



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 26, 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  
Kevin White, 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  
Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

#### **MEMBERSHIP CHANGES**

#### **PUBLIC COMMENT**

#### **APPROVAL OF MINUTES DATED MONDAY, OCTOBER 12, 2009**

**AREA REPORTS/UPDATES**

Program Review Update – Kathy Berry  
Budget Update/Financial Report – John Lau  
ASG President Update - Steven Sciaky  
President’s Update - Dr. Gould

**MINUTES FROM STANDING AND AD HOC COMMITTEE**

1. Budget and Fiscal Planning Committee, 9/23/09, 9/30/09
2. Policy and Procedures, 10/14/09
3. Technology Planning Committee, 09/15/09

**DISCUSSION AND INFORMATION ITEMS**

1. Staffing Plan - Travis Gregory (Attachment 1)
2. Campus Reorganization - Michael Heumann (Attachment 2)
3. Administrative Procedure AP4225 Course Repetition - Victor Jaime (Attachment 3)
4. All User Group email Recommendation - Dr. Ying (Attachment 4)

**ACTION ITEMS**

1. Approval of the Technology Plan - Tina Aguirre (Attachment 5)
2. Approval of the SLO Plan - Tina Aguirre (Attachment 6)

**ADJOURNMENT**

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

2009		2010	
October 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



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 12, 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:

Taylor Ruhl, Administrative Representative  
Sergio Lopez, Administrative Representative  
Ted Ceasar, Alternate Administrative Representative

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

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

Steve Sciaky, Student Representative  
Mario de la Torre, Student Representative  
Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative  
Jan Magno, Alternate Administrative Representative  
Armando Mendez, Faculty Representative  
Miriam Trejo, Alternate Classified Representative  
Carlos Fletes, CMCA Representative  
Rick Webster, Alternate CMCA Representative  
Libertad Cabrera, Student Representative

### **MEMBERSHIP CHANGES**

The following membership changes were made: Brian Phillips was appointed as an Alternate Student Representative, Armando Mendez would be stepping down as Faculty Representative, and a new Faculty Representative would be announced once one has been appointed.

### **PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 28, 2009**

M/S/C John Abarca/Kevin White to approve the Minutes of September 28, 2009.

Motion carried.

**AREA REPORTS/UPDATES**

**Program Review**

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

- Announced that VP Kathy Berry was in Colorado, and would be back to work in the next two weeks.
- The Progress Report went to Academic Senate on October 7, 2009, and would be going to the Board of Trustees on October 14, 2009. The Progress Report summarizes what was accomplished in the 2008-09 fiscal year.
- Announced the current program review is in progress, and the first step is entering the budget which is now online. She indicated the budget would be linked to the different plans, (i.e., Staffing Plan, Professional Development Plan, Technology Plan, etc.). Interim VP Aguirre stated that divisions are being asked to look at the 08-09 actual budgets and anticipate a 10% budget cut. She stated this year's program review is designed to address absolute needs that are going forward which would include the 10% cut.

**Budget Update**

Vice President for Business Services John Lau reported the following:

- VP Lau handed out a budget summary of the 2009-10 "Final Budget" which would be presented to the Board on October 14, 2009.
- Reported that the recommendation of the Fiscal and Budget Planning Committee was to reduce its reserves by \$2.5 million to balance the budget, the reserves ending balance would be at 6.37%. He stated that using reserves to balance the budget in the coming years would not be possible.
- VP Lau reported that GASB45 requirements had changed, and now unfunded liability related to future medical benefits would need to be fully funded, and stated historically this benefit had never had to be fully funded and it was on a pay as you go basis which equates to about \$1.5 million dollars a year. He estimates the District will need to set aside \$3 million to cover this unfunded liability.
- VP Lau reported no growth or COLA funding is expected this year from the State, and there may be midyear cuts which would not come out of reserves, the District would have to find these cuts in operations.
- VP Lau stated he would be meeting with department heads to go over the budget, and asking them to cut 10% of their budget.

**President Update**

President Ed Gould reported the following:

- Reported last week he met with the Vice Presidents and Associate Dean of Human Resources to reach decisions regarding the major fiscal challenges and other changes

that the District faces. He indicated an email would be going out stating that the recommended budget cuts would impact programs and a few jobs for this year and next.

- Stated a priority had been placed on Vice Presidents and Directors to notify the appropriate union officials, and individuals whose jobs would be impacted by these recommended budget cuts. He stated the decisions were made for long term solutions, rather than opting for short term solutions.
- Reported their recommendations would be discussed through the shared governance structure.
- Stated the District would continue to maintain the District core programs to serve basic skills, English as a Second Language, occupational and transfer students.
- Stated there were discussions about space utilization and efficiencies, duplication of position, recommending reduction in those areas, recommending changing from a division chair structure to a five instructional dean structure.
- Stated it is important to separate fact from rumor, and would pledge complete transparency while the District moves forward.
- Announced he would be holding a Town Hall meeting to answer any questions.
- Indicated that Executive Council recommended that the Extended Campuses be closed and would look into the possibility of using local high schools to hold classes; he stated some positions would need to be eliminated.
- Chair Heumann asked if there has been a decision about summer school.
- President Gould stated that it would depend on whether the District meets the requirements of the State.

### **ASG President Update**

ASG President Steven Sciaky reported the following:

- Reported that he attended a conference in Cuyamaca which addressed the budget cuts that are coming, and reported that ASG would be participating in letter campaigns, rallies, and is hoping to share resources with other community colleges.

### **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**

- Chair Heumann noted that split lights had been upgraded in his classrooms in the last couple of weeks. President Gould stated that Director of Maintenance Webster plans are to go through all the classrooms to install split lights.

#### **2. 2009-10 Final Budget - John Lau**

- VP Lau discussed the 2009-10 Final Budget under Budget Update. The following link was provided for the 2009-10 Final Budget: [www.imperial.edu/index.php?pid=1551](http://www.imperial.edu/index.php?pid=1551)

**3. Merging the “Environmental Health & Safety Committee,” into the “Facilities & Environmental Improvement Committee -Travis Gregory**

- Associate Dean Gregory explained that after going over the organizational charts, these two committees were to be merged. He stated it made sense to merge these two committees into one super committee.
- Vice Chair Waddell stated she reviewed the Standing Rules for both committees, and they are both huge committee which are not similar at all, one has to do with building processes and the other with employees and they both have different goals. She indicated that her recommendation is not to merge the two committees since they are two huge committees and their goals are very different.
- President Gould stated that he supported Vice Chair Waddell’s recommendation and does agree that these two committees are very different.
- Chair Heumann explained if these two committees are not merged then the shared governance organizational flow chart would need to be revised.
- Interim VP Aguirre stated the current Educational Master Plan is a recommendation to the 2009-10 shared governance planning process.

**4. Technology Plan – Tina Aguirre**

- Interim VP Aguirre stated the Technology Plan was attached for review and discussion. She explained that the Technology Plan was derived from the 2008-09 program review, as well as last year’s Technology Plan, the information was then consolidated and the recommendations came from there.
- Chair Heumann explained that the goal is to tie the technology needs to the Education Mater Plan, and articulate exactly what the District needs to do to accomplish these goals.
- Chair Heumann noted that the Technology Plan would be accepted as a viable plan and tabled for action at the next College Council Meeting.

**5. Marketing Plan - Bill Gay**

- Director of Communication Gay handed out a draft Marketing Plan for review and discussion. He explained that the draft Marketing Plan basically ties goals to the Education Master Plan, specifically goals one, two, three and six. He stated the plan also ties into the Strategic Plan goal five which discusses the use of electronic technologies.
- Announced he would be broadcasting the first meeting of the Marketing Committee to all users.
- President Gould noted that as the District faces the pressure of meeting the accreditation requirement, he asked that these committees take the time and do these plans right. He indicated all these processes should go through the appropriate shared governance structure.
- Chair Heumann noted that the draft Marketing Plan would be accepted as a viable plan by College Council. The draft Marketing Plan would go back to the Marketing Planning Committee for approval, and then back through the shared governance process.

**6. Facilities Plan- John Lau**

- VP Lau discussed the Facilities Plan and stated it is a work in progress and the elements for the plan exist which include the Five-Year Plan, and the Ten-Year Master Site Plan. VP Lau indicated that the Facilities Committee was merged with the “Facilities and Environmental Improvement Committee” recently, and this committee would be developing the Facilities Plan and incorporating all plans.
- President Gould explained once the Facilities Plan is rolled out it would capture and interlock with the current Education Master Plan.

**7. Budget and Fiscal Plan – John Lau**

- VP Lau reported that there is a draft Resource Allocation Plan which is a formula driven way of budgeting, this plan is still under review and discussion by the Budget and Fiscal Planning Committee. VP Lau explained once the plan is completed it would tie in with the current Education Master Plan.

**8. SLO Plan - Toni Pfister**

- Interim VP Aguirre explained that the SLO Plan was attached for review and discussion; she indicated Professor Pfister has work closely with the SLO Committee to develop the SLO Plan and it has evolved.
- Chair Heumann stated that the SLO Plan would be accepted as a viable plan and tabled for action at the next College Council meeting.

**ACTION ITEMS**

**M/S/C Bruce Seivertson/Steven Sciaky**

**1. Approval of Pandemic Influenza Trigger Guide - Travis Gregory**

**Discussion:**

Associate Dean Gregory explained that this guide is a way of formalizing some of the things that were done last year, and tracking and taking action based on that information.

*“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 classes to allow for students adding and dropping courses.*

  - a. *Absentee notification trigger*

- i. *More than two (2) weeks of continued rise in absenteeism.*
        - ii. *Spikes of absenteeism over your usual anticipated levels of absences from one week to the next.*
      - b. *Student attendance*
        - i. *Predetermined classes or large forums will be notified if they will be sampled as part of the tracking program.*
        - ii. *Participating faculty and students would be briefed on the purpose.*
        - iii. *Attendance should be taken on the same day of each week to maintain continuity of reporting.*
        - iv. *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.*
        - v. *A simple survey can be answered to allow Student Health Services and the District's Emergency Management Coordinator to provide assistance where needed.*
        - vi. *Student Health Services will provide a weekly status report to the District's Pandemic Influenza Task Force or its core Executive Committee.*
      - 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 3% of Nonclass Pupils 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
<b>Action:</b>	<b>Action:</b>	<b>Action:</b>	<b>Action</b>	<b>Action:</b>
<ul style="list-style-type: none"> <li>Reviewed and discussed needs on EHS committee</li> <li>Draft a Plan &amp; Trigger Guide</li> <li>Begin flu prevention &amp; hygiene campaign</li> <li><b>Collect information into a single source (Flu info on main website)</b></li> </ul>	<ul style="list-style-type: none"> <li>Initiate Absentee Tracking program</li> <li>Initiate District-wide media awareness campaign</li> <li>Distribute Pandemic Cleaning and disinfection protocol</li> <li>Request ILI individuals to stay home until well</li> </ul>	<ul style="list-style-type: none"> <li>Task Force meets as needed</li> <li>EOC, DOC &amp; CEOC staff on alert</li> <li>Social Distancing for work, class, extracurricular &amp; sporting events begins</li> <li>Continue absence tracking program</li> <li>Consider campus and/or District emergency declaration</li> <li>Coordinate with local public health agency</li> </ul>	<ul style="list-style-type: none"> <li>Committee or Task Force meets daily or as needed</li> <li>Consider EOC, DOC &amp; CEOC activations</li> <li>Social Distancing continues</li> <li>Declare campus and/or District emergency</li> <li>Continue absence tracking of staff, faculty &amp; students</li> </ul>	<ul style="list-style-type: none"> <li>Continue Tracking program</li> <li>Continue prevention &amp; hygiene campaign</li> <li>Anticipate return to normal campus life</li> <li>Deactivate EOC, DOC or CEOCs</li> <li>Debriefing and After-Action Reports</li> </ul>

APPENDIX A  
SAMPLE ABSENTEEISM REPORT

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

**Motion Carried.**

**M/S/C Bruce Seivertson/Steven Sciaky**  
**2. Approval of Staffing Plan - Travis Gregory**

**Discussion:**

Member Abarca stated he had some concerns with the Staffing Plan and asked that this item be tabled for further discussion to the next College Council Meeting. Member Abarca stated the items of concern were: 1) workload distribution alternatives; 2) personnel file audits; and 3) job sharing, he stated for the record job sharing was against the law.

Associate Dean Gregory indicated that he would be happy to give a thorough explanation to any question that he may have and asked members contact him ahead of time so that he could be prepared to accurately address their questions. He stated that the District would need to stay in compliance with all applicable laws and contract provisions.

This item was tabled to the next College Council meeting.

**M/S/John Abarca/Carlos Fletes**  
**3. Approval of Professional Development Plan - Travis Gregory**

(See Attachment A)

**Motion carried.**

**M/S/C John Abarca/Carlos Fletes**  
**4. Approval of Strategic Plan - John Lau**

Chair Heumann called for a vote for the approval of the Strategic Plan. A motion was made by John Abarca, and seconded by Carlos Fletes.

The Strategic Plan is posted at the following link: <http://cms.imperial.edu/index.php?pid=4874>

**Motion carried.**

**ADJOURNMENT**

The meeting was adjourned at 3:25 p.m.

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

<b>2009</b>		<b>2010</b>	
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

# 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><b>Goal #1:</b> 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><b>Service Area Outcomes (SAO):</b> 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>SAO/Accreditation District Strategy:</p> <ul style="list-style-type: none"> <li>• SLOs/SAO Committee</li> <li>• Training</li> <li>• Departmental Participation</li> <li>• Public Meetings</li> <li>• Newsletters</li> <li>• Use of Technology</li> </ul> <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><b>Goal # 2:</b> Provide an academic and work environment that respects the dignity of individuals and groups</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 :</p> <ul style="list-style-type: none"> <li>• Sexual Harassment Awareness</li> </ul>	<p>Ongoing</p>	<p>Human Resources</p>



	<p>offered and funded at the College level.</p> <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> <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>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>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>8.1 Provide programs that promote the health and well being of our employees.</p> <p>SAO:</p>	<ul style="list-style-type: none"> <li>• Anti- Discrimination</li> <li>• Safety</li> <li>• Administrative Procedures</li> </ul> <p>Leadership Opportunities</p> <ul style="list-style-type: none"> <li>• GLEAM</li> <li>• Out-of-Class</li> <li>• Interim Opportunities</li> </ul>	<p>Based on the needs of the District</p>	<p>Human Resources</p>
<p><b>Goal # 3:</b> Provide an internal succession plan that will identify, assess and develop internal talent to assume key roles within the company</p>	<p><b>Goal # 4:</b> Promote group participation in the decision making process.</p>	<p>Participatory Governance/Standing Committees</p> <p>Refer to Institutional Response # 6</p>	<p>Ongoing</p>	<p>Institutional/ Human Resources</p>
<p><b>Goal # 5:</b> Promote use of technology</p>	<p><b>Goal # 6:</b> Support better communication among all members of the College Community</p>	<p>BANNER</p> <p>Online/Distance Education Programs</p> <p>Webinars &amp; ETUDES training</p> <p>Faculty and staff Orientation</p> <p>Town Hall Meetings</p> <p>Portal Discussions</p> <p>Employee Wellness Program</p> <p>EAP</p>	<p>Refer to Technology Plan</p> <p>Yearly</p> <p>Semester</p> <p>Ongoing</p> <p>2009-2011</p> <p>Ongoing</p>	<p>Institutional Technology</p> <p>Academic Services</p> <p>Departments/ ACCESO</p> <p>Human Resources</p> <p>Institutional</p> <p>Human Resources</p>
<p><b>Goal #8:</b> Promote a work environment that promotes the health and well being of employees</p>				

# 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;

<b>First Level Priority: SLO's Training</b>	<b>Workshops/Activities</b>	<b>Purpose</b>	<b>Dates</b>
SLOs Activities (varies)	SLOs activities are recorded on the SLOs Committee website at <a href="http://www.imperial.edu/index.php?pid=3771">http://www.imperial.edu/index.php?pid=3771</a>	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.;

<b>Second Level Priority Training</b>	<b>Workshops/Activities</b>	<b>Purpose</b>	<b>Dates</b>
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.

<b>Third Level Priority Training</b>	<b>Workshops/Activities</b>	<b>Purpose</b>	<b>Dates</b>
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 (AACC) 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 (ACCT) 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 (AACC) 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	

# **DRAFT**

## **2009-2011 IVC PR Plan**

### **2009-11 PR Goals**

1. Increase knowledge among IVC Stakeholders regarding programs and issues at IVC through an integrated marketing plan that promotes and fosters student and community relations as well as institutional value.
2. Establish the foundation for a bond issue by reaching all Valley communities to reinforce personal connections with the college.
3. Continue a marketing effort to seek continued budgeted growth in enrollment, especially in the North County
4. Assist IVC in reinforcing and expanding its leadership role in workforce development and attainment of higher education for Imperial County residents
5. Develop proactive internal communications program that will develop an institutional awareness of marketing as an operating principle for the college.
6. Develop and implement plan to honor IVC's 50<sup>th</sup> Anniversary in conjunction with grand opening of new IVC Science Building
7. Centralize marketing efforts to address individual departmental needs.

### **PR Strategies**

1. Rebrand IVC through development of consistent appearance of all college publications, adjustment or redesign of IVC logo and mascot
2. Follow up on visioning process through consistent community meetings, presentations and on-campus tours of both new construction and areas needed for improvement.
3. Make use of Social Media to reach all IVC audiences in a more targeted approach.
4. Using data from Environmental Scan and economic studies, identify targeted audiences and specific outreach programs to reach those audiences.
5. Showcase the opening of IVC's new science building through tours and other outreach in connection with the 50<sup>th</sup> Anniversary of the district.
6. Leverage resources by maximizing outreach impact of existing IVC activities, such as athletic events and other activities held on campus.
7. Establish and maintain solid IVC leadership in major community organizations such as all Valley chambers of commerce, Workforce Development Board, P-16

Council, Imperial Valley Economic Development Commission, Brawley Economic Development Commission and others.

8. Tell the story of Imperial Valley College through the words, actions and examples of successful IVC students and graduates.

### **Target Audiences**

1. Current Students
2. Potential Students and their families
3. IVC Faculty
4. Classified Staff
5. IVC Administrators
6. K-12 Educators
7. Community leaders/Opinion makers
8. Business Community
9. Registered voters
10. Media
11. IVC Foundation Board & contributors
12. Board of Trustees
13. Bond Oversight Committee
14. Campus advisory committees

### **PR Objectives**

1. A campus Marketing Committee will be operating to advise and help evaluate campus branding programs and outreach, including expansion of presence on web 2.0 sites.
2. A communications audit will be completed to evaluate the effectiveness of all internal and external communications programs and recommendations for changes will be presented to appropriate shared governance committees.
3. A quarterly IVC newsletter for the community will be published and inserted into the Imperial Valley Press.
4. IVC will enhance its electronic community presence at through establishment of computer access stations in new locations.
5. A quarterly IVC newsletter for the community will be published and inserted into the Imperial Valley Press.
6. Community workshops will be held in all communities served by IVC



7. Appropriate marketing will be instituted for IVC student enrollment to achieve budgeted FTES for Fall, Winter/Spring and Summer terms of 2009-10 and 2010-11.
8. Local service clubs will have awareness of IVC's new educational advances and facilities through a series of on-campus and off campus programs presented by IVC administrators and faculty.
9. IVC will have enhanced its presence on social media sites, such as Facebook to assist in student recruitment as well as facilitate conversation with stakeholders.
10. The IVC Student Portal will be used to facilitate online conversation with students regarding issues impacting IVC.
11. Regular "Town Hall meetings" will be held with students and staff to facilitate understanding of issues facing IVC.
12. Local media will publish/broadcast routine stories outlining status of new programs, Measure L, etc
15. Partnerships will be reinforced with IVEDC, Chambers of Commerce, Workforce Development Board and BEDC by active involvement of IVC on boards of directors
16. An IVC Hall of Fame will be established to honor distinguished alumni.
17. The Communications Department will institute a regularly-published online internal newsletter.
18. Use of a printed Course Schedule will undergo continued evaluation with the objective of transitioning to an electronic means of communicating the same material and replace the printed document with an annual marketing document.
19. Institute live radio broadcasts of major athletic events to facilitate parallel promotion of other IVC events and programs.

**MINUTES FROM  
STANDING AND AD HOC  
COMMITTEES**



Unadopted minutes

## Budget and Fiscal Planning Committee

September 23, 2009

### Members Present:

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

Recorder: Mary Carter

√Dawn Chun, CMCA Representative  
√Betty Kakiuchi, CSEA Representative  
√John Abarca, CSEA Representative  
√Mario de la Torre, ASG Representative  
√Dave Drury, Faculty Alternate  
Non-Voting  
√Tina Aguirre, Interim VP for Academic Services

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

**Call to order:** The regular meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 1:35 p.m.

### **ACTION:**

1. Committee's recommendation to the Superintendent/President - 2009-10 Budget: **M/S/C Jacobson/Chun to hold a meeting next week to make a budget recommendation (yes 5, no 3).**

VP Lau stated that the committee needs to make a realistic recommendation on the budget; \$2.7 million cannot be found without addressing labor issues. VP Lau will be meeting with the union presidents on Monday, September 28; the meeting will be to share financial information, not to negotiate. Eric Jacobson suggested that the committee postpone making a budget recommendation until after the VP for Business Services meets with the presidents of CTA and CSEA. Committee members noted that budget recommendations have been made previously, but that spending has not stopped.

The committee reviewed a list of budget discussion items (memo from the Director of Fiscal Services, dated September 22). Alternate Drury stated that he would like to know the savings from freezing spending at the June 2009 level. It was suggested that summer session be cancelled, and a minimum winter session be held. VP Lau stated that the College must have a strategy for Winter session in order for it to be cost effective, with good fill rates.

Carlos Fletes stated that the Business Offices has found a \$250,000 item that was double budgeted. Department heads need to scrutinize their budgets for errors. It was suggested that an e-mail be sent to budget managers to review their budgets, and hopefully find some cost savings. John Abarca stated that there is still a lot of fat in the budget, for example copier budget lines of up to \$12,000.

It was noted that departments put everything in their 2009-10 Program Reviews and also their budgets. Tina Aguirre, interim VP for Academic Services stated that it will be a different world for the 2010-11 Program Review and budget. John Lau stated that departments must take ownership of their budgets, reserves are dwindling and will be gone by the end of next year unless significant action is taken. The long term goal is to have a formula driven budget for the College.

Meeting adjourned at 2:20 p.m.

**IMPERIAL VALLEY COLLEGE**  
**Office of the Director of Fiscal Services**

**M E M O R A N D U M**

TO: John Lau, VP of Business Services  
 FROM: Carlos Fletes, Director of Fiscal Services  
 SUBJECT: 09-10 Budget Discussion items  
 DATE: September 22, 2009

John, here is some information to consider when we look at the proposed 09-10 Budget:

**Cost of 1%, 5% and 10% salary by group:**

	1%	5%	10%
All Faculty	\$107,229	\$536,147	\$1,072,294
Administrators (Exc. President)	\$18,680	\$93,400	\$186,801
Classified Mgmt	\$8,115	\$40,577	\$81,154
All other Classified Staff	\$75,576	\$377,880	\$755,760
Totals	\$209,600	\$1,048,005	\$2,096,010

One day of furlough/salary reduction per month equates to a 5% reduction or \$1,048,005. A two day of furlough/salary reduction equates to a 10% reduction or \$2,096,010. This is based on a 20 day work-month.

**Non-Credit Total Cost:**

Non-Credit	Total Budget	Total exp-to-date	Total Balance
	\$162,385	\$52,590	\$109,795

**Winter Intersession:**

Total budgeted for pro-rata pay for 2010 Winter Intersession is \$723,276. Based on information provided by Randy, if the pay were to be reduced to the adjunct rate of \$55.00, there would be about a 40% **savings or \$289,000**

**Budgeted Cost for various departments**

<b><u>Department Name</u></b>	<b><u>Proposed 09-10 Budget</u></b>
General Athletics	\$147,670
Basketball – Women	\$38,965
Baseball – Men	\$31,433
Softball – Women	\$34,069
Tennis – Women	\$11,421
Tennis – Men	\$18,293
Soccer – Women	\$21,918
Soccer – Men	\$22,770
Volleyball – Women	\$21,006
General Athletics – Cheer	\$8,362
General Athletics – Playoffs	\$4,263
Cross Country – Women	\$12,683
Extended Campus – Calexico	\$424,470
Extended Campus – El Centro	\$514,534
Tech Center	\$74,882
Building Construction	\$120,338
SBDC	\$35,000
Welding Tech	\$152,774
Auto Body	\$40,797
Automotive Tech	\$305,567

**2009-10 Cash Deferral Impact**

According to the information provided by the Chancellor's Office, the total cash impact on Imperial Valley College will be \$5,984,297. The \$6,000,000 TRANs that IVC obtained for 09-10 should suffice, but to be on the safe side, we should consult with the county for a line of credit in case we come up short. I say this because we are scheduled to repay the TRANs in two payments, one in January 2010 and the final payment o



Unadopted minutes

## Budget and Fiscal Planning Committee

September 30, 2009

### Members Present:

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

Recorder: Mary Carter

\_Betty Kakiuchi, CSEA Representative  
√John Abarca, CSEA Representative  
√Steven Sciaky, ASG Representative  
√Dave Drury, Faculty Alternate  
√Lisa Cross, CSEA Alternate  
√Jessica Waddell, College Council Alternate  
Non-Voting  
\_Kathy Berry, VP for Academic Services

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

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

### **ACTION:**

1. Committee's recommendation to the Superintendent/President - 2009-10 Budget: **M/S/C Jacobson/Abarca (No: Fletes) to approve the 2009-10 Budget as presented, with no less than a 6.37% reserve. It was further recommended that budget tightening activities be continued.**

Discussion: VP Lau reported that he had talked to the union presidents about the budget situation, but has been informed that it is inappropriate to talk about wage issues outside of the negotiation process. The committee's recommendation on the budget cannot address labor issues either. VP Lau reported that the budget is being reviewed line item by line item, and meetings will be scheduled with budget managers if department budgets are higher than last year's actual expenditure amounts. The budget review is about half way complete, and some cost savings have been identified; however, there is still a tremendous budget deficit to address. VP Lau stated that he understands the limitations on the recommendation that the committee can make, but if reserves are used to balance this year's budget there will be no reserves available next year.

Carlos Fletes distributed a revised three year budget analysis that reflects the updated numbers, both cost savings found and additional expenses; the projected deficit is \$2.5 million. For 2010-11, projecting revenue and expense at the same level as 2009-10 (even though expenses will be higher, and revenue could potentially be lower), there will be no reserve. VP Lau stated that using reserves to balance the current year will leave the College with a deficit for next year and not available reserves.

A handout showing budget adjustments with net savings of \$229,999 was distributed. Mr. Fletes recommended that the College stay above a 5% reserve every year. He cautioned that the State will see the downward trend on the College's quarterly reports and will ask for an explanation. The College must be prepared to answer how the College is going to address having no reserves for next year. A plan for 2010-11 is needed because the College is going deeper into the red and there is no windfall

coming from the State. The College must have a plan to maintain at least a 5% reserve for every year; he cautioned that the committee's recommendation does not offer a plan for the college to maintain at least a 5% reserve every year.

VP Lau stated that department will be asked to cut 10%. In November, budgeting for 2010-11 will start, with departments being told to budget at 90% of their previous budget. Each vice president's area should have an overall 10% cut. The College will be looking at the services that are offered and will be asking "what do we want each program to accomplish?" VP Lau cautioned that there will not be reserve funds available to address mid-year cuts. Next year, the College will be in a fragile position.

Dave Drury stated that the motion being considered is not very responsible; it is not prudent to use all of the reserve funds to balance the budget.

John Abarca stated that he believed that there were still areas where savings could be found.

Dr. Zhao stated that she supported the motion, and the recommendation to continue to look at the budget; she stated that she was optimistic and hopefully that every area would be frugal.

Next Meeting: VP Lau stated that he would like to have the committee go through the Fiscal Health Risk Analysis worksheet (previously distributed and available on the committee web-site).

Meeting adjourned at 2:00 p.m.

**3 year funding analysis, Sept 30, 2009, for discussion purposes**  
**Unrestricted General Fund Only**

	<u>08-09</u> Budget	<u>08-09</u> Actual	<u>09-10</u> Proposed Budget	<u>10-11</u> Proposed Budget
State Revenue	29,336,593	29,910,045	29,158,592	29,158,592
Local Revenue	7,872,525	7,824,460	7,902,806	7,902,806
<b>Total Revenue</b>	<b>37,209,118</b>	<b>37,734,505</b>	<b>37,061,398</b>	<b>37,061,398</b>
Cert Salaries	18,192,845	18,176,241	18,199,095	18,199,095
CL Salaries	7,390,139	7,045,887	7,154,398	7,154,398
Benefits	8,194,949	8,225,548	8,850,650	8,850,650
Supplies	1,008,269	725,353	751,197	751,197
Services	3,784,530	3,502,029	3,477,988	3,477,988
Capital Outlay	371,169	236,706	217,961	217,961
<b>Total Expenses</b>	<b>38,941,901</b>	<b>37,911,764</b>	<b>38,651,289</b>	<b>38,651,289</b>
Other outgo	920,983	920,917	849,000	849,000
<b>Total Exp/other</b>	<b>39,862,884</b>	<b>38,832,681</b>	<b>39,500,289</b>	<b>39,500,289</b>
Surplus/-deficit	-2,653,766	-1,098,176	-2,438,891	-2,438,891
Beginning Reserves	6,828,764	6,828,764	4,954,130	2,415,239
Prior year adjmts		-776,458		
Adjusted Beg Bal		6,052,306		
<b>Ending Reserves</b>	<b>4,174,998</b>	<b>4,954,130</b>	<b>2,515,239</b>	<b>-23,652</b>
<b>% of unrestricted GF</b>	<b>10.47%</b>	<b>12.76%</b>	<b>6.37%</b>	<b>-0.06%</b>
<b>Adjustments to fund balance</b>				
Retiree Vac Accrual			-100,000	
<b>Total</b>			<b>-100,000</b>	<b>0</b>
<b>New projected reserves</b>	<b>4,174,998</b>	<b>4,954,130</b>	<b>2,415,239</b>	<b>-23,652</b>
<b>% of unrestricted GF</b>	<b>10.47%</b>	<b>12.76%</b>	<b>6.11%</b>	<b>-0.06%</b>
<b>New projected deficit</b>	<b>-2,653,766</b>	<b>-1,098,176</b>	<b>-2,538,891</b>	<b>-2,438,891</b>



Imperial Valley College  
09-10 Budget adjustments  
September 30, 2009

Description	Fund	Org	Acct	Prg	+	-
Imperial County IT Agreement	11001	801	5620	6770		8,000
CSEA - travel	11001	107	5220	6600	842	
Public Relations Salaries	11001	104	2108	6790		3,648
Public Relations consulting	11001	104	56110	6790	4,500	
SLO coordination	11001	205	1270	6010		17,613
SLO coordination	11001	205	3111	6010		1,453
SLO coordination	11001	205	3331	6010		255
SLO coordination	11001	205	3411	6010		2,189
SLO coordination	11001	205	3511	6010		53
SLO coordination	11001	205	3611	6010		96
Beh/Soc Sc prof grwth	11001	221	2398	6190	575	
Exercise Sci SLO Coord	11001	241	1270	1200		31,226
Exercise Sci SLO Coord	11001	241	3111	1200		2,576
Exercise Sci SLO Coord	11001	241	3331	1200		453
Exercise Sci SLO Coord	11001	241	3411	1200		5,031
Exercise Sci SLO Coord	11001	241	3511	1200		94
Exercise Sci SLO Coord	11001	241	3611	1200		172
IT Programmers position	11001	508	2104	6780		53,520
IT Programmers position	11001	508	3220	6780		4,981
IT Programmers position	11001	508	3320	6780		3,318
IT Programmers position	11001	508	3340	6780		776
IT Programmers position	11001	508	3520	6780		161
IT Programmers position	11001	508	3620	6780		294
IT Programmers position	11001	508	3420	6780		12,456
Matriculation PT counseling	11001	905	1330	2200	3,503	
Matriculation PT counseling	11001	905	3110	2200	289	
Matriculation PT counseling	11001	905	3330	2200	51	
Matriculation PT counseling	11001	905	3510	2200	11	
Matriculation PT counseling	11001	905	3610	2200	19	
Admin Salary Adj	11001	103	1213	6730	1,820	
Admin Salary Adj	11001	201	1214	6010	3,879	
Evening Admin sal adj	11001	204	1212	6010		50,000
Admin Salary Adj	11001	301	1212	6010	4,985	
Admin Salary Adj	11001	371	1213	6010	2,473	
Admin Salary Adj	11001	443	1212	6010	8,430	
Admin Salary Adj	11001	501	1213	6120	1,669	
Admin Salary Adj	11001	508	1212	6120	2,691	
Admin Salary Adj	11001	801	1214	6720	3,879	
Admin Salary Adj	11001	901	1214	6310	8,320	
Admin Salary Adj	11001	907	1213	6960	6,175	
Admin Salary Adj	11001	931	1212	6460	9,413	
Admin Salary Adj	11201	902	1213	6200	3,475	
Admin Salary Adj	11301	903	1213	6420	3,148	
Librarian position	11001	501	1210	6120	84,202	



**Imperial Valley College  
Policies and Procedures Review  
Committee**

**Minutes for the October 14, 2009 Meeting**

The meeting started at 4:00 p.m.

***Members Present:***

Dr. Victor Jaime, VP for Student Services, Chair

John Lau, Business Rep.

Kathy Berry, Academic Services Rep.

Janis Magno, Student Services Rep.

Steven Sciaky, ASG Rep.

Marilyn Boyle, CSEA Rep.

Suzanne Gretz, CTA Rep.

Dawn Chun, CMCA Rep.

Sergio Lopez, Student Services Rep.

Kevin White, A.S. President

Angie Gallo, Human Resources Rep.

Travis Gregory, Human Resources Rep.

Efrain Silva, Applied Science Rep.

Ted Ceasar, DSP&S Rep.

Robin Ying, IT Rep.

***Discussion Item:***

1. *Administrative Procedure 4225 Course Repetition*

AP4425 was reviewed. The committee agreed it should be added to the District's procedures as presented.

Recommendation by Dr Victor Jaime to forward AP 4425 to College Council was made. All agreed.

***Adjournment:***

The meeting adjourned at 4:30 p.m.

The next meeting scheduled for October 28<sup>th</sup>, 2009.

# IMPERIAL VALLEY COLLEGE

## Technology Planning Committee Meeting

Minutes  
September 15, 2009

### Voting Members Present:

Dr. Robin Ying, Co-Chair, Administrative Representative  
David Zielinski, Faculty Representative  
Angie Gallo, CMCA Representative  
Martha Olea, Classified Representative  
Larry Valenzuela, Classified Representative  
Michael Boyle, Classified Representative  
Kathie Westerfield, Administrative Representative  
Myra Martinez – ASG Representative

### Voting Members Absent:

Dr. Jim Fisher, Co-Chair, Faculty Representative  
Mary-Jo Wainwright, Faculty Representative  
Kathy Berry, Administrative Representative

### Consultants Present:

Edward Cesena  
Omar Ramos

### Consultants Absent:

Jan Magno, Dean of Financial Aid Asst/State Programs  
Jeff Cantwell  
Dr. Michael Heumann

### Visitors:

Craig Blek  
Val Rodgers  
Paige Lovitt

### Recorder:

Jessica Waddell

### Call To Order:

The Technology Council meeting was called to order at 1:32 pm by Dr. Ying, Co-Chair.

### Visitor's Comments:

None

### Review and Approval of Meeting Minutes:

No minutes to approve because last meeting was cancelled due to lack of quorum.

### Subcommittee Reports:

1. **Banner User Group:** BUG has elected Jeff Cantwell as the new chairperson replacing Kathie Westerfield who is retiring. Silvia Murray will remain the secretary as long as Jeff Cantwell is the chair.
  - **Accessibility of Banner form GAOTPAD:** GOATPAD is the form in Banner displaying the G# and PIN. Since it also contains the data for all employees not just the students, it becomes a potential security risk. It was suggested that a utility program be written that will only show the G# and PIN for students. However, the latest information shows that the PIN will be encrypted in Banner 8, therefore developing such a utility program is not necessary.
  - **Upgrade to CALB 7.6 and 7.7:** CALB must be upgraded to the latest version before the system can be upgraded to Banner 8. Banner 8 will be a major conversion and is totally different from all other upgrades done before, therefore proper testing is critical before going into production. CALB 7.6 and 7.7 address the student module as well as the 320 report, testing of them is also critical before production.

- **Student Portal/Webstar:** Plan to move several link icons on the WebSTAR home page to the student portal, such as ESARS and HigherOne.
2. **Website Review Committee:** Omar Ramos reported the following:
- There is now links to ESARS and HigherOne on the student pull down menu in the student portal.
  - There has been one inappropriate comment/blog on the student portal; both student affairs and the communications department are being consulted on how to handle the situation.
  - The online phone directory was released this year and there was some discussion through campus about not having a printed copy.
  - There is now a “Flu” button/link on the website with updated information.
  - There will be a new staff/faculty website set up in the near future.
  - Down the line there will be a new IVC website as well.
  - We will be able to use a Google domain search soon.

**Information Items:**

1. **Campus Wireless Network:** Deployed on September 4<sup>th</sup>. Main coverage is in building 10, college center, building 400, building 2100 and library. We need more funding to expand to the south east side of campus. If students have a problem they can contact the IT Help Desk.
2. **Completion of the 2-year Campus Technology Modernization Project:** The technology forecast presented at the March 2007 Board retreat contains 4 items:
  - **Data Network Upgrade:** Rewired buildings with CAT-6 cables. Rewired inter-buildings with fiber links. Fiber links contain both multi-mode and single-mode fibers. Multi-mode is used for the current 1GB speed, and single-mode is reserved for future 10GB expansion. Upgraded un-managed switches to managed ones.
  - **Voice Network Upgrade:** Upgraded the current TMD voice switches to the VoIP switch. One major benefit is the VoIP phone can be plugged in anywhere on campus voice network and still retains phone number assigned to the original person; this greatly simplifies the office move. The new VoIP switch also supports the unified messaging and can be integrated with Microsoft Outlook on the desktop.
  - **Website Overhaul and Maintenance:** Built a new college website with an integrated content management system; upgraded the web server, installed the “Webmaster” position to manage and maintain the new website.
  - **Student Email and Wireless Access:** Provided email options to all students in the Student Portal. Established wireless network on campus and provided all students with a secure sign on mechanism.
3. **BTOP (Broadband Technology Opportunity Program) grant proposal from ICOE/IVTA:**  
 There is 7.2 billion dollar federal grant for Broadband initiatives where 4 billion dollars is available for Round 1. 2200 applications were received requesting 28 billion dollars total (a 7:1 ratio)
  - 1,490 applications for Infrastructure (23.2 billion)
  - 320 applications for promoting broadband
  - 360 applications for expanding public computer centers
 ICOE on behalf of IVTA submitted a broadband stimulus application. If the grant is awarded to IVTA it will have a major impact on the College, particularly on the distance education program.

**Discussion:**

1. **Technology Master Plan**

Dave Zielinski – this plan looks different (visually) from the one done in 2008-2009. This retains the spirit of original plan but takes us forward.

Larry Valenzuela – notes that it is very detailed on the information. Believes that Goal #1 Item IF should say that the status in “Ongoing” and has a few questions on other items.

**Other:** Kathie Westerfield was thanked for all of her hard work of the past couple years. It was greatly appreciated.

**Adjournment:**

M/S/C Michael Boyle/Larry Valenzuela. Motion Carried.

The meeting was adjourned at 2:19 pm

# DISCUSSION AND INFORMATION ITEMS

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

## 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:

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#### **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, 1<sup>st</sup> 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).

# Academic Services

Superintendent/President  
Ed Gould

Vice President for  
Academic Services

Administrative  
Assistant

Division Dean,  
Economic Development

Community & Eco-  
nomic Development

Industrial  
Technology

Division Dean, Business, Math,  
Science & Technology

Business Dept.

Science &  
Engineering

Mathematics

Division Dean, Arts  
& Letters

English

ESL/Language  
Institute

Arts & Humanities

Social & Behavioral  
Sciences

Division Dean, Public  
Safety, Health, Human Services

Nursing

Allied Health

Public Safety

Human Services

Division Dean  
Learning Services

Library

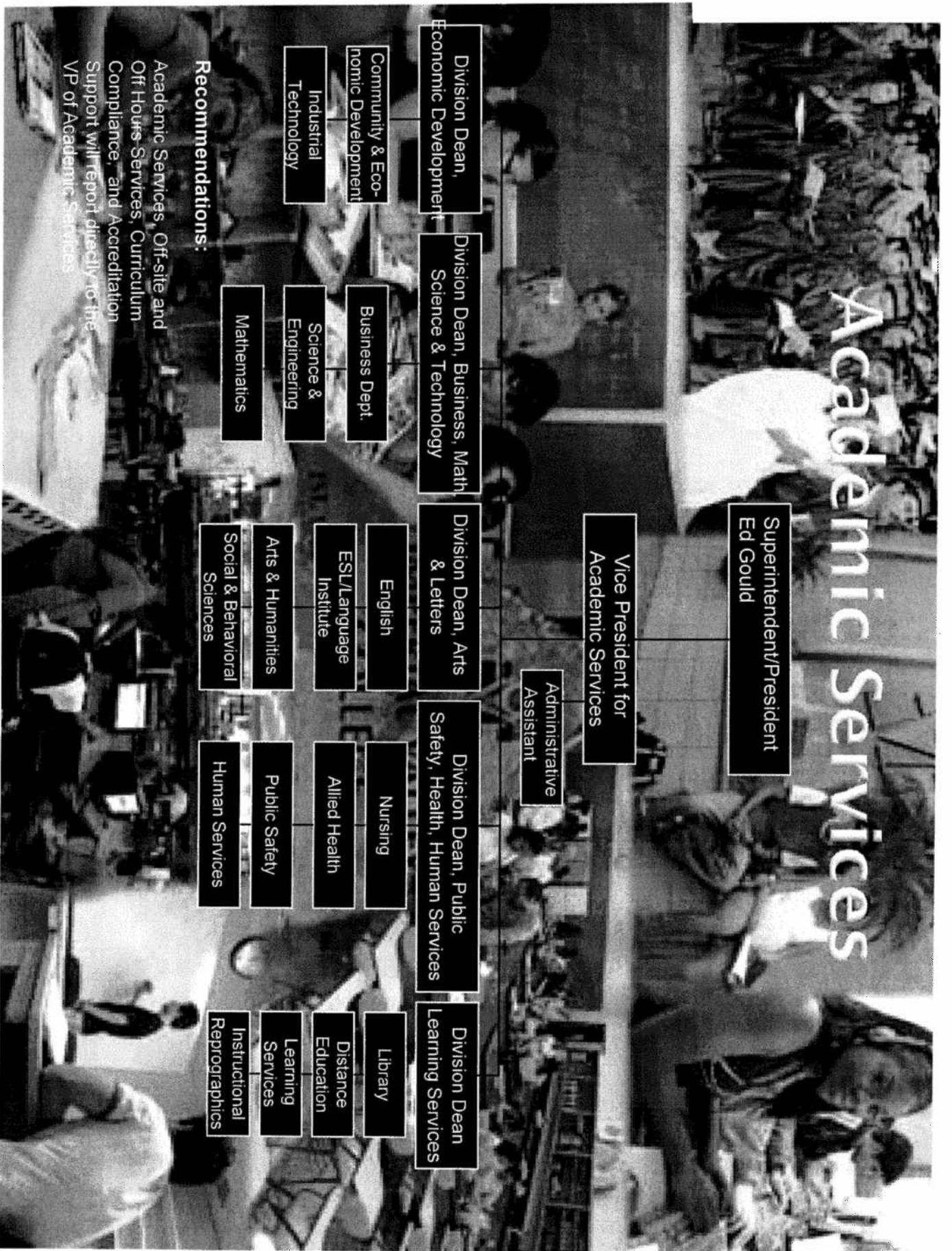
Distance  
Education

Learning  
Services

Instructional  
Reprographics

## Recommendations:

Academic Services, Off-site and  
Off Hours Services, Curriculum  
Compliance, and Accreditation  
Support will report directly to the  
VP of Academic Services



# IMPERIAL COLLEGE OF THE SAN DIEGO VALLEY Student Services

## Student Services

**Superintendent/President**  
Dr. Ed Gould

Vice President for Student Services  
Dr. Victor Jaime

Administrative Assistant

**Dean of Enrollment Services**

Director of Financial Aid  
(Classified Manager)

Financial Assistants  
Services

Board of Gov. Fee Waiver  
Services

Student Employment

Director of Admissions & Records  
(Classified Manager)

Admissions & Records  
Services

Registration

**Dean of Student Development and Campus Events**

Student Affairs

Campus Events

Student Health Services

TRIG Directors (Faculty)

Judicial Affairs

Summer Outreach Program

Associated Student Government

**Dean of Counseling, Matriculation & Spec Projects**

District Lead Counselor (Faculty)

Veteran Services

Transfer Center Director (Faculty)

CalWORKS Counseling Coordinator

CalWORKS Assessment Coordinator

Matriculation Director (Faculty)

Assessment

EDPS/CARE Coordinator (Faculty)

DSR&S Associate Dean

Upward Bound

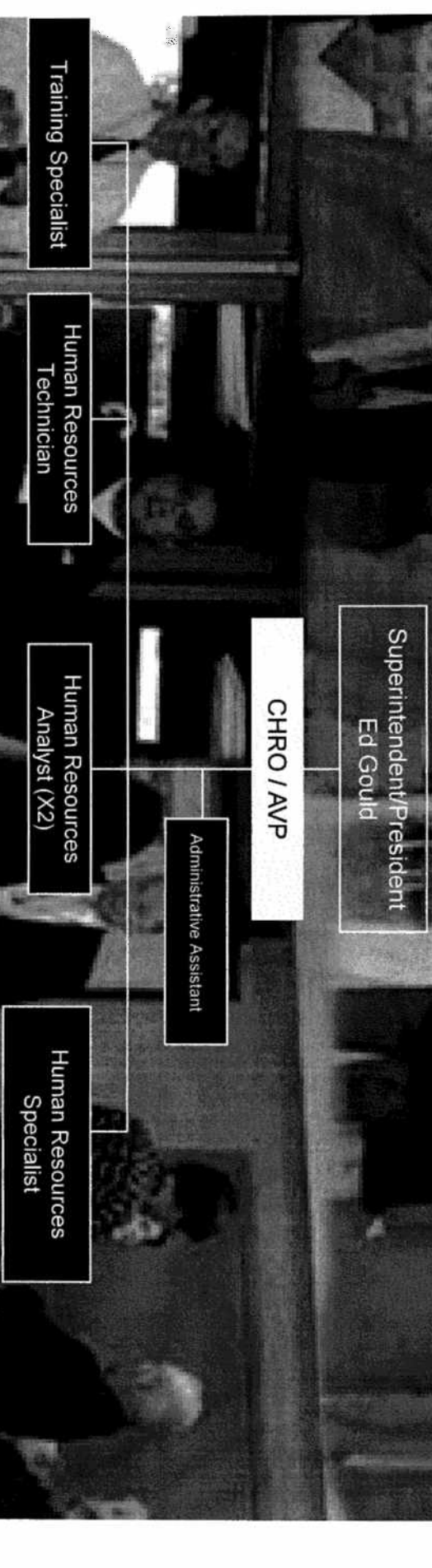
Talent Search

\*Student Support Services

\*Student Support Services will also report to Dean of Counseling

Last Revised May 7 2008

# Human Resources



Accreditation Team Visit

# Business Services

## Business Services

Revised: May 2009  
Position Reporting

1040 S. Vintage ave.  
Ontario, CA 91761



Markets, Inc. Scholarship Foundation

(Proposed)

Superintendent/President  
Ed Gould

PAY TO THE  
ORDER OF Education

Vice President for  
Business Services  
(CBO)

DATE 05/05/09

\$ 200,000.00

*Two Hundred and 0/100 DOLLARS*

Administrative Asst

Director of  
Fiscal Services

Director of  
Maintenance  
and  
Operations

Director of  
Campus Safety  
and Security

Construction  
Management

Cafeteria

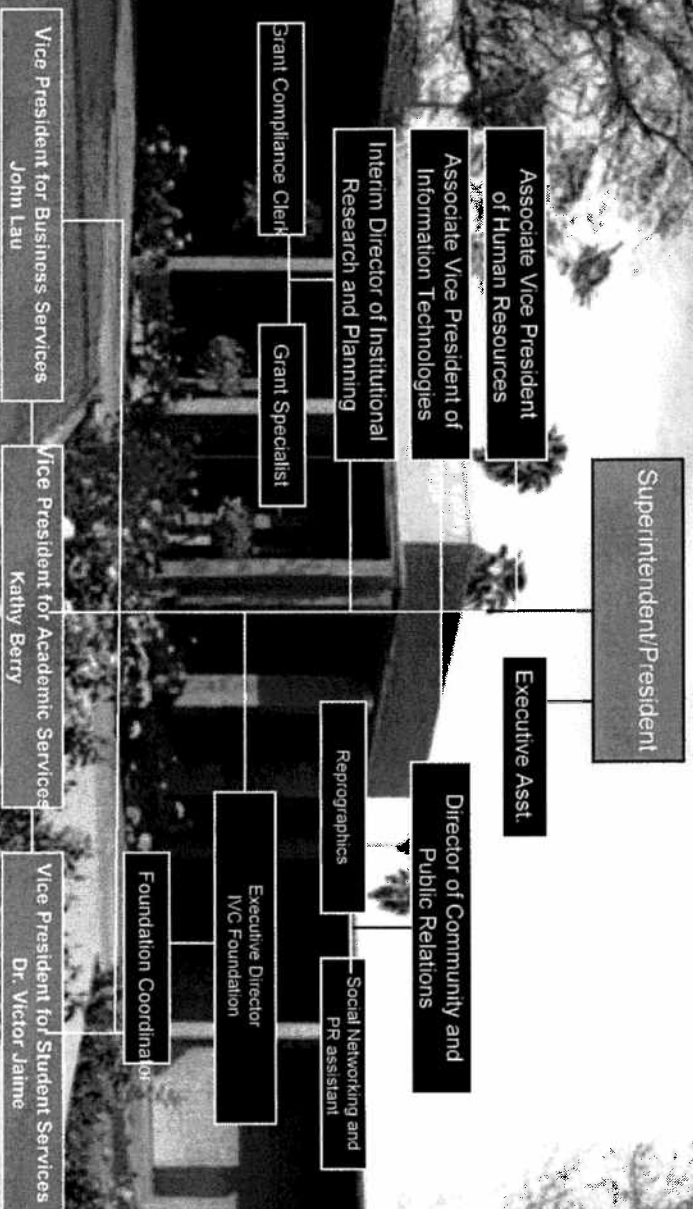
Bookstore

Director Accounting/  
Purchasing

+ 1 3 2 2 7 7 6 2 6 1 8 3 5 5 0 6 3 7 2 0 0 0 2 1



# Administration



## AP 4225 Course Repetition

### Reference:

Title 5, Sections 55040, 55041, 55042, 55253, 56029; Education Code Section 76224

### SUBSTANDARD GRADES (D, F, NC, NP)

Students who have earned one grade of D, F, NC, or NP may take the course one additional time and registration will be allowed automatically. No petitioning process is required.

- Grades earned for both attempts will remain on the student's transcript.
- After the second grade is earned, the first grade will no longer be included in the cumulative GPA and will be annotated in the computer (Banner) with an "E" for excluded from the computation of the GPA.
- The second grade will be included in the calculation of the cumulative GPA.

Students who have earned two grades of D, F, NC, or NP in a course will be blocked from registering for the course again. Students may petition for permission to take the course again.

Students who have earned three grades of D, F, NC, or NP in a course may petition to take the course again due to extenuating circumstances up to a maximum of two times. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

All grades will be reflected on the student's transcript with the most recent included in the calculation of the GPA.

### GRADES OF C OR HIGHER EARNED PREVIOUSLY

Students will be blocked from registering for a course in which they have previously earned a grade of A, B, C, CR, or P.

Through the petitioning process, students may request consideration to be allowed to take the course one additional time under one of the following conditions:

1. Significant length of time has passed since the course was first taken (usually 5 years or more) and students can verify their need to take the course again for a specific purpose. Students will not automatically be granted permission to take the course again simply because five or more years have passed.
2. A policy requiring recency for a specific course as a prerequisite to another course or program (such as microbiology for the nursing program) has been established by the IVC or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If the request is approved, additional credit will not be awarded and the highest grade earned will be included in the computation of the cumulative GPA. All grades will be reflected on the student's transcript.

Students who have earned three grades of C or higher in a course may petition to take the course again due to extenuating circumstances up to a maximum of two times. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

#### **Repetition for Legally Mandated Training Requirement**

When students must repeat courses to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, they may repeat the course without petitioning.

They will automatically be blocked from registration, however, and will need to complete a form requesting permission to repeat. The form is required in order to verify their need and to separate such requests from those for which the petitioning process is required.

After completing the form, a staff member in the Admissions and Records Office on main campus, or at one of the extended campuses, will register the student manually.

All grades will be reflected on the student's transcript and included in the calculation of the GPA.

Apportionment may be claimed each time students need to repeat courses for this reason.

#### **Maximum Number of W Symbols** – See Administrative Procedure 5075 (Course Adds and Drops)

Students may not earn more than four symbols of W in any single course. They will be blocked from registering after three Ws have been earned and will be required to petition to take the course a fourth time. If they earn a fourth W, and have not earned three substandard grades in the course, through the petitioning process, they may be allowed to take it again. Apportionment will not be claimed for enrollments subsequent to the student having earned 4 Ws.

#### **Repeatable Courses** – See Administrative Procedure 4227 (Repeatable Courses)

Each time students repeat a repeatable course the grade or symbol will be included in the maximum number of times allowed for the course. If a student repeats a repeatable course in which a substandard grade has previously been earned, the previous grade and credit may be excluded from the computation of the GPA, but the repeat will count toward the number of times the student may take the course. No more than two substandard grades may be alleviated in this way.

If a significant lapse of time has occurred (usually 5 years or more), through the petitioning process students may be allowed to take a repeatable course one more time. Students will be required to verify their need to take the course again for a specific purpose. Permission will not be granted automatically simply because five or more years have passed.

If a repeat is permitted due to a significant lapse of time, each grade will be calculated in the GPA.

#### **Courses for Disabled Students** - See Administrative Procedure 4227 (Repeatable Courses)

#### **Work Experience** - See Administrative Procedure 4227 (Repeatable Courses)

#### **Variable Unit – Open Entry/Open Exit**

Students may enroll in such a course as many times as necessary to complete one time the entire curriculum of the course. They may repeat a portion of the curriculum to alleviate substandard work or may petition to take the course again due to extenuating circumstances of verified cases of accidents, illness, or other circumstances beyond the control of the student.

A maximum of two repeats will be allowed to alleviate substandard work. The previous grade earned will be replaced in the calculation of the GPA by the most recent grade earned.

A maximum of two repeats will be allowed for extenuating circumstances. The highest grade earned for the portion of the course repeated will be used in calculating the student's GPA.

Students may petition to repeat a course of this type one time due to a significant lapse of time (usually 5 or more years). Students will be required to verify their need to take the course again for a specific purpose. Permission will not be granted automatically simply because five or more years have passed.

All grades will be reflected on the student's transcript.

**“All User” group email recommendations**

- There is no way to prevent a user to send an email to all the users in an email system, since the user can build the “To:” list by hand. Once built, the list can be used by anyone who is on the “To:” list.
- This list can be built in a different email system.
- If a global address book is available, the all user “To:” list can be built in couple of seconds; without a global address book, it can still be done given adequate time. It only needs to be built once.

#	Recommendation	Pros	Cons
1	Apply a disclaimer such as the one for OPENCOMM to the All User and alert all employees of proper email etiquette.	<ul style="list-style-type: none"> <li>• No additional cost since disclaimer is already available.</li> <li>• Have successful results after applying to OPENCOMM.</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot prevent users to create their own “All User” mailing list.</li> </ul>
2	Remove the current All User mailing group and establish a new emergency notice mailing group but with a limited list of people who can send to it (or change the mailing permission to the current All User group to a list of limited people).	<ul style="list-style-type: none"> <li>• No additional cost.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot prevent users to create their own “All User” mailing list.</li> <li>• Need the email system administrator to maintain the list.</li> </ul>
3	Educate users to create mail filters in the Outlook mail reader.	<ul style="list-style-type: none"> <li>• No additional cost.</li> <li>• Very effective.</li> <li>• Can block the “private all user mailing list”.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a learning curve.</li> <li>• User needs to periodically update to the filters for blocking new “spammers”.</li> <li>• Filters cannot be established at the system level to block the mail from a member in the system without a “court order”.</li> </ul>
4	Use a “Listsrv” system as suggested by Michael Heumann.	<ul style="list-style-type: none"> <li>• Messages can be screened before being sent out.</li> </ul>	<ul style="list-style-type: none"> <li>• Recipient needs to actively subscribe to be on the Listsrv, therefore it may not reach all members in the email system.</li> <li>• Needs software, hardware, and maintenance costs.</li> <li>• Needs to select a committee to perform the moderator function.</li> <li>• Potential delay if the moderator is not available.</li> <li>• May cause privacy issues.</li> </ul>

**DRAFT**

**OPENCOMM statistics: (disclaimer installed 7/2006)**

2006 Jan-Jun: 859

2006 Jul-Dec: 150

2007 Jan-Dec: 292

2008 Jan-Dec: 212

2009 Jan-Present: 97

**All User statistics:**

2006 Jan-Dec: 797

2007 Jan-Dec: 732

2008 Jan-Dec: 738

2009 Jan-Present: 645

**DRAFT**

# ACTION ITEMS

# 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 15<sup>th</sup> 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
<b>Compose or Improve SLOs Due 12/10/09</b>	<p>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</p> <p>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.</p>	<p><b>Include SLOs on Syllabi.</b></p> <p>Feel free to update outcomes &amp; assessments as we go on.</p>	<p><b>Include SLOs on Syllabi.</b> Feel free to update outcomes &amp; assessments as we go on.</p>	<p><b>Include SLOs on Syllabi.</b> Feel free to update outcomes &amp; assessments as we go on.</p>
<b>Collect data &amp; evaluate</b>	Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15, June 4, 2009.		
<b>Collect data &amp; evaluate</b>		Collect data on other ½ courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.	
<b>Collect data &amp; evaluate</b>			Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.



**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
1	PROGRAM	Division	PROGRAM REVIEW DUE					
2			Fall 2009 (2009-2010)	Spring 07	Fall 07	Spring 08	Fall 08	Spring 09
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		
7	Correctional Science	BSS		none	none	none		
8	POST (not a degree/cert)	BSS		none	none	none		
9								
10	A/C & Retridge Tech	INDUST		none	none	none		
11	Building Construction	INDUST		none	none	none		
12								
13	Child Dev AA	CDEV		none	none	none		
14	Child Dev Associate Tchrr	CDEV		none	none	none		
15	Child Dev Admin Spec	CDEV		none	none	none		
16	Child Dev Infant/Toddler	CDEV		none	none	none		
17	Child Dev School Age	CDEV		none	none	none		
18								
19	Fire Fighter	NURSE		none	none	none		
20	Fire Technology	NURSE		none	none	none		
21								
22	Life Science	SCIENCE		none	none	none		
23	General Science	SCIENCE		none	none	none		
24	Physical Science	SCIENCE		none	none	none		
25	Pre-Engineering	SCIENCE		none	none	none		
26								
27	English BS Reading	ENG		none	none	none		
28	English BS Writing	ENG		none	none	none		
29								
30	Library Technician	LBRY		none	none	none		
31								
32	Music	HUMANIT		none	none	none		
33								
34	Disability Services Tech	DSPS		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	<b>PROGRAM REVIEW DUE</b>		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	<b>PROGRAM/DEGREE/CERT</b>							
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	<b>PROGRAM REVIEW DUE</b>		REVIEW DUE Fall 2011	Spring 09	Fall 09	Spring 10	Fall 10	Spring 11
134	<b>Student Svcs/Non-Inst</b>		(2011-2012)	SAOs	SAOs	SAOs	SAOs	SAOs
135								
136	Financial Aid							
137	Counseling/Matriculation							
138	Transfer/Articulation							
139	Distance Education/ACCESSO							