



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 14, 2009 – 2:30 P.M.  
Administration Building Board Room

#### **MEMBERSHIP**

Vacant, 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

Steve Sciaky, Student Representative  
Vacant, Student Representative  
Vacant, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

#### **MEMBERSHIP CHANGES**

#### **PUBLIC COMMENT**

#### **APPROVAL OF MINUTES DATED MONDAY, JUNE 8, 2009**

#### **AREA REPORTS/UPDATES**

Program Review – Tina Aguirre  
Budget Update/Financial Report – John Lau  
President's Update - Dr. Gould

**MINUTES FROM STANDING AND AD HOC COMMITTEE**

1. Planning and Budget Committee, 5/27/09, 6/5/09, 6/20/09

**DISCUSSION AND INFORMATION ITEMS**

1. All users Email Account - Michael Heumann
2. Shared Governance in the Summer - Michael Heumann
3. Evaluation of Shared Governance Committees - Michael Heumann
4. Consolidation of Committees - Michael Heumann  
(Campus Ops, Greening Committee and Beautification Committee to Facilities and Environmental Improvement Committee)
5. Review of Orientation - Michael Heumann
6. Printed Phone Directory - Michael Heumann
7. Ads on the Student Portal - Michael Heumann
8. American Graduation Initiative - Michael Heumann
9. Classroom Improvements - Michael Heumann
10. Safety Proposal by Trustee Wong - Dr. Gould (Attachment)
11. Standing Rules of the Technology Committee - Robin Ying (Attachment)
12. Standing Rules of the Marketing Committee - Bill Gay (Attachment)

**ACTION ITEMS**

1. Approval of College Council Going Green - Michael Heumann
2. Approval of Ad Hoc IVC Veterans Memorial Committee and Mission Statement (Attachment)
3. Approval of Standing Rules of the Customer Service Committee (Attachment)
4. Approval of Standing Rules of the Policies and Procedures Committee (Attachment)
5. Approval of Standing Rules of the Student Affairs Committee (Attachment)
6. Approval of Standing Rules of the Competitive Athletic Committee (Attachment)
7. Approval of Standing Rules of the Budget and Fiscal Planning Committee (Attachment)

**ADJOURNMENT**

**2009-2010 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2009		2010	
September 14 & 28	December 14	January 11 & 25	April 12 & 26
October 12 & 26		February 8 & 22	May 10 & 24
November 23		March 8 & 22	June 14 & 28

Meeting Canceled

\*Fall Semester Begins

Overload rate for 177-day members



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, June 08, 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  
Taylor Ruhl, Alternate Administrative Representative  
Michael Heumann, Faculty Representative (Chair)  
Bruce Seivertson, Faculty Representative  
Armando Mendez, Faculty Representative  
Jessica Waddell, Classified Representative (Vice Chair)  
Miriam Trejo, Alternate Classified Representative  
Reanna Guerrero, Student Representative  
Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative  
Ted Ceasar, Alternate Administrative Representative  
Norma Nuñez, Alternate Faculty Representative  
John Abarca, Classified Representative  
Frances Arce-Gomez, Classified Representative  
Rick Webster, Alternate CMCA Representative  
Carlos Fletes, CMCA Representative  
Chantilee Mendenhall, Student Representative  
Jonathan Balint, Student Representative  
Crystelle Enriquez, Alternate Student Representative

Others Present:

Travis Gregory, Marilyn Boyle, John Lau, Gaylla Finnell

### **MEMBERSHIP CHANGES**

There were no membership changes.

### **PUBLIC COMMENT**

There was no public comment.

### **APPROVAL OF MINUTES DATED MONDAY, MAY 11, 2009**

M/S/C Bruce Seivertson/Armando Mendez to approve the Minutes of May 11, 2009.

Motion carried.

## AREA REPORTS/UPDATES

### **Program Review**

Vice President for Academic Services Kathy Berry was not present.

This item was postponed to the next College Council meeting.

### **Budget Update**

Vice President for Business Services John Lau reported the following:

- VP Lau gave a brief overview of the current 08-09 budget and the proposed 09-10 budget. He distributed the "2 year Funding Analysis Unrestricted General Fund and 09-10 Tentative Budget Draft." VP Lau indicated projected ending reserves for 08-09 are at 9.36% which include adjustments of \$500,000 in bad debt, and \$120,000.00 in retiree vacation accruals. He stated the District used \$3.8 million of reserves to balance the budget this fiscal year.
- VP Lau stated that in 09-10 the budget would need to be balanced through cost containment. He indicated the District is projecting a 0% COLA and 1% funded growth. He indicated the District would be reducing the 09-10 budget by \$5.9 Million to balance the budget leaving the ending reserves at 6%.
- Reported that Director Carlos Fletes is working on line-budgeting and should be completed by Wednesday afternoon. He indicated once this is completed the District should know how close the District is to balancing the budget. He stated the projected balanced budget would be presented to the Board of Trustees on June 17<sup>th</sup>.
- Reported that the State announced last week that they are projecting a zero growth base budget; the projected one percent growth may be eliminated.
- The financial constraints coming to community colleges are severe, and the District would be concentrating on maintaining core programs.
- VP Lau stated the District would be going out for another TRANS this year because the District would probably experience a cash flow issue.

### **President Update**

Dr. Ed Gould reported the following:

- Indicated that there would be a \$2.5 million reduction in categorical programs based on the recommendations by the Governor; he stated the legislature has not responded to the Governor's recommendations and, therefore, the District would be budgeting according to the Governor's budget.
- Reported that CalWorks has notified the District that they would not be renewing contracts for next year. President Gould stated that the District has given eight CalWorks employees layoff notices.
- Reported that the lobbying being done for EOPS and DSP&S is very strong and would not likely be cut by 58% (as the governor's budget originally indicated).
- President Gould talked about the general fund and some cuts that are being proposed by the Planning and Budget Committee and Cabinet which include:
  - \$200,000 to be cut from the \$500,000 budgeted for GASB 45;
  - \$200,000 to be cut from supplies, travel mileage, consulting and subscriptions;
  - Capital outlay would be eliminated or would leave a balance of \$150,000;
  - Summer session and winter session would be cut in half;

- The Brawley Extended Campus would be cut;
  - The El Centro and Calexico Extended campuses would be reduced by 10%; Noncredit courses remaining would be the citizenship courses, and the bridge program for ESL, all other noncredit courses would go to fee base courses;
  - Recommendations are that there be no cuts in Athletics; President's recommendation is either all or none;
  - District would not schedule any savings this year for the four-day work week this summer. He indicated the savings would be tracked this year;
  - There are \$1.4 million in retirements savings, the District would save \$965,000 of that amount and would only spend \$500,000 to replace essential positions, mostly faculty;
  - The District would be requesting that the overload and adjunct pay remain at the \$55.00 rate, and may ask for a \$5.00 reduction;
  - Classified overtime has been reduced by \$50,000;
  - Student employment would be eliminated in the general fund area; the District would support the work study match in the non-general fund areas such as parking.
  - Step increases would be paid this year.
- 
- Stated these reductions total \$5.3 million. He indicated when the budget is presented to the Board of Trustees on Wednesday, June 17<sup>th</sup> there would be a balanced budget.
  - Announced the District is in the process of developing three grants by the WIB Board, which would pay for the salary of one laid-off position. He indicated there are two teams assigned to work on the WIB grants and NSL grants. He further stated the District would also be pursuing Department of Labor grants. He indicated the District is expecting \$400,000 to \$800,000 in less competitive grants from the WIB Board, and would be looking at transferring some positions to fill these jobs.
  - Announced that Commencement is on Saturday, June 13, 2009 and reminded everyone that we are here to celebrate with the students their success despite the difficult times the District is facing.

### **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**

This item was addressed under Budget Update.

#### **2. College Council Going Green - Michael Heumann**

Chair Heumann stated that College Council has discussed this topic in the past and stated this would mean the Recording Secretary would send out the Agenda Packet in PDF format by email and no printed copies would be provided. He stated College Council members would have the option to print out their own copy, or bring their laptop to College Council.

Associate Dean Lopez indicated that a router would need to be installed to be able to have internet access.

Chair Heumann stated that this could be accomplished. Chair Heumann asked members what their thoughts were on going completely green or to provide at minimum five copies.

President Gould indicated that copies should be provided for Student Representatives who may not have internet access on campus.

Chair Heumann asked that this item be moved for action at the next College Council meeting.

### **3. Request for Ad Hoc IVC Veterans Memorial Committee - Gaylla Finnell**

SPA Advisor Gaylla Finnell passed out a handout of the IVC Veterans Memorial designated site. She announced that she would like to start an Ad Hoc IVC Veterans Memorial Committee, and she indicated that she would head the committee. Spa Advisor Finnell stated that she spoke to Web Master Omar Ramos about starting a web page for the Committee.

Associate Dean Lopez indicated that he would like to be on the committee.

Spa Advisor Finnell stated that there were discussions about using a flag pole that is not permanent since the design work has not been completed. She stated she would be meeting with the designer in July and would come back with more ideas in the fall. She stated she would hope that this project could be accomplished in five years, and estimated the cost around \$100,000. She indicated that it can be accomplished if it is planned right and the community is involved in this project.

This item was postponed for action next College Council meeting.

### **4. Use of Etudes for Distant Education (Proposed revisions to AP 4105, Information Item) - Michael Heumann**

This item was presented for informational purposes.

### **5. Distant Education Terminology (Proposed revisions to AP 4105, Information item) - Michael Heumann**

This item was presented for informational purposes.

## **ACTION ITEMS**

### **M/S/C Sergio Lopez/Miriam Trejo Employee Conflict Resolution Form - Travis Gregory**

#### ***“EMPLOYEE CONFLICT RESOLUTION FORM***

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

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

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**M/S/C Miriam Trejo/Armando Méndez**  
**The Environmental Health and Safety Committee Bylaws**

**"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."*

Motion carried.

**ADJOURNMENT**

M/S/C Bruce Seivertson/Armando Mendez to adjourn the meeting at 3:00 p.m.

**2009-2010 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2009		2010	
July 13 & 27	October 12 & 26	January 11 & 25	April 12 & 26
August 10 & 24*	November 23	February 8 & 22	May 10 & 24
September 14 & 28	December 14	March 8 & 22	June 14 & 28

Meeting Canceled

\*Fall Semester Begins

Overload rate for 177-day members

## *SAFETY PROPOSAL BY TRUSTEE WONG*

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**Concept:** WalMart has implemented a parking safety system that has worked for many years. The concept is to have a Security Truck or Car patrol the parking lots at every WalMart with a yellow revolving blinking light. The Security Service has no pursuit or arresting powers but serves as a deterrent to vehicle crime and theft. It has been touted as extremely successful. Trustee Wong has suggested IVC develop its own Security Deterrent Program by: Placing Parking Patrol or Safety Patrol Stickers on all IVC Parking Carts and place a battery operated revolving yellow light on the top of each cart. The lights would be on all the time. Trustee Wong suggests that we use the long rectangular lights as opposed to the round lights.

**Purpose:** The purpose of the Deterrent Program is to show a visible presence of eyes trained to spot potential crime and to give the campus a sense of safety.

**Implementation:** Each parking cart would be decorated with Safety Patrol decals and would be equipped with flashing or revolving battery operated yellow lights. Each parking cart will be equipped with a walkie talkie as well.

**Price:** To be determined.

# IMPERIAL VALLEY COLLEGE

## Standing Rules of the Technology Planning Committee

*Access to the Technology Planning Committee is available to all members of all constituencies*

### MEETINGS

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

### AGENDA

1. The Technology Planning Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the Technology Planning Committee and distributed to the Committee members 72 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

### OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.
2. Constituent groups may designate up to three alternates who may serve during a Technology Planning Committee meeting in the absence of the permanent member. The slate of alternates will be selected presented to the Technology Planning Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

### TERMS OF OFFICE

1. The chair of the Technology Planning Committee shall be elected for a two-year term by the Technology Planning Committee and be a member of Technology Planning Committee.
2. The vice chair of the Technology Planning Committee shall be elected for a two-year term by the Planning Committee and be a member of Technology Planning Committee. In the absence of the Chair, Vice Chair will conduct meetings of the Technology Planning Committee.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

### PROCEDURES

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

1. The Technology Planning Committee will allow for discussion and recommendations to be a shared by representatives of all five constituent groups. In addition, visitors will be allowed to share their suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. Prior to the Board of Trustees receiving any policy recommendation, the Technology Planning Committee will be given the opportunity to express its views and opinions to the College Council and College President.
4. The views and opinions of the Technology Planning Committee will be expressed in written form to the College Council and College President.
5. When the views and opinions by the members of the Technology Planning Committee are not accepted the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Technology Planning Committee.
6. The Technology Planning Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of the Technology Planning Committee to discuss or advise on personnel topics or student discipline.

## REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 11 Technology Planning Committee members.

## PURPOSE

The purpose of the Technology Council is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Council has four broad categories of responsibilities:

- Campus technology policy and procedure planning
- Instructional technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

## STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Technology Planning Committee:
  - Three faculty members appointed by Academic Senate
  - Three classified members appointed by CSEA
  - Three administrators appointed by the Administrative Council
  - One members of the CMCA appointed by CMCA
  - One students at large appointed by ASG
  - The College President and the IVC Foundation Director will be ex-officio members.

\*Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.

\*Terms for faculty and CMCA will begin on even numbered years; Terms for classified and administrators will begin on odd numbered years;

\*Terms for student representatives shall be on a semester basis.

3. A Chair and Vice-Chair will be elected by the members of the Technology Planning Committee.
4. The Technology Planning Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

# IMPERIAL VALLEY COLLEGE

## Standing Rules of the Marketing Committee

*Access to the Marketing Committee is available to all members of all constituencies*

### MEETINGS

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

### AGENDA

1. The Marketing Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the Marketing Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

### OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 3 members.
2. Constituent groups may designate up to three alternates who may serve during a Marketing Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Marketing Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

### TERMS OF OFFICE

1. The Director of Media and Community Relations shall be the permanent Co-Chair of the committee.
2. A second Co-Chair of the Marketing Committee shall be elected for a two-year term by the Marketing Committee and be a member of Marketing Committee.

### PROCEDURES

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

1. The Marketing Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. The views and opinions of the Marketing Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the Marketing Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Marketing Committee.
5. The Marketing Committee will serve as a center to share information and discuss marketing strategy, activities, projects, programs, and plans that have been developed or are being developed by the Communications Department, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of Marketing Committee to discuss or advise on personnel topics or student discipline.

## REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 5 Marketing Committee members.

## PURPOSE

The IVC Marketing Committee is responsible for providing guidance and support for marketing initiatives and communication strategies that promote and enhance the mission of Imperial Valley College.

## CHARGE

- To assist in creating the image of who and what Imperial Valley College is.
- To evaluate and coordinate the marketing plan with all constituencies.
- To recommend strategies to engage the community, creating awareness of Imperial Valley College's services.
- Help those we serve see the advantages of IVC being a member of the community.
- To assist enrollment efforts through marketing.
- To work with the Communications Department in conducting and analyzing research to identify target markets and strategies.

## STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Marketing Committee are:
  - Two faculty members appointed by Academic Senate: 1 representative/1 alternate
  - Two classified members appointed by CSEA: 1 representative/1 alternate
  - Two members of the CMCA appointed by CMCA: 1 representative/1 alternate
  - Two students at large appointed by ASG: 1 representative/1 alternate
  - Two administrators: appointed by the Administrative Council: 1 representative/1 alternate
  - The Director of Media and Community Relations shall be a permanent member.
- ❖ Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- ❖ Terms for student representatives shall be for one year.
3. A Co-Chair will be elected by the members of the Marketing Committee.
4. The Marketing Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

**IVC College Council  
Ad Hoc Veterans Memorial Committee**

**Mission Statement**

The mission of the IVC College Council Ad Hoc Veterans Memorial Committee shall be to assist the students of IVC in the planning and development of a Veterans Memorial on the IVC campus.

**Goals and Objectives**

<b>Goal #1</b>	To assist in the selection of the Veterans Memorial design and to make recommendations to the College Council for design approval.	
	<b>Objective 1</b>	Communicate with the project designer and IVC architect to insure that the Veterans Memorial design fits within the overall design and goals of IVC.
	<b>Objective 2</b>	Seek input from the students, campus and community on the project design.
	<b>Objective 3</b>	Make design recommendations to the College Council.
<b>Goal #2</b>	To assist in the development of plans for funding the construction and maintenance of the Veterans Memorial.	
	<b>Objective 1</b>	Communicate with the project designer and IVC architect to determine the cost for constructing and maintaining the Veterans Memorial.
	<b>Objective 2</b>	Develop plans for funding the project.
<b>Goal #3</b>	To oversee the construction and dedication of the Veterans Memorial.	
	<b>Objective 1</b>	Monitor scheduling and funding of the project construction.
	<b>Objective 2</b>	Plan and facilitate a construction groundbreaking and, upon completion, a community dedication of the memorial.

**Committee Members**

Chair: Gaylla A. Finnell, Faculty Advisor, IVC Students for Political Awareness

SPA Representative – President

SPA Representative – Member

ASG Representative – President

ASG Representative – Senator

Veteran Representative from Community

Veteran Representative from Community

Sergio Lopez – Associate Dean of Student Affairs

Bruce Seivertson – Academic Senate Past President

Armando Mendez – College Council Representative

Rick Webster – IVC Maintenance and Operations



# **IMPERIAL VALLEY COLLEGE**

## **Standing Rules of the Customer Service Committee**

*Access to the Customer Service Committee is available to  
all members of all constituencies.*

### **MEETINGS**

At its first meeting of each academic year the Customer Service Committee will set a time and place to meet that is agreeable to its members. The Committee will meet monthly; and perhaps more often prior to special events.

### **AGENDA**

1. The Customer Service Committee will generate its agenda according to the Committee's planned activities for the year and from items submitted by any Customer Service Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair/Co-Chairs of the Customer Service Committee and distributed by the Secretary to the Committee members at the beginning of each meeting.
3. In addition, the agenda will be posted on the College website and available for review, with attachments, at the President's Office.

### **OPERATIONS**

1. A quorum must be present to hold a meeting. For this Committee, a quorum is 50% of the membership.
2. Robert's Rules of Order will be used to conduct meetings.
3. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

### **TERMS OF OFFICE**

1. The Chair/Co-Chairs of the Customer Service Committee shall be elected for a one-year term by the Customer Service Committee and be a member of the Customer Service Committee. The Chair/Co-Chairs are eligible for re-election.
2. The Secretary of the Customer Service Committee shall be elected for a one-year term by the Customer Service Committee and be a member of the Customer Service Committee. The Secretary is eligible for re-election.

## **PROCEDURES**

Since the Board of Trustees has established the Customer Service Committee to ensure faculty, staff, students and administrators the right to participate effectively in College governance, the following procedures shall apply:

1. The Customer Service Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions, and ideas.
2. Copies of the minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

## **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the Customer Service Committee members.

## **MISSION**

To promote and improve good customer service practices among faculty and staff to assure a productive, courteous, respectful, and responsive campus environment that benefits the students and the community at large.

## **FUNCTION**

To recognize outstanding services by employees, recommend the improvement of customer service, make contributions to the community at large, and contribute in any way to building and maintaining a positive campus environment at IVC.

**This is an action-based committee.**

This committee reports to College Council.

## **FUNCTIONS**

Orientation Involvement  
Staff Appreciation BBQ  
Weeks of Thanks & Giving Food Drive  
Holiday Gift Drive  
Season's Celebration Involvement  
Staff Appreciation Ice Cream Social  
Employee of the Month Awards  
Employee of the Year Award  
Years of Service Recognition  
Give Back BBQ  
Welcome Wagon Tours

- To convey to the College President the views of the campus community on matters relevant to customer service.
- To make recommendations to the College President on activities relating to customer service within the College or within the community at large.

## **STRUCTURE**

1. The Customer Service Committee allows representation from all five groups: faculty, classified staff, students, administrators, and other employees at IVC that may not be employed by the district.
2. The College President is a permanent Ex-Officio member of the Customer Service Committee.
3. Members may stay on the Committee for an unlimited number of years.
4. A Chair/Co-Chairs and a Secretary will be elected by the members of the Customer Service Committee.
5. The Customer Service Committee may create subcommittees as needed to address specific activities.
6. The Employee of the Month/Year (EMY) Subcommittee is made up of individuals that are not necessarily members of the Customer Service Committee. It is made up of two administrators, two faculty members, two classified staff, two students, and the current Employee of the Year.

## **OPERATION PROCEDURES**

Operational procedures for the Customer Service Committee will be developed and maintained by its members.

## **REVIEW AND REVISION**

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the Customer Service Committee or as directed by the Superintendent/President. When members of the Customer Service Committee approve proposed revisions to this section, the recommendations will be presented to the Superintendent/President.

# **Imperial Valley College Standing Rules of the Policies and Procedures Review Committee**

## ***MEETINGS***

The committee meets the second and fourth Wednesday of every month.

## ***AGENDA***

The ***Policies and Procedures Review Committee*** generates a standard agenda each month with two items: 1) Review Policies 2) Review Procedures

## ***PURPOSE***

The ***Policies and Procedures Review Committee*** is a task force to review all board policies and administrative procedures for accuracy, clarity, and currency.

## ***FUNCTIONS***

- To convey to the various contiguous groups a need to develop, update or modify campus policies and/or procedures.
- To review board policies and administrative procedures submitted to the college through the Community College League of California (CCLC) contract services.
- To allow for discussion by representatives of all contiguous groups regarding all development, update or modification of campus policies and/or procedures.
- To maintain a complete and accurate record of all current board policies and administrative procedures.

## ***PROCEDURES***

- Upon receipt of recommended board policies and administrative procedures from the CCLC the committee will review to determine need.
- A referral will be made to the appropriate campus body when the Policies and Procedure Review Committee finds it necessary to develop, update or modify a campus policy or procedure.

## ***STRUCTURE***

- |                                    |                       |
|------------------------------------|-----------------------|
| - Student Services Representative  | - ASG Representative  |
| - Academic Services Representative | - CSEA Representative |
| - Business Services Representative | - CTA Representative  |
| - Human Resources Representative   |                       |

# **IMPERIAL VALLEY COLLEGE**

## **Standing Rules of the Student Affairs Advisory Committee**

### **MEETINGS**

The Student Affairs Advisory Committee meets the first Monday of every month at 3:00 p.m. during the Fall and Spring semesters. Additional meetings will be scheduled on an as needed basis.

### **AGENDA**

The Student Affairs Advisory Committee will generate an agenda from items submitted by a committee member or any member of the campus community of Imperial Valley College. The agenda will be prepared by the Chair and distributed to the committee members one week in advance of the meeting. In addition, the agenda will be sent to “all users” at least 24 hours before each meeting.

In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, in the Office of Student Affairs.

### **OPERATIONS**

- A quorum must be present to hold a meeting. A quorum will be half plus one of its membership.
- Robert’s Rules of Order will be used to conduct meetings.
- Committee members will work to achieve consensus regarding recommendations for appropriate policy or procedural changes. Records of dissenting and minority opinion will be included in the final recommendation.

### **PROCEDURES**

Since the Board of Trustees (BP/AP 2510) has established the Student Affairs to ensure students the right to participate effectively in college governance, the following procedures shall apply:

- The Student Affairs Advisory Committee will allow for discussion and recommendations to be a shared process by all members. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
- Copies of the minutes will be posted on the College website and available for review, with attachments, at the Office of Student Affairs.
- The views and recommendations of the Student Affairs Advisory Committee will be expressed in written form to the College Council.

- When the views and opinions by the members of the Student Affairs Advisory Committee are not accepted by the College Council a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Student Affairs Advisory Committee.
- The Student Affairs Advisory Committee will serve as a center to share information, discuss activities, projects, programs, and plans, pertaining to student affairs that have been developed or are being developed by the Committee.

## **REVIEW & REVISION**

These standing rules may be changed by a majority vote of the Student Affairs Committee.

## **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION – SHARED GOVERNANCE STUDENT AFFAIRS PHILOSOPHY**

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance. Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

## **PURPOSE**

The purpose/function of the Student Affairs Advisory Committee is to evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, assemblies, elected student bodies, commencement, disciplinary matters pertaining to disciplinary appeals and other student activities.

## **STRUCTURE**

The chairperson of the committee shall be the Associate Dean Student Affairs and the following members shall be appointed by the Superintendent/President: at least four faculty members and four classified staff, and four students will be appointed by the Associated Student Government President. A faculty member shall be selected by the committee to serve as chairperson of the disciplinary appeals board.

The Student Affairs Advisory Committee may create ad hoc committees as needed to address student affairs issues and task forces to address specific issues.

## **OPERATION PROCEDURES**

Operational procedures for the Student Affairs Advisory Committee will be developed and maintained by its members.

## **REVIEW AND REVISION**

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the Student Affairs Advisory Committee or as directed by the College Council or its designee. When members of the Student Affairs Advisory Committee recommend proposed revisions to this section, the recommendations will be presented to the College Council and if appropriate to the College President.

# **IMPERIAL VALLEY COLLEGE**

## **Standing Rules of the Competitive Athletics Committee**

### **MEETINGS**

At its first meeting of each academic year the Competitive Athletics Committee (CAC) will set a time and place to meet agreeable to its members. The committee will meet on an as needed basis. A schedule will be posted on the website.

### **AGENDAS**

1. The CAC will generate its agenda from items submitted by any member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair of the CAC and distributed to the committee members at least 24 hours before the meeting.
3. In addition, copies of the agenda packet and minutes of meetings will be posted on the College website and available for review, with attachments, at the Athletic Director's Office.

### **OPERATIONS**

1. A quorum must be present to hold a meeting. For this Council a quorum is five members.
2. Robert's Rules of Order will be used to conduct meetings.
3. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

### **TERMS OF OFFICE**

1. The chair is the Athletic Director - appointed each year by the Superintendent/President.
2. The recording secretary is the Athletic Secretary.



## **PROCEDURES**

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

1. The CAC will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes with attachments will be posted on the College website and available for review at the Athletic Director's Office.
3. The views and opinions of the CAC will be expressed in written form to the College Council.
4. When the views and opinions by the members of the CAC are not accepted by the College Council a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the CAC.

## **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the CAC members.

### **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION 3.7 – SHARED GOVERNANCE**

#### **COMPETITIVE ATHLETIC COMMITTEE**

## **PHILOSOPHY**

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust. One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance. Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise. Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

## **PURPOSE**

- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College Council.

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

## **FUNCTIONS**

- To convey to the College Council the views of the CAC on matters relevant to the orderly functioning of the Athletics.
- To review the compliance with state and Board regulations.
- To make recommendations on proposed athletics policies developed by the CAC or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the CAC for feedback prior to making recommendations to the College Council or other policy making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

## **STRUCTURE**

The chairperson shall be the Director of Athletics and the following members shall be appointed by the Superintendent/ President: three head coaches, two students, and indefinite number of faculty members and two persons from the community.

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.
2. The permanent members of the CAC are:
  - Three head coaches appointed by the Superintendent/President.
  - Two students at large appointed by the Superintendent/President.

- Two persons from the community appointed by the Superintendent/President.
  - An indefinite number of faculty members appointed by the Superintendent/President.
  - Chair
3. The Chair is the Athletic Director appointed by the Superintendent/President.

### **OPERATION PROCEDURES**

Operational procedures for the CAC will be developed and maintained by its members.

### **REVIEW AND REVISION**

The section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the CAC or as directed by the Board of Trustees or its designee. When members of the CAC approve proposed revision to this section, the recommendations will be presented to the College Council, Superintendent/President and, as appropriate, to the Board of Trustees.

**IMPERIAL VALLEY COLLEGE**  
**Standing Rules of the**  
**Budget and Fiscal Planning Committee**

**MEETINGS:** Meetings will be held the fourth Wednesday of the month during the Fall and Spring semesters.

**AGENDA:** The agenda will be prepared by the Chair of the Committee from items submitted by committee members. The agenda will be made available to members of the committee and to the campus community via e-mail consistent with the Brown Act (72 hours in advance of a meeting) when possible, but no later than 24 hours prior to the meeting. The agenda and back-up material, as well as minutes of prior meetings will be available on the College web-site.

**OPERATIONS**

A quorum must be present to take action on any item on the agenda.

All meetings will be open and consistent with the Brown Act, and any other applicable regulations.

Members will work to achieve consensus. If the committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

**PROCEDURES**

1. The committee will ensure that the budget planning document be distributed throughout the college community prior to adoption by the Board of Trustees. Written comments should be incorporated into a revised planning document.
2. All meetings of the Committee will be open to the public.
3. The Superintendent/President will consider the Committee's recommendations as advisory in making his recommendations to the Board of Trustees.

**PHILOSOPHY**

1. Imperial Valley College's budget and fiscal planning process shall support student success.
2. The vision and mission statements of the college shall drive the budget and fiscal planning process and funds will be allocated to support the priorities stated in the college plans. Financial planning takes into account long-range projections regarding programs, services, costs and resources.
3. The college shall develop and submit plans and budgets according to the requirements of state and other agencies.
4. The college's budget and fiscal planning process shall involve broad participation by all segments of the college community and the Board of Trustees.
5. The college's budget and fiscal planning process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust.

**PURPOSE**

1. Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President.

2. Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.
3. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.

## **FUNCTIONS**

1. Develop committee operating procedures and conduct an annual evaluation of the planning and budget process; if necessary, modify the process in a manner consistent with shared governance policy and law.
2. Establish planning guidelines consistent with the budget process.
3. Establish master and annual time lines to coordinate the planning and budget process.
4. Meet monthly (during the Fall and Spring semesters) to review, gather, and disseminate information on the college's planning processes and financial resources and expenditures.
5. Provide recommendations and guidance to groups responsible for college plans.
6. Review, on an annual basis, college plans which state long-term goals and objectives of Imperial Valley College.
7. Meet annually with the Board of trustees and Superintendent/President to establish planning and budget priorities through discussion of common goals and objectives.
8. Advise the Superintendent/President on the development of the Imperial Valley College budget.

## **STRUCTURE**

Chair: Vice President for Business Services  
 Academic Senate President  
 College Council Chairperson  
 1 administrative representative appointed by the Superintendent/President  
 Director of Fiscal Services  
 2 faculty representatives appointed by the Senate  
 2 Classified Representatives elected at-large  
 1 student representative appointed by the Student Senate, or an alternate  
 1 CMCA representative

Vice President for Academic Services (non-voting member)

## **TERMS OF OFFICE**

The faculty and classified representatives will serve two-year terms with the understanding that for the initial term only, one representative from each group will serve one year and the other representative will serve two years in order to stagger their terms. In future, all representatives from these categories will serve a term of two years.

It is suggested that the student representative also serve a term of two years, while understanding that this may not always be possible.

All other members of the committee serve as a result of their position or title, and as a result will continue to serve as long as they hold that position or title.

**REVIEW AND REVISION:** Changes to these rules shall be determined by mutual agreement of the Board of Trustees and the Academic Senate, consistent with Imperial Valley College's Shared Governance Policy and with California law pertaining to shared governance.



Planning and Budget Committee  
May 27, 2009

**Members Present:**

√John Lau, VP for Bus Svcs, chair

√Dr. Victor Jaime, Admin. Rep.

√Dr. Bruce Seivertson, A.S. 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

\_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 1:35 p.m. on Wednesday, May 27, 2009 in the Board Room.

**Approval of minutes: *M/S/C Seivertson/Kakiuchi to approve the minutes of the May 13, 2009 meeting as presented.***

**INFORMATION**

**State Budget Update:** John Lau reported that the May revise shows a 50% cut to categorical funding for next year, 1% growth and PE classes to be paid at the non-credit rate. The Tentative Budget was based on 3% growth. The College is working on another TRANS (tax revenue anticipation notes) to address cash flow issues that will occur when the State defers payments. Due to the State of California's credit rating, financing will be more costly.

**DISCUSSION**

**2009-10 Tentative Budget:**

Carlos Fletes presented a summary sheet showing \$851,646 of expenses that divisions left out of their on-line budget. In addition, one division appears to be missing \$800,000 in adjunct and overload costs. Some departments are showing substantial variances from last year's budget. The budget as entered will serve as the starting point (baseline).

The \$926,000 projected ending reserve for 2009-10 has been wiped out, and the new projected reserve amount is negative. One percent (1%) of reserve is equal to about \$350,000. The revenue projection is also being changed based on new information from the State

As requested at a previous meeting, a breakdown of salary costs by major classifications (unrestricted funds only) was presented. Information was also included on the costs of retiree insurance and incentives.

Total salary and benefits:     \$35,249,794

Full time faculty                     56%

Administrators	7%
Classified	28%
Classified managers	2%
student salaries	1%
Classified retiree benefits and GASB 45	2%
Certificated retiree benefits	2%
Retirement incentives	2%

Mr. Fletes stated the retiree cost will have to be updated based on the latest retirements. Total salary and benefits equal \$35,249,794.

Cost Containment

VP Lau stated that hard decisions are needed in order to preserve the core of the institution. A strategy is needed that will address large areas of the budget. The College needs to meet its functional needs but be more efficient. Savings generated by retirements need to be managed. The approximate savings would be \$1.5 million if there were no replacements. John Lau reported that the President and vice presidents will be meeting on Friday regarding budget reductions. VP Berry reported that Academic Services is looking at reducing the number of section for Summer session.

A list of cost containment suggestions, with estimated savings was presented. Carlos Fletes stated that some suggestions were hard to quantify (i.e. “enrollment management”):

Hold winter inter-session but not summer to save energy	1,211,729
No winter inter-session or reduce both summer and winter	925,004
Evaluate committee meeting pay	104,635
Evaluate and adjust teaching and non-teaching release time	1,180,233
No step increases	760,000

VP Lau stated that the District needs to deliver a budget in June (Tentative) and September (Final). He asked the committee to address global issues, such as how total resources are allocated and how budget is tied to objectives.

Resource Allocation Plan

In response to questions from a previous meeting regarding the different reserve funds. VP Lau stated the following regarding the three reserve funds: Board mandated reserve: 6%; Board Designated Reserve: would be used in case there is one-time money that the board designates (by resolution) for a specific purpose; Discretionary reserve: money would be earmarked for specific use, and discussion would be required. It could be used, for example, for an off-schedule payment to personnel.



Fiscal Health Risk Analysis

Committee members were asked to fill out the “Fiscal Health Risk Analysis” for discussion at a future meeting. The form is a tool that should help the committee focus on specific budget issues for the coming year. In September, the committee can begin looking at areas of concern.

Next meeting: A working meeting was scheduled for June 5, 2009.

Meeting adjourned at 2:35 p.m.



Planning and Budget Committee  
June 5, 2009

**Members Present:**

John Lau, VP for Bus Svcs, chair

Dr. Victor Jaime, Admin. Rep.

Dr. Bruce Seivertson, A.S. President

Dr. 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**

John Abarca, CSEA Representative

Steven Sciaky, ASG representative

Frances Arce-Gomez, CSEA alternate

**Non-Voting**

Kathy Berry, VP Academic Services

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**Call to order**

The special working meeting of the Planning and Budget Committee was called to order by Carlos Fletes at 1:35 p.m. on Friday June 5, 2009 in the Board Room. Vice Presidents Lau, Berry and Jaime were not present due to a budget meeting with the Superintendent/President.

The committee made the following recommendations:

1. Budget reductions as shown on the attached chart.
2. Shut down PO system immediately.
3. No purchase permitted without PO.
4. Close American Express credit card accounts.

Meeting adjourned at 3:45 p.m.

Planning and Budget Committee June 5, 2009  
For discussion purposes only

	Possible		Suggestion	P&B	
	Savings		1	Rec.	
GASB 45	500,000		200,000	200,000	Pending board approval of funding GASB 45 (fund \$300,000)
Transfer from Reserve	800,000			0	
		1,300,000			
<u>4000, 5000, 6000 accounts</u>					
Supplies (4000) except for Lottery	935,977		100,000	200,000	20% cut - by VP area and President
Travel, mileage (5000)	327,136			160,000	50% cut, remainder under control of VPs/President, 0 based
Consultants (5000)	606,227	1,055,865	200,000	300,000	50% cut, remainder under control of VPs/President, 0 based
Memberships, subscriptions (5000)	122,502			25,000	required membership to be maintained
Capital outlay (6000)	300,833		300,833	300,833	use lottery and non-district funds if possible
		2,292,675			
Summer School	1,200,000		600,000	600,000	50% cut
Winter intersession	925,000		460,000	460,000	50% cut
		2,125,000			
<u>Extended Campus</u>					
Brawley Extended Center	96,765		96,765	96,765	
Calexico Extended Center	422,194		422,194	42,219	10% cut
El Centro Extended Center	716,254		716,254	71,625	10% cut
Extended Campus administration	529,005		529,005	52,900	10% cut
		1,764,218			
Non-credit	239,788		239,788	120,000	50% cut
Athletics	437,705		106,000	106,000	Athletics to determine sports to be reduced/cut
4 day work week - energy savings	200,000			0	Science Building coming on line, savings hard to determine
		677,493			or overstated for 4 day week
Retirement savings	1,463,179		1,463,179	960,000	
Overload/adjunct pay at \$55.00	365,183		365,183	365,183	
Classified overtime	103,472		50,000	50,000	50% reduction, recommendation no accrual of comp time
Reduction of adjunct faculty					
Staff reduction					
Student employment				75,000	non-work study
Committee meeting pay	105,000			80,000	
Release Time	1,180,000			295,000	25% cut
Step Increases	760,000			760,000	
		3,976,834			
Savings from 2008-09	12,336,220	12,136,220	5,849,201	5,000,000	Projected fund balance, recommend immediate cut off PO program
				5,820,525	



Planning and Budget Committee  
June 10, 2009

**Members Present:**

√John Lau, VP for Bus Svcs, chair

√Dr. Victor Jaime, Admin. Rep.

√Dr. Bruce Seivertson, A.S. President

√Dr. 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**

√John Abarca, 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 1:30 p.m. on Wednesday, June 10, 2009 in the Board Room.

**Approval of minutes: M/S (Seivertson/Chun) No action taken;** Eric Jacobson asked that minutes be amended to indicate that the committee asked for input from a site visit to Los Rios CCD on how to implement the Resource Allocation Plan before taking action to approve the plan.

*Note: future meetings will be recorded using the same equipment that is used to record Board meetings.*

**Recommendation to Superintendent/President regarding 2009-10 Tentative Budget:**

**M/S (Seivertson/Heumann) to take no action on this item.** The Committee will meet again on Friday, June 12, 2009 at 9:00 a.m. to review updated budget information that includes cuts made by departments after the deadline on June 9.

John Lau reported that the goal is to balance the budget using the framework of reductions (\$5.8 million) developed by Planning and Budget Committee. The revised budget, including cuts made by departments, through June 9 is \$1.449 million short of the \$5.8 million goal; a placeholder in the amount of the shortfall is being put into the budget. The Business Office needs more details in order to load budget cuts to specific line items. Further, some items such as step increases are negotiable and cannot be taken out of the budget at this time. VP Lau stated that it may not be possible to implement all budget cuts that have been recommended. The final budget should be finalized during the first week of August. Committee members will be kept informed of significant developments via e-mail.

Carlos Fletes stated that \$4 million in cuts have been made; however, there are some areas of overlap. In order to get to a 6% reserve (\$2.4 million on \$41 million budget), further cuts of \$1.449 million are needed. The plan is still to cut \$5.8 million total. A cushion is needed because revenues are very unpredictable. State revenue may still be adjusted for 2008-09. Work on the budget will continue through the summer. A summary by departments will be provided that will give a budget overview. More analysis of department budgets and variances is needed.

VP Lau stated that the College needs to understand FTE generation, and to evaluate summer, winter and extended campus FTES. The target FTE amount is 7130 according to Dawn Chun, and the College is currently at 7400. Summer generates approximately 500 FTE. VP Lau stated that the College needs to decide how much overcap it wants to be. The committee asked for the cost of summer school last year.

Carlos Fletes stated that on June 20 the Second Principal Apportionment will be certified by the State. The college will then know what the growth funding for 2008-09 will be. Last year it was cut. A reduction from 1% growth to 0% growth results in \$500,000 in lost revenue.

The committee expressed concern that other scenarios be looked at in case negotiations are not successful. Where could additional cuts be made? The committee suggested that deeper cuts to the 4000, 5000 and 6000 accounts may be possible, especially with lottery funds available for instructional supplies. VP Berry stated that further cuts to non-credit are possible (at least 70%). Eric Jacobson suggested that GASB 45 be funded at \$100,000. VP Lau stated that the college could put funds into a board designated reserve fund (as an intermediate step) instead of an irrevocable trust.

VP Berry reported that Academic Services will know by the end of today what the actual reductions from divisions will be. Betty Kakiuchi suggested if departments did not make their budget cuts that the Business Office make the cuts across the board.

Dave Drury stated that if Athletics is cutting services and supplies and is also being asked to cut \$106,000, then it is being hit twice.

Members agreed that they wanted more information on all the budget cuts, and set a meeting for Friday, June 12 to make a recommendation on the budget.

**Recommendation regarding Resource Allocation Plan: M/S/C (Seivertson/Jacobson; no: Lau) to recommend that no action be taken on the Resource Allocation Plan until a sub-committee returns from a site visit to Los Rios CCD.**