



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 12, 2009 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Taylor Ruhl, Administrative Representative
Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Jan Magno, 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
Libertad 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, SEPTEMBER 28, 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, 9/16/09
- 2. Strategic Planning Committee, 10/8/09, 9/29/09

DISCUSSION AND INFORMATION ITEMS

- 1. Classroom Improvements Update - Michael Heumann
- 2. 2009-10 Final Budget - John Lau (Attachment 1 - Link provided)
- 3. Merging the “Environmental Health & Safety Committee,” into the “Facilities & Environmental Improvement Committee”
- 4. Technology Plan - Tina Aguirre (Attachment 2)
- 5. Marketing Plan - Bill Gay
- 6. Facilities Plan- John Lau
- 7. Budget and Fiscal Plan - John Lau
- 8. SLO Plan - Toni Pfister (Attachment 3)

ACTION ITEMS

- 1. Approval of Pandemic Influenza Trigger Guide - Travis Gregory (Attachment 4)
- 2. Approval of Staffing Plan - Travis Gregory - (Attachment 5)
- 3. Approval of Professional Development Plan - Travis Gregory (Attachment 6)
- 4. Approval of Strategic Plan - John Lau (Attachment 7 - Link provided)

ADJOURNMENT

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

2009		2010	
October 12 & 26	December 14	January 11 & 25	April 12 & 26
November 23		February 8 & 22	May 10 & 24
		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 28, 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
Taylor Ruhl, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative (Vice Chair)

Steve Sciaky, Student Representative
Libertad 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
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Miriam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, JUNE 8 SEPTEMBER 14, 2009

M/S/C Sergio Lopez/Robin Ying to approve the Minutes of September 14, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

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

- Announced that the Progress Report was provided for review and approval. She explained that the Progress Report summarizes the progress that the institution has made with program review.

Budget Update

Vice President for Business Services John Lau reported the following:

- Reported that the VPs and HR met with the President to go over the budget line by line, and stated changes would need to be made. He indicated there is a \$2.4 million deficit, and the District would be presenting to the Board a report asking them for their approval to use reserves to balance the budget this year.
- He would be asking that there be a Special Board Meeting on October 14th.
- The new budget process would begin in November, and the District would start with cost containment measures. He indicated he would be asking that each department budget 90% of last year's budget, and this would be a starting point.
- Chair Heumann noted that divisions were asked to make some cuts to their budgets last spring, and it was determined that certain items could not be cut. He asked what would happen if divisions could not cut 10% of their budget.
- VP Lau stated he understood that some items cannot be cut because of legal requirements, but he indicated these issues would have to be addressed in order to balance the budget.

ASG President Update

ASG President Steven Sciaky reported the following:

- ASG has a full senate as of today.
- The Student Health Fair sponsored by Pioneer Memorial Hospital will take place next week.
- The Marine Corp. Band will perform on October 29th, and 500 tickets were distributed the first week the announcement went out.
- Announced he and three senators would be attending the California Community College General Assembly which is held twice a year.

President Update

President Ed Gould reported the following:

- Commended Interim VP Aguirre and the entire nursing division for their part in putting together the memorial service for Marylynn Carlson; he stated it was very moving and well done.
- Congratulated Steven Sciaky for having a full senate, and expressed the appreciation of the college for ASG's contributions to the Tutorial Center.
- Announced that at the regional level and statewide level he is glad to hear students are involved in the budget, and he stated that budget advocacy would be a major issue for this institution, SDICCCA, Region X and statewide. President Gould indicated the District would be coordinating efforts with students. He indicated the first effort would be

to inform local representatives statewide and in Congress of the impact of the budget on community colleges.

- Announced he would be meeting with Academic Senate President White and going over the shared governance process.
- Gave an update on the budget and reported that the VPs and the President met for a four hour session to go over the budget. He reported that there are some efficiencies and budgetary issues that are being looked at where there may be some savings, but not enough. The District would be meeting with Academic Senate, College Council, and the unions to talk about areas that will affect faculty and staff.
- Noted that there is a \$2.4 million deficit in the budget and would be recommending to the Board to use \$1 million of reserves to balance the budget this year. That figure may go up to \$1.5 million.

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

- Interim VP Aguirre announced that the H1N1 vaccine is still not available; it would be distributed first to hospitals and military personnel. She stated the recommendation is that the seasonal flu vaccine be taken first and then followed-up with the H1N1 vaccine. She announced information is available on the IVC website.
- Associate Dean Lopez announced that a team from Pioneer Memorial Hospital would be set up at the College Center next week to give flu vaccines to students for free.

2. Strategic Plan – John Lau

- VP Lau went over the Strategic Plan which was attached and stated the plan would be going to the Strategic Planning Committee tomorrow for its final review. He gave an overview of the contents in the Strategic Plan which include: the institution's mission statement; the Education Master Plan goals; and the Strategic Plan goals. He indicated that once this Strategic Plan is developed and adopted by the Board, it would be reviewed and revised annually.
- Interim VP Aguirre noted that the last cycle of program review is finishing with the Progress Report, and a new cycle is starting. If program review is budgeted correctly it will go through the shared governance committees before the end of this year. She stated by the December meeting of the Board of Trustees, program review would have completed a full cycle.

3. Ad-Hoc Shared Governance Committee – Michael Heumann

- Chair Heumann stated that this item was discussed at the last meeting, and there was discussion about starting an Ad-Hoc Shared Governance Committee to examine the share governance structure in the summer and winter sessions when faculty is

not on contract. He stated this committee has not been created yet, and the first step would be to meet with the President.

- Chair Heumann asked College Council members if anyone would be interested in serving in this committee to let him know.

4. Ads on Student Portal – Michael Heumann

- Chair Heumann stated that this item was discussed at the last meeting and that research would be done on what other colleges are doing.
- Dr. Ying stated he sent an email out last week to community colleges in the state, and had received ten responses. He indicated that some community colleges have student portal and some don't, and has not received any that display ads.
- Academic Senate President White suggested that the District should look at how ads are handled at State Universities and UC websites.
- President Gould stated that a board policy would need to be created if ads were to be added to the student portal.
- President Gould recommended that a statewide inquire be sent through the Communication Department.

5. Classroom Improvements – Rick Webster

- Chair Heumann announced that Rick Webster had sent out a detailed list of classrooms that had split lights installed. He indicated it was an extensive list of classrooms that had been completed. There was also a list of classrooms that are pending.
- Chair Heumann suggested that a request be made for the remainder of the rooms on the list to be completed.
- Dr. Gould suggested an update be brought back at the next College Council meeting.
- Chair Heumann tabled this item to next College Council meeting.

ACTION ITEMS

M/S/C John Lau/Sergio Lopez

1. Approval of Progress Report - Tina Aguirre

Chair Heumann called for a vote for the approval of the Progress Report. A motion was made by VP Lau, and seconded by Associate Dean Lopez.

The Progress Report is post at the following link: <http://www.imperial.edu/index.php?pid=4879>

Motion carried.

M/S/C Sergio Lopez/John Lau

2. Approval of the All Users Email Account Resolution - Michael Heumann

Chair Heumann read the All Users Email Account Resolution:

"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."*

Discussion

- There was discussion about the emails being moderated between a few people; there was a suggestion that it be assigned only to administrators.
- Dean of Technology Ying stated from a technical point of view having emails moderated may not be the appropriate solution because everyone has the ability to create an alluser distribution list from Outlook.
- Dean Ying noted that the institution does not have a violation policy and suggested that a policy be established and published on the website.
- Academic Senate President White stated he agreed that the District should have an alluser email account that is controlled and limited to a few individuals, and stated policies need to be clarified and explained to everyone.
- Chair Heumann stated that if our current system is not going to work, then consideration should be given to getting rid of our current email system, using another type of email system, or purchasing Listserv. He indicated most state college use Listserv.
- Associate Dean Ruhl stated he personally moderates two listservs for two non-profit organizations, and indicated there must be a way to do this because other institutions are doing it.

- President Gould stated the current system is not working and the District needs to come up with a better solution. He stated it is appropriate that the Technology Planning Committee look at this issue and make a recommendation.
- Chair Heumann stated the consensus was that the Technology Planning Committee take the resolution and come back to College Council with their recommendations by November 23rd.

Motion carried.

M/S/C Jessica Waddell/John Abarca

3. Approval of Standing Rules for Facilities & Environmental Improvement Committee

"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."*

M/S/C John Abarca/Robin Ying

4. Approval of Standing Rules of the Technology Planning Committee

*"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 website.

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

5. *A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.*
6. *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 and presented to the Technology Planning Committee in advance for the duration of the school year.*
7. *Robert's Rules of Order will be used to conduct meetings.*
8. *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 Technology Planning Committee and be a member of Technology Planning Committee. In the absence of the Chair, the 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 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

1. *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:*
2. *The Technology Planning 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.*
3. *Copies of the minutes will be posted on the College website.*
4. *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.*
5. *The views and opinions of the Technology Planning Committee will be expressed in written form to the College Council and College President.*
6. *When the views and opinions by the members of the Technology Planning 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 Technology Planning Committee.*
7. *The Technology Planning Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions*

to the College President on any of the above. It is not within the purview of the Technology Planning Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

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

PURPOSE

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

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

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Technology Planning Committee are:
 - 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.
-The Chair of BUG will be a voting member that replaces one member from their group.
- ❖ 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."

M/S/C/ John Abarca/Robin Ying

5. Approval of Standing Rules of the Marketing Committee

"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."*

Motion carried.

ADJOURNMENT

M/S/C John Abarca/Jessica Waddell to adjourn the meeting at 3:18 p.m.

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

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

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day members

Minutes from Standing and Ad Hoc Committees

IVC Academic Senate

Approved Minutes

September 16, 2009

I. President White called the meeting to order at 1:32 pm.

II. Roll Call and Announcements

Present: Krista Byrd, Daniel Gilison, Cesar Guzman, Michael Heumann, Rosalba Jepson, Russell Lavery, Eric Lehtonen, Mary Lofgren, Jean Montenegro, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, Lianna Zhao, David Zielinski, Bruce Seivertson, Steven Sciaky

Excused: Kathy Berry

Absent: Suzanne Gretz

Visitors: Gordon Bailey, Taylor Ruhl, Dennis Carnes, Travis Gregory, Frank Rapp, Carol Lee, Victor Jaime, Tina Aguirre, Eric Jacobson, Sheila Dorsey-Freeman, Robin Ying, John Lau, Mario DeLaTorre

III. Visitor Comments

Senator Nilson spoke about the litter on campus and asked whether Student Affairs could fine or penalize students for littering. ASG President Sciaky stated that the ASG would be shutting down the student center for one week, and this will (hopefully) focus more attention on the problem. Vice President Jaime stated that he would ask Dean Lopez about this issue. Dean Gregory noted that this item was discussed at the previous night's board meeting.

IV. Consent Agenda

1. Minutes of June 3, 2009.
M/S/C (Nilson/Patterson) to approve the above item

V. Reports

1. President
 - President White has been meeting with Senate members, division chairs, and Board members. He has also posted an agenda in the Faculty Lounge, in the Academic Senate room, and outside the Board Room.
 - He attended the Academic Senate Plenary in San Francisco and the Curriculum Institute in Anaheim. He also attended a meeting at Los Rios College regarding the allocation budgeting plan.
2. Past President
 - Past President Seivertson noted that he was happy that we would have a winter intersession.
3. Treasurer
 - Current funds are \$8,215

- Expenditures were spent on travel (\$1,246), supplies (\$32.60), and postage (\$24.19)
4. VP of Instruction
 - Interim Vice President Aguirre reported that the new 2700 building will be finished in the next month and a half. Once it is done, instructors will begin moving their offices to that building. This includes the Science, Math, and Engineering and the English divisions along with the Instruction office.
 - Tours of the 2700 building will be open to the public starting in November.
 - Information about the H1N1 (Swine Flu) is available on the student portal.
 - The division chairs are working on program review, looking at the needs of students and what is needed to ensure successful instruction; this effort will be driven primarily by instruction. Last year's review (Progress Report) is being finished, and the current year's review will begin soon.
 - The faculty portal is in progress; it will allow faculty and staff to communicate with one another more effectively.
 - Senator Zhao asked about institutional data which was supposed to be available on September 4. Aguirre said she would ask Dawn Chun about this and hopefully have it ready by the end of the week.
 5. Chief Financial Office (CFO)
 - Vice President Lau noted that the parking lot by the Gym will be done by the end of September.
 - He noted that independent movers will come in and help move the faculty and staff over to the 2700 building. It will be stressful, he notes, but it will be rewarding.
 - There is a Budget and Fiscal Planning meeting after the Senate meeting, and he will discuss what happened at that meeting at the next Senate meeting.
 - Senator Lavery asked about the problems with the bus stop. Lau noted that the new bus stop will be finished in February.
 6. Basic Skills Initiative (BSI) Coordinator
 - Frank Rapp reported that the Summer Success Institute was a big success. The retention rates and success rates were high.
 - There will be a Winter Success Institute this coming winter session, and additional classes will be added.
 - Senator Nilson asked if the Winter Institute will be four or five weeks long. Rapp noted that it would be four weeks.
 7. Student Learning Outcomes (SLO) Coordinator
 - Senator Pfister reported that a program-level workshop took place before the fall semester began. Fifty people participated.
 - Pfister has been working on the progress report.
 - She has sent out emails inviting people to the SLO committee meetings. A special meeting will be held next week for General Education SLOs.
 8. Associated Student Government (ASG) President
 - ASG President Sciaky reported that the newest ASG Reps were voted into office last week and will be installed next week.

- ASG also donated \$10,000 to the college to surplus the number of hours available for student tutors.

VI. Academic and Professional Matters

1. Election of Officers: Vice-President, Secretary, and Treasurer
 - Senator Heumann nominated Cathy Zazueta for Vice-President; senator Gilison nominated Barbara Nilson for Vice-President.
 - Cathy Zazueta was elected Vice-President
 - Senator Zhao nominated Michael Heumann for Secretary; he was elected to this position.
 - Senator Guzman nominated Norma Nunez; she was elected to this position.
2. Winter Session and Summer (non Basic Skills) sessions—status and budget impacts
 - M/S (Patterson/Nilson) that that the Senate move to develop a formal recommendation to the Board in support of Winter and Summer sessions.
 - Lau noted that the college was not paid for all FTES. Our goal this year is to ensure that we reach our cap in enrollment.
 - Carol Lee noted that it is imperative to have Winter session because transfer schools will not accept Summer session classes.
 - Senator Lehtonen asked whether we should eliminate the Summer session rather than the Winter session. He also asked why the transfer math courses were the ones that were cut from the Winter session. Aguirre noted that division chairs evaluated the Winter schedule.
 - Senator Patterson asked to withdraw the motion because there is not a consensus on this issue.
3. Campus-wide survey—establish committee
 - M/S (Patterson/Guzman) that the Senate establishes an ad-hoc committee to design and implement a campus-wide survey to help determine important issues that the Senate should focus on for the coming year.
 - Dennis Carnes asked why students should not also participate in this survey.
 - Sciaky noted that the Chancellor’s office asked that students be included in any future surveys.
 - Senator Heumann noted that the cost could be contained if the survey was put online and connected to the Student Portal and WebStar. Sciaky added that he had spoken to Omar Ramos, the IVC Webmaster, and implementing this survey through the Portal would be a relatively simple process.
 - Patterson asked to amend the motion to remove the “campus-wide” element and replacing it with “faculty.”
 - Nilson supported Patterson’s amendment.
 - The motion was carried.
 - Cathy Zazueta, Cesar Guzman, James Patterson, and Kevin White volunteered to serve on this ad-hoc committee.

VII. Committees

1. Curriculum and Instruction – Lee reported that the second meeting of the semester would take place on Thursday, September 17. Many Physical Education courses needed to be approved. CurricUNET will hopefully be established in the next month.
2. College Council – Heumann reported that the Council discussed possible changes to allusers@imperial.edu. A resolution would be written and presented to the Council for the next meeting. He also reported that the issue of shared governance during non-contract times (summer/winter), when Academic Senate and College Council are not meeting, was discussed. This issue will be examined at future Council meetings.
3. Administrative Council – The Board adopted a master agreement to have the Foundation back on campus. Two new employees for the Foundations have been hired, Todd Evangelist and Monica Rogers. The Foundation is currently housed in 1706; it will soon move to 511. They are looking for materials and support from the campus, including the Senate.
4. Equivalency – The committee has not met, and the positions for the committee have not yet been filled.
5. Budget and Fiscal Planning – The next meeting takes place on September 16, 2009. At the previous meeting, the “bucket” plan was discussed, as was the current state of the state budget. Jacobson encouraged everyone to examine the budget, which is available online.
6. Learning Support Services – This committee has not met.
7. Distance Education – There is a meeting on September 17. Among the agenda items are the Technology Master Plan, transfer issues with online courses, and course loads for DE instructors.
8. Matriculation – Matriculation is an advisory committee and was removed from the Standing Committee list and thus no longer in the purview of the Academic Senate.

VIII. Discussion

1. Guiding Principles for the Academic Senate 2009-10
 - White noted that we would use the principles in Robert’s Rules of Order to run productive and constructive meetings this year. President White distributed a hand-out detailing some of these principles.
2. Standing Committees – replacement and reappointments
 - There are open positions in Budget and Fiscal Planning, Technology Planning, and C&I.
3. Evaluation of Shared Governance Committees – updates
 - Aguirre reported on the revised flow chart for the shared governance process. Some committees report to either College Council or Academic Senate or both. Certain committees are responsible for developing plans for the college, and these plans help develop the educational master planning committee.
4. IVC Progress Report – status report update

- The final drafts of the responses to the recommendations made by the Accreditation team have been written and are now being edited. The report will be presented at the next Senate meeting.
5. Resource Allocation Plan – research Interest Based Approach (IBA)
 - The campus is seeking to find a model for resource allocation to allow the college to be fiscally sound in the long term. White, Lau, and others visited Los Rios College to learn about their Interest Based Approach (or “bucket”) model for budget planning.
 - Lau stated that a formula-driven budget is the key to the college’s fiscal health in the future. However, this model depends upon trust across the campus. This trust needs to be firm before we can fully embrace this sort of model.
 6. American Graduation Initiative
 - This is an issue to discuss at a future meeting regarding support for President Obama’s initiative for community colleges.
 7. New hire handbook(s) – status and revisions (faculty, counseling, and library)
 - Rapp noted that he worked on this while serving as Dean of Instruction.
 8. Evaluation of President
 - White met with Dr. Gould about this topic. White would report on this at the next meeting. The focus for the Senate should be on the process for the evaluation.
 9. Instructor evaluations as part of Program Review
 - White reported that students want a greater say in the evaluation of faculty.
 10. Teaching loads – clarification of policy
 - Senator Byrd noted that the CTA contract is clear about teaching load policies, but those policies are not often observed. She noted that this is an area of concern for the Senate and should be discussed in the future.
 11. Class caps per discipline
 - This item was mentioned briefly. It will be discussed in more detail at a later date.
 12. Credit by exam – revisit policy
 - Patterson asked the President to move this item to the next Senate agenda.

IX. M/S/C (Guzman/Scott) to adjourn the meeting at 3:00 pm.



Unadopted minutes

Strategic Planning Committee

Members Present:

√Bill Gay for John Lau, Chair

_Gonzalo Huerta, Campus Operations Representative

_Betty Kakiuchi, Planning and Budget Committee, Rep.

√Myra Martinez, ASG alternate

√Dr. Bruce Seivertson, College Council Representative

Mary Carter, Recorder

_Efrain Silva, Extended Campus Representative

√Russell Lavery, Academic Senate Representative

√Dr. Jim Fisher, Technology Council alternate

Call to order: The meeting was called to order at 1:05 p.m. by Bill Gay in the IVC Board Room.

Action:

1. Recommendation to approve 2009-13 Strategic Plan: ***M/S/C Fisher/Lavery to approve the 2009-13 Strategic Plan, with the changes noted.***

Discussion: A revised color brochure of the plan was presented by Bill Gay and Mike Nicholas, Graphic Arts/Reprographics Coordinator. Graphs were added to pages 6 and 7 to show revenue and enrollment trends. Also, the most recent 10 year Master Site Plan was added to page 9. The committee recommended that the plan be approved pending the addition of more descriptive labels to the graphs on pages 6 and 7, and final proofreading. Bill Gay commended Mike Nicholas for his efforts in producing the plan brochure. The 2009-13 Strategic Plan will go forward to the Board of Trustees for final approval at the October 21, 2009 board meeting.

Meeting adjourned at 1:20 p.m.



Unadopted minutes

**Strategic Planning Committee
September 29, 2009**

Members Present:

√John Lau, VP for Business Services, Chair
_Gonzalo Huerta, Campus Operations Representative
√Betty Kakiuchi, Planning and Budget Committee, Rep.
√Steven Sciaky, ASG Representative President
√Dr. Bruce Seivertson, College Council Representative

Mary Carter, Recorder

_Efrain Silva, Extended Campus Representative
√Dr. Robin Ying, Technology Council Representative
√Russell Lavery, Academic Senate Representative
√Dr. Jim Fisher, Technology Council alternate
√Myra Martinez, ASG alternate

Others Present: Dr. Ed Gould, Superintendent/President; Bill Gay, Community and Media Relations; Mike Nicholas, Graphic Arts/Reprographics Coordinator

Call to order: John Lau, committee chairperson, called the meeting to order at 3:00 p.m. in the Student Affairs Conference Room.

Action:

1. Approval of minutes (June 10, 2009): ***M/S/C Ying/Fisher to approve the minutes of the June 10, 2009 meeting as presented.***
2. Recommendation to approve 2009-13 Strategic Plan: This item was tabled to allow time for recommended changes to be made. The committee will meet again on October 8 to review the revised plan.

Discussion: The committee reviewed a color brochure presented by Bill Gay and Mike Nicholas of the 2009-2013 Strategic Plan. Changes to the plan, since it was last presented to the committee, include the text of the President's letter and updated photos. Gay and Nicholas reported that they plan to add graphs showing increasing enrollment and declining resources. They proposed to show five years of enrollment trends, and five years of budget/revenue trends. The committee suggested using a simplified map of the College's service area.

VP Lau thanked Gay, Nicholas, and Efrain Silva for their efforts in developing the plan and brochure. The committee agreed to defer taking action on this item until another meeting is held next week. This will allow time for suggested changes to be made and graphs to be added. A meeting was scheduled for Thursday, October 8, at 1:00 p.m. The approved Strategic Plan will be presented to the Board of Trustees on October 21.

Technology Master Plan 2009-2011

Introduction

The following document contains an evaluation of the goals set forward in Imperial Valley College's Technology Master Plan for 2008-09. Additionally, it contains technology goals that emerged from the Educational Master Plan.

Based on the evaluation of the 2008-09 Technology Master Plan, it was determined that the technological goals originally outlined in that document focus too much attention on the administrative uses of technology at the college and not enough on the instructional needs of the students, faculty, and staff. Expanded training in computer and web applications, wireless access across campus, and network and server security and stability were seen by the Educational Master Plan Committee and by the Program Review process to be central to the college's future success, and they are central to the goals set forward in this document.

Additionally, it was determined that a clearer evaluation process needs to be established to ensure not only that essential goals are met but that those goals effectively serve the campus community. Goal #1, for example, is to establish a wireless network across campus. The evaluation, which will be conducted by the Distance Education Committee, will assess not only whether that network is installed but how effectively it meets the need for which it was designed: namely, to enable students and staff safe and secure access to the Internet from any point on campus. The assigned evaluators, in conjunction with the campus technology leads and the Educational Master Plan Committee, will develop the documents used to do the evaluation of each goal.

Finally, as this document has developed over the past few months, a consensus has emerged that the technological committee structure on campus needs to be evaluated. Currently, the Technology Planning Committee (TPC) focuses largely on administrative technology needs. Instructional needs are not perceived as a priority for this committee. It is our recommendation that the Technology Planning Committee's focus be redirected to both administrative and instructional technology needs and that two sub-committees be established under the TPC, one for Administrative Technology and one for Instructional Technology, to better advise the TPC in all areas of technology.

Representatives from the Technology Planning (Administrative) and Distant Education (Instruction) Committees will attend an annual Technology Retreat to collaborate on merging goals and objectives into one seamless IVC Technology Plan. The first retreat is scheduled for Fall 2009.

Evaluation of 2008-09 Technology Master Plan Goals

Goal #1: Providing the best possible computing environment and classroom technology solutions to all faculty members, staff, and students

Objectives	Status	Comments
1A: Provide updated computing environment for faculty and students and ensure proper support	Ongoing	Still a priority
1B: Install audio/visual equipment in all classrooms	85% Completed	Installation and maintenance is still a priority; scheduled to be completed after the completion of the new building (Spring 10)
1C: Establish computer hardware standards for purchasing	Completed in Spring, 09	Plan needs to be updated as technology changes
1D: Establish and implement equipment replacement plan	20% Completed	Updating inventory a yearly activity that must be established
1E: Apply virtual desktop (NComputing) technology in the Reading/Writing Labs	Completed in Spring, 09	Accomplished through ACCESO
1F: Implement VM Ware Technology	Not complete	No longer priority according to the current Educational Master Plan
1G: Make a concerted effort to bridge common technology interests between IVC and ICOE	Ongoing	Measurable objectives need to be established

Goal #2: Providing distance education support

Objectives	Status	Comments
2A: Build the CENIC fiber connection	20% Completed	Pending compliance issues resolved
2B: Develop a contingency plan for distance education course management system	Ongoing	
2C: Develop the transition plan for ending of the ACCESO project Title V grant	In process	End-date for ACCESO changed to June 2010 (from September 2009)

Goal #3: Ensuring the best effective use of the Banner ERP system

Objectives	Status	Comments
3A: Maintain the Banner system	Ongoing	Must implement more robust training program
3B: Implement the XtenderSolutions System	Complete	
3C: Implement the Fixed Asset System	20% Completed	Scheduled completion date June 2010
3D: Implement the Argos Report System	Complete	
3E: Implement the Leave Balance System for	20%	Scheduled completion date

Employee Self Service (mock payroll)	Completed	uncertain
3F: Purchase the Oracle campus license	Completed on 4/24/2008	
3G: Implement the DegreeWorks System	60% Completed	Scheduled completion date uncertain
3H: Implement the Position Control System	20% Completed	Scheduled completion date uncertain
3I: Implement the Payroll system	20% Completed	Scheduled completion date uncertain
3J: Implement the Enrollment Management System	Ongoing	Interim program created by VP Academic Services and IT Programmer. Piloted in Fall 2009. Will be evaluated after Fall census.

Goal #4: Ensuring comprehensive faculty and staff training

Objectives	Status	Comments
4A: Provide updated computing environment for faculty and students and ensure proper support	Ongoing	Technology Training center offers classes in existing programs Basic academic need
4B: Update student computing labs with current hardware and software	Ongoing	Basic academic need

Goal #5: Implementing the campus technology modernization plan

Objectives	Status	Comments
5A: Rebuild the College's main web site	Continuously improved	Basic campus need
5B: Upgrade campus intranet wiring	Complete	Basic campus need
5C: Renew campus intranet network equipment	Complete	Basic campus need
5D: Renew campus telecommunication equipment	Complete	Basic campus need
5E: Deploy a campus-wide wireless data network	75% Completed	Validation of reliability in progress during fall 2009
5F: Update software and hardware on the infra structure computing systems	Ongoing	Basic campus need

Goal #6: Developing, reviewing, and revising technology related policies and procedures on a regular basis

Objectives	Status	Comments
6A: Establish the Computer and Network Use Policy	Complete	

2009-2011 Technology Master Plan Goals

Goal #1: Complete campus-wide wireless network

Goal #2: Establish clear guidelines for recovery planning, redundancy, increased security, and maintenance of existing systems

Goal #3A-D: Complete the installation of and training for key web applications

Goal #4: Support the increasing demand for a secure virtual library

Goal #5: Continue planning and implementation of smart classrooms

Goal #6: Continue with ongoing and systematic replacement of outdated hardware

Goal #7: Provide guidance to division chairs as to specificity and rationale for technology requests prior to the annual program review process

Goal #8: Develop plan to expand computer labs to meet student demands

Goal #9: Offer ongoing professional development specific to Etudes training and to Banner applications training

Goal #10: Develop a plan to use technology to support the college's "greening" efforts

Goal #1: Complete Campus-Wide Wireless Network

Details

A campus-wide wireless network was a priority of the 2008-09 Technology Master Plan that was not completed. It is also a key priority of the 2009 Program Review. Therefore, it is the first item on this year's technology master plan.

It was requested for classrooms and students on campus to increase access to the Internet and email anywhere on campus and to address the increasing number of distance education students.

With the development of the Student Portal, IVC now has in place an authentication system that could be used to ensure that only authorized users can take advantage of the wireless network.

Training

Once the wireless network is in place, then training on how to use it will be needed. This can come in the form of step-by-step login instructions (ideally using videos). Additionally, this training could serve as a prime opportunity to make faculty, staff, and students aware of the potential risks that are involved with using relatively public wireless networks.

The Technology Training center, in conjunction with the Webmaster and the Instructional Media Designer, will be in charge of training faculty, staff, and students in using the wireless network.

Administrator in Charge of Implementation

Dean of Technology

Evaluated By

As distance education students are identified as one of the prime users of this equipment, the Distance Education Committee should lead the evaluation.

Date of Evaluation

There is a distinct urgency to complete this goal as soon as possible. Therefore, the initial date of evaluation will be December 2009.

Currently, this goal is at 75% implementation.

Goal #2: Establish clear guidelines for recovery planning, redundancy, increased security, and maintenance of existing systems

Details

When the college's email server contracted a virus in Spring 2009, the college's email was down for two weeks and IT staff members were forced to devote that time to fixing the problem and reestablishing email services across campus. As this incident suggests, security and backup and recovery plans are currently not optimal.

Therefore, the college needs to establish a written backup/recovery plan to ensure that incidents like this never interrupt the college's services again. This plan should detail what method should be used to backup the college's data, when and how the backups would occur, and how and where to store the backup media. It should also include periodic testing of the plan to ensure that it is workable, that it contains an effective firewall system, and that it contains appropriate virus protection. Finally, it should contain alternative means of accessing email and other core online services should the campus's network go down in the future. UPS (Uninterrupted Power Supply) should be used to avoid some of the unscheduled power outage.

Instructor and administrators asked to report their Gmail or other email accounts to the instruction office. New malware enforcer installed campus wide in spring 2009. New server acquired in summer 2009 and rolling out implementation in fall 2009.

Training

Information Technology will determine training for these systems.

Administrator in Charge of Implementation

Dean of Technology

Evaluated By

Technology Planning Committee

Date of Evaluation

Recovery Plan to be reviewed when Technology Plan is reviewed

Goal #3A: Complete the Installation of and Training for Banner integration

Details

Imperial Valley College purchased the Banner ERP system in 2003, completed the migration, and went live in the spring semester of 2005. Much work has been done to ensure that all modules in Banner are activated, but several external items crucial to instruction and student services need to be integrated into Banner. These include DegreeWorks, Banner Enrollment Management, Banner Position Control, and Banner Finance.

DegreeWorks is an add-on system to the Banner Student module that provides a web-based user interface allowing student to conduct "what-if" scenarios for various majors, academic advisors to create automated Student Education Plans (SEP), and Admissions and Records evaluators to utilize automated instead of manual degree and certificate official, final evaluations. This software was purchased with money from the ACCESO Project in January 2008 but integration has not yet been completed.

Position control is part of the Banner ERP system purchased in 2004 but has not been configured and activated. It is a module that works closely with the human resources module to support the processing of employee job information, biographic/demographic information, student and student-employee enrollment verification information, salary planner, faculty load, 1099-R reports, 1042-S reports, W-2 reports, and the IPEDS reports.

Because the payroll system and the Position Control system have not been implemented in Banner, it is difficult to reconcile the information from those two modules (Finance and HR) and produce a contiguous, comprehensive, and accurate workload result for each individual faculty member. This EMS implementation will reduce the manual intensive work between Instruction, HR, and Business, and at the same time it will provide administrators a real-time readout of the "cost to do business."

Training

IT must provide training for these items

Administrator in Charge of Implementation

Dean of Technology

Evaluated By

End users

Date of Evaluation

Program specific

Goal #3B: Complete the Installation of and Training for CurricuNet

Details

CurricUNET is state-recognized software that provides robust curriculum management, automating the process of curriculum development and approval. IVC purchased a license for CurricUNET in Spring 2008 and it is in the process of being installed and integrated to Banner.

The CurricUNET installation is estimated at 90% completed.

Once completed, widespread training in CurricUNET needs to take place for faculty, staff, and administrators who will utilize this very essential tool.

Training

Academic Services should lead the training for CurricUNET

Administrator in Charge of Implementation

Vice President of Instruction

Evaluated By

Division Chairs/Faculty

Date of Evaluation

June 2010

Goal #3C: Continue Training for Etudes course management system and Turnitin.com

Details

The Etudes course management system is the primary CMS used by IVC. It was initially used for online education, but more and more instructors are signing up to receive training and use for traditional classes. Through the ACCESO Project, IVC has trained faculty to use Etudes. As the ACCESO grant nears its end, the college must ensure that Etudes training and faculty support continues.

As well, ACCESO first purchased a site license for Turnitin.com, the online plagiarism tool, in 2005. Faculty and students from a variety of disciplines make use of this key tool. Training for this software is sporadic, however. More training will enable more faculty to use this service.

Training

ACCESO's Etudes training, both in regular workshops and through the annual summer Technology Camp, needs to continue once the ACCESO grant ends in Spring 2010. Likewise, turnitin.com training, which is now handled through ACCESO, needs to be integrated into the overall technology training offered on campus.

Administrator in Charge of Implementation

Vice President of Instruction

Evaluated By

Distance Education faculty through the Distance Education Committee

Date of Evaluation

Each semester

Goal #4: Support the Increasing Demand for a Secure Virtual Library

Details

IVC has not fully implemented a virtual library because student / faculty / staff authentication from off campus had not been available. It continues to be necessary for the Library to issue its own passwords and operate its own authentication, and this fractured service does not adequately reach those who need the virtual library.

Therefore, a single authentication system should be created to allow students, faculty, and staff access to secure sites including the virtual library (i.e., bibliographic databases). The new student portal could serve in this capacity, but it needs to be designed and tested to allow access to the virtual library.

Training

Training students, faculty, and staff to use the virtual library's resources is an ongoing job that will be made more pronounced once the virtual library is more easily accessed. Coordination between of IT and librarians is essential to ensure the most effective training.

Administrators in Charge of Implementation

Vice President of Instruction, the Dean of Learning Services, and the Dean of Technology

Evaluated By

The Learning Services Committee

Date of Evaluation

December 2009

Goal #5: Continue Planning and Implementation of Smart Classrooms

Details

Ideally, all classrooms should be identical insofar as they are equipped with technology resources and enhancements. This allows faculty to enter any classroom they might be assigned and lecture in their preferred style. However, certain classrooms need more than this. They need technologies that will allow videoconferencing, advanced video presentations, and video/audio recording.

The classrooms to be made into smart classrooms include 2131 and rooms in the 300 building, along with several classrooms in the under-construction 2700 building. Measure L funding will be utilized for these upgrades, as part of the campus-wide renovation.

Training

Once the classrooms are fully functional, training will need to take place for proper use of the equipment. IT (Larry Valenzuela) and Distance Education (Andres Martinez) should coordinate to ensure that this training happens on a regular basis.

Administrator in Charge of Implementation

Vice President of Instruction and Dean of Technology

Evaluated By

The Distance Education and Technology Planning Committees

Date of Evaluation

June 2010

Goal #6: Continue with Ongoing and Systematic Replacement of Outdated Hardware

Details

Objective 1D in the 2008 Technology Master Plan called for the establishment and implementation of an equipment replacement plan. This objective included the establishment of an inventory of old PCs to be replaced, which was initially completed in 2007. It also included a plan to update the PC replacement inventory each year. This was initially completed in 2008.

The current goal is to ensure that this equipment replacement plan is updated on a yearly basis by IT, in conjunction with division staff, instruction, student services, and learning services. Additionally, the inventory should take into account hardware used in classrooms like LCD projectors, DVD/VHS players, sound systems, and so on.

Training

Although the replacement of outdated hardware does not require training, the college should nevertheless plan for training employees in the use of this hardware once it is purchased. Lack of proper training in the latest version of Windows operating system, for example, can cost the college a significant amount of money in the form of work-hours. Further, if more faculty knew how to turn on and operate the LCD projectors in each classroom, there will be a reduction in the cost of repairs and an increase in the use, thus improving education overall for our students. IT can organize this training, and the Distance Education office can assist.

Administrator in Charge of Implementation

Vice President of Instruction and Dean of Technology

Evaluated By

The Technology Planning Committees

Date of Evaluation

June 2010

Goal #7: Provide guidance to division chairs as to specificity and rationale for technology requests prior to the annual program review process

Details

In the past, division chairs completed the Instructional Technology section of the Program Review with little input from IT. While Instruction must lead the focus, IT nevertheless needs to provide support and advice regarding logistics and costs connected to technical improvements.

In particular, IT should provide guidance on the following issues:

- Network needs such as wireless availability, security concerns, internet speed, network in classroom or offices, and so on
- Software/hardware needs/standards
- Equipment needs (including replacement plans and specifications for laptops, high resolution projection and high resolution monitors
- Web needs for student portal, faculty sites, and so on

Training

Basic training in technology management should be provided as part of this goal.

Administrator in Charge of Implementation

Vice President of Instruction and Dean of Technology

Evaluated By

Division Chairs

Date of Evaluation

This goal should be evaluated by June 2010 following the next program review cycle.

Goal #8: Develop Plan to Expand Computer Labs

Details

The Business and Science and Math Divisions requested space for expanded and/or dedicated computer labs (30 to 40 computers each) with secure storage for robotics/electronics and independent internet access. The Business Division requested space for a networking/computer repair lab for 30 students and are open to sharing the lab with the Computer Science Department. The IT Division needs additional secured/alarmed space for system configuration lab for servers and PCs.

Training

Program specific

Administrator in Charge of Implementation

Vice President of Instruction and Dean of Technology

Evaluated By

Program specific

Date of Evaluation

Upon project completion

Goal #9: Offer ongoing professional development specific to Etudes training and to Banner applications training

Details

Etudes is the course management system utilized by IVC. In the past, training was done both through the ACCESO Technology Camps each summer and through online training provided by the Etudes organization. Beginning in Fall 2009, IVC will offer face-to-face training for Etudes. This training is required for all instructors wishing to use Etudes for their classes (both online and face-to-face).

Banner is the ERP system that IVC has used since 2003. Over the years, the college has upgraded Banner on numerous occasions and has continued to add new features. However, training in Banner has not always been available each time a new element or a new upgrade has been implemented. The goal, therefore, should be to ensure that training in Banner be central across campus, both for existing features and for new features.

Training

Etudes training will be coordinated by Andres Martinez, the Instructional Media Designer, and will consist of three-week, intensive training sessions for faculty.

Banner training will be coordinated by IT, specifically Larry Valenzuela or designee. The nature of the training will vary, but it must be broad-based enough to meet the needs of faculty, staff, and administrators.

Administrator in Charge of Implementation

Vice President of Instruction and Dean of Technology

Evaluated By

Each session is evaluated by the end user.

The Distance Education Committee should evaluate Etudes training

The Banner User Group should evaluate the Banner applications training.

Date of Evaluation

Specific to training sessions

Goal #10: Develop a plan to use technology to support the college's "greening" efforts

Details

In the past, the college's efforts at "going green" have been few and far between. Recycling is still not prevalent across campus. There are many ways that the college can become more energy and resource efficient using technology, and a plan needs to be developed to support these efforts. Many committees, for example, are going paperless. This idea could be extended to all campus communications. Programs like ImageNow would allow the college to do the majority of all paperwork online. Web portals, Etudes, and server technology can also be used to distribute all classroom materials to students to cut down on the amount of paper used in classes. More energy efficient power strips and light bulbs could be added to classrooms to save energy, and our outdated technological equipment can be better recycled. These are just a few ideas that be added to a future greening plan. These ideas (and others) could save the college money, could save employees and students time and energy, and they could help to save the environment.

Training

IT and Distance Education can provide training for whatever programs that are used in these efforts.

Administrator in Charge of Implementation

Evaluated By

The Greening Committee will lead the evaluation of this effort.

Date of Evaluation

December 2010

Course-level SLO Plan for 2009-2010

Last year about 85% of the courses we taught had at least one identified SLO (outcome + assessment). That was an excellent start! This year we are asked to identify outcomes for 100% of the courses we teach and to identify a total of 3-5 SLOs per 3-5 unit courses. 1-unit labs or activity courses should have at least 1 identified outcome and assessment. 2-unit courses should have at least 2 identified outcomes and assessments. And so on. The bulk of our classes are 3 unit classes so I will refer to those for sake of explanation. If you have not yet identified a minimum of 3 SLOs per 3-unit course, please do so by December 10, 2009. You can always write more SLOs if you would like but you will need to collect data and evaluate them eventually. Three total SLOs for a 3-unit class is all you are asked to do. Not an additional 3 to what you wrote last year but a total of 3. For example, if someone wrote 3 SLOs last year and is happy with them, they are all set (just resend to me and department designee). If someone wrote 1 and is now adding 2 more, that is perfect. If someone wrote 3 last year but they didn't work out so well, they can alter those 3 or write 3 totally new ones. We do not need to keep adding more each year, but should assess how they are working out and improve as needed - we are free to alter and improve as the years go on. Next Semester, please plan on including all outcomes on your Syllabi. This informs students of the skills and knowledge they are expected to acquire while in the course.

Also, evaluate at least one SLO per course this year. You may want to evaluate all the SLOs you have written, it's up to you. For example, last year I evaluated two SLOs for my 1-unit swimming course. This year I will use the same outcomes but with improved assessment methods.

Identify - Collect - Evaluate - Improve

Please note that you now have a whole semester to discuss your data with colleagues and complete the SLO cycle assessment form – part of the sustainability plan. While it may be best to complete the cycle assessment right when its collected, or as soon after the semester as possible, we know that faculty are not always able to meet during final's week or their breaks, so please make a plan to complete it as soon as you can and by the 15th week of the following regular (Fall or Spring) semester.

Something else that is going on this semester: Yeah! We are ready to move forward to Program-level SLOs. Work is being done on aligning the program SLOs with our 3 year Program Review Cycle. Your course level SLOs will help inform the program level outcomes. In August, a workshop was held where this work began. Currently, we are working to coordinate course and program SLOs with the 3 year Program Review process. More about this exciting movement in the very near future.

SLO Plan for Course-level SLOs

	Fall 09	Spring 10	Fall 10	Spring 11
Compose or Improve SLOs Due 12/10/09	Write a minimum number of SLOs per course equal to the number of units per course. You can write more, but do not have to Include new SLOs (or old ones) on page 1 of SLO Cycle Assessment form and email e-copy to SLO coordinator and secretary (or department SLO designee). Mail hard copy to SLO coordinator. Due 12/10/09.	Include SLOs on Syllabi. Feel free to update outcomes & assessments as we go on.	Include SLOs on Syllabi. Feel free to update outcomes & assessments as we go on.	Include SLOs on Syllabi. Feel free to update outcomes & assessments as we go on.
Collect data & evaluate	Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15, June 4, 2009.		
Collect data & evaluate		Collect data on other ½ courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.	
Collect data & evaluate			Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.

We are continuing with efforts that began last spring to weave program outcomes into the Comprehensive Program Review cycle. SLOs and SAOs are now part of the Comprehensive Review form and a worksheet is being piloted to help programs with the following: define either mission statements or descriptions; demonstrate how ISLOS are incorporated into their programs; determine program outcomes, assessment tools, and due dates; and complete assessment reports. Due dates for programs outcomes will be the same as the 3 year Program Review Cycle. The Non-Instruction side of IVC will design and evaluate program SAOs every year and incorporate findings into their 3-year Comprehensive Program Reviews. The Instruction side of IVC will assess their course outcomes for five semesters and, then, during the sixth semester, they will use course cycle assessments to assist in evaluating their programs (degree, certificate, etc); this is aligned with the comprehensive program review schedule. While they are asked to still assess their course outcomes during the semester their program review is due, they are requested to spend more time collaborating on program outcomes, assessments, and improvements in order to review the quality and effectiveness of their programs and determine improvement plans. General Education will be on a 1-year plan for three years before it weaves into the Comprehensive Program Review Cycle. The SLO Committee has written a GE Mission Statement draft, included the courses to be examined as part of the SLO GE Program Grid, and is in the process of asking all departments that offer GE courses to examine how their class(es) adds to the GE mission statements; these three activities will be completed during the 2009-2010 school year (GE Program Grid) and then assessed and improved upon during 2010-2011. Beginning in 2011-2012, we expect to highlight a different ISLO across campus each year. The GE mission statement, program grid, and area mission statements will be included on the SLO website.

**Student Learning and Service Area Outcomes: Program Timeline
Program Outcome Due Dates as Aligned with the 3-Year Comprehensive Program Review Plan**

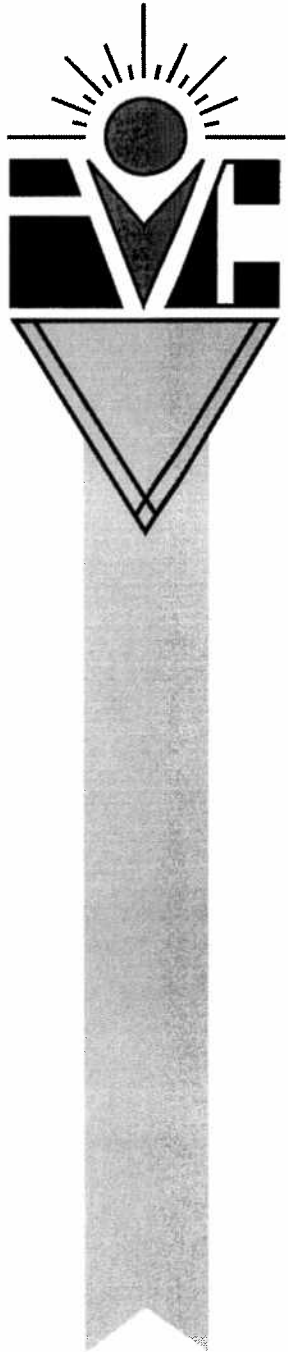
*Note: this plan is in progress and may be altered as necessary.

	A	B	C	D	E	F	G	H
	PROGRAM	Division	PROGRAM REVIEW DUE					
1			Fall 2009 (2009-2010)	Spring 07	Fall 07	Spring 08	Fall 08	Spring 09
2								
3								
4			✓ when completed					
5	PROGRAM/DEGREE/CERTIFICATE			course SLOs	course SLOs	course SLOs	course SLOs	course SLOs
6	AJ/CSI	BSS		none	none	none	none	
7	Correctional Science	BSS		none	none	none	none	
8	POST (not a degree/cert)	BSS		none	none	none	none	
9								
10	A/C & Refridge Tech	INDUST		none	none	none	none	
11	Building Construction	INDUST		none	none	none	none	
12								
13	Child Dev AA	CDEV		none	none	none	none	
14	Child Dev Associate Tchr	CDEV		none	none	none	none	
15	Child Dev Admin Spec	CDEV		none	none	none	none	
16	Child Dev Infant/Toddler	CDEV		none	none	none	none	
17	Child Dev School Age	CDEV		none	none	none	none	
18								
19	Fire Fighter	NURSE		none	none	none	none	
20	Fire Technology	NURSE		none	none	none	none	
21								
22	Life Science	SCIENCE		none	none	none	none	
23	General Science	SCIENCE		none	none	none	none	
24	Physical Science	SCIENCE		none	none	none	none	
25	Pre-Engineering	SCIENCE		none	none	none	none	
26								
27	English BS Reading	ENG		none	none	none	none	
28	English BS Writing	ENG		none	none	none	none	
29								
30	Library Technician	LBRY		none	none	none	none	
31								
32	Music	HUMANIT		none	none	none	none	
33								
34	Disability Services Tech	DSPS		none	none	none	none	

**Student Learning and Service Area Outcomes: Program Timeline
Program Outcome Due Dates as Aligned with the 3-Year Comprehensive Program Review Plan**

*Note: this plan is in progress and may be altered as necessary.

	A	B	C	D	E	F	G	H
107								
108	PROGRAM REVIEW DUE		Fall 2011 (2011-2012)	Spring 09	Fall 09	Spring 10	Fall 10	Spring 11
109			✓ when completed	course SLOs	course SLOs	course SLOs	course SLOs	course SLOs
110								
111	PROGRAM/DEGREE/CERT							
112	Field Archaeology	BSS						
113	Anthropology	BSS						
114	History	BSS						
115	Social Science	BSS						
116								
117	Physical Education	EXERCIS						
118								
119	Agricultural Business Mgt	SCIENCE						
120	Agricultural Crop Science	SCIENCE						
121	Agricultural Science	SCIENCE						
122								
123								
124	Nursing RN	NURSE						
125	Nursing LVN	NURSE						
126								
127	Automotive Collision Rep	INDUST						
128	Automotive Technology	INDUST						
129	Welding Technology	INDUST						
130								
131	Library Technician	LBRY						
132								
133	PROGRAM REVIEW DUE		REVIEW DUE Fall 2011	Spring 09	Fall 09	Spring 10	Fall 10	Spring 11
134	Student Svcs/Non-Instr		(2011-2012)	SAOs	SAOs	SAOs	SAOs	SAOs
135								
136	Financial Aid							
137	Counseling/Matriculation							
138	Transfer/Articulation							
139	Distance Education/ACCESSO							



PANDEMIC INFLUENZA

Trigger Guide

Imperial Community College District

Compiled 9-23-2009

Influenza Trigger Activation Guide

Disaster Resistant California Community College (DRCCC) Task Force

This guide is consistent with the DRCCC Pandemic Influenza Emergency Operation Plan and provides a list of suggested monitoring “triggers” which can be established prior to a Pandemic Influenza outbreak to facilitate a consistent and effective response within the Imperial Community College District (IVC). This Guide was developed based on the CDC recommendations, the Department of Homeland Security, and the Center for Domestic Preparedness course titled the Pandemic Influenza Planning and Preparedness CDP 001-06.

The Environmental Health and Safety Committee (EHS) is responsible for the oversight of the implementation of this plan. They represent and provide input to the following:

- Administration
- Faculty
- Classified / confidential staff
- Human Resources
- Facilities
- Parking
- Student Affairs
- Child Care Center
- Student Health Nurse
- Information Technology
- Community and Media Relations

This group will develop and provide recommended policies and response procedures to the Superintendent / President’s Office beginning with a Pre-Semester or Pre-Event Prevention Planning phase as defined in Trigger #1 below. This first step is a planning educational phase which should be initiated prior to the start of semester classes in anticipation that such an event could spread to the college at any time during the semester.

Trigger #1 - Pre-Semester Prevention/Planning phase

1. *Assess County Influenza impact status on H1N1 outbreak and develop a response plan to mitigate impact on the District. A Pandemic Influenza Task Force will be responsible for implementing the response plan upon direction from the President’s Office.*
2. *Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocols.*
 - a. Obtain poster information from CDC to print, distribute and post in high visibility areas.
 - b. Post available videos demonstrating proper coughing/sneezing techniques on websites and portals.

- c. Provide disinfecting dispensers in high use areas.
 - d. Provide disinfecting wipe in offices and labs where equipment is shared.
 - e. Provide Custodial staff training on Influenza cleaning and disinfecting protocol.
 - f. Educate students on wiping keyboards and headsets with disinfecting wipes.
 - g. To the extent possible, stock small disinfecting hand gels in student center, cafeteria, library, computer centers, etc.
3. *Create Absentee Surveillance Program know as the Influenza Tracking Program*
- a. Establish person responsible for monitoring changes in absenteeism in selected classes, programs and departments. Reports to be sent weekly (By Friday afternoon) to the HR office. Reference Appendix A for the report format sample.
 - b. Assign Tracking contact person for each area on campus.
 - i. Students – Student Health Nurse / Saria (6456)
 - ii. Administration – Vikki (6219)
 - iii. Instruction – Linda (6215)
 - iv. Student Services – Lou (6245)
 - v. Business /Facilities – Mary (6235)
 - vi. Coordinator of tracking data received – Angie (6194 or 6212)
 - c. Record and Report the weekly absentee status to the CHRO, EHS committee and Executive Council (HR).
4. *Address mitigation strategies*
- a. Create and establish District-wide Policies
 - i. Emergency Declaration – campus specific and/or District-wide
 - ii. Emergency Employment HR policies
 - 1. Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)
 - 2. Use of sick-time for primary illness
 - 3. Extended use of sick-time for care of family member with ILI
 - 4. Employees sick with no sick/vacation time remaining
 - 5. At work social distancing for high risk employees i.e. pregnant, immune suppressed, etc.
 - iii. Implementation of Disaster Service Worker (DSW)
 - 1. Notify all District employees of state requirement and provide information via website, flyers, and training on their role as a DSW.
 - 2. Incorporate Academic Senate, Faculty, and Classified, etc. unions to support and disseminate this information.
 - iv. Initiate Distance Learning awareness with faculty, staff and students.
 - 1. Explore alternate makeup approaches for ill students who may miss several days or more.
 - 2. Give clear direction on absentee policy for students.

3. Identify back-up process for critical classes in the event of an Instructor becoming ill.
 - v. Identify critical departments and their functions
 1. Have each department identify their critical functions and those that are considered non-essential.
 2. Critical departments such as Student Health Center, Maintenance & Operations, Student Services, Public Safety and Emergency Operations need to develop contingency plans for reduced workforces.
 3. Identify a back-up person for each of these functions should the primary employee become ill.
 4. Identify functions or roles that can, if needed, be done at a remote site or home – telecommuting for employees who must care for ill family member or recovering from illness but must still stay in isolation.
5. *Purchase Personal Protective Equipment (PPE)*
- i. Standardization for N95 testing protocol
 - ii. Hand sanitizers
 - iii. Protective eye ware
 - iv. Gloves
 - v. Other PPE as determined by the District disinfecting policy

Trigger #2 - Start of Semester

1. *Initiate Influenza Tracking Program*

Tracking program will begin after the second week of October. Weekly reports will be compiled by the HR office and reviewed by the Executive Council.

- a. Absentee notifications
 - i. Spikes of absenteeism over your usual anticipated levels of absences from one week to the next.
 - ii. Reports of illness or flu like (ILI) symptoms.
- b. Student attendance
 - i. Student Health Services will provide a weekly status report to the District's Pandemic Influenza Task Force or its core Executive Committee.
 - ii. The goal is to identify possible outbreaks to then be able to provide specific direction and procedures to safeguard the health of both students and instructors.
 - iii. A simple survey can be answered to allow Student Health Services and the District's Emergency Management Coordinator to provide assistance where needed.
- c. Administration attendance
 - i. Multiple employees in a department or common area report ILI symptoms and/or home ill.

- ii. Employee or family member(s) test positive for H1N1
 - d. Faculty attendance
 - i. If multiple faculty reports ILI symptoms or are home ill
 - ii. If faculty report ILI symptoms and have reported increase in student absenteeism or had a student test positive for H1N1
- 2. *Initiate District-wide awareness / communications*
 - a. Hygiene campaign on proper coughing, sneezing and hand washing.
 - b. "Wipe Away" campaign to disinfect shared keyboards, telephones, and workspaces.
 - c. Social Isolation when ILI is present – stay home when sick campaign
 - i. E-mail
 - ii. Website
 - iii. Campus newsletters
 - iv. Department meetings
 - v. Flyers and/or posters
- 3. *Initiate Pandemic Cleaning and Disinfection Protocol*
 - a. Student health
 - b. Maintenance and Operations
 - c. High use areas i.e. computer center, cafeteria, shared workstations

Trigger #3 Absenteeism over and above normal expected rates occur

- 1. *Educational and Work distancing begins*
 - a. Alternate learning options may be considered for impacted classes and programs
 - b. Telecommuting options may be considered, if feasible
 - c. Transfer of critical functions should be addressed
- 2. *Social Distancing should be implemented*
 - a. Minimize sport events
 - b. Cancel class field trips
- 3. *Continue with hygiene and sanitation educational presentations and announcements*
- 4. *Media and Community Relations Office targets specific needs as defined by Committee*

Trigger #4 Absenteeism escalates to 33% of Students, Faculty, and Staff

- 1. *Task Force meets daily or as needed*
 - a. Alternate learning options should be considered for impacted classes and programs
 - b. Telecommuting options may be considered if feasible
 - c. Transfer of critical functions should be addressed
- 2. *Consider EOC, DOC and/or CEOC activations per District or campus*
 - a. Alternate learning options should be considered for impacted classes and programs
 - b. Telecommuting options may be considered, if feasible
- 3. *Social Distancing Continues*
 - a. Minimize sport events

- b. Cancel class field trips
- 4. *Declare campus and/or District state of emergency*
- 5. *Continue absence tracking of staff, faculty and students*

Trigger #5 - No increase in Absenteeism for two (2) weeks

- 1. *Continue Absentee Surveillance Program until trend is confirmed*
- 2. *Continue hygiene campaign of hand washing and the proper way to sneeze/cough and the disinfecting protocol.*
- 3. *Anticipate return to normal campus functions.*
- 4. *Assess and debrief campus departments to determine effects of pandemic wave. Offer supportive services to affected individuals as appropriate.*

Example:

- i. Student/staff hospitalizations
- ii. Deaths of student/staff or family members
- iii. International students leaving the country

Contingent or Isolated Triggers

- 1. *Areas that have been had a high exposure to H1N1 or have a high absenteeism due to Influenza like illness will immediately move to **Trigger #3***
 - a. Departments or programs
 - b. Team sports
 - c. Allied health and nursing programs

It is highly unlikely that the District will be requested to close campuses by its County Department of Health but may instead need to activate contingent Trigger responses to isolated H1N1 outbreaks. This Trigger Activation Guide provides the mechanism to do so. In the situation where frequent outbreaks occur, consideration for social isolation may be recommended for special need or high-risk populations and individuals on campus.

- 2. *Populations at high risk*
 - a. Those with suppressed immune systems
 - b. Handicapped using assisted breathing apparatus
 - c. Pregnant women
 - d. Those with pulmonary or cardiac disorders

DRCCC H1N1 Pandemic Flu Triggers

1.	2.	3.	4.	5.
Pre-Semester	Start of Semester or Initial reports of Influenza Like Illness	Absences occur over normal expected rates	33% or more of students, faculty or staff are absent	No increase in absenteeism over 2 weeks
Action:	Action:	Action:	Action	Action:
<ul style="list-style-type: none"> Reviewed and discussed needs on EHS committee Draft a Plan & Trigger Guide Begin flu prevention & hygiene campaign Collect information into a single source (Flu info on main website) 	<ul style="list-style-type: none"> Initiate Absentee Tracking program Initiate District-wide media awareness campaign Distribute Pandemic Cleaning and disinfection protocol Request ILI individuals to stay home until well 	<ul style="list-style-type: none"> Task Force meets as needed EOC, DOC & CEOC staff on alert Social Distancing for work, class, extracurricular & sporting events begins Continue absence tracking program Consider campus and/or District emergency declaration Coordinate with local public health agency 	<ul style="list-style-type: none"> Committee or Task Force meets daily or as needed Consider EOC, DOC & ECOC activations Social Distancing continues Declare campus and/or District emergency Continue absence tracking of staff, faculty & students 	<ul style="list-style-type: none"> Continue Tracking program Continue prevention & hygiene campaign Anticipate return to normal campus life Deactivate EOC, DOC or CEOCs Debriefing and After-Action Reports

APPENDIX A
SAMPLE ABSENTEEISM REPORT

Name	Date of Absence(s)	Department/Division	Type of Absence	Employee/Student

IMPERIAL VALLEY COLLEGE HUMAN RESOURCES (HR) - STAFFING PLAN

The purpose of this Staffing Plan is to outline the Department's strategies and processes for identifying, analyzing, and retaining the human capital levels needed to effectively support all current and future District activities. It includes the development, implementation, and evaluation of staffing-related processes. These processes require a continuous examination of organizational structures, position functions, recruitment sourcing, hiring and orienting, internal communications, and training/succession planning. Effective staffing management practices will help objectively identify the District's needs and guide future human capital decision making. This plan is not simply a snapshot in time, but is meant to be a living document that aligns with the District's goals and educational master plan.

STAFFING PLAN (FY 2008-2011)

HR STRATEGIC GOALS	OBJECTIVES
Recruitment	<ul style="list-style-type: none"> • Establish an objective method to assess the need for replacement and recruitment of vacant positions based on the District's needs. • Acknowledge the shrinking talent pool from which to recruit, and be prepared for increasing pressure to retain current employees. • Develop cost-efficient and innovative recruitment strategies to meet the increasing demand and dwindling budget resources.
Forecasting the Recruitment Needs	<ul style="list-style-type: none"> • Assess potential employee retirement dates. • Review facilities and programs plans.
Compliance with EEO and other regulations	<ul style="list-style-type: none"> • Recognize diversity in much broader concepts beyond age, ethnicity, and gender to new dimensions, which include education, family status and work experience. • Complete personnel file Audit. • Develop a procedure that forms a screening committee pool to be appointed in order versus by committee chair.
Safety	<ul style="list-style-type: none"> • Safety- Improve the District Crisis Management Plan, including emergency preparedness and training for Administrators and staff. • Coordinate a preemptive H1N1 information plan and have contingency plans in place.
Integration of Technology	<ul style="list-style-type: none"> • Web Time Entry: electronic timesheet submission process. • Maximize the use of Banner and other applications: applicant tracking data collect and analyze statistical data to identify trends and assist during the decision making process. • Completion of a Business Process Analysis to fully assess current processes, to support a wide range of process development, reengineer, and training.

STAFFING LEVELS

Imperial Valley Community College (IVC) currently employs a well-qualified staff dedicated to meeting the needs of our students and our community. There are currently 150 full-time faculty members. The College also employs 197 part-time faculty members. Thirty-two full time and 21 part-time faculty members are non-instructional. Non-instructional faculty members are counselors and librarians. College management, office, technical, and grounds support functions are filled by 153 classified employees, 11 confidential employees, and 9 Classified Managers. The College employs 14 Administrators. Approximately 440 student employees provide additional office and lab assistance.

A declining economy and a historic high unemployment rate spiked the College's enrollment and demand for services. In order to meet the growing demands without compromising the financial stability of the institution, the District initiated a systematic process to prioritize attrition or replacement of critical positions only. As a result, an ad hoc participatory governance task force was formed known as "Thaw." The thaw group met and reviewed requests to fill vacant positions and ranked the vacancies in order of importance. Those recommendations were presented to the Superintendent/President who directed the Human Resources department to initiate a recruitment campaign. During the 2009-2010 fiscal year, the Department hired 12 full time faculty members to help meet the increasing student enrollment demands.

STAFFING CHANGES

Turnover Rates

For the first time in at least a decade there was no turnover in the district's administration. However, IVC will experience some changes in administrative positions due to reorganizations and retirements during the next year. Also impacting the organizational structure will be the number of anticipated faculty and staff retirements that will occur over the next five years and beyond.

District demographics indicate that 57% of the full-time faculty and 27% of the classified workforce are over 50 years of age; during the period of June 2009 to October 2009, a total of 14 classified employees announced their retirement. An additional 4 faculty members retired this year. The district will need to consider having an independent assessment to determine if future supplemental retirement incentives would result in cost savings and should be offered.

Reduction in Services

Due to a State budget shortfall and deficit budget spending, the district reviewed, assessed, and recommended service reductions via closure of the Brawley Extended Campus. The closure impacted 1 full-time faculty position, 1 full-time classified position and 1 part-time classified position. The district transferred the faculty member to another location and was able to reassign the full-time classified employee. The part-time classified position was not able to be absorbed and resulted in a layoff.

Additionally, Imperial County Department of Social Services informed the district that they were cutting funding to the CalWORKS program. This program elimination resulted in position elimination of 4 full-time temporary Counselor positions and 1 full-time classified position. This

elimination came as a surprise since the program had been continuously contracted since 1987. The district has signed a Memorandum of Understanding to allow certain reemployment privileges to those employees.

Reorganization

In order to efficiently meet the staffing-level demands with less money, the Executive Council was directed to conduct an extensive review of their area organizational structures and functions. As a result, the organizational realignment has changed the functionality and reporting structures of several departments in an effort to optimize services to students while better controlling processes and costs.

One example is the establishment of a “Grants team”, which grouped three previously isolated positions and combined them. The goal is to provide better review, communications, and recommendations regarding potential grant options for the District.

HIRING PROCESS

Faculty and Classified Prioritization Process

The intent of the faculty and staff prioritization process is to identify the most critical vacant positions and to expedite the recruitment process of vital positions. The current faculty prioritization process includes a justification of the position’s impact on the program, strength of the program, and the ability to meet student needs. The Curriculum and Instruction (C&I) committee is the formal constituent group authorized to make recommendations on this subject matter.

As mentioned in the Staffing Levels section, the District formed an ad hoc Thaw task force to recommend prioritization of all vacant open positions. To ensure consistency, a ranking criterion was developed to determine the criticality of any position. The crucial factors included:

Vacancies Prioritization Criteria

1. Funding Source
2. Justification/Criticality
 - a. Position is unique for the department or program
 - b. Regulatory to department or program
 - c. Number of students program served
 - d. Critical function to success of IVC
 - e. Position affects transfer/graduation rate(s)
 - f. Position affects instruction
3. The impact of not filling the position
4. Workload distribution alternatives

During 2009, the taskforce evaluated a total of 12 faculty positions, 4 classified management, and 5 classified positions. Their final recommendations for prioritization are attached (Attachment A).

The District plans to continue using this standard criterion as an objective way for the executive council to make vacancy hiring decisions. This will assist in eliminating the previous practice that automatically replaced vacated positions (due to resignation, retirement, etc.). Each vacancy will need to be assessed for need and/or alternatives along with specific justification in writing. Request to hire form will be updated to reflect this process and will include a section linking the position to the Educational Master Plan and District mission (Attachment B). Emergency situations will be handled on a case-by-case basis and be presented to the Executive Council for consideration by the area Vice President.

Employee Recruitment

Imperial Community College District adheres to equal employment opportunity guidelines, job-related criteria determined by position qualifications, institutional objectives, for hiring.

Certificated and classified employees' hiring and recruitment processes are outlined in Board approved policies and respective collective bargaining agreements.

All employees must meet specific criteria established to perform essential duties of the classification or job. These include minimum qualifications for both certificated and classified positions, which the college lists in position descriptions. Minimum qualifications and equivalency procedures for faculty members are established through Minimum Qualifications for Faculty and Administrators in California Community Colleges.

The College develops certificated job announcements in conjunction with the Superintendent/President, the area Vice President, and the Chief Human Resources Officer (CHRO). Position announcements are then published through the Human Resources Office.

Selection Process

The Board has approved hiring policies and procedures to monitor all District selection processes. The Human Resources Department in partnership with the Policy and Procedure Committee is currently developing HR Departmental procedures.

The CHRO, assigned HR staff, and the designated committee chair review all applications to determine pool diversity and minimum qualification requirements prior to forwarding applications to the screening committee. Human Resources staff members provide committee chairs with a variety of tools (e.g. checklist) to assist in appropriately guiding the chairperson and designated administrator through the entire process.

To assist in ensuring equal opportunity for certificated positions, each screening/selection committee designates a six member committee from which three come from the specific division/department/office and the other three members are from another area. Larger even-numbered committees may be approved by the EEO Officer when community membership on the committee is solicited from representation base of Imperial Valley for certain positions (e.g. agriculture positions, music positions, management positions, etc.).

The committee shall have an equal balance of both ethnic representation (majority and non-majority) and gender diversity (half women and half men) on each certificated and classified screening/selection. The Human Resource office will be developing draft procedures to form a pool

of employees who want to volunteer to serve on a screening committees. Once a committee chair is determined by the area Vice President then members of the volunteer pool list will be asked if they want to participate and be assigned. The requirements for ethnic and gender representation remain and this pool should facilitate a larger percentage of employees participating in screening. The goal is to increase the employee knowledge level and trust in the process, while increasing the District's legal posture when responding to any process complaints.

EMPLOYEE, STUDENT AND PUBLIC SAFETY

Student and staff safety is a high priority for the District. A Director of Evening College to oversee District operations during the evening hours is being recruited. In addition, the Thaw team recommended a Director of Campus Safety and Security to oversee the patrolling of District properties, manage the response to call for service including crimes in progress and reports of crimes or suspicious activities, enforce applicable laws on District premises, and administer other security operations and activities.

The Environmental Health and Safety Committee updated bylaws (Attachment C) and has several critical issues to consider including: on-site campus emergency booths (with direct lines to security, alarms, flashing lights, etc.), a preemptive plan for H1N1, and accident prevention that addresses reconstructed parking lots and a new building.

The District also implemented an Employee Assistance Plan (EAP) on August 1, 2009. This plan allows employees and their qualifying family members free access to a variety of mental health / counseling professionals. The EAP is a 24 hours a day/7 days a week program that also gives employees information and referrals to address legal, financial, and personal health issues. Administrators and Managers can also work with the Human Resources office to make mandatory EAP referrals under special circumstances where there is a belief that the employee may harm themselves or others.

INTEGRATION OF TECHNOLOGY

The use of technology and modernization of processes is necessary to increase efficiency and productivity. The Human Resources office, in partnership with the Business Office and the Information Systems department, are currently conducting a business process analysis (BPA). The goal is to identify the current processes and any rework or duplication associated with the processes. When deficiencies or duplicative efforts are identified then a recommendation to streamline will be made and include options for automation. The Human Resource office plans to launch a test group for an automated timesheet in early 2010. Besides recording time electronically, employees will be able to request time off and see their work hours and leave balances at anytime via the internet.

The Human Resources office is also absorbing the Benefits coordination from the Business office. An online self-service type of option is currently being developed with a scheduled launch happening in late 2009. This "Benefit Bridge" will allow employees 24 hour /7 days a week access to important benefit information, including: their current coverage, access to health-related information and contacts, costs/expenditures, open enrollment periods, forms, and a variety of health/wellness related information.

HUMAN CAPITAL: EMPLOYEE PROFESSIONAL DEVELOPMENT

Although the budget may have never looked worse, the District plans to continue with a third year of a program that allows all employees to obtain professional development training for no cost. G.L.E.A.M. (Gaining Leadership Expertise, Aptitude, and Mentoring) is a program that exposes participants to a variety of community college and general leadership knowledge. G.L.E.A.M. was created in 2007-2008 to help provide continuity in leadership and to avoid extended and costly vacancies in key positions. Besides monthly educational topics, mentoring partnerships, and an ability to present innovated projects to administration, G.L.E.A.M. is used to identify and prepare candidates for high-level management positions that will likely become vacant due to retirement, resignation, or new opportunities. With a growing number of administrators and managers becoming eligible for retirement, programs like G.L.E.A.M. are essential in proactively preparing staff to continue meeting the needs of the community. Graduates have been responsible for some extremely innovate program concept ideas, including: The Student Mental health Office, 1st S.T.E.P. parent orientation, Bike Patrol, a Financial Aid computer lab, Employee Zumba dance classes, Automation of student request forms, etc.

Sexual harassment and discrimination awareness training sessions are offered on an-ongoing basis and non-supervisors can now take sessions like this on-line at their convenience.

The District has joined a legal consortium which will be providing 5 days of training, within the county, for Administrators, Managers, and certain Confidential positions for no additional costs. Topics include: Privacy Issues in the Public Workplace, Performance Management, etc. (Attachment D).

Recommendations of Thaw Committee

ATTACHMENT A

Final Ranking

Position	Comments	Recommendation	Final Ranking
Director of Campus Safety and Security	Crucial position. Recommendation is to hire based on 50% of the salary being paid from parking revenues.	Yes	1
Instructional Assistant/Curriculum Specialist	Crucial position. The Committee recommends changing the status from Confidential to Classified to increase the potential pool of internal applicants.	Yes	2
Physics/Math (Ranked #1 by C&I)	The position was filled with a full time temporary faculty member. Replacement position, no budgetary impact. This is the only Physics instructor IVC has; without a replacement we cannot offer Physics classes.	Yes	3
Librarian (Ranked #2 by C&I)	District funded position. Filling this position will impact the general budget. Current legislation requires a certificated Librarian to be present at all times the library is open. IVC currently has only 1 full-time and 2 part-time Librarians.	Yes	4
Political Science (Ranked #3 by C&I)	Political Science 102 is a graduation requirement for IVC students and we have a 102% fill rate in all classes. Half of all classes are currently being taught by adjunct instructors and we have exhausted the pool of adjuncts. We cannot meet student need without an additional instructor. A Political Science instructor has been elected Academic Senate President.	Yes	5
English/Reading (Ranked #4 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	6
English Composition (Ranked #6 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	7
Psychology (Ranked #7 by C&I)	Two positions have been unfilled for a number of years. Psychology is a popular major and required for General Studies and Nursing majors. A pool of adjunct instructors is available, but according to some committee members the quality of instruction is questionable in some instances. Need a full-time hire to improve instructional quality and curriculum	Yes	8
English ESL (Ranked #10 by C&I)	Replacement, budgeted position. The ESL department is losing two faculty members this year. Two Thaw Requests forms were submitted for a similar position. Committee is requesting clarification on second request form.	Yes	9
Math (2 requests) (Ranked #12 by C&I)	Two requests submitted for consideration. The Committee recommends one position. Replacement, budgeted position	Yes	10
Director of Community and Public Relations	Recommendation is to hire a part-time position through an open recruitment process. Cost neutral.	Yes (1 position)	11

English (Basic Skills)	Basic Skills is a grant funded non-tenure track position. Recommended only if it is a categorical, non-tenure track position. Not ranked by C&I.	Yes (Grant Funded)	Not ranked
Purchasing Technician	Approve the funding of a temporary Purchasing Technician through June 30, 2009. The Purchasing Department needs to make a request for a full time position for FY 2009-10.	Yes (Temporary position)	Not ranked

Administration of Justice (Ranked #9 by C&I)	A vast large pool of adjunct instructors is available since an Associate Degree is the minimum qualification to teach these courses.	No	Not recommended
English Composition (Ranked #15 by C&I)	Not included with recommended English positions.	No	Not recommended
Small Business Advisor	Defer recommendation until a determination can be made whether or not the District has to assume the cost of the position upon termination of the grant. It was mentioned that this position was eliminated a few years ago. If so, it needs to go through Planning and Budget and follow the process. What is the need for this position?	Not recommendation due to lack of information	Not recommended
Financial Aid Assistant	The Committee discussed the possibility of job sharing (e.g. the Student Employment Specialist may assume some of the duties of the Financial Aid Assistant/ work part-time). Open position: Position was advertised last year; applications are ready to be reviewed by appropriate screening committee members.	Keep it frozen (Job sharing successful)	Not recommended
Evening Audio-Visual Technician	Consider re-classing the position so there are two equal Media Technician positions, split schedule in order to provide day and evening coverage. Cross-training recommended. Standardize the positions to reflect upcoming changes (smart classroom technology). Part-time position can be requested again at a later time, if the need remains. Reclassification of one position was approved. The Committee recommends adjusting work schedules.	No (Reclassification approved/Adjust schedule)	Not recommended
Classified Manager Admissions	Defer recommendation until the Thaw Committee is presented with a complete re-organization of the department related to creation of this position. Statement on justification section is contradictory; it may be interpreted as if an additional position is being requested. Unless written clarification is provided, the Committee cannot recommend this position.	No Clarification needed	Not recommended
Director of Research, Planning and Grant Administration	The Thaw Committee recommends that administration looks for cost savings through reorganization of existing positions. Other options explored: (A) Move forward with this position, if other two positions are eliminated (B) Fund Director position only, no staff. Then, hire additional staff (under Director's supervision) using future categorical funding only.	No	Not recommended
(Micro) Biology (Ranked #5 by C&I)	Re-evaluate this position; determine if any current faculty member is qualified to teach this course. The number of classes being offered does not constitute a full workload. Please note: This class is a pre-requisite for Nursing students.	No	Not recommended



IMPERIAL COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

REQUEST TO HIRE FACULTY/CLASSIFIED EMPLOYEE

Date Submitted: _____ Dept/Program: _____

Name and Title of Requesting Authority: _____

1. The position you are filling is (check as applicable):

Vacant **Faculty** position

Full-time (Board Policy) Part-time (E.C. 87482.5)

Substitute for absent **Faculty** (E.C. 87481)

Name of Absent Employee: _____
Reason for Absence: _____

Temporary **Faculty** position due to higher enrollment (E.C. 87482)
(Maximum employment of two semesters in any consecutive three-year period).

Authorized Vacant (open) **Classified** position

Date position is open and vacant: _____
Target fill date: _____

Substitute Employee for an absent **Classified** employee (E.C. 88003)

(Maximum 60 days of employment)

Name of Absent Employee: _____
Reason for Absence: _____

Short Term Employee – “to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis” (E.C. 88003; Board Resolution No. 12673)

(Maximum 60 days of employment. The difference between a substitute and a short-term employee is that a substitute employee temporarily fills in for an absent regular employee; a short-term employee is an additional temporary employee.)

NOTE: A completed Request for Approval of Short-Term Position form must accompany this Request to Hire form (see attached.)

2. Description of Position:

Position Title: _____

NOTE: The position title and classification for a short-term position shall be determined based on the information from the Request for Approval of Short-Term Position form.

Is this a new or existing Classification Specification? New Existing
(Attach new or current classification specification)

Beginning date: _____ Ending Date: _____

Months of Service: _____ Salary Range: _____ Hourly Salary: _____

Number of Hours Per Week: _____ Work Shift: _____

Position reports to: _____

Person to be Hired (if applicable) Academic Classified

Name: _____ SSN: _____

Home Phone: _____ Address: _____ City/Zip Code _____

3. Funding:

Please identify the sources of funding that will be used to support this position, consider potential funding changes (e.g. reductions) that may be forthcoming.

Is this position in the current year's budget? Yes No

Does this position commit future district funds? Yes No

How long has it been vacant? (if applicable) _____

If funding from more than one source, provide percentage of funding from each source. If account(s) or funds cannot be verified due to an invalid account or lack of funding, the Request to Hire form will be returned to the requesting department. Funding can only be verified on all full-time positions and classified part-time positions. Funding for adjunct faculty positions must be verified at the division level based on the number of adjunct positions approved during the budget process, and the Business Office will verify that funding is available at the time the Request to Hire form is received

District Account Code: _____ Percentage: _____

Categorical

G Federal Account Code: _____ Percentage: _____

G State Account Code: _____ Percentage: _____

Other (explain below) Account Code: _____ Percentage: _____

4. Justification:

Is filling this position critical for one or more of the following? (a) Accreditation; (b) regulatory compliance; (c) to meet a contractual or other legal obligation; (d) to meet an academic need or transfer/graduation rate; (e) as part of a reorganization; (f) essential to the ongoing operation or service level of a program or department; (f) other purpose of similar importance? Explain:

5. Alternatives:

If the position is currently unfilled, has the department or program been able to perform the duties or responsibilities? Explain:

Has the department or program explored other ways to perform the duties and responsibilities (i.e., enhanced automation, short-term employment, temporary out of class assignment)? Explain:

6. Approval:

Requesting Authority: *I hereby acknowledge that I have verified the funding source and that there are adequate monies in my department budget to fund the position.*

Signature: _____ Date: _____

Administrative Dean/Director: Q Approved Q Disapproved

Reason for disapproval: _____

Signature: _____ Date: _____

President/Vice President: Q Approved Q Disapproved

Reason for disapproval: _____

Signature: _____ Date: _____

Director of Fiscal Services Q Funding Verified

Comments: _____

Signature: _____ Date: _____

*****For Use by Human Resources Official Only*****

CHRO review of Form and Position Description

Signature: _____ Date: _____

Assigned to : _____

Position Control Number: _____

**IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE**

REQUEST FOR APPROVAL OF SHORT-TERM POSITION

(THIS FORM MUST ACCOMPANY THE REQUEST TO HIRE FORM TO REQUEST A SHORT-TERM EMPLOYEE)

Background

Assembly Bill 500 (AB500) amended Education Code Section 88003 to require that "before employing a short-term employee, the governing board shall specify the service to be performed by the employee, and shall certify the ending date of service." Additionally, Education Code Section 88003 further states that "'short-term employee' as used in this section, means any person who is employed to perform a service for the District, upon the completion of which, the service required or similar service will not be extended or needed on a continuing basis."

In order to comply with the provisions of Education Code Section 88003 (as amended) each Request to Hire form requesting a short-term employee will require this information and the Dean/VP's certification.

The position title and classification for a short-term position shall be determined based on the information provided below. Short-term employees must meet the minimum qualifications for the classification. The determination of whether a prospective short-term employee meets the minimum qualifications for the classification shall be based on the education and experience requirements for the classification and, if applicable, successful completion of a skills demonstration examination.

1. Reason(s) short-term position is required (i.e., conversion, special project, etc.). Please be specific.

2. Duties /tasks to be performed: (The information provided will be used to (1) determine the appropriate classification for the short-term assignment, and (2) develop the resolution for approval of the position by the Board.) Attach additional sheets if necessary.

3. Dates of service: From: _____ To: _____

I certify that the short-term position and the service(s) being requested will not be extended or needed on a continuing basis.

Vice President and/or Dean

Date

FOR USE BY HUMAN RESOURCES OFFICE ONLY	
Classification: _____	Salary Range/Step: _____

IMPERIAL VALLEY COLLEGE

PROFESSIONAL DEVELOPMENT PLAN

2008-2011

Mission Statement:

The Mission of the Imperial Community College District's Professional Development Program (PDP) is to strengthen and support a dynamic learning and working environment enriched by diversity that is conducive to personal, professional, and organizational development for all employees.

Program Goals:

By effectively managing human, physical and financial resources the College aims to improve its organizational processes and effectively support the learning environment. A brief summary of the PDP's goals of objectives are outlined on the table below:

GOALS/OUTCOMES	OBJECTIVES	ACTIVITIES	TIMELINES	FUNDING SOURCE
<p>Goal #1: Encourage enhancement of competencies in instructional and organizational areas.</p>	<p>1.1 Establish an effective strategy to meet WASC's performance standards in the areas of awareness, development, proficiency, and sustainable continuous quality improvement.</p> <p>1.2 Provide professional development, training and job enrichment in a variety of specialized subject areas for groups of college employees</p> <p>1.3 Provide opportunities for building skills in human relationships, interpersonal dynamics, comprehensive overview of College practices, procedures, benefits, and policies to newly hired full time and adjunct faculty.</p>	<p>SAO/Accreditation District Strategy:</p> <ul style="list-style-type: none"> • SLOs/SAO Committee • Training • Departmental Participation • Public Meetings • Newsletters • Use of Technology <p>Conferences/ Professional Development Program-Classified/ Memberships</p> <p>Faculty and staff Orientation</p>	<p>Annually</p> <p>Ongoing</p> <p>Annually</p>	<p>Institutional</p> <p>Institutional</p> <p>Human Resources</p>
<p>Goal # 2: Provide an academic and work environment that respects the dignity of individuals and groups</p>	<p>Service Area Outcomes (SAO): The District is thoroughly working toward assessing Student Learning Outcomes in the following areas: Communication skills, critical thinking skills, personal responsibility, information literacy, and global awareness.</p> <p>2.1 Promote professional development programs designed to uphold College policies on preventing sexual harassment and employment discrimination. Funding: These programs will be</p>	<p>Mandatory Regulatory Training : • Sexual Harassment Awareness</p>	<p>Ongoing</p>	<p>Human Resources</p>

	offered and funded at the College level.			
Goal # 3: Provide an internal succession plan that will identify, assess and develop internal talent to assume key roles within the company	<p>SAO: Students will be better served by faculty and staff who are sensitive to their unique needs; embrace diversity.</p> <p>3.1. The PDP Committee annually reviews and makes recommendation regarding continuance of GLEAM program.</p> <p>3.2 Provide cost effective opportunities for professional development, training, on the job enrichment in a variety of specialized subject areas for groups of college employees.</p> <p>SAO: Students' needs will be better served by qualified faculty and staff</p>	<ul style="list-style-type: none"> • Anti-Discrimination • Safety • Administrative Procedures <p>Leadership Opportunities</p> <ul style="list-style-type: none"> • GLEAM • Out of Class • Interim Opportunities 	Based on the needs of the District	Human Resources
Goal # 4: Promote group participation in the decision making process.	<p>4.1 Implement a new strategy to enhance the effectiveness of the governance and decision-making processes.</p> <p>4.2 Developing a new cross-functional committees: Professional Development Plan and Staffing Plan</p> <p>SAO: Students will be better served by faculty and staff who participate in professional development</p>	<p>Participatory Governance/Standing Committees</p> <p>Refer to Institutional Response # 6</p>	Ongoing	Institutional/ Human Resources
Goal # 5: Promote use of technology	<p>5.1 Begin using the current Banner system to track all district training and professional development.</p> <p>5.2 Offer flexible programs to meet the needs of the population;</p> <p>5.3 Cost-efficient access to relevant training</p>	<p>BANNER</p> <p>Online/Distance Education Programs</p> <p>Webinars & ETUDES training</p>	Refer to Technology Plan	Institutional Technology
Goal # 6: Support better communication among all members of the College Community	<p>6.1 Provide opportunities for building skills in human relationships and interpersonal dynamics and to provide comprehensive overview of College practices, procedures, benefits, and policies to newly hired full-time and adjunct faculty.</p> <p>SAO: Students will be better served by faculty, classified Staff, and administrators who have participated in opportunities for building skills in human relationships and interpersonal dynamics</p>	<p>Faculty and staff Orientation</p> <p>Town Hall Meetings</p> <p>Portal Discussions</p>	Yearly	Human Resources
Goal #8: Promote a work environment that promotes the health and well being of employees	<p>8.1 Provide programs that promote the health and well being of our employees.</p> <p>SAO:</p>	<p>Employee Wellness Program</p> <p>EAP</p>	2009-2011	Human Resources
			Ongoing	

COLLEGE SPECIFIC ACTIVITIES AND PROGRAMS

2008-2009

STUDENT LEARNING OUTCOMES (SLOs)/ SERVICE AREA OUTCOMES (SAO)

The role of faculty and staff is crucial in the full development and achievement of SLOs/SAO. The current Master Educational Master Plan established a strategy to meet WASC's performance standards in the areas of awareness, development, proficiency, and sustainable continuous quality improvement.

The initial phase of the plan included the creation of the Student Learning Outcomes & Assessment Committee (SLO & A). The SLO&A meetings and agendas, accreditation updates, assessment plans, resources, goals, timelines, and other relevant information are posted on the District's website <http://www.imperial.edu/index.php?pid=3771>

SLOs/SOA Committee Recommendations:

One of the highest priorities of the SLOs/SOA Committee is the implementation of SLOs/SOA training. SLOs training is crucial to the effectiveness of the Institutional programs and services. The Committee recommends offering training to all faculty members, including adjunct faculty members, to ensure the implementation of SLOs in all courses. The Committee has identified and ranked the need for training as follows:

1. Training related to the implementation of SLOs shall be given the highest priority;

First Level Priority: SLO's Training	Workshops/Activities	Purpose	Dates
SLOs Activities (varies)	SLOs activities are recorded on the SLOs Committee website at http://www.imperial.edu/index.php?pid=3771	Meet Accreditation standards	Ongoing

2. Second-level priorities are those training needs that are necessary in order to address accreditation, state contract, and/or program certification requirements, as well as national standards.;

Second Level Priority Training	Workshops/Activities	Purpose	Dates
Regulatory training to meet state contract requirements, national standards, certification, accreditation	CA Fire Technology Director's Association Training Fire Command 1C/1-Zone Firefighting for Company Officers Nursing Simulation Conference- Use of Manikins Sexual Harassment and Awareness Training SEMS and NEMS Training/Campus Safety Preschool Personnel Training (varies)	Essential to implement fire technology programs Obtain Fire Officer Certificate Implement new technique in the Nursing Dept. Compliance Training Compliance Training Compliance Training	May & Nov 2009 N/A March 2009 Ongoing Ongoing Ongoing

3. Third-level priorities are those training needs necessary for faculty and staff to stay current in their field or subject area.

Third Level Priority Training	Workshops/Activities	Purpose	Dates
Necessary training for faculty and staff to be current on their areas or fields	Imperial Valley Human Resources Association Society for Human Resources Management Sand Diego Imperial Counties Community Colleges (SDICCCA) ACHRO EEDEC Liebert Cassidy and Whitmore Training ((LCW) Community College League Association (CCLA) Community College League of CA- Procedures (CCLC) Imperial Valley Economic Development Corporation (IVEDC) International Consortium for Educational and Economic Development (ICEED) Public Relations and Communication Training Technology Department Training (varies) Finance training (varies) Technology Training (MIS, Banner, ect..)	Professional development through conference support	Ongoing

G.L.E.A.M. (Gaining, Leadership, Expertise, Aptitude, and Mentoring)

Imperial Community College initiated a systematic process to identify, assess and develop internal talent to make sure employees are ready to assume key roles within the company. The purpose of the program is to help provide continuity in leadership and to avoid extended and costly vacancies in key positions. G.L.E.A.M. is also used to identify and prepare candidates for high-level management positions that will likely become vacant due to retirement, resignation, or new opportunities. With a growing number of administrators and managers becoming eligible for retirement, programs like G.L.E.A.M. are essential in proactively preparing staff to continue meeting the needs of the community.

With an exceptionally limited budget or with no budget at all, this program allows employees an opportunity to obtain professional development and leadership training at no cost. The intent of the program is to expose participants to a variety of community college and general leadership knowledge. The program consists of monthly educational topics, mentoring partnerships, and an ability to present innovated projects to administration. Some of the topics include an introductory session on leadership, an overview of Student Services, Real Colors training, CCC Governance, community college finance, information and MIS reporting, HR function, and a presentation on Academic Services.

G.L.E.A.M graduates have been responsible for some innovative program concept ideas, including: The Student Mental health Office, F.I.R.S.T. Step parent orientation, Bike Patrol, a Financial Aid computer lab, Employee Zumba dance classes, Automation of Student Request forms, Green committee, Facebook and Twitter.

MANDATED REGULATORY TRAINING

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District has developed comprehensive policies and procedures to educate and protect its employees and students from unlawful discrimination and harassment. The District policies are available in the Human Resources Website at <http://www.imperial.edu/index.php?pid=4815>

The District is required to provide training to fulfill obligatory sexual harassment training sessions to all new hired employees within six months of employment; promoted employees within the first six months they assume supervisory responsibilities and all supervisors at least every two years. In compliance with federal and state regulations, the District provides regular onsite sexual harassment awareness training for full time employees and supervisors. An online learning module is also available for part time faculty members.

Sexual Harassment Awareness and Discrimination training is offered on an ongoing basis. During 2008, The District Title IX Officers and the Human Resources office coordinated a total of 8 Sexual Harassment Awareness training sessions. A total of 174 employees attended Sexual Harassment Awareness training. During the current fiscal year, 3 training sessions have been offered. A total of 38 classified employees, faculty, administrators, and managers have attended sexual harassment awareness training this year.

In addition to providing a work environment free of harassment and discrimination, the District is committed to fostering a climate of safety and security. The Human Resources in partnership with the Environmental Health and Safety Committee (EHSC), and the Parking Control

Office ensure that the safety needs of the campus community are met by providing information on crime prevention, crime reporting (Clery Act), crime awareness, and general safety training.

The Environmental Health and Safety Committee meets periodically to review the District's emergency procedures and determine the safety training needs of the Institution. Under the recommendation of the EHSC, emergency training and education programs, events or drills are coordinated on as needed basis. Recent examples are the District participation in a county-wide Campus Safety training program hosted by Homeland Security and the coordination of National Campus Safety Awareness Day 2009.

Detailed information regarding the EHSC activities are posted on the Committee's website at <http://www.imperial.edu/index.php?pid=3771>

PARTICIPATORY GOVERNANCE

The participation of all constituents groups in the decision making process is essential to the advancement of Imperial Community College District. The participatory governance model is designed to improve the communication process; broad collaboration is indispensable for the continuous improvement of programs and services.

The participation of District personnel, students and community members occurs through organized governance groups or standing committees. The standing committees are formed to deal with designated subject matters that they are required to discuss and make recommendations through the Academic Senate or College's Council.

As part of the accreditation review, the District is implementing a new strategy to enhance the effectiveness of the governance and decision-making process. Under the new leadership, the District is redefining the roles of committees and evaluating the development of an adjusted college committee structure. With the potential development of a new committee structure, the process for identifying, defining and assessing the new committees is outlined on the Institutional response to Recommendation #6.

As part of the restructuring process, the District is proposing the merging the Staff Development Committee and the Flex Committee into a cross-functional Professional Development Committee (PDC). The goals of the new PDC would be to develop and promote the goals, skills, and competency development needed for all levels of employment.

FACULTY AND STAFF ORIENTATION

Imperial Community College organizes a Faculty and Staff orientation at the beginning of the fall semester. The intent is to welcome faculty and staff and to provide a broad overview of district goals and expectations for the academic year. For newly hired employees, the information presented should be help them to gain a better understanding of the College's expectations and help them to feel more at ease in the College environment.

PROFESSIONAL DEVELOPMENT (MEMBERSHIPS)

Professional development through membership support was also vital during 2008-09; the value of professional memberships includes sharpening old skills, learning new skills, keeping up to date on industry trends, and networking opportunities. The District supported participation in several major educational/leadership development memberships as listed below:

MEMBERSHIPS		
Institutional Memberships Budget Amount: \$ 46,065.00 11001-101-5310-6600	Community College League of California (CCLC)	San Diego/Imperial Counties Community Colleges (SDICCCA) Faculty Internship Program
Accrediting Commission for Community and Junior Colleges (Fund 11012)	Community College League of California (CCLC) FY2009 Special Budget Advocacy Assessment	National Association for Development Education (NADE)
American Association of Community Colleges (AACCC) Institution Membership 1/1/09 - 12/31/09	Community College League of California (CCLC) - Policies/Procedures Subscription Renewal Services 7/1/09 - 6/30/10	San Diego/Imperial Counties Community Colleges (SDICCCA)
Association of Community College Trustees (AACCT) 7/1/09-6/30/10	Council for Higher Education Accreditation (CHEA) 7/1/09-6/30/10	Inland Valley Trustee & CEO Association
American Association of Community Colleges (AACCC) Individual Membership	EI Centro Chamber of Commerce	International Consortium for Educational and Economic Development (ICEED)
Brawley Chamber of Commerce	EI Centro Rotary Club	Imperial Valley Economic Development Corporation (IVEDC)
Calexico Chamber of Commerce 3/09 - 3/10	Hispanic Association of Colleges and Universities (HACU) 1/1/09 - 12/31/10	League for Innovation in the Community Colleges 7/1/09 - 6/30/10
Calipatria Chamber of Commerce	Holtville Chamber of Commerce	Imperial County School Boards Association
College Going Initiative - 2nd Payment College Board	Imperial Chamber of Commerce	