



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, November 24, 2008 – 2:30 P.M.
Administration Building Board Room**

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

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

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Jonathan Balint, Student Representative
Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 27, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Learning Services – Dr. Taylor Ruhl
Business Services/Bond Projects/Parking and Facilities Plan Update – John Lau
Student Services – Dr. Victor Jaime
ACCESO – Gloria Carmona
Title V Cooperative Grant – Dr. Lianna Zhao
Technology Services – Dr. Robin Ying
Associated Student Government – Chantilee Mendenhall
President's Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Campus Operations Committee, 10/2/08
2. Citizen Oversight Committee for Measure L, 10/17/08
3. IVC Academic Senate, 10/15/08
4. Planning and Budget Committee, 10/22/08

DISCUSSION AND INFORMATION ITEMS

1. Veteran's Memorial Location (attachment) – Sergio Lopez

ACTION ITEMS

1. Approval of Greening Committee Mission Statement – Dr. Gould

“Greening” Committee Mission Statement:

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Greening Campus Committee recognizes the importance of this and aims to lead by example. As a shared governance committee our goal is to educate and model through our own practices the beneficial value of campus-wide recycling, conservation, and hazardous waste disposal. In addition the committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Greening Committee will provide momentum and guidance to IVC administration, faculty, staff, and students to achieve environmentally and socially responsible living. The committee's purpose is to raise awareness of environmental stewardship within the community.

“Greening” Committee Charge

To identify and recommend to the College President specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability in its operations, teaching and service/outreach functions. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's “greening” efforts and on future plans for increased environmental sustainability.

2. Approval of Campus Beautification Committee Mission Statement – Dr. Gould

Campus Beautification Committee Mission Statement:

One of the most important factors in successful learning in community colleges is the look and feel of the learning environment including classrooms, service areas, common areas and buildings, parking lots, and the campus grounds. The Campus Beautification Committee Mission is to advise the College President on ways to maintain and improve the campus appearance.

The Campus Beautification Committee Charge

The Campus Beautification Committee will advocate for the appearance of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance of the college's physical plant. The College is extremely concerned with issues of public safety on our campuses and we recognize our public responsibility in this regard. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for buildings and grounds. The committee shall establish a mechanism to assess the attitudes of stakeholders on a periodic basis. For evaluating and prioritizing proposals, a set of criteria will be developed and applied to potential endeavors to improve our campuses.

3. Approval of Process Improvement Task Force Mission Statement - Dr. Gould

Process Improvement Task Force Mission Statement:

It is incumbent upon Community Colleges, as publicly supported institutions, to play a leading role in providing quality, efficient education, excellence in policy development, superior communications, outstanding programs and services developed to improve the opportunities for students to meet their educational, career, and life's goals. It is particularly important that efficiency and effectiveness be paramount in difficult economic and financial times. It is the purpose of the Process Improvement Task Force to promote the efficient use of fiscal and people resources by surveying faculty and staff to determine what programs, operations, or other activities could be improved by using the collective wisdom created by developing Process Improvement Teams to address critical college issues.

Process Improvement Task Force Charge

To identify and recommend to the College President specific actions and strategic plans the College community can pursue to move the College towards greater effectiveness and efficiencies in its operations, teaching and service/outreach functions. It is further the charge of the Task Force to determine the guidelines and processes to be used by the Process Improvement Teams appointed by the College President with input from the Academic Senate, Associated Student Government (when appropriate), Academic Senate, Confidential and Classified Management Association, and the Executive Council.

4. Approval to move "Hall of Fame Display" case into the College Center's dining area – Sergio Lopez

ADJOURNMENT

**2008-2009 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members

Adriana Sano

From: Ed Gould
Sent: Monday, November 17, 2008 5:21 PM
To: Adriana Sano
Subject: FW: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Please add Veterans Memorial Location to the College Council Agenda for next week.

Thanks,

Ed

*Ed Gould, Ed.D.
Superintendent/President
Imperial Valley Community College District*

760 -355-6219
ed.gould@imperial.edu

From: Gaylla Finnell
Sent: Monday, November 17, 2008 10:06 AM
To: Ed Gould; Saria Cardoza; Sergio Lopez
Cc: John Lau; jhsiek@surewest.net
Subject: RE: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Here's my understanding:

The architect submitted two possible locations for the memorial. The designer and SPA agreed that the larger area, on the slope between the library and the Health Sciences building, was the best location. I made a presentation to the Campus Operations Committee requesting that they approve the location. They stated that they would put it on the agenda for action at the next meeting.

The designer cannot go forward with an artist's rendering until the location is approved and the architect gives a detailed site plan for the location. She cannot design a project without the dimensions and elevations known. After she receives the detailed information for the site, she will be able to prepare some design recommendations for the college to consider.

So, as far as I know, we are waiting for the Campus Operations Committee to approve the site and to direct the architect to provide the site plan necessary for the designer to go forward.

Thanks!

Gaylla

From: Ed Gould
Sent: Mon 11/17/2008 9:49 AM
To: Saria Cardoza; Sergio Lopez
Cc: John Lau; Gaylla Finnell
Subject: RE: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Ok!

Have a good day!

Ed

Ed Gould, Ed.D.

Superintendent/President

Imperial Valley Community College District

760 -355-6219

ed.gould@imperial.edu

From: Saria Cardoza

Sent: Monday, November 17, 2008 9:43 AM

To: Ed Gould; Sergio Lopez

Cc: John Lau; Gaylla Finnell

Subject: RE: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Good morning Dr. Gould,

Ms. Finnell has only provided the Committee with information of the Veteran's Memorial and where the project stands so far. It is my understanding that once SPA provides an art rendering of the Veteran's Memorial they will take it to the appropriate Committees for recommendation and/or approvals.

Saria Cardoza

Imperial Valley College - Office of Student Affairs

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(760) 355-6456

(760) 355-6116 Fax

saria.cardoza@imperial.edu

From: Ed Gould

Sent: Monday, November 17, 2008 9:04 AM

To: Saria Cardoza; Sergio Lopez

Cc: John Lau

Subject: RE: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Is the Campus Ops committee making a recommendation to the College Council and the President on the location of the Veteran's Memorial? I see it in the minutes but have not seen a recommendation. Is one coming? All of these decisions must go through the appropriate process.

Ed

Ed Gould, Ed.D.

Superintendent/President

Imperial Valley Community College District

760 -355-6219

ed.gould@imperial.edu

From: Saria Cardoza

Sent: Monday, November 17, 2008 8:56 AM

To: All Users

Subject: Campus Operations Committee Mtg., Thurs., 11/20 @ 2pm, Board Room

Happy Monday to all!!!

The Campus Operations Committee will meet this **Thursday, November 20th at 2:00 p.m.** in the Administration Board Room. The tentative agenda is attached along with the minutes from the last meeting. Please forward your agenda items via e-mail no later than tomorrow, Tuesday, at or before 2:00 p.m.

<< File: Agenda 112008.pdf >> << File: COC 100208.pdf >>

Please review the minutes and e-mail me any corrections, changes, additions, etc., prior to the meeting.

Thank you,

Saria Cardoza

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MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 27, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative

John Abarca, Classified Representative (Chair)
Jessica Waddell, Classified Representative
Betty Kakiuchi, Alternate Classified Representative

Carlos Fletes, CMCA Representative

Chantilee Mendenhall, Student Representative
Jonathan Balint, Student Representative
Itzel Bejarano, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Dr. Ed Gould, Ex Officio
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Norma Nunez, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Others Present:

Tina Aguirre, Frank Rapp, Marilyn Boyle, Dr. Taylor Ruhl, and Ted Ceasar

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 13, 2008

M/S/C Bruce Seivertson/Michael Heumann to approve the minutes dated October 13, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Reported that she received the ARCC Report on Friday, and she is in the process of reviewing it. She reported there are some areas of concern, and is not sure whether the report includes instruction's MIS data, or if it is a true report.
- The Basic Skills program is moving forward.
- Announced that November 7th has now become Voluntary Staff Development Day for full-time faculty to look at SLO development.
- Reported that division chairs are busy working on the 2009-10 schedules.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- Reported IVC received confirmation from the Accreditation Commission that the report was received by their office.

Learning Services

Dr. Taylor Ruhl reported the following:

- Announced that Noe Ibarra, AV Assistant's last day of work is on Friday, October 31st. He asked if staff would say a word of appreciation to him before he leaves.

Business Services/Bond Projects/Parking and Facilities Plan Update

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

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at the meeting.

ACCESO

Project Director Gloria Carmona was not present; Michael Heumann reported the following on her behalf:

- Announced that External Evaluator, David Trujillo, will be visiting the campus on Thursday, October 30th. The Evaluator will be talking with ACCESO staff, DE Faculty and IVC administrators. He reported this visit is similar to program review in which the evaluator will give IVC a status report with his recommendations for year five.

- Reported that participants who attend Tech Camp are eligible to receive \$1,500 worth of technology. He reported this year's tech camp participants will receive items such as: laptops, camcorders, printers, monitors, cameras, software programs, headphones, etc. He reported participants sign a contract stipulating this technology belongs to the college.

Title V Cooperative Grant

Dr. Lianna Zhao was not present at the meeting.

Technology Services

Dean of Technology Robin Ying was not present at the meeting.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

- ASG Halloween Event will take place on Thursday, October 30th. ASG will be having a custom contest, a pie search contest, a jousting contest, and a pumpkin carving contest.

President's Update

Dr. Ed Gould was not present as he was attending the Mega Region Initiative Action Planning Session in San Diego.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Citizens Oversight Committee for Measure L, 6/13/08.
2. Curriculum and Instruction Committee Meeting, 9/18/08.
3. Customer Service Committee, 9/05/08.
4. Insurance Committee, 9/08/08.
5. IVC Academic Senate, 10/1/08.
6. Planning and Budget Committee, 9/24/08, 9/30/08.
7. Student Learning Outcome Committee, 9/09/08.

DISCUSSION AND INFORMATION ITEMS

There were no items for discussion.

ACTION ITEMS

M/S/C Seivertson/Mendenhall

**Approval of Smoke Free Campus – Travis Gregory and Chantilee Mendenhall -
(Handout “Proposed Associated Students Smoking Policy Resolution #2 attached)**

ASG President Chantilee Mendenhall provided College Council with the Proposed Associated Students Smoking Policy Resolution #2 (attached) which includes Policy Statement (1) and Policy Statement (2) for review and approval.

ASG President Chantilee Mendenhall stated the two proposed smoking policies provide that: 1) IVC provides a smoke free campus; and 2) that IVC provides designated smoking areas with a phase-in to a smoke free campus. The policy further states that smoking shall be designated to all parking lots excluding parking lot A and the Pre-School lot.

Associate Dean Lopez reported that a majority of the community colleges in Region 10 areas are proactive in promoting smoke free campuses and have instituted designated areas. He reported Palomar and Grossmont College started as a phase-in designated area and then implemented a smoke free campus.

Associate Dean Lopez expressed that one of the biggest problems IVC will face is enforcement of the policies. He indicated some of the campuses around the state are self-policing while others are more stringent. He indicated that IVC would use existing administrative processes to handle violators. He stated if a policy of the campus is violated by a student this would fall under violation of student's code of conduct, in which Student Affairs would be the enforcer; if a policy of the campus is violated by an employee of IVC, Human Resources would handle it.

Member Armando Mendez asked how long the phase-in period would last.

Associate Dean Lopez stated the designated smoking area phase-in period would begin in the spring, and a smoke free campus would be implemented in the fall.

Chair John Abarca asked if these were two separate resolutions; ASG President Mendenhall indicated it was only one resolution with the idea that the designated smoking area would phase-in to a smoke free campus.

Member Bruce Seivertson made a motion to approve the proposed Associated Students Smoking Policy Resolution #2 which provides for a designated smoking area and would then phase-in to a smoke free campus, ASG President Mendenhall seconded the motion.

Member Jessica Waddell suggested that IVC have actual designated areas instead of just designating the parking lots.

Associate Dean Lopez indicated that would be a possibility and that IVC could probably provide a shaded area.

Vice-Chair Michael Heumann asked ASG President Mendenhall if she would be taking this Resolution to Academic Senate for approval.

ASG President Mendenhall indicated that she would.

Chair John Abarca called for approval of the Associated Students Smoking Policy Resolution #2. All were in agreement.

ADJOURNMENT

M/S/C Michael Heumann/ Bruce Seivertson motioned to adjourn the meeting at 3:05 p.m.

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members

Proposed Associated Students Smoking Policy Resolution #2

WHEREAS, the Imperial Community College District's current smoking policy is widely ignored and ineffective; and

WHEREAS, thousands of Imperial Valley College stakeholders including students, staff, faculty, administrators, campus visitors, and the children enrolled in the on campus preschool and infant toddler center are involuntarily exposed to second hand smoke while on IVC's main campus; and

WHEREAS, cigarette litter has become an increasing presence affecting the cleanliness of IVC, and there have been documented reports of fires at IVC because of improper handling of cigarettes thereby creating a serious concern for the well being of all people and property; and

WHEREAS, on June 27, 2006, Richard H. Carmona, Surgeon General of the United States of America stated, "The scientific evidence is now indisputable: secondhand smoke is not a mere annoyance. It is a serious health hazard that can lead to disease and premature death in children and nonsmoking adults;" and

WHEREAS, during November of 2006 an IVC student suffered a serious allergic reaction to the second-hand smoke she was exposed to at IVC; and

WHEREAS, we have a responsibility as members of a community associated with an institution of higher learning to promote education and behavior that serves the personal responsibility and global awareness of each individual at IVC; and

THEREFORE, be it further resolved that it is the recommendation of the Associated Students of IVC that the District address the serious health risks that the District's current smoking policy allows; and

THEREFORE, be it further resolved that it is the recommendation of the Associated Students of IVC that the appropriate IVC shared governance groups along with the Governing Board of the Imperial Community College District begin an immediate transition towards becoming a tobacco -free district as outlined in the attached policy;

Policy Statement (1)

1. It is the policy of Imperial Valley College to provide a tobacco free environment for its students, faculty, staff, administrators, visitors and the general public while on this campus. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke, nor does the EPA recognize a safe level of exposure to environmental tobacco smoke
2. Effective _____, Imperial Valley College shall be a tobacco-free campus. The use of any tobacco products shall be prohibited on any District properties. The sale of tobacco products on campus is prohibited.
3. Appropriate signs shall be posted at all entrances to campus grounds.
4. Smoking shall be prohibited at all times in all vehicle on campus.
5. The smoking prohibition applies to passenger vehicles and all other state-owned mobile equipment to include light and heavy trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.

Policy Statement (2)

IV. Designated Smoking Areas:

Effective _____, Imperial Valley College shall designate smoking areas and phase into a smoke-free campus. Smoking shall be designated to all parking lots excluding parking lot A & the Pre-school lot. This prohibition shall apply to all campus-owned building or leased space. The sale of tobacco products on campus is prohibited.

A. The IVC Campus Operations Committee will ensure that clear signs are displayed at all entrances to the campus, as well as other conspicuous locations, to notify the public that smoking is permitted only in the officially designated areas (all parking lots with the exclusion of lot A & the Pre-school lot) and is otherwise prohibited on the campus grounds or in campus buildings.

B. Questions and problems regarding this policy should be handled through existing administrative processes, including Human Resources and the Associate Dean of Student Affairs.

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmoker

IMPERIAL VALLEY COLLEGE CAMPUS OPERATIONS COMMITTEE

Unadopted Minutes
October 2, 2008

Present:	Not Present:	Visitors:
Sergio A. Lopez, Chair Claudia Aguilar Saria Cardoza Rick Castrapel Zula Hartfield Carol Hegarty Nannette Kelly Georgina Madrid Bertha Ortega Maria Trejo Itzel Bejarano, ASG Rep Tanya Rios, ASG Rep Josafat Trejo, ASG Rep	Travis Gregory Gonzalo Huerta (<i>Excused</i>) Jose Lopez Jose Velasquez Rick Webster (<i>Excused</i>) Rick Webster Jr., (<i>Excused</i>)	Gerardo Ruano, <i>SPA's Club President</i> Karen Teran, <i>Student and SPA's Club Member</i> Gaylla Finnell, <i>SPA's Club Advisor</i>

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:00 p.m. on Thursday, October 2, 2008 in the Administration Board Room.

Approval of Agenda: *M/S/C Castrapel/Ortega to approve the agenda of the October 2nd meeting as submitted.*

Approval of Minutes: *M/S/C M. Trejo/Castrapel to approve the minutes of the September 18, 2008 meeting as submitted.*

PUBLIC COMMENTS

Gaylla Finnell, Club advisor to the IVC Students for Political Awareness (SPA) briefed the committee members on the Veteran's Memorial. She distributed a copy of the potential area of where the memorial will be placed in. Club members have decided that the memorial be established in the grassy area in between the library and building 2100 (refer to attachment 1). Ms. Finnell met with Dr. Gould and has approved the project. Architect Designer, Jennifer Hensiek met with Rick Webster and Jimmy Sanders, IVC Architect in regards to the potential design. Ms. Hensiek met with students and local Veteran's. Both groups expressed concerned that the designed is not to be "too military" since the memorial should depict the sacrifice of men and women. Another concerned, was to keep the quotes of history educational and the institution to honor the Veterans. Ms. Finnell stated that the memorial will be completely different from any other memorials in the Imperial Valley. SPA will begin fundraising once there is an artist rendering. Since this is a community shared memorial; Omar Ramos, IVC Webmaster, will be helping SPA in providing a link from the IVC website in order to solicit funding/donations. Mr. Lopez agreed that the proposed area in between the library and the 2100 building is perfect. Mr. Lopez will ask the Associated Students Government President, Chantilee Mendenhall to call a Cabinet's meeting and get all the clubs involved in this project. Ms. Finnell finalized by stating that she will be meeting with Christy Hisel, IVC Foundation Director to discuss the different fundraising options. More information will be released once it becomes available.

UNFINISHED BUSINESS

Construction Update

No construction update given.

Hall of Fame Display Case

At the last meeting Mr. Lopez stated that the hall of fame display case located in the College Center is outdated and is in desperate need of getting replaced. Mr. Lopez recommends that the Hall of Fame display case be moved into the College Center's dining area. *M/S/C Hartfield/Kelly to recommend the move of the Hall of Fame Display case into the College Center's dining area.* The recommendation will go to College Council and the President.

Recommendation to College Council regarding the Closure of Building 10 Men's & Women's Restrooms to Students & the General Public

No recommendation was made since signage has already been placed on both the men's and women's restrooms in building 10.

Student, Josafat Trejo stated that "it would have been nice" to informed students of the decision. Mr. Castrapel agreed. Ms. Ortega stated that other restrooms on campus will be impacted.

Shade Structure

The Shade Structure Company stated that the shade by the bus stop area will be installed sometime during next week (October 6th).

NEW BUSINESS

Signage Policy

Mr. Castrapel volunteered to review the handout provided. He will draft a signage policy for IVC by the next meeting. Mr. Lopez thanked Mr. Castrapel for volunteering.

INFORMATION ITEMS

1600 Building Mural Concept

Ms. Hegarty stated that the Art Students would like to paint a mural concept as part of a class project. The students are currently brainstorming with the project. She stated that the students in Mexicali paint a mural every year. Mr. Lopez suggested purchasing aluminum panels which may be better for this kind of project. Ms. Hegarty will look into the cost of aluminum panels.

Announcements

There will not be a Campus Operations Committee meeting on Thursday, October 16.

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, November 20, 2008 at 2:00 p.m. in the Administration Board Room.

Adjourn

The meeting was adjourned at 2:40 p.m.

Recording Secretary: Saria Cardoza



Citizens Oversight Committee for Measure L
October 17, 2008

Members Present: John Anderson, Terence Donovan, Cathy Kennerson Dr. Barbara Macci-Trethewey and Henry Monroy

Absent: Marlene Best, Dr. F. Paul Chounet, David Lopez and Bertha Morris

Others Present: Dr. Ed Gould, Superintendent/President, John Lau, Vice President for Business Services, Jimmy Sanders, Architect, Rick Webster, Director of Maintenance, Brent Goodwin and John Reynolds, Nielsen Construction, Bill Gay and Gil Perez

Recorder: Mary Carter

Call to Order: The regular meeting of the Citizens Oversight Committee for Measure L was called to order by Dr. Barbara Macci-Trethewey, chairperson, at 2:00 p.m. on Friday, October 17, 2008 in the IVC Board Room.

Approval of minutes: ***M/S/C Kennerson/Donovan to approve the minutes of the June 13, 2008 meeting as presented.***

Science Building update

Brent Goodwin and John Reynolds of Nielsen Construction reported that the Science Building is 22% complete, and the masonry will be complete in December. The structural steel element of the project will start at the end of October. The building is composed of four modules; the center module is two-stories high and the three side modules are each one-story high. Installation of the roof beams for the west module is scheduled to start October 31.

A control schedule was distributed, and it was explained that it lists each trade and each item involved in the construction in order to provide overall tracking of the project. The report gives a three month look ahead of the project and shows what is occurring now or will start within the next three months. The project is on budget, and there have been no change orders. In the next month or so, after the scaffolding is taken down, the committee can be given a tour of the building. The date of completion is August or September 2009. It will be ready for Winter session in January 2010, and will be ready for full occupancy for the Spring 2010 semester. It is estimated that two months will be needed for moving in furniture and training staff on the building's systems.

At the next committee meeting, Mr. Lau would like to recap the "green" elements of the project. Mr. Gil Perez asked if there was an outside inspector; it was explained that there are two state certified DSA inspectors on site: one full-time head inspector and one masonry inspector.

Expenditure Report:

A year-to-date expenditure report was presented, as well as a five-year recap. Cash in the County Treasury as of October 16, 2008 was \$34,587,557.13.

Use of Remaining Bond Funds:

Mr. Lau stated that the College needs to review its strategy for the remaining bond proceeds. There will be one final sale of \$8.3 million in bonds that will take place in around March 2009.

The Library project was not approved for state funding. The 400 building modernization was approved, but there are no funds available until the State bonds are approved. The College has received a grant for the bus transit area. The Human Resources building will have to be moved and the College is close to finalizing an agreement with KYMA to bring their office/studio on-campus. They will broadcast from IVC and the plan is to start a telecommunication program.

Dr. Ed Gould stated that \$32 to \$34 million has been committed to the Science Building. There has been a great deal of discussion regarding the direction to take with the remaining bond funds. The College is hoping for state funds to provide matching funds for the 400 building improvements. IVC has a 45 year old campus that is showing the wear-and-tear. Dr. Gould recommended a modernization program for the campus to begin as soon as possible. The Career Tech building would be delayed, but with the changes in industry and curriculum, some redesign of the project will be needed.

Dr. Gould recommended that the College move ahead with modernization projects as the #1 priority (after the Science Building), with the Career Technical Building as the #2 priority. The College is looking into the possibility extending Measure L (at no additional cost to taxpayers) and going out for a new bond issue.

Deferred Maintenance: John Lau stated that the College does not have enough funds for an effective building program; it is trying maximize its funds by obtaining state funds, but it needs a default plan if case the state funds are not received. The College may need a combination of funding strategies. A list of needed deferred maintenance projects was reviewed, totaling \$11.3 million. Dr. Gould stated that he would like to see all projects realized, but with \$32 million committed to the Science Building, a change in priorities is needed. The parking lot has deteriorated, and it must be addressed. Existing buildings are past their 30 year cycle. All students need quality facilities. Rick Webster, Director of Maintenance, reported that the high voltage feeders are 30 years old, and two more are needed. He considers the first nine items on the deferred maintenance list as essential, as well as items #14, #25 and #27. Some deferred maintenance money is available from the state, on a matching basis. John Lau stated that deferred maintenance needs are now more severe, and costs are increasing.

John Lau stated that the original concept and scope of the Science Building expanded to final 70,000 square foot design, without a discussion of what other projects could be accomplished. The project grew by 33% in scope, but fortunately the price was less than the expected \$36 million estimate.

It was Dr. Gould's recommendation that the College obligate funds to the Science Building, go through the list of modernization/maintenance project that are necessary, look at a new concept for the evolving career/technical area, look at options for a multipurpose building, look at flexible design and pursue alternate funding.

Parking Plan: Jimmy Sanders, architect, reviewed the proposed master traffic plan with the committee. The plan calls for opening up a second entrance on Aten Road, and an additional entrance on Hwy 111 for a total of four entrances. The perimeter road will go all the way around campus, and the Aten Road entrance will be re-designed to solve the cross traffic issue. Additional day pass machines will be distributed throughout the parking lots, to address traffic back-up. The parking lot project is estimated at \$5 million dollars. John Lau stated that the parking lot was build for a campus with 4,000 students; the College currently has 8,000 students.

New Committee Members: Gil Perez will take the place of Henry Monroy as a taxpayer organization representative, and Rick Webster, Jr. will be appointed as the new student representative at the next Board of Trustees meeting.

The committee discussed possible nominees to replace outgoing committee members. Some suggestions included: Sandra Standiford, retired IVC administrator, Amanda Brooke, McCabe Superintendent, Jim Walker (Westmorland area), Jack and Joan Tyler, Fritz Rubin, Hildy Solis (Calexico), Marv Wood (Holtville). It was also agreed to ask the IVC Foundation and Brawley Chamber of Commerce for possible nominees.

John Lau thanked all the committee members for their service, and invited outgoing members to come to all future meetings and tours. It was decided to hold the next meeting in early December so that new and outgoing members could attend together.

Next Meeting: December 12, 2008, 2:00 p.m.

Meeting adjourned at 3:45 p.m.

IVC Academic Senate

Unapproved Minutes

October 15, 2008

- I. The meeting was called to order at 1:32 pm by President Seivertson.
- II. **Roll Call and Announcements**
Present: Krista Byrd, Melani Guinn, Michael Heumann, Rosalba Jepson, Russell Lavery, Carol Lee, Mary Lofgren, Norma Nunez, Toni Pfister, Rosa Pitones, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes, Kathy Berry, Toni Pfister, Rosalba Jepson, Josephat Trejo
Excused: Chantilee Mendenhall, Jean Montenegro
Absent: Suzanne Gretz, Cesar Guzman, Kseniya Kareva, Thomas Paine, James Patterson
Visitors: Alicia Ortega, Frank Rapp, Taylor Ruhl, Travis Gregory
- III. **Treasurer's Report**
\$11,327
- IV. **Visitor Comments**
None
- V. **Consent Agenda**
 1. Minutes of October 1, 2008.
M/S/C (Lee/Nunez) to approve the above item as corrected.
- VI. **Reports**
 1. President
 - President Seivertson stated that at a recent Administrative Council, Dean Huerta mentioned that he had attended a conference regarding the "greening" of colleges. Many items were brought up, including solar panels, waterless urinals, and others.
 - President Seivertson passed out copies of the most recent Senate Rostrum (September 2008).
 2. Past President
 - Not present
 3. VP of Instruction
 - Vice President Berry announced that the progress report has arrived at accreditation headquarters, our website has been revised to include the report, and a PDF has been sent to the accreditation team. The report, however, was only phase one. Phase two is more difficult: implementation. It begins immediately.

- At a recent meeting, division chairs decided which programs would do program review this year, which would do it next year, and which would do it the following year. Dawn Chun is gathering data for these reviews now. The gathering of data will continue for the remainder of the semester. The committee review of progress reports will begin in January.
 - Scheduling for 09-10 has begun; this will be completed in January.
 - The Vice President, among many others at the college, recently attended a business education summit. There was an interesting presentation by the CEO of Sun Energy (makers of solar panels). They are negotiating to set up a solar plant in the valley. Business leaders say they need workers that, above all, can think and communicate (both speaking and writing). They also need engineers, diesel mechanics, biotechs, and geologists. The county has 300 positions not filled (or, rather, can't be filled). There are also problems with soft skills (like getting to work on time, working well with others, and feeling entitled).
4. CFO: John Lau
- Not present
5. BSI Coordinator
- President Seivertson attended a student success conference in Anaheim. There were many good ideas; he will pass these on to the senate.
 - Members of the math faculty are to attend a BSI conference in Anaheim; the counselors are going to Pasadena in November for BSI; the BSI coordinator will attend a coordinators conference in November.
 - The BSI annual report and budget were submitted for next year.
5. SLO Coordinator
- Senator Pfister attended student success conference. She learned that there are 110 different ways to do SLOs in CCC. She made contacts and inquired about people coming out to talk to us about SLOs. The focus at the conference was on rubrics and evaluation.
 - 70% of PE SLOs have been turned in, along with 70% of Humanity SLOs, 50% of English, 54% of Behavioral and Social Sciences, 60% of Industrial Tech, 64% of SME. All others are over the 50% threshold.
 - The Business division is under 50%. The reason for this is the number of adjuncts that teach courses in this area, along with a large number of courses not taught in Fall.
 - Among other areas: Library is nearly done (75%); DSPS has turned in some; the SLO coordinator is waiting for nursing and early childhood education.
 - Questions that Senator Pfister has been asked in recent weeks include: Where's the form for the next step? What do you do with the data you've collected? She states that she needs to create a form that shows

- we are closing loop to use data to make improvements. After that, the focus will be a grand plan for future years re: SLOs
6. ASG President
 - She and the ASG are getting ready for conference in San Diego; 14 reps and 3 advisors will be there and are looking forward to it.
- VII. **Academic and Professional Matters**
1. First Reading of New Hire Committee Resolution: Michael Heumann
 - Discussed revisions suggested by President Seivertson and Vice President Berry.
 - Senator Zhao suggests that the co-chair should be tenured. Vice President Lavery suggests that the co-chair be someone newer to the school, not necessarily tenured.
 2. Academic Senate Bylaws
 - Senate discussed changes to bylaws, going over about half of them
- VIII. **Discussion**
1. Equivalency
 - President Seivertson shared a rough draft of “Equivalency Criteria for Disciplines requiring a Master’s Degree”
 - Mary Jo Wainwright (the author) asked for feedback on this document
 - The goal of the document is to allow each discipline to set criteria for what qualifications should be.
 2. Overload Teaching Contracts
 - Berry asked Dean Rapp to talk with division chairs re: overload. If faculty has more than 9 units, Berry will be told, and she will approve or deny on a case-by-case basis.
 - Seivertson noted that this won’t take effect until Fall (since the Spring schedule is already fixed)
- IX. **Committees**
1. Budget and Planning – Parking is an issue; they are planning new entrances to campus by next summer. They are working on a 10-year plan for remodeling.
 2. C and I – There is a meeting 10/16; there are only a few items on the agenda.
 3. College Council – a smoke-free campus draft resolution was put together by ASG. Some parts of the resolution need to be revised in light of recent student survey results. The revised version may create a phased-in system.
 4. Equivalency – See discussion item
 5. Policies and Procedures Review – Pets on campus and sexual harassment prevention policies (in Title V) were discussed
 6. Administrative Council – see President Seivertson’s report
- X. **M/S/C (Lavery/Lee) to adjourn the meeting at 2:55 pm.**



Planning and Budget Committee
October 22, 2008

Members Present:

✓John Lau, VP for Bus Svcs, chair
✓Dr. Victor Jaime, Admin. Rep.
✓Dr. Bruce Seivertson, Academic
Senate President
✓John Abarca, College Council Chair

✓Eric Jacobson, Faculty Rep.
✓Dr. Lianna Zhao, Faculty Rep.
✓Carlos Fletes, Director of Fiscal Svcs
✓Dawn Chun, CMCA Representative
✓Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

✓Gail Parish, CSEA Representative
✓Chantilee Mendenhall, ASG
Representative
Non-Voting
✓Kathy Berry, VP Academic Services

Call to order

The regular meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:30 p.m. on Wednesday, October 22, 2008 in the Board Room.

Approval of Minutes

M/S/C Abarca/Zhao to approve the minutes of the September 24 and September 30, 2008 meetings as presented.

Budget Discussion

John Lau reported that the 2008-09 budget was adopted at the last board meeting. This year the State's financial issues make a mid-year budget adjustment in February very likely. The State budget problems will carry forward into next year, so the expectation is for low enrollment caps and zero COLA. IVC is facing challenges, the biggest of which is the need for change while meeting current demands.

IVC's reserve fund was 18.21% in 2005-06 and grew to 27.21% in 2006-07 due to unanticipated one-time State funds received late in the year. The one-time money built the reserve fund, but money was committed to ongoing expenses such as contractual agreements rather than one-time expenses. The strategy for one-time funds should be to spend them on critical one-time needs. The projected reserve at the end of 2008-09 is 8% to 12%; by the end of 2009-10, the reserve could be from 4% to less than 1%. IVC must return to the philosophy of revenue equaling expense, and not use reserves to balance the budget. Currently, expenses exceed revenue. How does the College make that change? Mr. Lau stated that the College must avoid knee jerk reactions, but it must be pro-active. Supplies and services are two "soft" areas in the budget; \$135,000 in instructional supply accounts has been switched from District funds to one-time money. The P&B Committee is a recommending body, and it needs to start talking about options. The situation will require "thinking outside the box". The Business Office can produce budget reports and do straight line projections through the end of the year.

The Strategic Planning Committee will be formed in November with representation from all areas, and will begin meeting in December. One representative will come from the P&B Committee. VP Lau asked the committee to think about whom to nominate at the next meeting. He stated that the person should represent the committee as a whole and not his or her individual area.

Discussion: John Abarca asked why the push for new management positions? Eric Jacobson stated that the added expense for the t.v. studio and new positions doesn't make sense and hurts the District's credibility. Gail Parish stated that CSEA at the state level is saying not to plan on COLA or growth. Carlos Fletes stressed the need for department heads to monitor their budgets. Kathy Berry stated that the committee should set the budget direction, not micro-manage. Betty Kakiuchi stated that

categorical money needs to be taken into consideration by departments. Carlos Fletes stated that departments with both district and categorical funds do need to maximize the use of categorical funds.

It was the consensus of the committee that it would like to see the budget summary reports as well as detailed budget reports. The committee wants to be able to compare expenditures with previous years in order to have meaningful data to look at in order to see trends. The comparison will start with FY 2006-07 when the college had a 27% reserve. Mr. Lau will work with Dawn Chun to generate reports. Mr. Lau stated that the committee needs to look at what the college has to pay for (contractual) and at variable expenses (that are needed for operations). The challenge is how to pay for expenses, and to evaluate if the expenditure will make the institution better.

Accreditation Update

Kathy Berry reported that the Accreditation committee has acknowledged receipt of IVC's report and that IVC's accreditation web page is now live.

By next year's accreditation visit, the committee needs to have a fiscal plan and a process for developing the fiscal plan. VP Berry will provide samples of one-year and multi-year plans from schools that were successful with their accreditation. The Strategic Planning Committee will have a different role than P&B; it will look at planning over the next five years, as well as over-arching funding issues, while the P&B committee will look at current financial issues and assess fiscal implications of plans.

Next meeting

The next meeting will be held on Monday, November 17 at 1:30 p.m. This will be in place of the November 26 date.

At the November 17 meeting, the committee will nominate a representative to the Strategic Planning Committee and review budget reports.

Meeting adjourned at 2:25 p.m.