



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 28, 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
Liberta Cabrera, Student Representative
Mario de la Torre, 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 Update – Tina Aguirre
Budget Update/Financial Report – John Lau
ASG President Update - Steven Sciaky
President's Update - Dr. Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 6/3/09
2. Environmental Health & Safety Committee, 5/18/09
3. Budget and Fiscal Planning Committee, 6/12/09, 8/26/09, 9/16/09

DISCUSSION AND INFORMATION ITEMS

1. H1N1 Flu Update - Tina Aguirre
2. Strategic Plan - John Lau (Attachment 1)
3. Ad-hoc Shared Governance Committees - Michael Heumann
4. Ads on Student Portal - Michael Heumann
5. Classroom Improvements - (Rick Webster)

ACTION ITEMS

1. Approval of Progress Report - Tina Aguirre (Attachment 2, link provided)
2. Approval of the All Users Email Account Resolution - Michael Heumann (Attachment 3)
3. Approval of Standing Rules for Facilities & Environmental Improvement Committee (Attachment 4)
4. Approval of Standing Rules of the Technology Committee (Attachment 5)
5. Approval of Standing Rules of the Marketing Committee (Attachment 6)

ADJOURNMENT

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

2009		2010	
September 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



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 14, 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:

Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Bruce Seivertson, Faculty Representative

John Abarca, Classified Representative
Jessica Waddell, Classified Representative (Vice Chair)

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Steve Sciaky, Student Representative
Liberta Cabrera, Student Representative
Mario de la Torre, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative
Taylor Ruhl, Alternate Administrative Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Miriam Trejo, Alternate Classified Representative

MEMBERSHIP CHANGES

The following membership changes were made: Liberta Cabrera, Student Representative, and Mario de la Torre, Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, JUNE 8, 2009

M/S/C Sergio Lopez/Bruce Seivertson to approve the Minutes of June 8, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Interim Vice President for Academic Services Tina Aguirre reported the following:

- Announced she is finishing evaluating the 08/09 program review. She explained that this year the program review format has been redesigned to tie each line item to the Technology Plan, Facilities Plan, Staffing Plan, SLO Plan, Marketing Plan, and the whole budget process. She stated the new format will be going out at the end of this month.
- Announced there would be a winter session, but it would be limited. She reported that last year there were over 500 FTES, and this year the District would be cutting back to 400 FTES.
- ASG President Sciaky asked if there would be transfer classes available. Interim Vice President Aguirre indicated that there would be transfer classes offered, but not as many sections would be offered. She indicated there would be cuts in Physical Education.

Budget Update

Vice President for Business Services John Lau was not present for this portion of the meeting.

President Update

President Ed Gould reported the following:

- Discussed the issues with shared governance on campus and asked College Council and Academic Senate to review what shared governance is and come up with policies.
- Gave an update on the swine flu; he reported that the swine flu is a less cumbersome string than the regular flu, and stated that the real fear is if the swine flu mutates with the regular flu string. President Gould indicated that updates would be posted throughout the campus, sanitizers would be placed in each classroom and maintenance would be wiping down surfaces and door handles every day.

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

- There was discussion regarding the all user email account. Most members were in favor of changing all users to a moderated, information distribution-only system. He reported

that Opencomm was created for the campus community to voice their grievances and the all users email account continues to be used for this purpose.

- Director Webster suggested that Opencomm become an opt-out program, meaning that everyone would initially be signed up for Opencomm and those who choose to opt-out could.
- Associate Dean Gregory indicated he was concerned with information being distributed through emails which may be violations of HIPPA rules, and violation of medical privacy.
- Chair Heumann indicated that the consensus is that everyone wants change and suggested that he would draft a resolution and bring it back to the next College Council meeting.

2. Shared Governance in the Summer - Michael Heumann

- Chair Heumann discussed the need for shared governance in the summer and winter sessions while faculty is not on contract. He stated this discussion would be ongoing and a task force would be created to evaluate the district's shared governance structure as a whole.
- Member Abarca shared his concerns and stated in the past, emergency meetings were called and a quorum was usually reached.
- Associate Dean Lopez suggested that the alternate representatives could step up and attend the summer and winter meetings.

3. Evaluation of Shared Governance Committees - Michael Heumann

- Chair Heumann explained in detail the Shared Governance Planning Process 2009-10 Proposed Flow Chart which was handed out to College Council members.
- VP of Academic Services Aguirre explained the processes of the Budget and Fiscal Plan, Facilities Plan, Technology Plan, SLO Plan, Marketing Plan, Staffing Plan, and how committee recommendations tie in to the Education Master Plan, the Education Master Plan goes to College Council, Academic Senate and Strategic Planning Committee and then up to the President and the Board of Trustees.

4. Consolidation of Committees - Michael Heumann

- Chair Heumann discussed a proposal to consolidate the Campus Ops, Greening Committee and Beautification Committee to the "Facilities and Environmental Improvement Committee." Vice Chair Waddell stated that the Greening Committee and the Beautification Committee were very similar and by combining all three committees it would improve the quality of the committees.
- Chair Heumann indicated the Standing Rules would be developed and brought back for approval at the next College Council meeting.

5. Review of Orientation - Michael Heumann

- Chair Heumann discussed a topic that was brought up regarding the need to making improvements to the sound quality for Orientation in the gym.
- Dr. Gould stated that his hope is that the new 2700 Building be used in the future for those type of events.

6. Printed Phone Directory - Michael Heumann

- There was discussion about whether to print the phone directory and Academic Senate President White suggested that the transition be gradual since there are staff that are not tech savvy.
- President Gould noted the cost per directory is approximately \$3.00 and the District prints over 600 copies.
- Director of Communication Gay suggested that a limited amount be printed and sold for a nominal fee and the proceeds to go toward student scholarships.
- Member Abarca added that the suggested fee would cover the cost to reformat the directory which would cost time and money as reprographics is short staffed.
- Vice Chair Waddell suggested that divisions who are not tech savvy could go to the division staff secretaries for help.
- Chair Heumann stated that the consensus is that the District not print the directory and to inform the campus community that the directory is available online; if anyone needs help in printing the directory, they should contact the division secretaries in their areas.

7. Ads on the Student Portal - Michael Heumann

- Chair Heumann addressed the question whether the District should consider selling ads on the Student Portal to generate funds.
- Dean Ying reported he is investigating this topic with the Chancellor's Office and is waiting on a reply.
- Academic Senate President White suggested a survey of what other community colleges are doing should be done.
- President Gould stated that the survey should be done first before a decision is reached, and also to find out how other colleges limit their ads.
- This item to be brought back to College Council.

8. American Graduation Initiative - Michael Heumann

- Chair Heumann explained that the American Graduation Initiative is the Obama Administration Initiative for community colleges which has been endorsed by the San Diego Community College District. The question is whether our District should endorse it. He stated since this is an academic matter this item should go to Academic Senate first and then returned to College Council.
- This item was tabled.

9. Classroom Improvements - Michael Heumann

- Chair Heumann discussed suggestions made by Instructor Brian McNeece to classroom improvements which included an overhang over doors in the 1700 building and rewiring of lights in classrooms. Chair Heumann noted that these were some valid suggestions which should go to the Facilities Environmental Improvement Committee.
- Director of Maintenance Webster reported that lights in some classrooms are being changed through requests. He suggested that a work order be filled if a division would like the lights changed in their area.
- President Gould asked Director of Maintenance Webster to bring back a list of which classrooms have split lights installed, and the number of rooms which need to be worked on.

10. Safety Proposal by Trustee Wong - Dr. Gould

- Chair Heumann discussed Trustee Louis Wong’s safety proposal and stated the intent was to make the parking safer and to make security staff more visible on campus.
- VP Lau reported that the cost of the lights to be placed on top of three carts is about \$300.00, and stated the cost would be covered by the parking fees.

11. Standing Rules of the Technology Committee - Robin Ying

- Chair Heumann stated that the Standing Rules of the Technology Committee are submitted as an information item, and would be placed as an action item next College Council Meeting.

12. Standing Rules of the Marketing Committee - Bill Gay

- Chair Heumann stated that the Standing Rules of the Marketing Committee are submitted as an information item, and would be placed as an action item next College Council Meeting.
- Director of Communications Gay stated he considers the Marketing Committee an important part of the marketing effort, and the Standing Rules is just the first step.

Member Abarca stated that he would like to see ASG Reports back on the agenda, and would like to see a Swine Flu update on the next agenda. He noted that it is important that budget items be referred back to the Planning and Budget Committee.

ACTION ITEMS

M/S/C Jessica Waddell/Sergio Lopez

1. Approval of College Council Going Green - Michael Heumann

Chair Heumann indicated that a few copies would be made available for those that do not have access.

Motion carried.

M/S/C Bruce Seivertson/Robin Ying

2. Approval of Ad Hoc IVC Veterans Memorial Committee and Mission Statement

*“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

Goal #1	<i>To assist in the selection of the Veterans Memorial design and to make recommendations to the College Council for design approval.</i>
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	Objective 1	<i>Communicate with the project designer and IVC architect to insure that the Veterans Memorial design fits within the overall design and goals of IVC.</i>
	Objective 2	<i>Seek input from the students, campus and community on the project design.</i>
	Objective 3	<i>Make design recommendations to the College Council.</i>

Goal #2	<i>To assist in the development of plans for funding the construction and maintenance of the Veterans Memorial.</i>	
	Objective 1	<i>Communicate with the project designer and IVC architect to determine the cost for constructing and maintaining the Veterans Memorial.</i>
	Objective 2	<i>Develop plans for funding the project.</i>

Goal #3	<i>To oversee the construction and dedication of the Veterans Memorial.</i>	
	Objective 1	<i>Monitor scheduling and funding of the project construction.</i>
	Objective 2	<i>Plan and facilitate a construction groundbreaking and, upon completion, a community dedication of the memorial.</i>

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”*

Motion carried.

M/S/C Bruce Seivertson/Robin Ying

3. Approval of Standing Rules of the Customer Service Committee

**“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."

Motion carried.

M/S/C Bruce Seivertson/Jessica Waddell

4. Approval of Standing Rules of the Policies and Procedures Committee

"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
- Academic Services Representative
- ASG Representative
- CSEA Representative

- Business Services Representative
- Human Resources Representative
- CTA Representative

Motion Carried.

M/S/C Bruce Seivertson/Sergio Lopez

5. Approval of Standing Rules of the Student Affairs Committee

*"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."

Motion carried.

M/S/C Bruce Seivertson/Sergio Lopez

6. Approval of Standing Rules of the Competitive Athletic Committee

*"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.”

Motion carried.

M/S/C Bruce Seivertson/Sergio Lopez

7. Approval of Standing Rules of the Budget and Fiscal Planning Committee

*"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."*

Motion carried.

ADJOURNMENT

M/S/C Bruce Seivertson/Rick Webster to adjourn the meeting at 3:45 p.m.

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

2009		2010	
September 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

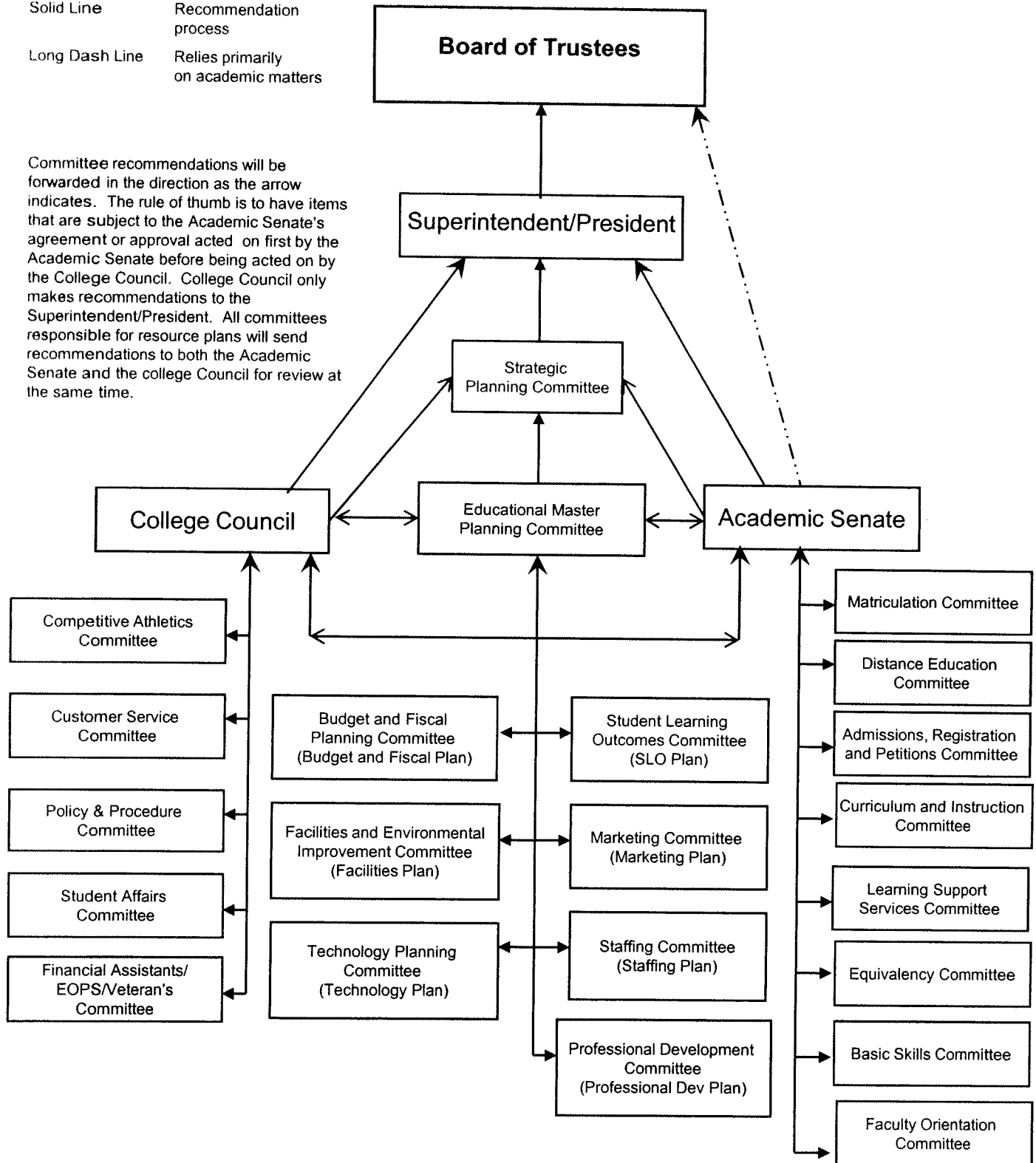
SHARED GOVERNANCE PLANNING PROCESS

2009-2010

Proposed Flow Chart

Solid Line Recommendation process
 Long Dash Line Relies primarily on academic matters

Committee recommendations will be forwarded in the direction as the arrow indicates. The rule of thumb is to have items that are subject to the Academic Senate's agreement or approval acted on first by the Academic Senate before being acted on by the College Council. College Council only makes recommendations to the Superintendent/President. All committees responsible for resource plans will send recommendations to both the Academic Senate and the college Council for review at the same time.



**MINUTES FROM
STANDING
COMMITTEES**

IVC Academic Senate

Approved Minutes

June 3, 2009

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call and Announcements**

Present: Krista Byrd, Melani Guinn, Cesar Guzman, Michael Heumann, Kseniya Kareva, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Toni Pfister, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes, Kathy Berry, Chantilee Mendenhall

Excused: Rosalba Jepson, Thomas Paine, Suzanne Gretz

Absent: James Patterson, Rosa Pitones

Visitors: Efrain Silva, Carlos Fletes, Jon Lau, Steven Sciaky, Robin Ying, Frances Beope, Sheila Dorsey-Freeman

Senator Nunez reports that the Academic Senate has given out eight scholarships at \$500 apiece.
- III. **Treasurer's Report**

\$4,263
- IV. **Visitor Comments**
 - Senator Zobell announced that this was her final senate meeting. She expressed her thanks for her fellow senators.
 - Senator Heumann thanked President Seivertson for his service as President, and he wished Kevin White the best of luck next year when he becomes President.
- V. **Consent Agenda**
 1. Minutes of May 20, 2009.
M/S/C (Zobell/Scott) to approve the above item as corrected.
- VI. **Reports**
 1. CFO: 2009-10 tentative budget (draft) update
 - Vice President Lau noted that the budget is arriving late this year due to the ever-changing situation in Sacramento.
 - He shared with the Senate the current and proposed budgets for 08-09 and 09-10. He noted that a lot of the current reserves will be used this year to balance the budget, meaning that there will be significantly lower resources available next year to balance the budget.

- He noted that the revenue figure of 1% growth being funded is high; it will be 0%. Hence, the college will need to cut services in order to remain fiscally solvent.
 - The vice presidents are meeting with Dr. Gould to deal with the budget deficit. They hope to come up with a strategy to balance the budget. They will bring this strategy back to the Senate. The goal is to preserve the core business of the college.
 - The cuts we need to make need to total up to 14% of the current budget.
 - Senator Byrd asked what “core business” actually means. Lau noted that this term is open to interpretation. However some define it, others will disagree. But decisions need to be made.
 - Byrd noted that the students are nervous that the college might be cancelling summer session entirely. Vice President Berry and Lau both said that this would not happen.
 - Frances Beope said that administrators, classified managers, adjuncts, and other groups that “meet and confer” regarding salaries should take the initiative to start the cost-cutting process.
 - President Seivertson asked if the budget would be sent to the board on June 17. Lau said it would. However, it would be “tweaked” over the summer because this is such an abnormal year.
 - Seivertson wondered if the Senate should meet next week for an emergency budget meeting. Lau said that might be necessary.
 - Seivertson asked if tuition would be raised; Lau said that tuition might be raised but the specifics are not clear at this time.
 - Nunez asked why summer session should not simply be cancelled rather than be reduced. Berry noted that the timing for this crisis did not allow for this, as it would put economic strain on employees who were unable to plan for this unexpected situation. Plus, we need courses so that we do not fall below the cap and (hence) lose more revenue later. Instead, the summer offerings will be reduced by 25%.
 - Carlos Fletes noted that the state is proposing to fund growth for this year, and the FTES for summer is for this year, not next year.
 - Seivertson noted in response to Berry’s comments that it is not the college’s job to pay people’s mortgages.
 - Senator Guinn asked if the adjunct rate would change; Lau said that this is being discussed as part of contract negotiations.
 - In response to Seivertson’s earlier point, Byrd noted that faculty who teach a lot of classes teach for the students, not for the salaries. She disliked the fact that many on campus are blaming “greedy faculty” for causing these financial problems.
2. President
 - No report
 3. Past President

- Carnes noted that this was his last meeting of the Senate. He said to never underestimate the value of the senate. It is a vital institution that truly distinguishes us from K-12. Never let go of it or dilute it. The state structure does not control IVC's senate, so remember this. It is *your* senate.
4. VP of Instruction
- Berry said that the Educational Master Plan is finished. She commended the committee for their work. We now have a very good picture of what our college needs going forward.
 - She stated that we need more training, and we need to work to be more comprehensive with our reviews. We also need rationale for everything we spend money on.
 - Program reviews in future will be done by Fall and go to shared governance starting in January.
 - As stated earlier, the summer session was cut by 25% and \$200,000 was removed from the cost of summer. She asked division chairs to cut 10% for 09-10 as an exercise to see how difficult this process would be.
 - The fall course schedule was reduced significantly, as well.
 - There is a proposal to defund physical education to non-credit rates. This includes performing arts. The chancellor's office has asked the state to reduce apportionment and not to defund programs. She urges the senate to write a letter to the state arguing for the true importance of higher education.
 - Berry noted that finals should be given during final's week. She also noted that faculty must turn in grades on time for the benefit of all students.
5. BSI Coordinator
- Berry noted that we are going to have a summer institute. Those classes will go. This is a pilot program and the hope is that it will return for future sessions.
5. SLO Coordinator
- Pfister said that 84% of SLO forms have been submitted, but only 18% of assessment forms have reached her. The deadline is June 30. She has sent out reminders and will send out more reminders as the deadline approaches.
 - The committee is working on new things for next year (such as a rubric). She asked for ideas for increasing form submissions.
 - Pfister asked what should happen to those people who refuse to participate in this process. Several different answers came up, including calling public attention to those who do not participate (essentially, to shame them into action).
6. Distance Education Committee
- The DE committee discussed the evaluation of new online classes and how DE classes would fit into the overall tenure review process. A policy for evaluating online course content was voted on and passed at

the last meeting. That policy serves as the committee's recommendation for ensuring quality online courses at IVC. The policy will be passed onto the faculty and district negotiating teams for the upcoming contract negotiations.

- Tech Camp 2009 will take place August 18 and 19. The first day is designed for those faculty members who have not attended tech camps in the past. The focus will be on sharing different ways to use technology to expand and enhance traditional classes. We will also be previewing a new course called Etudes 101, which will be a face-to-face version of the online Etudes 101 course that our DE faculty have all taken. Etudes 101 is required for anyone who wants to use Etudes for their classes.
 - The second day of tech camp is being called "Veteran's Day," and it is open to all past tech camp participants. The focus of this day will be to share our experiences with online teaching and to learn more about the latest tools available for DE teachers.
7. ASG President
- Steven Sciaky introduced himself as the new ASG President. He noted that he is preparing for the Spring Awards banquet that is held June 5. Dinner is at 6 PM. He hopes many faculty members will attend.
8. 1st Step: Frances Beope
- Beope said that counselors tested 1,145 prospective students on the high school campuses. They also advised all of these students. Of these, 1,045 are eligible for the 1st Step program. She is asking for volunteers to participate in this program on July 11.
7. Rafael Santos Award: Rosa Pitones
- Norma Nunez announced that Gaylla Finnell has won the award. Congratulations were sent out to her for all of her exemplary work.

VII. **Academic and Professional Matters**

1. Paperless Senate
- M/S/C (Heumann/Zobell) to move to paperless senate meetings in the future.

VIII. **Discussion**

1. AlertU Text Messaging System: Thomas Paine
- Senator Paine was not present, so the issue was tabled.
2. Equivalency
- Julie Craven was not present, so the issue was tabled.
3. Special Meeting: Budget
- The item was discussed earlier.

IX. **Committees**

1. Budget and Planning – The committee will meet on Friday, June 5, and again the following week.
2. C and I – No report; there is a meeting on June 4.

3. College Council – The council elected a new Vice Chair, Jessica Waddell. They also approved the Computer Network Use Policy. Finally, the administrative reorganization plans were discussed briefly. The reorganization of Business, Student Services, and the President’s office were on schedule to take place July 1. No specific timetable was discussed for the changes to Academic Services.
 4. Equivalency – There were two applicants who were denied equivalency.
 5. Policies and Procedures Review – No meetings
 6. Administrative Council – GLEAM presentations were made.
- X. M/S/C (Zobell/Nunez) to adjourn the meeting at 2:54 pm.**



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE

Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 3:00 p.m. on Monday, May 18, 2009.

I. Roll Call

Present: Gina Madrid, Judy Santistevan, Bill Gay, Ted Ceasar, Miriam Trejo, Larry Valenzuela, and Travis Gregory.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 3:00 pm by Travis Gregory, Committee Chair.

III. Approval of minutes

A motion to approve the minutes dated March 16, 2009 was moved by Miriam Trejo and seconded by Ted Ceasar. The minutes were unanimously approved.

IV. Old Business

Alert U Emergency Notification System

Alert U is an emergency notification system. In the event of an emergency, designated Administrators are authorized to send alert messages to subscribers' mobile devices. Students, staff and community members may subscribe to Alert U by visiting the IVC website at <http://www.imperial.edu/>. The service is free, but standard text messaging rates may apply.

Committee members emphasized the importance of informing students. It was proposed to post the Alert U widget on Facebook and Twitter, include information on the catalog, post information on the electronic billboard, and the possibility to send information to students via email.

Environmental Health and Safety Committee By Laws

The standing rules of the Environmental and Safety Committee were reviewed. A motion to send the revised bylaws to College Council for approval was moved by Ted Ceasar and seconded by Miriam Trejo. The motion was unanimously ratified.

PA System Test Update

The current PA system may be used as an emergency notification system. The Technology department conducted a random test to determine the effectiveness of the system. The overall results were satisfactory. A minor problem identified during the test was the volume of some classroom phones. If volume is too low, the message may not be audible. Adjusting the phone volume may solve the issue.

Emergency Information for Classroom Phones

The emergency handout was reviewed; a copy will be posted by each phone in every classroom.

V. New Business

Active Shooter Policy

The revised procedure will be sent to the Policies and Procedure Committee.

Parking Control Statistics

Copies of Imperial Valley College Incident Log (2008-09) were distributed and reviewed. In compliance with the Clery Act, the Parking Control office has drafted a safety brochure. The brochure includes campus crime statistics and emergency contact numbers.

Emergency Training for Administrators

An outside governmental agency will be hosting a training session on "Campus Safety." The workshop will be held at Southwest High School on August 14, 2009.

VI. Adjournment

The meeting was adjourned at 4:00 p.m.



Planning and Budget Committee
June 12, 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
_Dave Drury, Faculty alternate

Non-Voting

_Kathy Berry, VP Academic Services

Call to order

The special meeting of the Planning and Budget Committee was called to order by Carlos Fletes, Director of Fiscal Services at 9:05 a.m. in the Board Room.

Approval of minutes: M/S/C Seivertson/Heumann to approve the minutes of the May 27, June 5 and June 10, 2009 meetings, as presented.

Note: This meeting was digitally recorded and the mp3 file is available.

Recommendation to Superintendent/President regarding 2009-10 Tentative Budget: M/S/C Seivertson/Zhao to recommend that the Board accept the 2009-10 Tentative budget with \$1,022,939 of placeholders, with the understanding that the placeholders will be addressed before the adoption of the final budget. The committee further recommended that if excess funds become available that the committee have input into the restoration of budget cuts.

Program Reduced	Budgeted Amount	Planning & Budget	Actual	Place Holder
GASB 45	\$ 500,000	\$ 200,000	\$ 300,000	
Supplies (4000 except Lottery)	\$ 935,977	\$ 200,000	\$ 573,708	\$ 217,292
Travel, Mileage, Consultants, Mbshp, Subscriptions (5000)	\$ 1,055,865	\$ 485,000	\$ 301,722	
Capital Outlay (6000)	\$ 350,833	\$ 300,833	\$ 200,000	
Sub-Total		\$ 1,185,833	\$ 1,375,430	
Summer School	\$ 1,200,000	\$ 600,000	\$ 537,603	
Winter Intersession	\$ 925,000	\$ 460,000	\$ 349,353	\$ 110,647
Sub Total		\$ 1,060,000	\$ 886,956	
<u>Extended Campus</u>				
Brawley Center	\$ 96,765	\$ 96,765	\$ 96,765	
Calexico Center	\$ 422,194	\$ 42,219	\$ 42,219	
El Centro Center	\$ 716,254	\$ 71,625	\$ 71,625	
Extended Campus Admin	\$ 529,005	\$ 52,900	\$ 52,900	
Sub Total		\$ 263,509	\$ 263,509	

Non-credit	\$ 239,788	\$ 120,000	\$ 190,000	
Athletics	\$ 437,705	\$ 106,000		
4-Day Workweek Energy	?	\$ -		
Sub-Total		\$ 226,000	\$ 190,000	
Retirement Savings	\$ 1,463,179	\$ 960,000	\$ 757,927	
Overload/Adjunct Pay	\$ 3,959,028	\$ 365,183	\$ 489,856	
Classified overtime	\$ 103,472	\$ 50,000	\$ 74,965	
Reduction of adjunct fac	\$ -	\$ -		
Staff Reduction/Attrition, Furlough	\$ -	\$ -		\$ 300,000
Student Employment		\$ 75,000	\$ 185,321	
Committee Pay	\$ 105,000	\$ 80,000	\$ 80,000	
Release Time	\$ 1,180,000	\$ 295,000		\$ 395,000
Step Increases	\$ 760,000	\$ 760,000		
Sub-Total		\$ 2,585,183	\$ 1,588,069	
Proj fund balance		\$ 500,000	\$ 500,000	
Total	\$ 14,980,065	\$ 5,820,525	\$ 4,803,964	\$ 1,022,939
			\$ 5,826,903	

Carlos Fletes noted the following:

- Lottery funds were less than expected; \$217,000 will have to be found elsewhere.
- More work is needed to allocate budget cuts to line items before the Final Budget is adopted in September.
- There will be a projected 10% reserve if all placeholder cuts are made; 1% of reserve is equal to about \$350,000.
- The retirement savings amount is based on 60% of retirees not being replaced, but it is a variable amount because of the pay rates of the replacements. The retirement savings is not final, and the budget will be adjusted in terms of what positions are actually replaced.

John Lau reported that:

- CTA has tentatively agreed to freeze the adjunct/overload rate at \$55.00.
- It is important to look at revenue generation to be sure that classes have not been cut too much; a FTE plan is needed.
- There is \$100,000 left in capital outlay expense which is committed to projects.
- Services in Purchasing, Maintenance and the Business Office will be affected by the non-replacement of personnel. Purchasing is a one-person office, the Business Office has

three people retiring and Maintenance will have five less people, but 70,000 square feet (Science Building) is being added. The campus will be seeing a change in the level of services being provided and how business is done.

- Funds for student employment have been completely eliminated. Only work study students paid 100% from Financial Aid funds will be employed after July 1.
- GASB 45: Funding for 2009-10 was proposed at \$500,000, but has been cut to \$200,000, but it is open to discussion. VP Lau stated the money could go into a board designated reserve fund for the first year rather than an irrevocable trust so that the funds could be available in case of an emergency.
- There are other areas that may need to be re-visited and more cuts are possible.
- Revenue is uncertain, there is a possible loss of \$500,000 in state funding and the property tax revenue may be less than projected.
- The use of reserve will have to be looked at. Next year's budget situation may be worse.
- If funds are restored, it must be done by priorities and the Educational Master Plan has to be adhered to.
- The work of the division chairs is much appreciated. The Business Office will meet with them to continue to address budget challenges. The next step will be fine tuning the budget cuts; a total of \$5.8 million is needed. The money has to be found, while preserving the core services of the College.

Comments from Committee:

- VP Berry stated that low enrollment classes are being cancelled for the Summer session. There are few part time instructors teaching this summer.
- Eric Jacobson stated that information to staff is needed to quell rumors and address concerns about jobs.
- It was noted that there are rumors in the community that summer session has been cancelled.

Meeting adjourned at 9:37 a.m.



Budget and Fiscal Planning Committee

August 26, 2009

Members Present:

John Lau, VP for Bus Svcs, chair
Dr. Victor Jaime, Admin. Rep.
Kevin White, 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

Call to order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 1:30 p.m.

ACTION

1. **Approval of minutes:** *M/S/C Jaime/Kakiuchi to approve the minutes of the June 12, 2009 meeting as presented.*

DISCUSSION/INFORMATION

1. **Name of Committee:** VP Lau reported that the name of the committee has been changed by board action from the Planning and Budget Committee to the Budget and Fiscal Planning Committee (Board Resolution 14419, July 15, 2009).
2. **State budget update:** VP Lau reported that he and Carlos Fletes, Director of Fiscal Services recently attended a state budget workshop. The College has lost \$1.2 in revenue due to a reduction of the FTE the state will pay for to 6923 (workload reduction), there are also budget cuts that will have a tremendous impact on categorical programs. There is a chance of more budget cuts in December if the state does not meet its revenue projections. The current state budget is being balanced with one time measures, such as deferring payments. There is at least an 18 month turn around before any effects of an economic recovery are felt. The State is not certifying the amount of federal stimulus money that colleges will receive at this time. Mr. Lau stressed that stimulus funds are one-time monies.
3. **IVC Budget update:** The Chancellor's Office has reduced the College's workload (the FTE the state will pay for) from the 7200 FTE that was funded last year to 6963 for 2009-10. This reduction amounts to a \$1.2 million loss of revenue. There is a reduction to property taxes in the amount of \$200,000, for a \$1.4 total revenue reduction. There is also the possibility that the 7200 FTE for 2008-09 could be reduced in February. The increase in student fees to \$26 a unit does not add revenue to the college because the amount of student fees charged comes off the College's apportionment.

Mr. Lau stated that the College must budget to its revenue; global cuts are needed to achieve a balanced budget. The College must be sure that it achieves the amount of FTE that it will be

paid for. Enrollment management is the key to budgeting correctly, and it must drive the budget.

- a. The final budget must be adopted by the Board of Trustees by October 15, 2009.
 - b. Categorical budgets: There is a 32% reduction of state funding for categorical programs which will be a 16% cut if all federal funding is realized. Due to uncertainty about what the federal funding will be, the state has only certified the amount of state funding for categorical programs. Federal funds will be one-time monies; therefore, it is important to plan for a worst case scenario for next year for categorical programs. The cuts to categorical programs affect all community colleges in California. There is a possibility of some programs being completely eliminated. Dr. Jaime will present a plan for categorical programs to the committee.
4. Resource Allocation update (report on site visit to Los Rios CCD – Kevin White, Marilyn Boyle): Marilyn Boyle reported that Los Rios CCD has been using resource allocation for the past 20 years; the plan contains formulas for everything including productivity and efficiency. Salary and benefits account for 80% of the total budget, and the district has a 9% reserve. All employees share in the “bucket”, except the president. The Los Rios faculty and classified she talked to seemed to like the plan because it was a “proportionate system”; all employees shared in the budget ups and downs. The plan also provided for the banking of funds to address future budget reductions. Kevin White stated that he spoke to the faculty representative and there seems to be buy-in from the unions. John Lau stated that IVC’s challenge is to balance the budget and it will take at least a three year period for a transition to occur.
 5. Fiscal Health Risk Analysis: John Lau asked committee members to do one page of the risk analysis per meeting, the exercise will help the committee identify areas of concerns.
 6. Next Meeting: September 16, 2009, 3:30 p.m.

Meeting adjourned at 2:40 p.m.



Budget and Fiscal Planning Committee

September 16, 2009

Members Present:

John Lau, VP for Business Services, Chair
Dr. Victor Jaime, Administrative Representative
Kevin White, Academic Senate President
Dr. Michael Heumann, College Council Chair
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
John Abarca, CSEA Representative
Steven Sciaky, ASG President
Dave Drury, Faculty Alternate
Non-Voting
Kathy Berry, Vice President for Academic Services

Note: This meeting was digitally recorded and the mp3 file is available on the committee's web page.

Call to order: The special meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 3:40 p.m.

ACTION: There were no action items.

INFORMATION

- 2009-10 Budget: Copies of the 2009-10 "Draft" Final Budget were distributed to committee members for review; discussion and action will take place at the next meeting.

DISCUSSION

- Three year budget analysis: Carlos Fletes distributed the following three year funding analysis, dated September 16, 2009.

	<u>08-09</u> Budget	<u>08-09</u> Actual	<u>09-10</u> Proposed Budget	<u>10-11</u> Proposed Budget
Fed Revenue	2,843	2,312	531	531
State Revenue	29,336,593	29,910,045	29,158,592	29,158,592
Local Revenue	7,872,525	7,824,460	7,902,806	7,902,806
Total Revenue	37,211,961	37,736,817	37,061,929	37,061,929
Cert Salaries	18,192,845	18,176,241	18,405,908	18,405,908
CL Salaries	7,390,139	7,045,887	7,210,990	7,210,990
Benefits	8,194,949	8,225,548	8,863,546	8,863,546
Supplies	1,008,269	725,353	722,297	722,297
Services	3,784,530	3,502,029	3,460,087	3,460,087
Capital Outlay	371,169	236,706	217,961	217,961
	38,941,901	37,911,764	38,880,789	38,880,789
Other outgo	920,983	920,917	849,000	849,000
Total Expenses/other	39,862,884	38,832,681	39,729,789	39,729,789
Surplus/-deficit	-2,650,923	-1,095,864	-2,667,860	-2,667,860

Beginning Reserves	6,828,764	6,828,764	4,956,442	2,188,582
Prior year adjustments		-776,458		
Adjusted Beg Balance		6,052,306		
Ending Reserves	4,177,841	4,956,442	2,288,582	-479,278
% of unrestricted GF	10.48%	12.76%	5.76%	-1.21%
Adjustments to fund balance				
Retiree Vacation Accrual			-100,000	
New projected reserves	4,177,841	4,956,442	2,188,582	-479,278
% of unrestricted Gen Fund	10.48%	12.76%	5.51%	-1.21%
New projected deficit	-2,650,923.00	-1,095,864.00	-2,767,860.00	-2,667,860.00

2008-09: The \$2.6 million projected deficit ended up at \$1.1 million due to some unanticipated one-time revenue (interest from the County of Imperial); classified salaries were under budget due to unfilled positions; overall expenditures for services, supplies and capital outlay were less than budgeted. The prior year adjustment of \$776,458 is due to student accounts that will be turned over to collections.

2009-10: The State will fund 6960 FTE for 2009-10; it was 7200 for 2008-09. Enrollment projections show 6400 FTE to be generated for Spring and Fall; Winter has historically generated 450 FTE. The committee discussed placing more emphasis on Winter session and scheduling Summer based on financial and student needs. John Lau stated that the state budget situation is very fluid; mid-year cuts are possible in February. GASB 45 is not being funded in this budget, but at some point the college must address its unfunded liability.

2. Cost savings/containment measures: VP Lau stated that the committee must come up with a budget recommendation, and it needs to take a global view. Program reduction and ways of reducing labor costs need to be considered. He hoped that the recommendation the committee makes addresses the deficit. He acknowledged that the committee won't be able to find the entire \$2.7 million, but to keep in mind that next year reserve funds won't be available to balance the budget. Carlos Fletes stated that a detailed plan is needed, general reductions are hard to implement at the line item level.

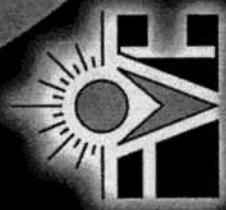
Meeting adjourned at 4:29 p.m.

DISCUSSION AND INFORMATION ITEMS

IMPERIAL VALLEY COLLEGE



2009-2010 STRATEGIC PLAN



Aerial photos of Imperial Valley College campus looking West.
2009 photo courtesy of Steve Bushara Photography - El Centro

When that campus opened about two years later, it served less than 1,000 students. Over the last five decades, IVC has grown into a medium sized institution and today serves more than 8,000 students.

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Almost exactly a year later (on October 4, 1960) the people of Imperial County went back to the ballot box and set an all time state record when they voted by a ratio of thirteen to one to approve bonds to finance construction of a new campus on Aten Road.



IMPERIAL VALLEY COLLEGE
P.O. Box 158 • Imperial, CA 92251
www.imperial.edu

Preparing for the next 50 years

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, to assist students in career preparation, and to assist students in continuing education.

This process is grounded by the college mission, has its foundation in the Educational Master Plan/Program Review outcomes, and is driven by the shared priorities of the campus governance groups through their participation in the Strategic Planning Committee.

Description of the Strategic Planning Process

In 2008, the Imperial Community College District Board of Trustees approved the formation of a strategic planning committee that includes representatives from all shared governance constituencies including faculty, classified staff, students, and administration. The committee was charged with bringing together the planning processes of numerous campus-wide committees into an overarching district planning framework. This all-inclusive framework enables the committee to identify the most critical and campus-wide priorities and articulate them as strategic goals for the district.

As the planning process evolved it was determined that a more clearly defined evaluation process was needed to ensure that the Educational Master Plan and the Strategic Plan were synchronized effectively to best meet the educational needs of the community. As a result, the District's Mission and Educational Master Plan became the foundation for future strategic exploration. The planning effort was guided by three primary principles: 1) improving student learning and educational effectiveness; 2) using performance metrics and assessment results to make constructive changes; and 3) incorporating broad-based communication, dialogue, and information and data exchange across the key stakeholders.

This final product of the strategic planning process is grounded by the college mission, has its foundation in the Educational Master Plan/Program Review outcomes, and is driven by the shared priorities of the campus governance groups through their participation in the Strategic Planning Committee.

Mission, Educational Master Plan & Values

Mission Statement

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Educational Master Plan Goals

GOAL ONE (Student Success): Enable students to attain their educational goals, including degrees and certificates, transfer, job placement and advancement, basic skills, and lifelong learning through curricula driven by student learning outcomes and emerging opportunities in the community at large.

GOAL TWO (Excellence in Education): Provide a college environment that attracts diverse, exceptional faculty and staff who support and respond to the higher education needs of the students and community.

GOAL THREE (Develop Resources and Increase College Effectiveness): Develop and manage human, physical and financial resources to improve organizational processes and effectively support the learning environment.

Institutional Values

All people should have the opportunity to reach their full educational potential.

An educated citizenry is the bases for democracy.

A college should embrace diversity in all its forms.

A college should strive for innovation and creativity.

All people have the right to access quality higher education.

All people should have access to lifelong learning.

Institutional Student Learning Outcomes

Communication Skills

Critical Thinking Skills

Personal Responsibility

Information Literacy

Global Awareness

2009-2010 STRATEGIC PLAN

2009-10 Strategic Planning Committee

- John Lau, Chair
- Academic Senate
- Associated Student Government
- Campus Operations
- College Council
- Extended Campus
- Planning and Budget Committee
- Technology Planning Committee
- Vice President for Business Services
- Vacant
- Steven Sciaky
- Gonzalo Huerta
- Dr. Bruce Seivertson
- Efrain Silva
- Betty Kakuichi
- Dr. Robin Ying (Dr. Jim Fisher, alternate)



Mission Statement

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, to assist students in achieving their educational and career goals, and community.

In 2008, the Imperial Community College District Board of Trustees approved the formation of a strategic planning committee that includes representatives from all shared governance constituencies including faculty, classified staff, students, and administration. The committee was charged with the following mission statement:

For Placement Only
 Imperial Valley College - Main Campus
 380 E. Aten Road - Imperial, CA

As the planning process evolved it was determined that a more clearly defined evaluation process was needed to ensure that the Educational Master Plan and the Strategic Plan were synchronized effectively to best meet the educational needs of the community. As a result, the District's Mission and Educational Master Plan became the foundation for future strategic exploration. The planning effort was guided by three primary principles: 1) improving student learning and educational effectiveness; 2) using performance metrics and assessment results to make constructive changes; and 3) incorporating broad-based communication, dialogue, and information and data exchange across the key stakeholders.

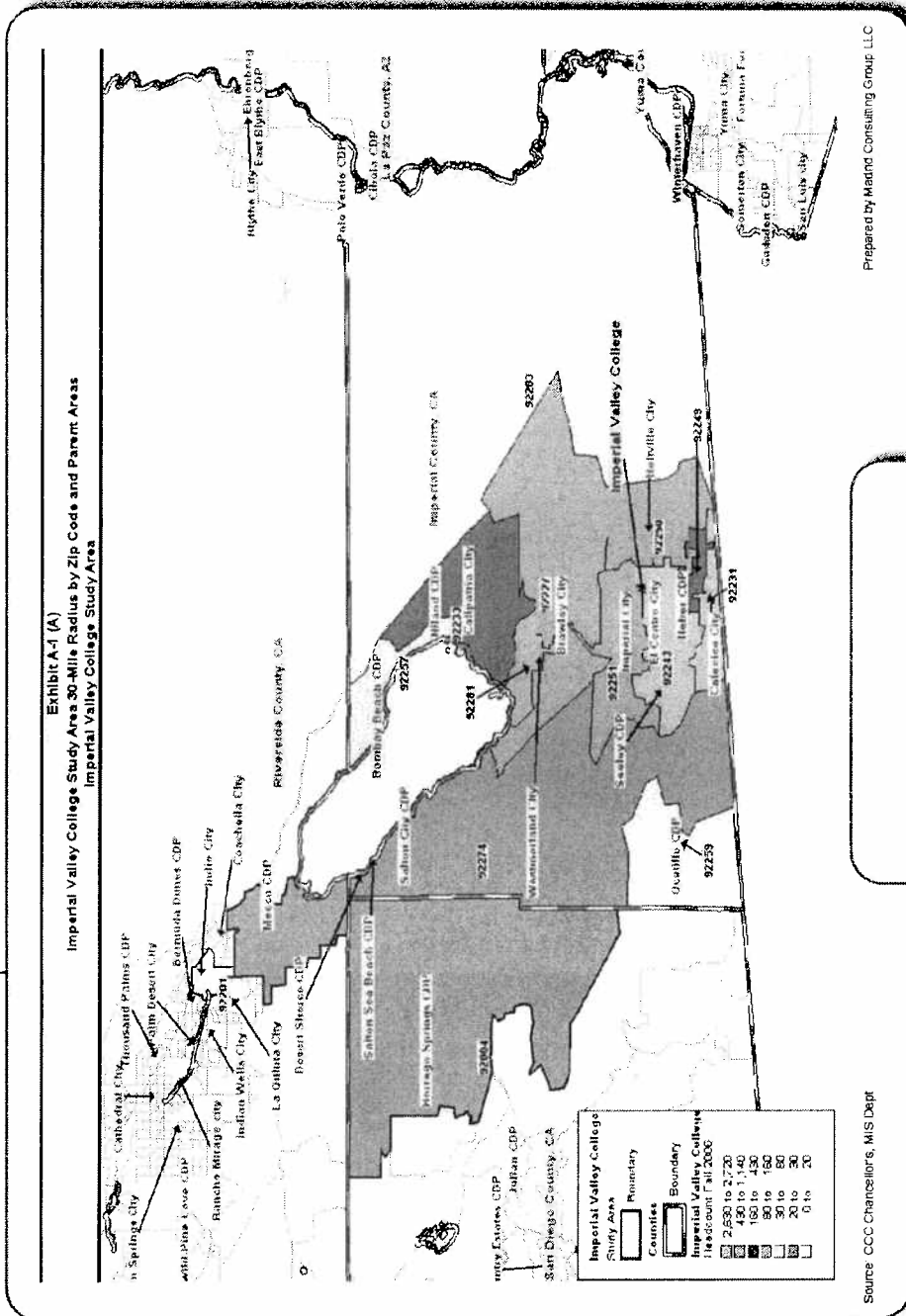
Imperial Valley College
 El Centro Extended Campus
 301 N orth Imperial Ave. • El Centro, CA



Imperial Valley College
 Calexico Extended Campus
 1501 West Imperial Ave. • Calexico, CA

Mission Statement

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, to assist students in achieving their educational and career goals, and community.



Map Detail
 Showing main campus &
 the two extended campus locations



1

Strategic Goal One

Strengthen and Expand Support Services to Respond to Changing Student Needs

OBJECTIVES

- Maintain and expand enrichment programs that embrace diversity and support disadvantaged students
- Increase student engagement with the college and the community
- Develop systems to ensure that support services complement student learning outcomes inside and outside the classroom
- Structure support services that are seamless, responsive and efficient
- Ensure that student learning is a central component of all support services



Ensure that students have the tools and support necessary to persist and succeed

2

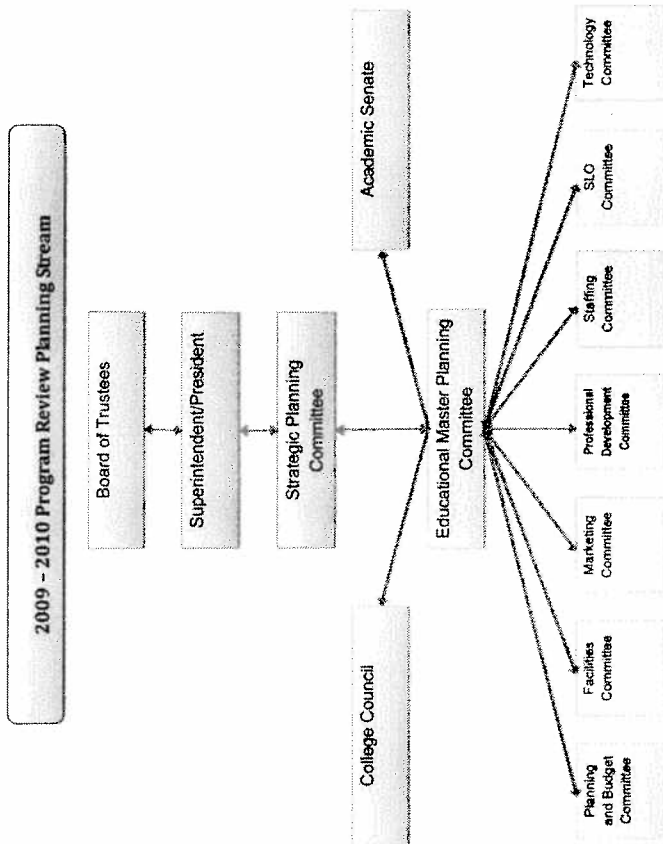
Strategic Goal Two

Increase Access to Continuing and Higher Higher Education Opportunities for All

OBJECTIVES

- Complete the implementation of the Basic Skills Enhancement plan
- Provide seamless and student-focused transfer pathways from non-credit to credit programs, and credit programs to Baccalaureate institutions
- Strengthen curricular linkages with K-12 partners to improve alignment for student learning and academic achievement

Ensure that the residents of Imperial County of any race, sex, age, color, ethnicity and economic means have access to a college education and all of the life-long benefits that come with it.



Description of the Strategic Planning Process

In 2008, the Imperial Community College District Board of Trustees approved the formation of a strategic planning committee that includes representatives from all shared governance constituencies including faculty, classified staff, students, and administration. The committee was charged with bringing together the planning processes of numerous campus-wide committees into an overarching district planning framework. This all-inclusive framework enables the committee to identify the most critical and campus-wide priorities and articulate them as strategic goals for the district.

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As a result, the strategic planning process is grounded by the college mission, has its foundation in the Educational Master Plan/Program Review outcomes, and is driven by the shared priorities of the campus governance groups through their participation in the Strategic Planning Committee.

Strategic Goal Three

Enhance Professional Development and Adapt to a Changing Fiscal Environment with a Sound Fiscal Strategy

3

OBJECTIVES

- Promote GLEAM (Gaining Leadership Expertise, Aptitude, and Mentoring) in support of succession planning
- Encourage the professional development of faculty and administrators through graduate study and special programs
- Sustain and expand classified staff professional development opportunities and programs
- Implement Human Resources practices that support development
- Ensure maintenance of a balanced budget in line with annual state allocations
- Eliminate the district's reliance upon one-time funding
- Improve the fund-raising effectiveness of the college and the IVC Foundation



Ensure that we invest in our most valuable asset while maintaining fiscal integrity and responsibility.

Strategic Goal Four

Strengthen Our Internal and External Organizational Communications Practices

4

OBJECTIVES

- Increase use of electronic technologies to enhance and expand existing methods for web-based marketing and customized e-mail marketing
- Expand methods of identifying and tracking alumni and establish a district-wide alumni database that includes reliable contact information
- Identify, recommend, and implement cost-cutting measures for effective marketing and outreach campaigns



Ensure that information is accurate, consistent, relevant, and credible.



ACTION ITEMS

Whereas the original purpose of the allusers@imperial.edu email account was to disseminate information to the IVC campus community while the purpose of the opencomm@imperial.edu email address was to direct non-college business conversations away from the allusers account;

Whereas messages to allusers are sent out to every email address at Imperial Valley College (IVC) but opencomm has, since 2006, been limited to subscribers only, and, as a result, many individuals choose to use allusers for discussions of campus and current events instead of opencomm; and

Whereas the volume of emails sent through allusers often overwhelms user email accounts, so that crucial information is lost or ignored;

Therefore, the College Council of Imperial Valley College calls on the Technology Planning Committee to develop a moderated “allusers” email system that will eliminate the ability for users to reply to or comment on announcements;

Therefore the College Council of Imperial Valley College also calls on the Technology Planning Committee to identify a suitable method for ensuring rich, rewarding discussions continue but do not interfere or overwhelm information necessary for the college’s work;

Therefore, the College Council of Imperial Valley College calls on the Technology Planning Committee to present its recommendations by the November 23, 2009, meeting of College Council.

IMPERIAL VALLEY COLLEGE

Standing Rules of the Facilities & Environmental Improvement Committee

Access to the Facilities & Environmental Improvement Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Facilities & Environmental Improvement 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 Facilities & Environmental Improvement 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 Facilities & Environmental Improvement 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 6 members.
2. Constituent groups may designate up to three alternates who may serve during a Facilities & Environmental Improvement Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee.
2. The vice chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Greening Committee and be a member of Facilities & Environmental Improvement Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Facilities & Environmental Improvement Committee.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

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

1. The Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee.
5. The Facilities & Environmental Improvement 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 Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee members.

PURPOSE

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE

The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's "greening" efforts and on future plans for increased environmental sustainability.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Facilities & Environmental Improvement Committee are:
 - Three faculty members appointed by Academic Senate: and 1 alternate
 - Three classified members appointed by CSEA: and 1 alternate
 - Three administrators: appointed by the Administrative Council: and 1 alternate
 - One members of the CMCA appointed by CMCA: and 1 alternate
 - One student at large appointed by ASG: and 1 alternate
 - Consultant Representative will be the Director of Maintenance and Operations.
- ❖ Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- ❖ Terms for student representatives shall be for one year.
3. A Chair and Vice-Chair will be elected by the members of the Facilities & Environmental Improvement Committee.
4. The Facilities & Environmental Improvement 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 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 IT 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.