



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 8, 2010 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Alfredo Cuellar, Administrator Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

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

Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)
Martha P. Garcia, Alternate CMCA Representative

Joe Trejo, Student Representative
Daniel Bermudez, Student Representative
Jesus Gallegos, Student Representative
Myra Beltran, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 25, 2010

AREA REPORTS/UPDATES

College Council Report
Program Review Update
Budget Update/Financial
ASG President Update
President's Update

COMMITTEE REPORTS

Academic Senate
Environmental Health & Safety Committee
Policy & Procedure Committee
Student Affairs Committee
Budget and Fiscal Planning Committee
Facilities and Environmental Improvement Committee
Marketing Committee
Professional Development Committee
Staffing Committee
Technology Planning Committee

DISCUSSION AND INFORMATION ITEMS

1. Presentation on IVC Campus Security - Tim Nakamura
2. Student Duplicate Degree/Transcript Fees - Gloria Carmona
3. Funding Priority List - Michael Heumann (Attachment 1)
4. Staffing Committee - Kathy Berry

ACTION ITEMS

1. Approval of Resolution Recommending the Email Distribution List (Attachment 2)
2. Approval of Resolution Recommending Managed Print Solution (Attachment 3)

ADJOURNMENT

**2010-2011 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2010		2011	
November 8 & 22	December 13	January 10 & 24	April 11
		February 14* & 28	May 9 & 23
		March 14 & 28	June 13 & 27

Meeting Canceled

*Fall Semester Begins

*Spring Semester Begins

Overload rate for 177-day members

MINUTES



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 25, 2010 – 2:30 P.M.
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Sergio Lopez, Administrative Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

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

Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

Daniel Bermudez, Student Representative
Jesus Gallegos, Student Representative
Myra Beltran, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Taylor Ruhl, Administrative Representative
Alfredo Cuellar, Administrator Representative
Martha Garcia, Faculty Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative
Joe Trejo, Student Representative
Martha P. Garcia, Alternate CMCA Representative

Others Present:

Tina Aguirre, Bill Gay, Kathy Berry, Victor Jaime, Lianna Zhao, Travis Gregory, Gloria Carmona

MEMBERSHIP CHANGES

The following membership changes were made Myra Beltran as an Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 11, 2010

M/S/C Daniel Bermudez/Sergio Lopez to approve the Minutes of October 11, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council

Chair Michael Heumann reported the following:

- Announced that the Marquee signs are up, and message criteria are a work in progress.
- Dean Lopez commented that messages should be limited.
- Vice Chair Waddell announced Team IVC competed in a Triathlon on Sunday, October 10th, and stated the competition was for a good cause and the Team raised a total of \$2,601.00.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported both comprehensive review and annual review are in the beginning stages. She added the next step is hands-on training on the web-based application which would be held in the computer lab.
- Announced the spring schedule is in final review and going through the approval process.
- Reported a glitch with SunGard this semester, and stated an extra day was added in the term which miscalculated FTES and her department is working on fixing this glitch.

Budget Update

Vice President for Business Services John Lau was not present at this meeting.

- President Gould reported there is no news yet.

ASG President Update

Associate Student Government President Joe Trejo was not present at this meeting, Student Representative, Jesus Gallegos reported the following:

- Announced ASG senators would be attended a Student Leadership Conference this month.
- Announced on November 4, 2010 there would be a basketball scrimmage game and BBQ.
- Announced on November 9, 2010 there would be a hypnotist on campus.
- Dean Lopez announced that there would be a memorial in honor of Veterans Day.

President Update

President Gould reported the following:

- Announced the Open House/Pumpkin Patch would be held on Saturday, October 30, 2010.

- Thanked students for their participation in the walk on Measure J held on October 15 and 16, 2010, and announced the students would be going out again at the end of this week.
- Thanked Communications Director Gay for all the work he has done on Measure J. He announced the campaign is going very well, and the survey shows that Measure J is doing exceptionally well with the voters.
- Announced there would not be a winter intersession for 2011.

COMMITTEE REPORTS

Academic Senate – Kevin White

- Announced the Academic Senate expressed support for Measure J.
- Announced the Academic Senate voted against the door bloks and stated the logic was that the door bloks would not be cost effective and instructors would be locked out of their classrooms.
- President Gould stated he is supporting the Academic Senate stance on the door bloks. He stated that as the buildings around campus are renovated the doors would be brought up to standard.
- Announced there was discussion on the academic calendar and the Senate would be voting on this item at the next meeting. He stated the main issue was when would spring break take place and indicated the students felt that it should remain status quo.

Environmental Health & Safety Committee - Jessica Waddell

- Announced the next scheduled meeting will be held on the second week of November.

Policy & Procedure Committee – Victor Jaime

- Announced the next scheduled meeting will be held on Wednesday, October 13, 2010, with one item on the agenda

Student Affairs Committee – Sergio Lopez

- Announced the next scheduled meeting will be held on Monday, November 2, 2010.

Budget and Fiscal Planning Committee – Kevin White

- Announced the next scheduled meeting will be held on Wednesday, October 27, 2010. Academic Senate President White stated he would be chairing the committee this week. He stated items on the agenda include reassessing the role of the committee, and Proposition 25.

Facilities and Environmental Improvement Committee – Jessica Waddell

- Announced this committee met last week and there was no quorum. The next scheduled meeting is Monday, November 15, 2010. Vice Chair Waddell announced she would be stepping down as co-chair of this committee.

Marketing Committee – Bill Gay

- Announced the committee met last week and went over objective 3.7 and came up with a number of action steps to be incorporated into the Educational Master Plan.

Professional Development Committee - Travis Gregory

- Announced the standing committee rules were going through the shared governance process and they were currently being reviewed by the Academic Senate.
- Announced the recommendation of a Professional Development Day for January 27, 2010. He stated he has received some interesting recommendations and this would be moving forward.

Staffing Committee – Kathy Berry

- Reported that this committee is active after the Educational Master Plan is completed. She indicated the institution needs to decide as a college whether this is a standing committee. She stated our organizational structure states that it is a standing committee.
- This item would be place on the College Council agenda for the next meeting.

Technology Planning Committee – Michael Heumann

- Announced the next meeting is scheduled for Thursday, November 11, 2010.

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann

- President Gould stated the funding priorities are based on the goals of the Educational Master Plan. He stated funding priorities include: exploring all funding mechanism for career and technical programs; continue to pursue resources for basic skills and ESL Offerings in non-traditional methods.
- He stated the Board is looking at the priorities and would like to have input from College Council.
- Chair Heumann asked if anyone had any questions or comments about the goals.
- VP Berry commented that it is important that everyone understands what the goals and objectives are for the college.

2. Public Display of Affection – Michael Heumann

- Chair Heumann stated he was asked to put this item on the agenda because he has received complaints from staff and faculty.
- Dean Lopez stated he has also received complaints and is an issue that needs to be addressed. He asked members to report any misbehavior to security, and then he would have a behavior modification session with the students.
- Dean Ceasar stated it is an ongoing issue and is In favor of some sort of policy to follow when this type of behavior transpires. He stated often times students don't think it is a problem.
- President Gould stated that a policy be developed for staff and counselors to follow.

- This item was referred back to Student Affairs with a recommendation that they draft a proposed policy.

ACTION ITEMS

There were no action items.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 3:10 p.m.

DISCUSSION AND INFORMATION ITEMS

2011 – 12 Objectives and Funding Priorities - *Instructional*

1. Allocate resources that provide for student learning outcomes that allows for smooth progression in ESL, Basic Skills, general education, transfer and program (major & certificate) offerings.
2. Allocate resources and seek new resources for career technical courses and training programs that will lead to employment in the Imperial Valley.
3. Continue to pursue resources for an intensive basic skills and ESL offerings in non-traditional delivery methods

IVC Non-Instructional Goals

1. Strengthen and expand support services to respond to changing student needs
2. Increase access to continuing and higher education opportunities for all
3. Enhance professional development
4. Adapt to a changing fiscal environment with a sound fiscal strategy
5. Strengthen our internal and external organizational communications practices
6. Create a technological infrastructure for instruction and administrative technology that is exemplary in the California community colleges

**2011 – 12 Objectives and Funding
Priorities -Outreach Services**

1. Seek resources that will provide early outreach to elementary and middle school students
2. Allocate resources to ensure that High School and Community College offerings in math and language skills align to allow smooth transitions between high school and college.

**2011 – 12 Objectives and Funding
Priorities - Other**

1. Ensure campus facilities receive the resources necessary to offer the best possible campus learning environment
2. Ensure resources are obtained to make the IVC Campus as safe as possible.
3. Provide resources that will allow for professional growth and development.
4. Ensure staff development occurs for enhanced implementation of new technological tools (banner, degree works, enrollment management, etc.)
5. Continue to improve marketing, public relations, and government relations activities
6. Seek grant opportunities that complement district goals and priorities.

ACTION ITEMS

Resolution for Email Distribution List

Whereas the issue of effective and secure email communication has been a persistent topic of discussion at Imperial Valley College for many years; and

Whereas Vice President of Technology, Todd Finnell, presented a proposal for a new email distribution list system at the October 11, 2010, meeting of the College Council;

Whereas the proposed distribution list presented by Vice President Finnell includes three distinct tiers: a highly controlled list for emergency notifications, scheduled maintenance reports and system notifications, and district communication authorized by the Office of the President; a second, District Administrative tier featuring lists approved by the Vice Presidents and designed for specific groups (departments, programs, etc); and a third, District User Subscription List tier that would be open to all IVC employees on an opt-in and opt-out basis;

Therefore, the College Council for Imperial Valley College hereby recommends that the college adopt the email distribution list system to improve business, serve faculty, and serve students.

Resolution for Managed Print Solution

Whereas the cost of printing and printers at Imperial Valley College is a continuous concern; and

Whereas Brad Craft, President of Image Source, gave a presentation on managed print solutions at the October 11, 2010, meeting of the College Council;

Whereas, during this presentation, the following features and advantages to implementing a managed print solution by the District:

- Environmentally friendly (cartridges are recyclable)
- Dedicated on-site technical support
- Approximately 30% savings to current cost
- Copier technology replaced with State of the art models; and network capable with PDF scanning
- Simplified invoicing and accountability reports
- Services and supplies are included, automated supply replenishment
- Real-time monitoring dispatch service (automatically dispatched)

Therefore, the College Council for Imperial Valley College hereby recommends that the college enter into an agreement with Image Source for a managed printing solution.