



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 23, 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 26, 2009

AREA REPORTS/UPDATES

College Council Chair Update - Michael Heumann
 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. IVC Academic Senate, 11/4/09
2. Policies and Procedures Review Committee, 11/11/09
3. Student Affairs Committee, 11/04/09
4. Technology Planning Committee Meeting, 10/20/09

DISCUSSION AND INFORMATION ITEMS

1. Formation of the Continuous Accreditation Readiness Team (CART) - Kathy Berry
2. College Council Meeting in January - Michael Heumann
3. Campus Reorganization - Michael Heumann (Attachment 1)
4. All User Email Update - Michael Heumann
5. Signage Subcommittee - John Lau
6. Strategic Social Media Presentation - Bill Gay

ACTION ITEMS

1. Approval of the Staffing Plan - Travis Gregory (Attachment 2)
2. Approval of Administrative Procedure AP 4225 Course Repetition - Victor Jaime (Attachment 3)
3. Approval of BP 2000 Setting Policy - Vikki Carr (Attachment 4)
4. Approval of BP 2010 Board Membership - Vikki Carr (Attachment 5)
5. Approval of BP 2015 Student Member - Vikki Carr (Attachment 6)
6. Approval of BP 2016 Academic Senate Member - Vikki Carr (Attachment 7)
7. Approval of BP 2100 Board Elections - Vikki Carr (Attachment 8)
8. Approval of BP 2105 Election of Student Members - Vikki Carr (Attachment 9)
9. Approval of BP 2110 Vacancies on the Board - Vikki Carr (Attachment 10)

ADJOURNMENT

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

2009		2010	
November 23	December 14	January 11 & 25	April 12 & 26
		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 26, 2009 – 2:30 P.M.
Administration Building Board Room

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

Council members in attendance were as follows:

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

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

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

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

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Taylor Ruhl, Administrative Representative
Jan Magno, Alternate Administrative Representative
Kevin White, Faculty Representative
John Abarca, Classified Representative
Miriam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 12, 2009

M/S/C Bruce Seivertson/Robin Ying to approve the Minutes of October 12, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Announced this was her first day back to work.
- Announced budgets for program reviews are due this week.

Budget Update

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

ASG President

Associate Student Government President Steven Sciaky reported the following:

- Announced ASG would be participating in the Region X Student Rally next week to take place at Balboa Park in San Diego to protest the budget cuts. ASG is looking into leasing two busses to transport students.

President Update

President Ed Gould reported the following:

- Reported that last week there were two student protests: one in front of the Administration Building on Monday, October 12th and a second at the October 14th Board meeting. He indicated the student's issues were over the possible closure of the Extended Campuses and whether those classes would be relocated.
- Reported that the District is looking at a \$2.5 million deficit in the 2010-11 budget.
- Reported that the State Budget was approved, and stated this budget is only guaranteed through the end of December. The State is \$1.1 billion behind on their projected tax revenues.
- Discussed the moves and changes due to the move to the 2700 Building.
- Announced November 16th is the first viewing by Junior High student of the new planetarium.
- Reported \$2 million has been raised in grants, and the District is looking for cost saving in salaries which could be transferred to grants.
- Announced he is involved in the regional outreach efforts, and reported there would be an article in the San Diego papers, followed by a meeting with the editorial Board of the IV Press in the next couple of weeks.
- Announced the Economic Impact Report is complete, the highlights being: 14% of the jobs in Imperial Valley have a direct connection to IVC, students earn \$8,150.00 more per year than someone with just a high school diploma, and generating \$368 million per year in economic impact to communities that are served.

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

- Associate Dean Gregory explained that he had not received any additional questions except those brought up by Member Abarca regarding the Staffing Plan, and he indicated he had reviewed the Plan to make sure there was nothing illegal or in violation of any contracts. He stated that the Staffing Plan had been approved by the Staffing Committee and has his recommendation.
- Member Nuñez asked for an explanation of the language on page 1 under "Compliance with EEO and Other Regulations" which did not make sense. Associate Dean Gregory agreed to make the requested revisions. Member Nunez requested that a revision be also made on page 3 "elimination of 4 full-time, temporary Counselors" be changed to 5.
- This item would be placed as an action item at the next College Council meeting.

2. Campus Reorganization - Michael Heumann

- Chair Heumann explained that the flow charts were included for review and information purposes to inform the campus community of the upcoming reorganizational changes.
- Member Nunez indicated that the flow chart for Student Services that was included was not the most recent update.
- VP Berry commented that Academic Services goes through Curriculum and Instruction (C&I), and then up to Academic Senate. She indicated this process would begin this week with a meeting scheduled with C&I on Thursday, October 29th.
- President Gould asked that this item stay on the agenda for further discussion at the next College Council meeting since there were no questions.

3. Administrative Procedure AP4225 Course Repetition - Victor Jaime

- VP Jaime reported that Administrative Procedure AP4225 was reviewed by the Policies and Procedures Review Committee on November 11, 2009, and stated these particular procedures were established as a result of Title 5 this past year. He indicated the District subscribes to Community College League of California (CCLC), and CCLC sends out templates with recent revisions to be updated, the District then modifies the templates to adhere to the District's procedures.
- VP Jaime stated that AP 4225 deals with the repeatability of courses and a new combination limit that include withdrawals and adding the number of times you can enroll in a course. He explained what this means is at a certain point the institution can no longer collect FTES if the District were to allow an individual to take the course again.
- He indicated this topic has received a lot of discussion up and down the State and this is the final version.

4. All User Group email Recommendation - Dr. Ying

- Dean of Technology Ying gave an overview of the four recommendations submitted by the Technology Planning Committee which outlined the pros and cons of each recommendation. He stated that the Committee's recommendation were to use recommendations 2 and 3 which read as follows: 2) Remove the current All User mailing group and establish a new emergency notice mailing group 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); 3) Educate users to create mail filters in Outlook mail reader. Dean Ying pointed out that the benefit of implementing these recommendations is that it is zero cost to the District.
- President Gould asked if recommendation 2 is implemented who would be appointed to monitor. He stated recommendation 2 would require implementation of a plan and recommended that this item be reviewed by Executive Council.
- Chair Heumann thanked Dr. Ying for the committee's recommendations, and stated the consensus was that this item be reviewed by Executive Council to develop a plan for implementation.

ACTION ITEMS

M/S/C Bruce Seivertson/Norma Nunez

1. Approval of the Technology Plan - Tina Aguirre

"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 Employee Self Service (mock payroll)	20% Completed	Scheduled completion date 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"

Motion carried.

MSC Bruce Seivertson/Norma Nunez

2. Approval of the SLO Plan - Tina Aguirre

(See Attachment A)

Motion carried.

ADJOURNMENT

Chair Heumann made a motion to adjourn the meeting at 2:53 p.m.

Attachment A

Course-level SLO Plan for 2009-2010

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

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

Identify - Collect - Evaluate - Improve

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

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

SLO Plan for Course-level SLOs

	Fall 09	Spring 10	Fall 10	Spring 11
Compose or Improve SLOs Due 12/10/09	<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>Include SLOs on Syllabi.</p> <p>Feel free to update outcomes & assessments as we go on.</p>	<p>Include SLOs on Syllabi. Feel free to update outcomes & assessments as we go on.</p>	<p>Include SLOs on Syllabi. Feel free to update outcomes & assessments as we go on.</p>
Collect data & evaluate	Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15, June 4, 2009.		
Collect data & evaluate		Collect data on other ½ courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.	
Collect data & evaluate			Collect data on ½ of courses	Discuss and evaluate data; complete cycle assessment form. Submit completed form by week 15.

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

Student Learning and Service Area Outcomes: Program Timeline
Program Outcome Due Dates as Aligned with the 3-Year Comprehensive Program Review Plan
 *Note: this plan is in progress and may be altered as necessary.

	A	B	C	D	E	F	G	H
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	none	
7	Correctional Science	BSS		none	none	none	none	
8	POST (not a degree/cert)	BSS		none	none	none	none	
9								
10	A/C & Refridge Tech	INDUST		none	none	none	none	
11	Building Construction	INDUST		none	none	none	none	
12								
13	Child Dev AA	CDEV		none	none	none	none	
14	Child Dev Associate Tchr	CDEV		none	none	none	none	
15	Child Dev Admin Spec	CDEV		none	none	none	none	
16	Child Dev Infant/Toddler	CDEV		none	none	none	none	
17	Child Dev School Age	CDEV		none	none	none	none	
18								
19	Fire Fighter	NURSE		none	none	none	none	
20	Fire Technology	NURSE		none	none	none	none	
21								
22	Life Science	SCIENCE		none	none	none	none	
23	General Science	SCIENCE		none	none	none	none	
24	Physical Science	SCIENCE		none	none	none	none	
25	Pre-Engineering	SCIENCE		none	none	none	none	
26								
27	English BS Reading	ENG		none	none	none	none	
28	English BS Writing	ENG		none	none	none	none	
29								
30	Library Technician	LBRY		none	none	none	none	
31								
32	Music	HUMANIT		none	none	none	none	
33								
34	Disability Services Tech	DSPS		none	none	none	none	

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

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

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

**MINUTES FROM
STANDING AND AD HOC
COMMITTEES**

IVC Academic Senate

Approved Minutes

November 4, 2009

- I. The meeting was called to order at 1:31 pm by President White.
- II. **Roll Call**
Present: Krista Byrd, Suzanne Gretz, Daniel Gilison, Cesar Guzman, Michael Heumann, Rosalba Jepson, Russell Lavery, Eric Lehtonen, Mary Lofgren, Jean Montenegro, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson,
Excused: Tom Paine
Absent: Steven Sciaky
Visitors: Brian Ha, Tina Aguirre, Carol Lee, Taylor Ruhl, Val Rodgers, Sheila Dorsey-Freeman, Efrain Silva, Frank Rapp, Marilyn Boyle, Eric Jacobson, David Williams, John McClain, Frances Beope
- III. **Visitor Comments**
- Eric Jacobson suggested that the college adopt a more systematic approach to reorganization. He suggested that divisions initiate reorganization at other colleges. He asked about a cost-benefit analysis, the potential impact on the quality of instruction, clerical support, hiring committees, and many other items that are not clearly spelled out in the current proposal for reorganization. Overall, he asked what the effect on students would be with this plan.
- IV. **Consent Agenda**
1. M/S/C (Patterson/Nilson) to approve the Academic Senate minutes for 10/7 and 10/21 as a single action
 2. Senate President White pulled C&I minutes for 10/15 and 10/29 because they are not included in the agenda packet.
 3. Senate President White pulled Basic Skills minutes from 10/7 because they are not included in the agenda packet.
 4. Senate President White pulled item 4, Board Resolution 145000 because it is subsumed in the C&I minutes of 6/4.
 5. M/S/C (Patterson/Nilson) to approve C&I recommendations listed as Action Items A.1. through D.5. in the minutes of the 6/4 meeting (this

action will include the recommendations to the Superintendent/President as well as to the governing board).

V. Reports

1. President
 - Senate President White welcomed Vice President Berry back from medical leave.
 - He announced that he would postpone several action items from the agenda—the items on reappointment and appointment to committees and the ex-officio participation.
 - He is drafting a response to SDSU's decision not to honor local transfers. He will present it at the next Senate meeting.
2. Past President
 - Past President Seivertson expressed his concern over the process of appointment and reappointment to committees. There needs to be consistency for all appointments. Additionally, there is an inconsistency in how appointments are made.
3. Treasurer
 - \$6,113.61
4. VP of Instruction
 - Vice President Berry announced that she was back and was happy to be back.
 - She thanked Tina Aguirre for substituting for her, and to the administration, division chairs, and faculty for serving our students and our college so well.
 - The accreditation team received IVC's progress report, but no date has been set for their visit. She thanked Taylor Ruhl for leading the progress report team.
5. Chief Financial Officer (CFO)
 - Vice President Lau was not in attendance.
6. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp reported that the 2009-10 action plan for BSI has been submitted. The BSI committee is now looking over the action plan to see exactly how to implement this plan.
 - Senator Patterson asked where the action plan was submitted. Rapp said that it was submitted to the Chancellor's office.
 - Berry announced that the mission for the community colleges has shrunk, and Basic Skills is one of the three missions (along with transfer preparation and industrial technology).
7. Student Learning Outcomes (SLO) Coordinator

- The next meeting is on November 11. She will provide workshops on SLOs in November, as well.
 - 85% of class SLO ID forms have been submitted; 33% of SLO cycle-assessment forms have been submitted. Next Spring, the SLO Committee will be doing a survey on the discrepancy between these numbers. She asked what the SLO committee could do to ensure more people completed the cycle-assessment.
8. Associate Student Government (ASG) President
 - ASG President Sciaky was not in attendance.
 9. Academic Senate Vice President Zazueta: Senate Survey
 - 51 surveys have been completed. More are coming; the deadline is Friday, November 6.

VI. Academic and Professional Matters

1. Reappointment and appointment of committee assignments
2. Include CSEA, CTA, and CMCA as ex-officio participants (non-voting members)
 - M/S/C (Patterson/Nilson) to postpone these items to the next meeting
3. 2010-11 Academic calendar & flex program reinstatement—vote to explore
 - Formal negotiations between the district and the union have not begun and probably won't begin until next semester. The calendar needs to be set by that point, so Senator Gretz brought the calendar options to the Senate for consideration.
 - She presented several different calendar options. One of the key changes is the inclusion of several flex days into the calendar: either six or twelve hours (1 or 2 days) of flex/staff development. One of the flex days would be in January, and this would mean that faculty would be paid over 11-months (rather than the current 10-months).
 - M/S (Nilson/Montenegro) to authorize the moving forward of the 2010-11 Academic calendar and flex schedule.
 - Seivertson asked why the spring break week was tied (in both plans) to Easter. Senator Nilson noted that our students have children and the link to the Easter break was tied to the local school system's spring break schedule. Many other Senators offered their opinions on this subject.
 - The motion carried.

VII. Committees

1. Curriculum and Instruction
 - The C&I Committee met on October 15, 2009. Action and discussion took place on the following items: SLO's for general education; distance education definitions; admission standards for minors into community services courses; revisions to and new courses, certificates and majors for apprenticeship programs requested by IID; and, textual changes for catalog copy. Kathy Berry called a special C&I Committee meeting on October 29, 2009, to discuss the chart reflecting the proposed reorganization of the instructional areas. Next meeting for the C&I Committee is scheduled for November 5, 2009. Last meeting for the term will be November 19
2. College Council
 - At the October 26th meeting of College Council, Dr. Ying reported on the Technology Planning Committee's recommendations regarding changes to the Allusers email address. Their proposal is to get rid of Allusers and replace it with an emergency notice mailing group with a limited list of people who will be authorized to use it. Discussions that currently take place on Allusers would be moved to a more appropriate forum, such as Opencomm. The details for these changes are being developed, and they will be voted on in College Council once they are completed. There was also a discussion about the proposed reorganization of the college, and the Technology and SLO Plans were approved.
3. Distance Education
 - The DE Committee will next meet on Thursday, November 5, from 8-9 AM in the Board Room.

VIII. Discussion

1. FACCC Presentation—Brian Ha, membership director (informational)
 - Brian Ha introduced himself and his organization, the Faculty Association of the California Community Colleges.
 - He presented information on the current budget crisis in California and the many ways that it impacts the Community College system.
2. Academic Reorganization proposal—review status: VP for Academic Services, Kathy Berry

- Berry introduced the proposals for the reorganization to the Instruction area. The key reason for reorganization is to ensure efficiency. Tenured faculty members are not currently evaluated because the Vice President must do all of those evaluations under the current system, and she does not have time to do it.
- There are also lots of other efficiency problems with our current system. Some faculty came up with a solution and Berry showed it to the division chairs and to the C&I committee.
- There are now many versions of this reorganization, and there will be many more before the final version is in place.
- All of the plans in place right now envision five different divisions with five deans over these divisions. Current divisions would be turned into a variety of departments (some divisions are split into multiple departments). The plans will be sent out to faculty after the Senate meeting.

IX. M/S/C (Gretz/Scott) to adjourn the meeting at 3:02 pm.

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

Minutes for the November 11, 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.

√Angie Gallo, Human Resources Rep.

__Steven Sciaky, ASG Rep.

√Marilyn Boyle, CSEA Rep.

__Suzanne Gretz, CTA Rep.

__Dawn Chun, CMCA Rep.

__Robin Ying, IT Rep.

__Sergio Lopez, Student Services Rep.

__Kevin White, A.S. President

√Vikki Carr, President's Office Rep.

√Travis Gregory, Human Resources Rep.

√Saria Cardoza, Student Services Rep

__Efrain Silva, Applied Science Rep.

__Ted Ceasar, DSP&S Rep.

√Michael Heumann, College Council Chair

Discussion Items:

1. Board Policy 2000 Setting Policy
2. Board Policy 2100 Board Elections
3. Board Policy 2110 Vacancies on Board
4. Board Policy 2105 Election of Student Members
5. Board Policy 2016 Academic Senate Member
6. Board Policy 2015 Student Member
7. Board Policy 2010 Board Membership

Above Board Policies were reviewed. The committee agreed it should be added to the District's policies as presented.

Recommendation by Dr Victor Jaime to forward these policies to College Council was made. All agreed.

Adjournment:

The meeting adjourned at 4:45 p.m.

The next meeting scheduled for December 9th, 2009.

<p>UNADOPTED MINUTES IMPERIAL VALLEY COLLEGE STUDENT AFFAIRS COMMITTEE Location: Student Affairs Conference Room Wednesday, November 4, 2009</p>
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Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:03 p.m. in the Student Affairs Conference Room.

I. CALL TO ORDER

PRESENT	FACULTY	CLASSIFIED	STUDENTS
	Sergio A. Lopez, Chair	Saria Cardoza	Libertad Cabrera
	Jeff Beckley	Claudia Aguilar	Chris Corrales
	Krista Byrd [3:15 p.m.]	Gail Parish	Myra Martinez
	Lori Mazeroll	Maria Trejo	Brian Phillips
	Terry Norris		

NOT PRESENT Robert Baukholt, *Excused*
Rick Castrapel
Carey Fristrup
Rosalie Lopez
Betsy Riehle, *Excused*

VISITORS Steven Sciaky, ASG President
Carlos Espericueta, Student & ASG Senator

RECORDER:
Saria Cardoza

II. APPROVAL OF AGENDA

M/S/C (Parish/Beckley) to approve the November 4, 2009 agenda as submitted

ORDER OF BUSINESS

III. NEW BUSINESS

(a) Purpose of Committee

Mr. Lopez welcomed committee members to the 2009-2010 academic year.

The purpose/function of the Student Affairs Advisory Committee is to evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, assemblies, elected student bodies, commencement, disciplinary matters pertaining to disciplinary appeals and other student activities.

(b) Selection of Discipline Chair

Mr. Lopez cannot serve as the Discipline Chair for this committee since he is the Disciplinary Officer for the college. He stated that once a discipline matter is given to him, an investigation begins. Once the investigation concludes and if the student(s) are in violation of the Code of Conduct they may be placed on probation or suspension. Students have the right to appeal by presenting their case to this committee. The procedure is outlined in the *Handbook for Faculty Advisors and Student Leaders* (the handbook is available on the web <http://www.imperial.edu/index.php?pid=460>).

M/S/C (Parish/Trejo) to nominate Jeff Beckley as the Student Affairs Discipline Chair for the 2009-2010 year.

M/S/C (Mazeroll/Parish) to close nominations. Dr. Beckley accepted being the 2009-2010 Student Affairs Discipline Chair.

(c) Semester Overview

Mr. Lopez informed the committee that there has been an increased of drug use this semester and there is an ongoing investigation.

The campus is now Tobacco Free. Students caught smoking are informed of the policy and their name is entered in a database. Students caught a second time are placed on disciplinary probation and the third time students are caught smoking, they are subject to suspension. Mr. Lopez reported that there are some employees who keep ignoring the policy. The consequences for classified and faculty who are caught smoking should be outlined in both the CSEA and CTA contracts.

(d) Commencement 2010

Mr. Lopez stated that there has not been a Commencement guest speaker in the last two years. Several individuals said that the program runs smoothly without a speaker.

The Cap and Gown account is in need of funds. Mr. Lopez does not foresee raising the cap and gown rental fee for students. Commencement will be held Saturday, June 12, 2010.

IV. ANNOUNCEMENTS

The Associated Student Government (ASG) will be having a BBQ tonight in the gym as we wish the best to both the Women's & Men's Basketball teams. Free hamburgers will be available to all the attendees after 5:30 p.m.

Vendors or those interested in distributing literature are more than welcome on our campus as long as the proper paperwork is filled out and procedures are followed.

The ASG will not be approaching the change of the mascot since their biggest concern is the budget.

The Region X Community Colleges will be having a Student Rally on Friday, November 20, 2009 at Balboa Park (San Diego). The theme is "Stop the Termination of College Education." ASG will be leasing two to four chartered busses to attend the rally. Students interested in attending need to contact the Office of Student Affairs for more details.

V. ADJOURNMENT

The meeting was adjourned at 3:31 p.m.

Chairman

Date

Respectfully submitted by: _____

Adopted this _____ day of _____ 2009

IMPERIAL VALLEY COLLEGE
Technology Planning Committee Meeting

Minutes
October 20, 2009

Voting Members Present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Taylor Ruhl, Administrative Representative
Martha Olea, Classified Representative
Larry Valenzuela, Classified Representative
Michael Boyle, Classified Representative
Angie Gallo, CMCA Representative
David Zielinski, Faculty Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Myra Martinez, ASG Representative

Voting Members Absent:

Mary Jo Wainwright, Faculty Representative
Kathy Berry, Administrative Representative

Consultants Present:

Edward Cesena Jeff Cantwell Ralph Marquez

Consultants Absent:

Jan Magno Dr. Michael Heumann Omar Ramos

Visitors:

Craig Blek Rosanna Lugo

Recorder:

Jessica Waddell

Call To Order:

The Technology Council meeting was called to order at 1:35 pm by Dr. Ying, Co-Chair.

Visitor's Comments:

None

Review and Approval of Meeting Minutes:

M/S/C Jim Fisher/Michael Boyle to approve minutes dating September 15, 2009. Motion Carried.

Information Items:

1. Data and Voice Network in the new Science Building:

Dr. Ying has been given 2700 building drawings for wiring. There are around 500 ports for data and voice. Due to the continue construction activities, the network switches installation will not happen until mid of November. Tina Aguirre has sent Dr. Ying a spread sheet for office assignments in 2700. Gordon Bailey will be working on a data/voice connectivity matrix based on the spread sheet, and that will serve as a blue print for completing the data/voice wiring. On Thursday, October 22nd there will be a meeting with Nelson Construction, Rick Webster, Teldata, and IT Department to address more details on the data/voice wiring.

The 2700 Building wireless network has been upgraded to support the 802.11n protocol which is the latest in wireless technology and has a much higher bandwidth. This upgrade will keep the college up to date and stay in synch with the technology advancement.

Discussion:

1. All User group email: - handout given (see attached):

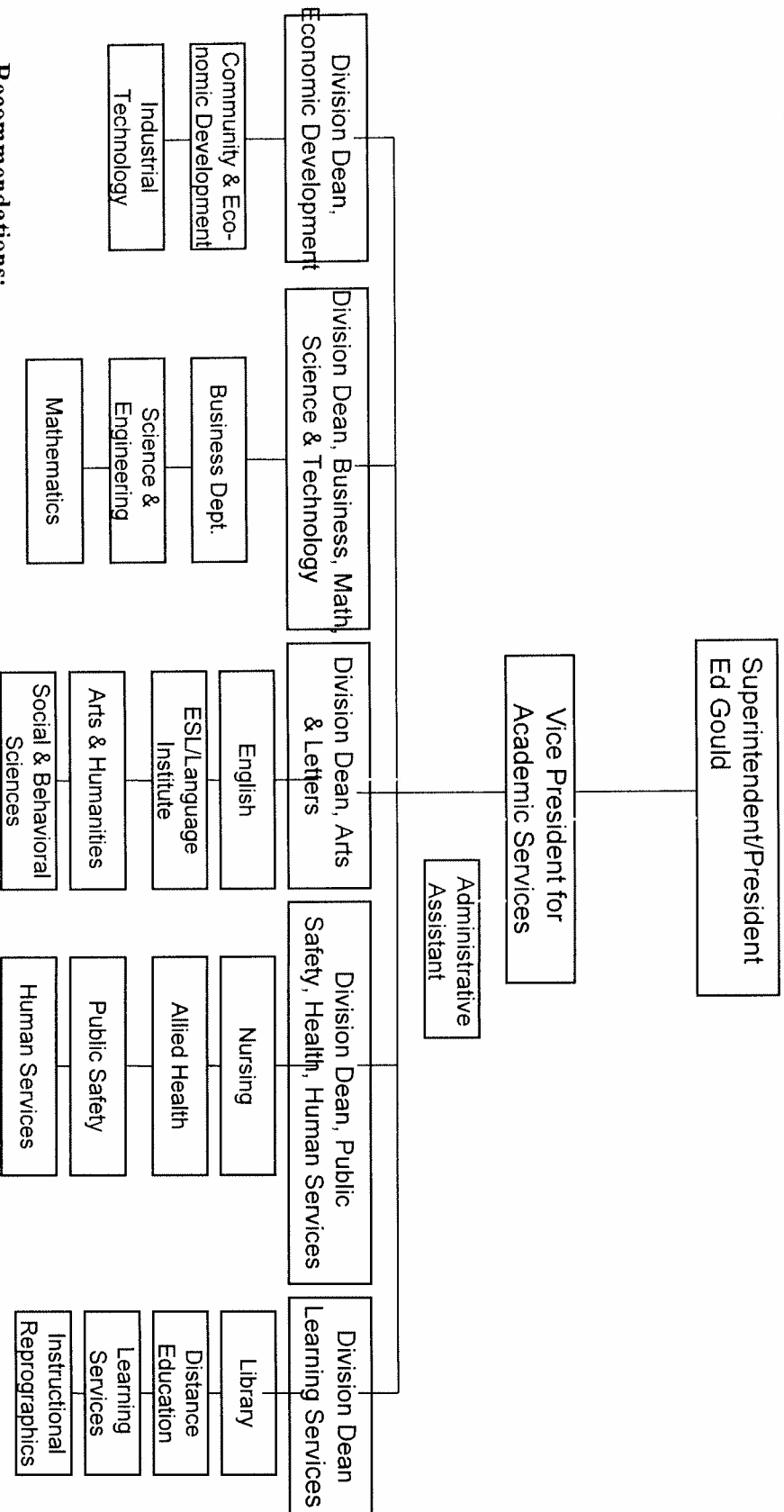
The College Council has requested Technology Planning Committee to conduct a study and recommendation for a resolution on the use of the "All User" email distribution group. There were 4 recommendations listed and all 4 were discussed in detail including the pros and cons of each one. It was decided that combination of recommendations 2 and 3 would be submitted to College Council.

Adjournment:

M/S/C Michael Boyle/Jim Fisher Motion Carried

DISCUSSION AND INFORMATION ITEMS

Academic Services



Recommendations:

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

Board of Gov. Fee Waiver

Student Employment

Director of Admissions & Records
 (Classified Manager)

Admissions & Records Services

Registration

Dean of Student Development and Campus Events

Student Affairs

Campus/Community Events

Student Health Services

Judicial Affairs

Summer Outreach Program

Associated Student Government

Master Calendar/Scheduling

Dean of Counseling

Counseling

Transfer Center

CAWORKS Counseling

TRIO

Matriculation

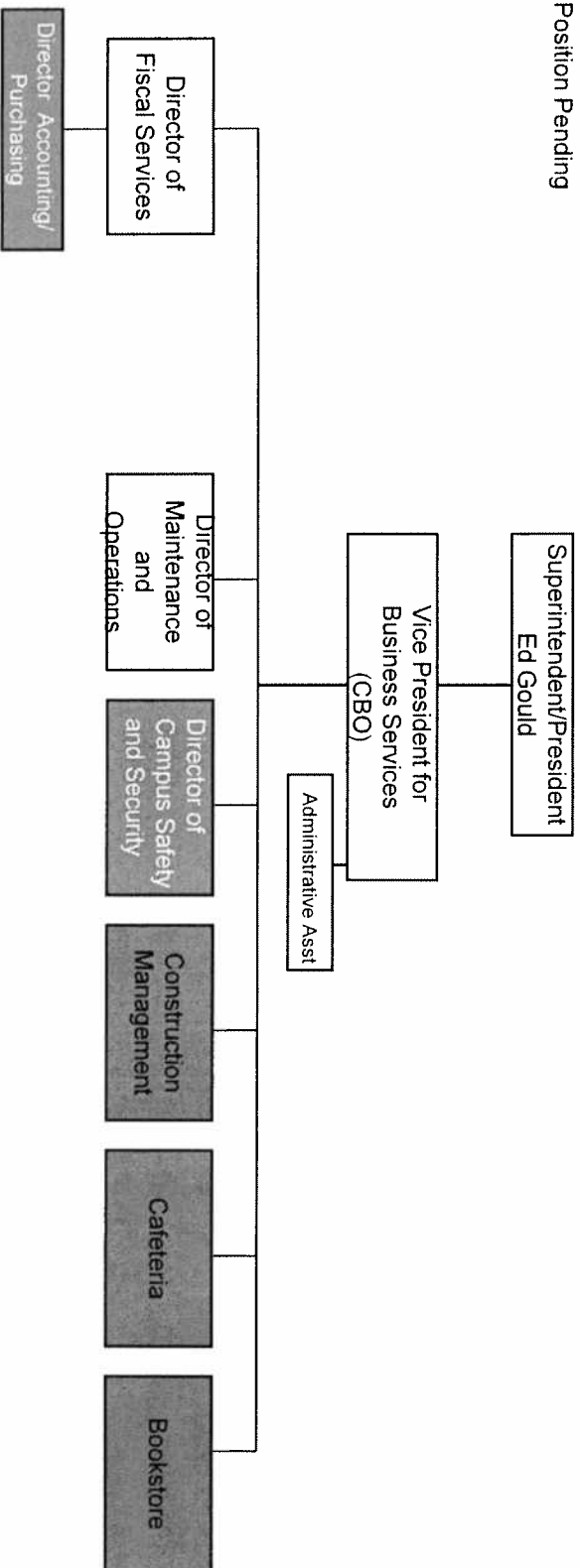
EOHS/CARE

DSP & S

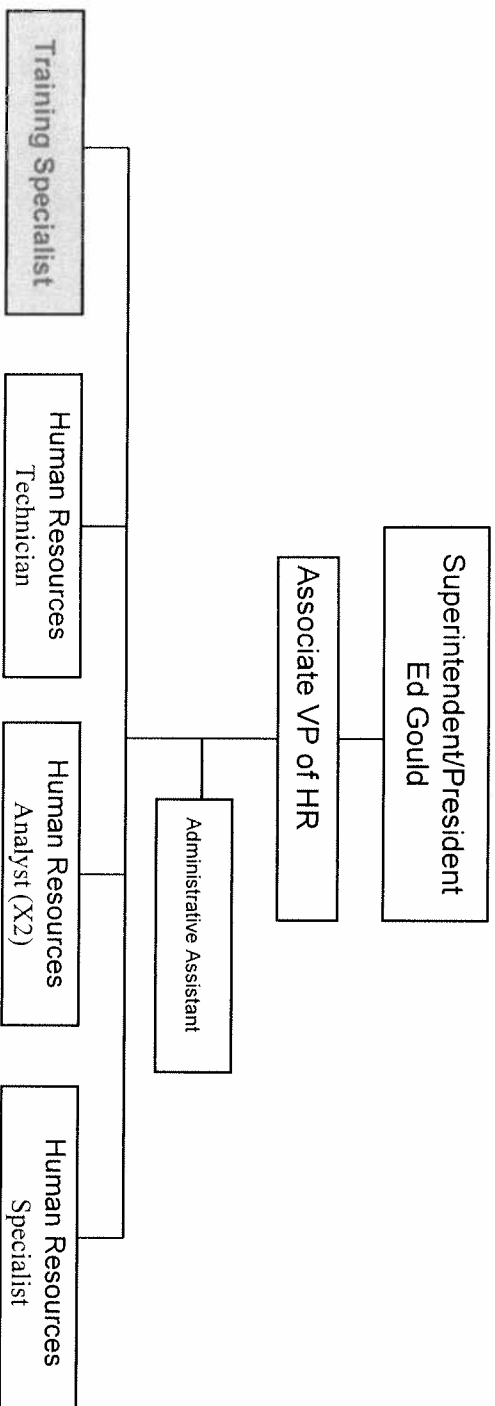
Contracted Services

Business Services

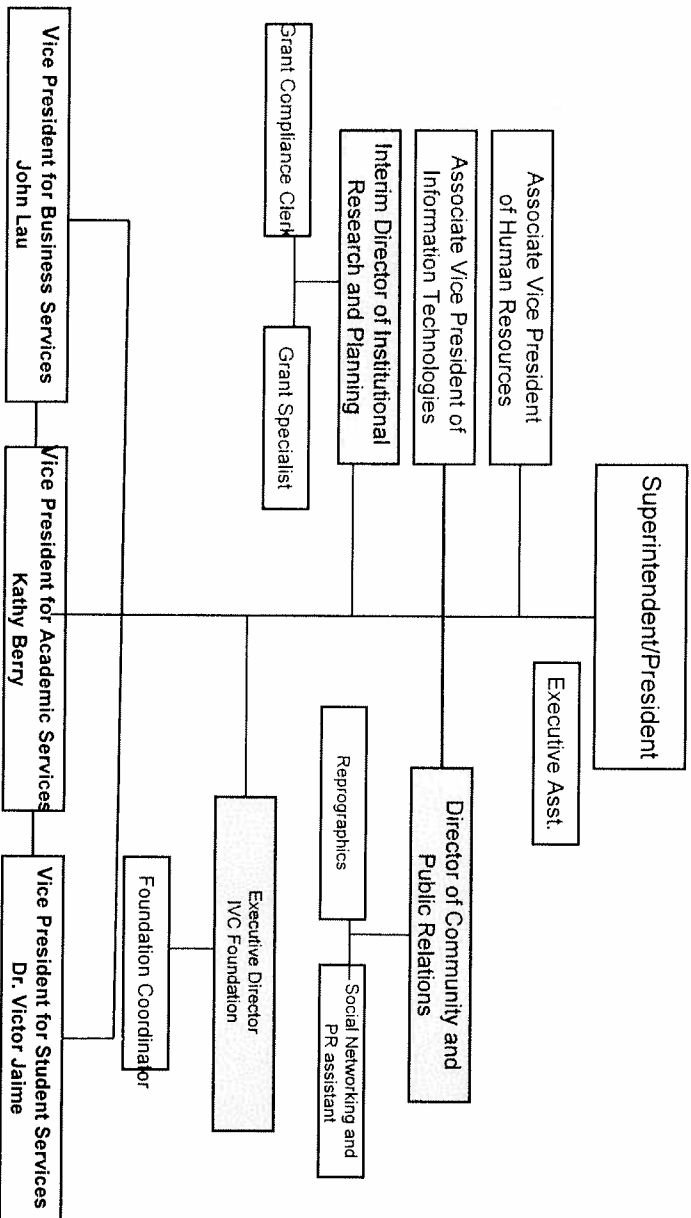
- Revised: May 2009
- Position Pending



Human Resources



President's Office



ACTION 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)

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

STAFFING LEVELS

Imperial Valley Community College (IVC) ~~currently~~ employs a well-qualified staff dedicated to meeting the needs of our students and our community. ~~In October 2009, there were~~ ~~There are~~ ~~currently~~ 150 full-time faculty members ~~and.~~ ~~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 also employs 13 ~~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 54 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 these employees.

Reorganization

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

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

HIRING PROCESS

Faculty and Classified Prioritization Process

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

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

Vacancies Prioritization Criteria

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

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

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

Employee Recruitment

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

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

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

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

Selection Process

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

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

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

The committee shall have an equal balance of both ethnic representation (majority and non-majority) and gender diversity (half women and half men) on each certificated and classified screening/selection. The Human Resource office will be developing draft procedures to form a pool of employees who want to volunteer to serve on a screening committees. Once a committee chair is determined by the area Vice President then members of the volunteer pool list will be asked if they want to participate and be assigned. The requirements for ethnic and gender representation remain and this pool should facilitate a larger percentage of employees participating in screening. The goal is to increase the employee knowledge level and trust in the process, while increasing the District's legal posture when responding to any process complaints.

EMPLOYEE, STUDENT AND PUBLIC SAFETY

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

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

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

INTEGRATION OF TECHNOLOGY

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

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

contacts, costs/expenditures, open enrollment periods, forms, and a variety of health/wellness related information.

HUMAN CAPITAL: EMPLOYEE PROFESSIONAL DEVELOPMENT

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

As part of IVC's reorganization, the Technology Technician has been reassigned to the Human Resources office. A needs assessment survey and thorough review of the District's strategic plan (goal #3) along with the technology training goals will be conducted. One example of how IVC has reexamined professional development is the use of Sexual Harassment and Discrimination Awareness training that non-supervisors can now attend on-line.

Finally, the 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).

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.

BP 2000 Setting Policy

Reference:

Legal reference: Title 5 sections 51023.5-51023.7 and 53200-53204

The Imperial Community College District Board of Trustees believes that a major Trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups.

For developing policies regarding the academic and professional matters numbered a, b, and c, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other ~~five~~ academic and professional matters (d through j), the Board will consult with the faculty through the mutual agreement process previously agreed upon.

At Imperial Community College District, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the ~~Coordinating~~ Board.

Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

~~Legal reference: Title 5 sections 51023.5-51023.7 and 53200-53204~~

***For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:**

- a. Curriculum, including establishing pre-requisites and placing courses within disciplines.
- b. Degree and Certificate requirements.
- c. Grading policies.

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

- d. Educational program development.
- e. Standard of policies regarding student preparation and success.

- f. District and college governance structures, as related to faculty roles.
- g. Faculty roles and development in accreditation processes.
- h. Policies for faculty professional development activities.
- i. Processes for program review.
- j. Processes for institutional planning and budget development.

BP 2010 Board Membership

Reference:

Education Code Sections 72023, 72103, 72104 (New BP)

The Board shall consist of seven (7) members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed by a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

BP 2015 Student Member

Reference:

Education Code Section 570902, 72023.5 (See: IVC Handbook for Faculty Advisors and Student Leaders) (Old BP 1.4.5)

The Board shall include one non-voting student member selected by the Associated Student Government in compliance with the Education Code.

- The term of office shall be one year commencing June 1.
- The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.
- The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings.
- The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for Closed Session).
- The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. reimbursed for travel to all meetings of the Board according to the schedule prepared by the Business Office at the same rate as paid to employees for mileage.
- The Board encourages participation of its student member in Trustee-related conferences and activities and may approve reasonable expenses that fall within the guidelines of Board policies.

BP 2016 Academic Senate Member

Reference:

~~(Old B.P. 1.4.5) See AP-2016~~

- The Board shall include one non-voting Academic Senate Representative to be selected by the Academic Senate.
- The Academic Senate member shall be seated with the Board and shall be recognized as a full member of the Board at meetings.
- The Academic Senate member is entitled to participate in discussions of issues and receive all materials presented to members of the Board (except for Closed Session).
- The Academic Senate member shall be ~~entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.~~ reimbursed for travel to all meetings of the Board according to the schedule prepared by the Business Office at the same rate as paid to employees for mileage.

BP 2100 Board Elections

Reference:

Education Code Sections 5000 et seq., Education Code Section 5019.5 (New-BP)

The term of office of each trustee shall be four years, commencing at the first Board meeting in December following the general election in November.

Elections shall be held every two years, in ~~odd~~ even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The election of a Board member residing in and registered to vote in the trustee areas he or she seeks to represent shall be by the registered voters of the entire community college District.

The ~~Superintendent/President~~ CEO shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The ~~Superintendent/President~~ CEO shall submit the recommendation in time for the Board to act as required by law. (~~Education Code Section 5019.5~~)

The Board of Trustees has provided for the election of Trustees by Trustee areas as follows:

- Area 1 Calexico
- Area 2 El Centro
- Area 3 Imperial
- Area 4 Brawley
- Area 5 Holtville
- Area 6 Calipatria
- Area 7 San Pasqual

BP 2105 Election of Student Members

Reference:

Education Code Sections 72023.5, 72103

The Board is responsible for establishing the Administrative Procedure by which the student member is chosen.

The student member shall be the Associated Student Government President or designee.

BP 2110 Vacancies on the Board

Reference:

Education Code Sections 5090, et seq., Government Code 1770 (Old-BP 1.6.2)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect.

Resignations from the Board shall be governed by Education Code 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The ~~Superintendent/President~~ CEO shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates.

The Board will determine the schedule and appointment process, which may include interviews at a public meeting.