and Registrar:

Students Served
Worked intensively on:

Processed 1,020 requests for official transcripts to be sent to other institutions and employers, averaging 49 requests fulfilled per work day. GE certifications completed totaled 300.

Processed 130 enrollment verifications and 40 degree verifications, and 85 grade changes.

Course-by-course academic history completed prior to fall 1980 was input in computer for 35 students.

Evaluating records and documents for requests to change students' status from nonresident to resident tuition and fee purposes. Conducted 25 interviews and changed residency status on 13.

Downloaded applications approximately 60 times (2-3 times/day).

1,214 applications for admission were processed.

Errors were corrected on approximately 200 applications so the download could be completed.

Evaluated 45 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 50 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Determined admission status and issued I-20 forms to 2 students.

Processed, evaluated, determined admission status, and sent letters to 91 Special K-12 Students seeking concurrent enrollment for summer.

Processed, made determinations, and sent letters to 37 students petitioning for exception to repeat laws.

Registration

Processed over 250 instructor drops for spring.
Processed 100 late adds from faculty for spring.
Prepared and mailed 13,146 letters to students regarding fall registration.

Rosters

Processed over 1,000 grade rosters for spring.
Processed 235 opening-day and census rosters for summer.

Graduation

Completed final commencement list complete with Honors and Distinction indicated.
80 final degree evaluations completed, degrees input in Banner, grad database updated.
30 diplomas printed and degree packets prepared.
120 certificates for spring input in Banner and Excel database.
50 certificate petitions for summer received and processed.
20 duplicate degree/certificates verified and printed.

Upward Bound:

Upward Bound staff is attending "Upward Bound Summer Residential Program" in UCSD.

Student Affairs

As per your request, the following is a list of activities the Student Affairs Office, Associated Students and the Parking Control worked in the month of June 2008:

- Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- June 1st through the 3rd – Mr. Lopez attended the TRIO Proposal Writing Workshop with Dr. Jaime, Dolores Diaz and Lourdes Ayon.
- June 3rd through 6th – Distribution of caps & gowns to both faculty and students
- June 6th – Commencement Rehearsal (Gymnasium, 2pm)
- June 7th – Commencement Ceremony 2008
- June 8th – Swimming Pool was opened to the community (Open daily except Fridays from 12 Noon to 5:00 p.m.). Parking passes are required from June 16th through July 24th.

- June 13th – Cap and gown rentals were returned to Herff Jones.

- June 14th – Chantilee Mendenhall, ASG President attended the monthly Region X meeting in San Marcos.

- June 19th - Parking Control Appeal Hearings – Five (5) cases were reviewed.

- June 26th – Mr. Lopez attended the CCCSAA Planning Meeting for the Student Leadership Conference (San Diego, CA). Mr. Lopez has been named the Chair. The CCCSAA Student Leadership conference will be held in October 2008.

IVC Academic Senate

Approved Minutes

May 21, 2008

I. The meeting was called to order at 1:32 by President Seivertson

II. Roll Call

Present: Melani Guinn, Michael Heumann, Russell Lavery, Carol Lee, Mary Lofgren, John McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Toni Pfister, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry

Excused: Dennis Carnes, David Lopez

Absent: Krista Byrd, Suzanne Gretz, Cesar Guzman

Visitors: Ed Gould, Al Meek, Alicia Ortega, Frank Rapp, Val Rodgers, Robin Ying

III. **Treasurer's Report**

$7,722.41

IV. **Visitor Comments**

Alicia Ortega – $153.48 left from the party for Interim President Fujimoto has been given to the AS Scholarship Transfer fund.

Dr. Gould – items discussed:

- Relationship between the faculty and the president of the school is very important.
- Hoarding of power will be discouraged.
- Input to the governing process is encouraged.
- After implementation, the next step is evaluation.
- Communication is wide open.
- Data used in making decision will be made available in advance.
- If I do my job right, you can do your job right. If I do it wrong, then you aren't focused.
- Work together for the common good of all.
- Committees work well when they are small, 7 – 8 members.
- Does the committee have a college wide impact?
- Are we user friendly?

Barbara Nilson – Dr. Hope Davis and 27 choir members will be singing at Carnegie Hall. They also can be seen on the Today show.

Armando Mendez – Trying to resurrect the old Imperial Arts Council. He is seeking anyone who would like to serve on the Board of Directors. The new board will decide the mission of the council.

Carol Lee – The following councilors have been going to the local high schools and have seen over 2000 students: Patrice Avila, Stella Orfanos-Woo, Kristen Gomez, Lori Mazeroll, Carol Lee.

Mary Lofgren – The Academic Senate office needs new chairs and a table.

V. **Consent Agenda**

1. Minutes of May 7, 2008.
2. C&I Committee's Recommendations dated April 17 and May 1, 2008
   M/S/C (Nilson/Nunez) to approve both items.

VI. **Reports**

1. President – Basic Skills regional meeting attendees were announced.
2. Past President
3. VP of Instruction –
   - finishing tenure evaluations
   - impressed with Toni's work on SLOs.
   - moving ahead with program review.
   - student survey is finished. Planning on doing student surveys every other year.
4. ASG President -
5. SLO Coordinator –
   - getting great support
   - have been to most faculty departments
   - going to Board meeting tonight
   - forms on the web
     - Identification form
     - Now and Later form
   - stipend will be given to faculty that work on SLOs during the summer.

VII. **Academic and Professional Matters**

1. Santos Award – K. White will send an email to all users tomorrow, asking for criteria and nominations.
2. Student Transfer Awards - $4749 plus the donation from Alicia Ortega. Committee has a meeting next Wednesday at 1:30 pm in the transfer center to decide how many scholarships to award and the recipients.
3. SLO Committee and Equivalency Committee Resolutions: Second Reading - Passed
4. Appointment of Two Faculty Members to the Associate Dean for Nursing and Allied Health Hiring Committee – Al Meeks and Jean Stroud were appointed to the hiring committee
5. C&I Fact Finding Committee Report: Norma Nunez, Tom Paine and Michael Heumann – the committee was asked to make recommendations on C&I membership. Those recommendations were distributed to the senate. Items discussed:
   - Add an additional faculty member per division
   - With additions, the committee may be too cumbersome

VIII. Discussion

1. Bylaws - vote on changes will take place next semester
2. Meeting Dates for 08-09 – 1st semester
   September 3 and 17
   October 1 and 15
   November 5 and 19
   December 3
3. End of Year Function – May 31st at Bruce's house, 7 pm
4. Special Meeting: June 4th, Carol will take minutes.
5. Sign Up Form – Speak up and show up to defend Community Colleges at hearings and events throughout the summer. Gaylla Finnell is the lead person for IVC.

IX. **Committees**

1. Budget and Planning – June 2nd, 4 – 5 pm meeting to discuss circulation and parking on campus
2. C and I – finishing up catalogue and Title V issues
3. College Council –
4. Equivalency – so many applications, not enough time
5. Policies and Procedures Review – more efficient procedure, emailing info out in advance
6. Administrative Council – there are 2 administrative councils, one with faculty, one without.

X. M/S/C (Mendez/Heumann) to adjourn the meeting at 2:59 pm.

Planning and Budget Committee
May 28, 2008

Recorder: *Mary Carter*

√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.
√*Gail Parish, CSEA Representative*
_*ASG Representative*

Non-Voting
√Kathy Berry, VP Academic Services

Call to order: The regularly scheduled meeting of the Planning and Budget Committee was called to order by John Lau, committee chair at 1:36 p.m. on Wednesday, May 28, 2008 in Room 2131.

I. ACTION:

Approval of minutes: M/S/C Seivertson/Zhao to approve the minutes of the April 23, 2008 meeting as presented.

II. DISCUSSION

Budget comparison (2006-07 and 2007-08): John Lau stated that $7 million in increased costs were added to the budget in 2006-07, a 28% increase, while FTEs increased 2.5%. Reserves are being depleted with on-going costs. In the future, revenue and expense need to be in balance. The College needs to look past one year of budgeting.

2007-08 Budget: Carlos Fletes stated budgeted amounts need to be as close to actual as possible. As of right now there is $1.3 million unspent, with one month to go. Other committee members stated that categorical funds, especially money carried over from a previous year should be used if at all possible.

2008-09 Tentative Budget: Mr. Lau stated that the tentative budget as submitted results in a $4.3 million shortfall. The tentative budget is based on $35 million in estimated revenue, and $39 million in expense. Mr. Lau stated that if $2.198 million of the shortfall comes from reserve (resulting in a 6.49% reserve), then the remaining $2.2 million needs to come from cost containment. He proposed budget goals of:

- meeting district objectives
- maintaining financial stability
- maintaining a 6% reserve

Dr. Victor Jaime suggested looking into the possibility of a $50 rate for adjuncts, rather than $55. He pointed out that most of the costs in the budget are fixed (salaries and benefits), and the 6% overall cut needed will impact 4000, 5000 and 6000 accounts very heavily. John Lau stated that the College needs to review its business practices, such as fill rate, in order to be more efficient. Mr. Lau also stated that the information being received from the state is very volatile, and the District budget is based on the best information available at this time. Global issues need to be addressed to keep the college going forward. Critical items include aging facilities, MIS data submission, full implementation of Banner and funding of GASB 45.

Dr. Ed Gould stated that his role in the budget process is to hear recommendations and present them to the board. Eighty-six percent of the budget is in salaries and benefits; the long term goal should be 80%. He sees the need for centralized Purchasing, centralized grants, use of soft monies, and improved systems (structure and communication). He stated that the consultants need to be evaluated based on what the outcome will be and whether work is being taken from staff. Decisions need to be made based on what is best for the classroom, what is the most effective instruction. The $7 million increase in one year, and use of reserves on on-going costs means that a 27% reserve will be spent in three years. The board wants to maintain a 6% reserve. In the future, the College needs to look at the budget structure and to be more consistent in planning.

Timeline: The vice presidents will meet with the goal of trimming 6% from the budget prior to the June 19 board meeting. The committee will meet on Wednesday, June 11 at 1:30, in order to make a recommendation on the budget prior to the board meeting.

Meeting adjourned at 3:00 p.m.

Planning and Budget Committee
June 11, 2008

√Members Present:

√John Lau, VP for Bus Svcs, chair
_Dr. Victor Jaime, Admin. Rep.
_Dr. Bruce Seivertson, Academic Senate President
√John Abarca, College Council Chair
√Eric Jacobson, Faculty Rep.
√Dr. Lianna Zhao, Faculty Rep.
√Carlos Fletes, Director of Fiscal Svcs
√Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

√Gail Parish, CSEA Representative
_ASG Representative

Non-Voting
√Kathy Berry, VP Academic Services

Call to order: The meeting was called to order by John Lau, committee chair at 1:30 p.m. on Wednesday, June 11, 2008 in the Board Room.

I. ACTION:

Approval of minutes: **M/S/C Abarca/Parish to approve the minutes of the May 28, 2008 meeting as presented.**

II. ACTION:

Approval of the 2008-09 Tentative Budget: **M/S/C Jacobson/Kakiuchi to recommend approval of the 2008-09 Tentative Budget with the expectation that there will be an additional $100,000 budget reduction from the instruction area, that there is a possible $300,000 in 2007-08 carry-over funds, and with the provision that any additional monies go to the Reserve Fund and that the Committee be informed.**

John Lau stated that there is still no inkling of what the final state budget will be. The College is taking a conservation position on forecasting state revenue. Departments have been as responsive as possible in trying to find $2.2 million in budget reductions, and have found $1.8 million. If there are no further changes, reserves will be down to 5.4%. Mr. Lau thanked those who made the budget cuts. Due to the fact that most of the budget is in labor costs, there are limited areas to cut. Instruction has been very creative in finding $1.3 million. Kathy Berry reported that Winter Inter-session will be reduced by 1/3, which will be a reduction of $469,000. General education and transfer courses will be emphasized, and there will be no non-credit offered. An additional $100,000 reduction from the instructional divisions will be forthcoming. Carlos Fletes reported that at the close of the 2007-08 fiscal year, there may be $300,000 in unspent funds.

John Lau reported that collection letters are going out, and the College will be transitioning to a stricter policy regarding allowing students to register who owe fees. Mr. Lau was asked if the College was going to write-off $700,000 in bad debt and he responded that the College will start to recognize the bad debt over the next three years.

Carlos Fletes proposed that next year the time period for department to enter their budgets on line be shortened from four weeks to two weeks, to give more time for the budget to be compiled. John Lau also suggested an early start on next year's budget and he recommended that any new money go into reserves. Next year the college won't have the luxury of using reserves to balance the budget.

John Lau asked for clarification on how new positions are approved; the 08-09 budget contains two new positions. How do requests for new positions come to the committee? It was the consensus of the committee that it approves requests for funding for positions that are outside the budget process. Positions that are included in the budget do not come to the committee for approval.

Next regular meeting: Wednesday, August 27, 2008

Meeting adjourned at 2:10 p.m.

ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, April 10, 2008.

I. Roll Call

Present:

Marco Morales, Ted Ceasar, Deidre Pollock-Blevins, Jill Tucker, Gonzalo Huerta, Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Jean Stroud, Hope Davis, Jim Fisher, Daniel Gilison, Richard Fitzsimmons, , Russell Lavery, Frank Miranda, Thomas Morrell, James Patterson, Judy Santistevan, Jack Williams, John Abarca, Becky Green, Kathy Berry, David Lopez, and Rick Webster.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

III. Approval of minutes

M/S/C Gonzalo Huerta/Marco Morales to approve minutes of the March 13, 2008 meeting as presented.

IV. Evacuation Drill

A follow-up discussion was held regarding the term "lockdown." At a previous meeting, committee members discussed the different connotations of this term. An alternative solution is to use the phrase "shelter in place" and/or "shelter and cover."

Alarm and Phone System

A brief discussion was held regarding the audible levels of the current alarm system. A proposal to upgrade the alarm system will be submitted to the Board of Trustees.

According to the Technology Council minutes dated March 12, 2008, the timeline for implementing the new telephone system is targeted for the end of May.

Emergency Training

A presentation on emergency procedures will be conducted during faculty and staff orientation by Ryan Kelley.

Evacuation Drill

The next evacuation drill will be conducted during the month of October. The committee recommends conducting an unannounced emergency drill in order to test our ability to respond during a disaster and/or emergency situation. The ultimate decision would be made by the Superintendent/President.

V. SEMS/NIMS Training Update

A certified IID trainer has agreed to provide training for IVC administrators, faculty and staff. The trainer will be compensated at the adjunct rate.

VI. Oath or Affirmation of Allegiance

In the past, new hires were required to sign the Oath or Affirmation of Allegiance.

The form has been updated and Human Resources staff will ensure that all new employees receive and sign the above-mentioned form.

The HR Department is in the process of conducting a file audit. One of the goals is to identify those employees, who have not signed the Oath or Affirmation of Allegiance.

VII. The Safety Minute

The Safety Minute is a quarterly, safety-focused newsletter. The first volume includes information regarding the role of public employees as disaster workers during emergencies. The Safety Minute will be made available on the HR website.

VII. Other Issues

- Emergency cards will be issued to all administrators.
- Thirteen (13) Two-way Motorola radios will be purchased utilizing Emergency Preparedness funds.
- Frank Rapp, Dean of Instruction will provide administrative coverage during the evenings. The recommendation is to add his name to the Environmental Health & Safety E-mailing Group.
- Issues with the lighting on the north parking lot.

Adjournment

The meeting was adjourned at 10:50 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant

ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 11:00 a.m. on Thursday, July 10, 2008.

I. Roll Call

Present:

Bill Gay, Frank Rapp, Gonzalo Huerta, and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Jean Stroud, Hope Davis, Jim Fisher, Daniel Gilison, Richard Fitzsimmons, Russell Lavery, Frank Miranda, Thomas Morrell, James Patterson, Judy Santistevan, John Abarca, Becky Green, Kathy Berry, Jill Tucker, Jack Williams, and Rick Webster.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 11:00 a.m. by Travis Gregory, Chairperson.

III. Approval of minutes

No minutes to approve.

IV. SEMS/NIMS Training Update

A discussion was held regarding the November 2008 Golden Guardian Exercise – Catastrophic Earthquake in Southern California. It was mentioned that a representative from Imperial Valley College attended the Imperial County planning meeting last month. The District will participate in the exercise.

V. Lighting on Parking Lot

The parking lot located in front of the Human Resources will be closed due to construction of the new science building.

VI. CAL OSHA Complaint

The Department of Industrial Relations – Division of Occupational and Health received a complaint alleging that "dust and other items coming through air ducts were covering desks and other surfaces." The missive indicated that the Division did not intend to conduct an inspection, but the College was required to initiate an investigation and submit a report within the established time frame.

The District complied with the directive and posted the District's response and a copy of the original complaint on visible areas throughout campus (i.e., bulletin boards, faculty and classified lounge).

Committee members elaborated on the issue and cited examples of other agencies who have received similar complaints and their consequences. The Committee recommends preventative measures to be taken in order to reduce the amount of dust coming through the air ducts and to prevent the growth of mold.

VII. Chancellor's Office Risk Assessment

Last year, the Chancellor's Office asked each community college to conduct and submit a college risk assessment as part of their preparedness plan. According to the Chancellor's Office, the purpose of the assessment is to secure funding for pre-disasters planning and mitigation grants.

As of June 2008, three community colleges including Imperial Community College District have failed to submit the risk assessment matrix. The Safety Committee met to discuss and review the risk and vulnerability assessment. The risk assessment matrix will be submitted through the Chancellor's Office secure online server.

VIII. Ventura CCCD EmergPrep News

A press release from the California Community Colleges dated July 9, 2008 and titled "Ventura County Community College District First to Meet Emergency Preparedness Requirement" was distributed.

IX. Other Issues

- Motorola Radios were distributed.
- Ryan Kelley has been confirmed as the keynote speaker for the 2008 Faculty and Staff Orientation.
- Oath of Allegiance form will be included in the orientation packets.

Adjournment

The meeting was adjourned at 11:50 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant

Citizens Oversight Committee for Measure L
June 13, 2008
2:00 p.m., IVC Board Room

Members Present: Cathy Kennerson and Terence Donovan

Absent: John Anderson, Marlene Best, Dr. F. Paul Chounet, David Lopez, Henry Monroy and Dr. Barbara Macci-Trethewey

Consultants: John Lau, Vice President for Business Services and Jimmy Sanders, Architect

Recorder: Mary Carter

Due to the lack of a quorum, there was no approval of minutes.

Science Building update

John Lau and Jimmy Sanders reported on the Science building project. Most of the underground work is complete. The scaffolding is up and the walls will be going up soon. The height in the center of the building is 30 feet and 18 feet in the single story areas. An owners meeting is held every two weeks. The next big project is the furniture specifications. All bid packages are under contract except for final clean-up, landscaping, communications and concrete/hardscape. The concrete/hardscape will dovetail with the bus terminal project. The College just received a $1.3 million grant for the bus terminal.

The expected completion date of the Science Building is August 2009. Construction is going smoothly, and fall would be a good time to have the committee tour the site.

Five Year Construction Plan/State Funding

John Lau stated that the College's biggest challenge is finding additional funds to augment bond funds. The Science Building was originally budgeted at $24 million and is now estimated at $32 million. The College needs to get creative to finance the Career Tech Building and other projects. Mr. Lau reported that the College will be submitting a *Five Year Construction Plan* to the state in July, with the following priorities:

	Project Title	ASF	Scenario Pts	Current Cost	District Share	First Funding Date	Occupy Date
1	SCIENCE STUDY BUILDING	47,558	134	$32,000,000	$32,000,000	2004/2005	2009/2010
2	BLDG 400 MODERNIZATION	8,321	162	$4,599,000	$2,299,000	2008/2009	2010/2011
3	MODERNIZE ACADEMIC BLDGS	22,536	106	$8,427,000	$1,686,000	2010/2011	2012/2013
4	CAREER TECHNICAL BUILDING	44,030	150	$23,627,000	$9,448,000	2011/2012	2014/2015
5	TECHNOLOGY BUILDING	26,555	157	$17,932,000	$8,959,000	2012/2013	2015/2016
6	LIBRARY REMODEL/ADDITION	31,928	119	$13,196,000	$2,639,000	2013/2014	2015/2016
7	GYM - MODERNIZATION	30,746	94	$2,280,000	$2,280,000	2014/2015	2016/2017
8	COUNSELING/FIN.AID MODERNIZATION	5,931	96	$1,715,000	$1,715,000	2015/2016	2017/2018
9	ADMINISTRATION BUILDING MODERNIZATION	6,053	96	$1,322,000	$1,322,000	2015/2016	2017/2018
				$105,098,000	$62,348,000		

The state has approved the Modernization of the 400 Building, however funding is dependent on state construction bonds being approved. The College will have to increase its share for #3 (Modernize Academic Buildings) to a 50% match ($4 million) in order to achieve a score of at least 130, which is thought to be the threshold to achieve funding. The College is preparing a final project proposal for the Career Technical Building. If state funding is received, then the College will be able to construct a bigger building than with Bond Funds alone, as well as modernize existing shop buildings. Submitting projects for state funding is at least a two year process, and construction cannot start until state funding is approved. The Library project's score was too low to qualify for state funding and it has been moved from priority #2 last year to #6 this year. Projects 1-4 will be funded by the current bond, but projects 5-9 will require a new bond or other new monies. Jimmy Sanders stated that the College is working on a 10 year plan for construction and cash needs.

Expenditure Report: Mr. Lau presented an expenditure report through June 12, 2008. Cash in the County Treasury is $36,749,017.44.

New Committee Members: It was noted that new committee members will be needed to replace members with second terms expiring in November.

Next Meeting: The next meeting will be held in September 2008, date and time to be determined later.

Meeting adjourned at 2:35 p.m.