



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 11, 2010 – 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:

Sergio Lopez, Administrative Representative
Alfredo Cuellar, Administrator Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Kevin White, Faculty Representative
Martha Garcia, Faculty Representative

Laura Hartsock, Classified Representative
Michael Boyle, Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

Joe Trejo, Student Representative
Daniel Bermudez, Student Representative
Jesus Gallegos, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Taylor Ruhl, Administrative Representative
Jan Magno, Alternate Administrative Representative
Miriam Trejo, Classified Representative
Marilyn Boyle, Alternate Classified Representative
Martha P. Garcia, Alternate CMCA Representative

Others Present:

Efrain Silva, Gaylla Finnell, Todd Finnell, Rosanna Lugo, Victor Jaime

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

Dean Ceasar announced the Mel Wendrick Memorial Recognition Ceremony would take place on Monday, October 18, 2010 at 1:30 p.m. in the Science Building Lecture Room 2734.

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 27, 2010

M/S/C Sergio Lopez/Martha Garcia to approve the Minutes of September 27, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council

Chair Heumann announced the District had received the ATLAS Grant which would be beneficial to the college.

Program Review

Vice President for Academic Services Kathy Berry was not present.

Budget Update

Vice President for Business Services John Lau was not present at the meeting; Director Carlos Fuentes reported the following on his behalf:

- Reported that on October 8th legislature approved a budget plan which includes a 2.2% enrollment growth for community colleges; \$35 million to backfill categorical cuts; \$25 million for Economic Workforce Development programs; \$20 million for Career Technology programs; and no cost of living adjustment. He stated, however, the funding for these two programs would not be received until July 1, 2011.
- Reported the budget has not been approved or signed by the Governor.

ASG President Update

Associate Student Government President Joe Trejo reported the following:

- Announced the Health Fair was held on Monday, October 4, 2010 and there was good student participation.
- Reported IVC Idol was held on Tuesday, October 5, 2010 and there was a good turnout.
- Announced a hypnotist would be on campus on November 9th.
- Announced ASG senators would be attending a Student Leadership Conference in October.

President Update

President Gould reported the following:

- Announced that a Special Board meeting is scheduled for Thursday, October 14, 2010 to ratify the 2010-11 District Budget.
- Announced the Deferral of \$189 million dollars to 2011-12 fiscal year, and stated he did not know what the impact on the District would be until there is news from the State Chancellor's Office. He indicated there would probably be a mid-year cuts.
- Reported that the District would be going forward in borrowing against anticipated tax revenues from the County of Imperial.
- Announced three Board of Trustee seats are up for election and two are contested.
- Announced a Board Orientation would take place today at 5:00 p.m. for all candidates.
- Met with SDSU President Weber and discussed the next Title V Cooperative Grant.

COMMITTEE REPORTS

Academic Senate - Kevin White

- Announced James Paterson as the new co-chair of the Curriculum Committee.
- Reported he is working with Webmaster Ramos to update the Academic Senate Website.
- Announced Tim Nakamura gave a presentation on the Door Bloks safety feature and the Senate would be voting on this item at the next meeting.

Environmental Health & Safety Committee – Jessica Waddell

- Announced the committee also discussed the Door Bloks.
- Reported there was discussion about a new speaker system called Loud Mouth to be place around the campus as a P.A. System.

Budget and Fiscal Planning Committee - Carlos Fletes

- Announced the committee met on Wednesday, October 4, 2010. The committee voted on the 2010-11 Budget.

Facilities and Environmental Improvement Committee – Jessica Waddell

- Announced the next Meeting is scheduled for Monday, October 18, 2010.

Marketing Committee – Rosanna Lugo

- Announced the upcoming Open House is scheduled for October 30, 2010 and passed out flyers.

Technology Planning Committee – Todd Finnell

- Announced the committee met on Wednesday, October 6, 2010 and discussed the following:
 - o Reaffirm purpose and structure of the committee and made some changes to the Standing Rules.
 - o Meetings are to be held the second Thursday of each month from 1:30 p.m. to 3:30 p.m.
 - o Discussed two existing subcommittees, BANNER User Group and IVC Website and indicated the IVC website would be a priority this year.
 - o There was discussion on the Technology Plan and incorporating priorities that have surfaced.
 - o There was discussion about the ATLAS Grant, services and resources.
 - o There was discussion about the Electronic Distribution List and the Managed Print Solutions.

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann

- President Gould stated the Funding Priorities for 2011-12 have been approved by the Board of Trustees; he indicated he would be forwarding the Board's goals and objectives to College Council which relate to the Educational Master Plan and Strategic Plan. He stated this begins the new budget development process and asked College Council to review and recommend additions and/or changes.

2. 2010-11 Budget – Carlos Fletes (Link Provided)

[2010-11 Draft Final Budget 10-6-10](#)

- Director Fletes gave an overview of the changes to the 2010-11 Final Proposed Budget which was presented to the Board in June. He stated the changes caused the unrestricted District reserve to drop to 5.08% from 6.97% in June. He indicated that part of the changes included \$250,000 to VEBA (insurance surcharge), and the five furlough days and step freezes to classified staff which were added back into the budget.
- Reported that the 2010 Budget has been sent to the President with an unfavorable vote from the Budget and Fiscal Planning Committee.
- President Gould commented and stated the resolution he received from the committee showed a no support vote to the budget. He stated this resolution should have gone through the shared governance process to College Council and Academic Senate and not directly to the President. He indicated he would respond to it.
- Academic Senate President White stated the committee was taking issue with the budget process, it was intended more as a protest to show that the committee would like to see the changes before they are handed the Budget for review and approval.

3. Electronic Distribution Lists Policy and Approach – Todd Finnell

- VP Finnell gave a demonstration of "List Manager" as a way to manage the District email distribution. He gave an overview of how an electronic distribution list works. He stated he would be sending out the guidelines presented today to Chair Heumann for distribution to College Council Members.
- VP Finnell stated the general premise is designed to improve business, serve faculty and serve students. He explained the electronic distribution list works in three tiers:
 - o Tier 1 - Highly controlled list: Emergency notification, Scheduled Maintenance Reports and System Notifications, and District communication authorized by the Office of the President.
 - o Tier 2 - District Administrative List approved by the Vice Presidents: Instruction, Business Services, Student Services, Technology, Counseling, and Maintenance.
 - o Tier 3 - District User Subscription Lists: Opencomm, foodservices, and campus events. Staff can opt in or out.
- Chair Heumann stated this item would be brought back to College Council as an action item.

4. Managed Print Solution – Todd Finnell

- VP Finnell introduced Brad Craft, President of Image Source who gave a presentation on managed print solutions. He pointed out the following features and advantages to implementing managed print solutions at the District:
 - o Environmentally friendly (cartridge are recyclable).
 - o Dedicated on-site technical support at no cost to the District.
 - o Approximately 30% savings to current cost.
 - o Copier technology replaced with state of the art models.
 - o Network capability and PDF scanning.
 - o Simplified invoicing and accountability reports.
 - o Services and supplies are included, automated supply replenishment.
 - o Real-time monitoring dispatch service (automatically dispatched).
 - o Benefits would be a reduction in electricity and cartridge expenses.
 - o Five year contract and at the end the District would own the equipment.
 - o Savings to District would be \$70,000 per year.
 - o Anticipated rollout is late November.
- Rosanna Lugo asked if there would be a feature for students to copy around campus.
- VP Finnell stated that a feature would be looked into and incorporated for students using swipe cards that could be used around campus.
- Chair Heumann stated this item would be brought back to College Council as an action item.

5. Faculty/Administrator Volunteers for Accreditation Teams WASC/ACCJC – Michael Heumann

- Chair Heumann called for volunteers to sit on this committee.
- Member Martha Garcia volunteered.
- Chair Heumann also volunteered.

ACTION ITEMS

M/S/C Jessica Waddell/Martha Garcia

- 1. Approval of Board Policy 7320 Fragrance Sensitivity – Travis Gregory**
- 2. Approval of Administrative Policy 7320 Fragrance Sensitivity - Travis Gregory**

Discussion:

Dean Caesar spoke and stated the Board Policy goes a bit too far, and understands the District should make accommodations for people that are affected. He indicated that this policy was too broad and unrealistic and should be handled on a case by case basis. He stated that the American with Disability Act (ADA) provides documentation for employers to make reasonable accommodations.

Dean Caesar further stated he had a problem with the wording “required” and recommended it be changed instead to “it be used in moderation.”

Associate VP Gregory spoke and stated that the language had been softened and changed from “scent free” to “fragrance sensitivity”. He indicated the intent of the policy is to help guide administrators when these types of issues come up. He further stated the Administrative Policy is more specific and includes case law.

President Gould stated the policy gives the District a guideline to follow when a situation of this type occurs.

Chair Heumann called for a vote. The motion carried by a 5/3 vote to adopt.

“BP 7320 Fragrance Sensitivity

*Imperial Valley College (IVC) recognizes that employees, students, and visitors to our campus may have sensitivity and/or allergic reactions to various chemical-based products. Individuals who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. In order to accommodate employees, students and visitors who are medically sensitive to the chemicals in scented products, the District requests that fragrance products (colognes, perfumes, sprays, lotions, powders, and other similar products) **that are perceptible to others** not be worn at work. The District further requests that other fragrance products (potpourri, chemical air fresheners, and so on) not be used in the workplace. If verification is established that someone on the campus will suffer potentially serious health consequences due to a fragrance product worn or used by an employee, student, or visitor, that person will be required to make appropriate accommodations.*

AP 7320 Fragrance Sensitivity

Procedures:

Employees, students, and visitors will be informed of the policy (BP 7320) through normal communication methods (e.g. website, memorandums, etc.). Any complaints or violations of this policy will be addressed as follows:

- 1. Meeting and discussing the policy with those involved in an effort to ensure awareness and identify fragrance specifics.*
- 2. Requesting that the person make an effort to remove the fragrance.*
- 3. Initiating the interactive process along with HR staff, in accordance with ADAAA (when applicable). This process may lead to physician certification(s) requests and/or a variety of reasonable accommodation options to assist in resolving the issue.*

Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating work environment under every conceivable set of circumstances. Even so, IVC wants to minimize, to the extent possible, barriers and difficulties experienced in the workplace by employees, students, and visitors who have chemical / fragrance sensitivities. IVC also requests that all offices and spaces used by the staff and their visitors remain free of chemical-based scented products.

Additional Informational links:

Accommodation and Compliance Series: Employees with Fragrance Sensitivity. Job Accommodation Network. <http://askjan.org/media/downloads/FragranceA&C-Series.pdf>

Pollution & Air Quality. The Lung Association. http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/scents-parfums_e.php

Motion carried.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 4:20 p.m.