



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, December 8, 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, NOVEMBER 24, 2008**

### **AREA REPORTS/UPDATES**

Instruction/Academic Services/Accreditation – Kathy Berry  
Business Services – John Lau  
Student Services – Dr. Victor Jaime  
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, 11/20/08.
2. Curriculum and Instruction Committee Minutes, 10/16/08.
3. Environmental Health & Safety Committee Meeting, 9/15/08.

### **DISCUSSION AND INFORMATION ITEMS**

1. Budget Overview – John Lau
2. Approval of Veteran's Memorial Location – Sergio Lopez

### **ACTION ITEMS**

1. **Recommendation to Approve BP6450 & AP6450 Wireless or Cellular Telephone Use- John Lau**

BP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

The District shall require employees to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

AP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly services charges for personal wireless or cellular telephone use. Failure to document such usage will result in the classification of the value of the wireless or cellular telephone and the monthly service charges as employee income.

The District shall monitor the wireless or cellular telephone usage of its employees to ensure their compliance with this policy. These rules do not apply to wireless or cellular phones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

**2. Recommendation to Approve the Formation of a Strategic Planning Committee – John Lau**

Committee's Purpose: to develop the District's Strategic Plan after receiving input from the Educational Master Plan on the prioritized goals of the institution, both short-term and long-term. The committee will assess the stated priorities and the college resources for achieving those priorities. The Strategic Plan will address how the District can best implement the planned improvements based on the institutional resources, required and desired timeframes, and final recommendations and strategies of the Educational Master Plan, all in line with the District's mission and vision. The Strategic Plan will be formally submitted every six (6) years to the Superintendent/President, corresponding with the college accreditation cycle. The committee will review and update the Strategic Plan annually.

Membership:

Vice-President for Business Services, co-chair

Elected co-chair

Academic Senate representative  
 Academic Senate/C&I Representative  
 Administrative representative  
 Admissions/Registration representative  
 Campus Operations Committee representative  
 College Council representative  
 Environmental Health & Safety Committee representative  
 Executive Council representative  
 Extended Campus representative  
 Staff Development Committee representative  
 Planning and Budget Committee representative  
 Student representative  
 Technology Planning Committee representative

**3. Recommendation to Approve “AlertU” Services – Travis Gregory**

**Resolution No. XXXXX: AlertU Contract**

BE IT RESOLVED that College Council approves the recommendation of the Environmental Health and Safety Committee to contract the services of Waterfall “AlertU” Services. Waterfall delivers text message alerts to registered users via mobile SMS (text) messaging.

NOW, THEREFORE, BE IT RESOLVED that Imperial Valley College participates in the Foundation for California Community Colleges system-wide contract with Waterfall for the use of AlertU.

BE IT FURTHER RESOLVED that AlertU has been offered to Imperial Valley College at no cost through a California Community College System-wide corporate sponsorship for CCC Member College’s use of AlertU.

**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



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

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

College Council Chair John Abarca called the meeting to order at 2:30 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)  
Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative

Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative  
Steven Scicky, Alternate Student Representative  
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative  
Efrain Silva, Administrative Representative  
Norma Nunez, Alternate Faculty Representative  
Patty Robles, Alternate Classified Representative  
Carlos Fletes, CMCA Representative  
Jonathan Balint, Student Representative  
Itzel Bejarano, Student Representative

Others Present:

Tina Aguirre, Gloria Carmona, Lianna Zhao, Gaylla Finnell, Gerardo Ruano, Frank Gutierrez (UFW Post), Joe Lucio (UFW Post), Rick Partridge (UFW Post).

### MEMBERSHIP CHANGES

There were no membership changes.

## **PUBLIC COMMENT**

There was no public comment.

## **APPROVAL OF MINUTES DATED MONDAY, OCTOBER 27, 2008**

M/S/C Armando Mendez/Michael Heumann to approve the minutes dated October 27, 2008.

## **AREA REPORTS/UPDATES**

### **Instruction/Academic Services**

Vice President for Academic Services Kathy Berry reported the following:

- Reported registration is underway for winter and spring semesters. There were a few glitches but the problems were corrected.

### **Accreditation Process**

Vice President for Academic Services Kathy Berry reported the following:

- Announced that the institution received notice that two members of the Accreditation Team would be visiting on Monday, December 1<sup>st</sup> to review progress since last year's visit.

Dr. Gould stated that the team is scheduled to be on campus from 8:00 a.m. to 4:00 p.m. He indicated their main focus would be on the six recommendations, and what the college has done since the last accreditation visit, and how the college has reacted to the six recommendations.

Dr. Gould indicated the team will first meet in his office, and then they will meet with the planning group to reviewing SLOs, the Technology Plan, the Education and Master Plan, the Strategic Plan, and changes made to the schedules, financial aid, and the college's Sexual Harassment Policy. He stated these have all been accomplished and the college should get a favorable review.

Dr. Gould reported that the two members of the Accreditation Team are Dr. Marie Smith, Former Vice-Chancellor of Instruction & Technology at Los Rios Community College District, and Dr. Kimberlee Messina, Dean of Instruction, Science, Technology, Engineering & Math at Santa Rosa Junior College. He stated the team would be looking for improvements made by the college, and improvements scheduled to be made.

### **Learning Services**

Dr. Taylor Ruhl reported the following:

- Reported he is currently working on the review of the Library Technician Program, working on the curriculum, teaching assignments and marketing. He indicated this program is an important part of staffing most of the public libraries in the County, and provides a good career start for many people.

### **Business Services/Bond Projects/Parking and Facilities Plan Update**

Vice President for Business Services John Lau was not present; Dr. Gould reported the following on his behalf:

- Announced that next week the administration would be meeting with two bond councils to gather information on whether to extend Measure L to 11 years, and add \$60 million dollars to the district, or whether the district goes after a new bond campaign. He indicated if the district decides to go after a new bond campaign in November 2010, it would probably be for \$180 to \$200 million dollars, but a lot depends on the assessed valuation of the County.
- Announced the district will be bringing in a bond expert in January to make an assessment. He indicated he hopes to have a recommendation to the Board of Trustees by the end of January about which direction the institution plans to take.
- Reported that seven bond campaigns were passed in November. He indicated the most notable were Victor Valley with a \$297 Million dollar bond and Southwestern with a \$382 Million dollar bond. He further reported that 28 bonds passed across the State. He stated this was surprising considering the turn in the economy.

### **Student Services**

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

### **ACCESO**

Project Director Gloria Carmona reported the following:

- Reported ACCESO held their last Tech Camp on November 14, 2008.
- Reported the committee has decided to utilize SunGuard/Banner Event and Room Scheduling Program. She indicated this program has the functionality the college needs and it will save the college money if the same vendor is used.
- Announced the Winter Online Courses are offering 18 classes with 27 sections, and hopes to bring in 845 students.
- Announced the Spring Online Courses are offering 37 classes with 54 sections, and hopes to bring in 1701 students.
- Reported ACCESO will be working on completing data this month for Title V Annual Performance Report which is due at the end of December.

### **Title V Cooperative Grant**

Dr. Lianna Zhao reported the following:

### **Computer Science Program**

- On Oct. 14, 2008, as a part of the outreach effort, Title V CS consultant and SDSU CS faculty Bill Root held a meeting for over 20 grade 7-16 students and teachers about his series of spring 2009 CSI-themed workshops that will teach students to write fingerprinting and tire tread programs to solve crimes.
- The Project Director requested that more effort go into computer science articulation issues. Zhao and SDSU VP Singer approved increasing SDSU-IV computer science coordinator Dunn's time from 5% to 10%, and added summers to his job.

### **Nursing Program**

- Dean Roeder met with SDSU School of Nursing Director Todero to discuss having the SDSU School of Nursing pay for the percentage of Hoyt's time spent working as RN-BS in Nursing Coordinator in San Diego, and for the portion of her teaching assignment spent teaching San Diego students.

### **Student Services**

- Gomez continued work with advising students and helping them with admissions applications. She also continued to work on outreach for Computer Science and Nursing at the Sunbeam Lake Community Event.

### **Management**

- In late September the Project Director asked SDSU-IV Activity Co-Director Shumaker to attend the weekly Title V staff meetings at IVC. These meetings are allowing Shumaker to be a more effective liaison between IVC and SDSU-IV Title V staff, as seen this month with deciding on when to hold the CSI workshops, the specifics of the nursing database that Hoyt and Wong created, and how to address computer science articulation issues, for example.
- Year 3 evaluation was conducted.
- Internal Monitoring Team (IMT) meeting was held on 10/29/2008. The accomplishment of the Year 3 goals, the activities at each of the institutions, the challenges encountered, and Year 4 goals were the topics discussed.
- The External evaluator, David Trujillo, was among those in attendance at IMT meeting.
- Nursing and computer science students attended the annual IMT meeting, making valuable suggestions. One suggestion nursing students made was to have Title V buy equipment to improve the San Diego interactive TV rooms so students don't have to press a button before they speak; SDSU students often don't remember to press the button before speaking, so SDSU-IV students can't hear their questions and comments. Also, SDSU-IV nursing students requested that faculty be trained to use interactive TV equipment better and that they come more often to teach live at SDSU-IV for a class session.
- SDSURF administrator Whittemore attended the IMT meeting and has been working on budget issues, including those from Years 1-3, and in Year 4.
- The Year 4 SDSU Contract was approved by John Lau and mailed to SDSURF.

### **Technology Services**

Dean of Technology Robin Ying was not present at the meeting; Dr. Gould reported on his behalf:

- Reported the college is working with ICOE to determine why there is a slowdown at the College. ICOE will provide their analysis next week. He stated ICOE thinks the problem may be the router that comes into the campus and into the firewall. A new router will be installed next week to see if that speeds up the process.

### **Associated Student Government**

ASG President Chantilee Mendenhall reported the following:

- ASG is hosting the President's Marine Corp Concert Band which is scheduled for Thursday, October 29, 2009. The Marine Corp Concert Band only tours every four years and needs to be booked one year in advance.



- Reported ASG held the Great American Smoke-out last week, students were asked to comment on the new smoking policy.

### **President's Update**

Dr. Gould reported the following:

- Reported that last week he attended the Accreditation meeting at the CCLC Conference in Anaheim, learned the institution needs to do a few more things to ensure that the Student Learning Outcomes go into the student evaluations. Dr. Gould stated that accreditation has changed, it use to be a validation of what you say you are doing for students and now it is validation plus accountability.
- Reported he attended the CCLC Luncheon in which Robertta Burns, retired Chief Executive Officer for the County of Imperial was honored and received a Distinguished Alumnus Award. He indicated an article in the Imperial Valley Press would be forthcoming in the next couple of weeks.
- Reported he attended the statewide CEO meeting while at the CCLC Conference, the discussion was mainly on the budget.
- Reported that the unemployment rate has gone up to 27.8%, the highest in the nation, 7.8% higher than last year.

### **MINUTES FROM STANDING AND AD HOC COMMITTEES**

Minutes from the following committee meetings were received:

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

Sergio Lopez, Assoc. Dean of Student Affairs, stated he would like to discuss the installation of the shade structure that was addressed in the Campus Operation Committee Minutes. He indicated that the installation of the shade was to be installed in October at the bus stop, but the order was lost, thereby delaying the installation by a month and a half. He indicated since the original resting place of the shaded structure was to be at the swimming pool, the Committee decided at their last meeting to have the shade installed at this location. He stated the shade would be installed on Wednesday, November 26<sup>th</sup>.

### **DISCUSSION AND INFORMATION ITEMS**

1. **Veteran's Memorial Location - Sergio Lopez (PowerPoint Presentation by SPA Advisor Gaylla Finnell)**

Dean Lopez stated there have been ongoing discussions with Gaylla Finnell and SPA (Students for Political Awareness) about the possibility of placing a Veteran's Memorial on campus. Dean Lopez indicated that at the October 2<sup>nd</sup> Campus Operations Committee meeting this topic was discussed, the only item pending was to decide on the location. He indicated there were two proposed locations being considered, the open area between the Library and the 2100 Building, and the knoll on the north side of campus.

Dean Lopez indicated there was further discussion at the last Campus Operations Committee Meeting held on November 20<sup>th</sup> and the committee voted to have the Veteran's Memorial placed in the middle of the walkway between the Library and the new Science Building.

Dean Lopez indicated he and SPA Advisor Finnell thought the consensus at the October 2<sup>nd</sup> Campus Operations Committee Meeting was to place the Memorial at the open area between the Library and the 2100 Building; he indicated they both thought it was a better location.

Dean Lopez stated the proposal recommended by the Campus Operations Committee is to place the Veterans Memorial in the middle of the walkway between the Library and the new Science Building.

Dean Lopez stated SPA Advisor Finnell has requested that College Council reconsider the recommendations of the Campus Operations Committee.

Chair Abarca asked if there was an agreed location.

Dean Lopez stated the Campus Operations Committee has recommended the Memorial be placed in the middle of the walkway between the Library and the new Science Building. Dean Lopez stated the reason this location was chosen was the Committee wanted to have a focal point in the middle of the area where the flag pole is located, where it could be viewed from all areas at a 360 degree angle.

Rick Webster stated he was not present at the meeting, but would have voted for the northern location. He indicated the flag would not be visible because of the eucalyptus trees in that area, and it would only be visible from certain directions.

**PowerPoint Presentation by SPA Advisor Gaylla Finnell:**

- The idea was brought by a veteran student who served in the U.S. Marine Corp.; he suggested placing a flag pole with a base and plaque. She indicated there are several around the County of this type. She further stated the approximate cost for this type of project would be around \$6,000.00.
- The idea was presented to the Campus Operations Committee who suggested that since the campus was being renovated, it would be good idea to include it as part of the new design of the campus with a more centered location.
- She announced Designer Jennifer Hensiek would be designing the Memorial; she is a former IVC Student, and is LEED Certified. She indicated that Ms. Hensiek is her daughter and would be designing the Memorial for free.
- She reported that a forum was held on July 3rd which several veterans and students attended; Designer Hensiek shared her visions of the Memorial. She stated the designer's vision is to include a flag pole with a water feature base that has a reflecting pool with walkways around it.
- She received the site plan recommendation from Architects; they recommended the open area between the 1500 and 2100 Building.
- She met and showed the site plan recommendations to SPA (Students for Political Awareness) and the Campus Operations Committee on 10/02/08.
- The Campus Operation Committee voted on 11/20/08 in support of the smaller site in the middle of the walkway. She indicated she was surprised that the committee chose this location.

- Asked for College Council's support of the site between the library and 2100 Building.
- She stated the cost for the Memorial would be paid for by fundraising done by the students, and all students' clubs would be asked to participate.
- She stated that she is hoping that the Memorial will be very unique to IVC, and indicated this is an opportunity to do something outstanding and different to honor our veterans.

Member Seivertson asked if the open area adjacent to the new Science Building was considered.

SPA Advisor Finnell stated that these open areas could be considered and she is open to suggestions.

There was further discussion regarding a centralized location, and whether there would be enough shade.

Chair John Abarca recommended that this item be taken back to their groups and brought back as an action item to the next College Council.

### **ACTION ITEMS**

#### **1. Approval of Greening Committee Mission Statement – Dr. Gould M/S/C Bruce Seivertson/Chantilee Menenhall**

Jessica Waddell reported that the Greening Committee met unofficially to discuss the Committee's mission statement. She indicated IVC is new to going green, the committee will be looking at the campus first, and any committee recommendations would go to College Council and then to the President.

Dr. Gould reported that statewide two things are happening, 1) the utility companies are being asked to convert a minimum of 20% to solar energy by the year 2030; and 2) the public sector is being asked to go green with all their buildings, new or old. Dr. Gould indicated in the near future IVC will be looking into bringing solar energy to the campus, such as solar shade, or a solar farm at the roof tops of the buildings.

Dr. Gould stated IVC is doing a good job at recycling, and is looking at the possibility of installing a computer lab in the Board Room to help with the process of going paperless. Dr. Gould indicated he would like to see IVC go paperless by the year 2012.

Rick Webster reported that in 2000 an Integrated Management Board was created requiring the campus to divert 25% of waste from the landfill, and two years later the campus was required to divert 50% of waste from the landfill. He indicated currently the campus is at 58%, and he files a report with the State once a year. He indicated the campus has been audited twice and both times have passed with flying colors. He stated students from 3300 building are running the recycling program and go around campus on a daily basis and collect recycling.

Dr. Gould stated that the campus would be looking into recycling bins in every office.

#### **2. Approval of Campus Beautification Committee Mission Statement – Dr. Gould M/S/C Bruce Seivertson/Armando Mendez**

**3. Approval of Process Improvement Task Force Mission Statement – Dr. Gould**  
M/S/C Bruce Seivertson/Chantilee Mendenhall

**4. Approval to move “Hall of Fame Display” case into the College Center’s dining area – Sergio Lopez**

Dean Lopez reported there have been discussions about moving the “Hall of Fame Display.” The general consensus is that it is “ugly” and in a bad location. He reported ASG would be putting in a new display. He indicated after receiving approval to move the display ASG found a better location, the walkway in the entrance of the student center. He stated this location would be a focal point for anyone going in and out of the student center, and there would be areas designated for the foundation and administration. He indicated there would be a case for the clubs and associated students.

Dr. Gould asked about the four members currently displayed in the “Hall of Fame Display,” suggested that the college ask these families if these displays can be taken out, and create a new Wall of Fame around these members and reinstate the idea of looking back at graduating classes from 1963 and on.

Rick Webster stated that he has attended some of the Foundation Committee meetings, and does not know what the procedure is to nominate an individual or where to start.

Dean Lopez stated the Hall of Fame nominations go back to the Foundation; the Foundation is the entity that receives the nomination and votes on it.

Dean Lopez stated that ASG has the money to purchase one of the displays, and his department would purchase the second display. He stated they would not be asking the foundation for any funds.

Dr. Gould suggested that this Hall of Fame be taken down in order to reconstitute it, and ask the foundation to go back and look at IVC’s graduating classes and see if there are individuals from each class that should be in the “Hall of Fame Display.” He stated this would be a good place to start and each year IVC could host a dinner from that point on.

Dr. Gould stated that ASG needs to take it to the Foundation for approval.

Chair John Abarca agreed that the Hall of Fame needs to be revamped.

Dr. Gould indicated that the old case can be taken down.

Dean Lopez asked that this action item be pulled.

**ADJOURNMENT**

M/S/C Michael Heumann/ John Abarca motioned to adjourn the meeting at 3:50 p.m.

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

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

**IMPERIAL VALLEY COLLEGE  
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes  
November 20, 2008

| <b>Present:</b>  | <b>Not Present:</b>  | <b>Visitors:</b> |
|--|--|------------------|
| Sergio A. Lopez, Chair<br>Saria Cardoza<br>Rick Castrapel<br>Carol Hegarty<br>Gonzalo Huerta<br>Jose Lopez<br>Bertha Ortega<br>Maria Trejo<br>Jose Velasquez<br>Josafat Trejo, ASG Rep<br>Rick Webster Jr. | Claudia Aguilar ( <i>Excused</i> )<br>Travis Gregory<br>Zula Hartfield<br>Nannette Kelly ( <i>Excused</i> )<br>Georgina Madrid ( <i>Excused</i> )<br>Rick Webster ( <i>Excused</i> )<br>Itzel Bejarano, ASG Rep<br>Tanya Rios, ASG Rep | Jessica Waddell  |

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:12 p.m. on Thursday, November 20, 2008 in the Administration Board Room.

Approval of Agenda: *M/S/C Castrapel/M. Trejo to approve the agenda of the November 20<sup>th</sup> meeting as submitted.*

Approval of Minutes: *M/S/C Huerta/Ortega to approve the minutes of the October 2, 2008 meeting as submitted.*

**UNFINISHED BUSINESS**

Construction Update

Mr. Webster was scheduled to attend a Construction Meeting and was not present. Mr. Webster provided a construction update via e-mail. Mr. Lopez read the following:

- The new Science building is on schedule. The estimate completion date is schedule for October 2009 to be occupied in February 2010.
- Last Thursday (November 13<sup>th</sup>) bids were opened for Site Prep Work, concrete and telephone data lines.
- Most of the block work is complete. The structural steel is now being put into place.
- The AG field to the north of campus is currently being expanded to the east. Dirt is being removed and stockpiled north of the Maintenance warehouse to be used as fill material around the new Science building.
- The college applied for a new wastewater permit and the capability of the water treatment facility has been expanded.
- Within the next eight to nine months the college will be upgrading the current sewer lift station in order to handle the extra flow from the new Science building.
- The work on the new drop off area and the upgrade to our current bus loading/unloading area will begin in March 2009.
- In April/May 2009 two new portable buildings will be added to the area where the Assessment Center used to sit in (far North East of campus). One building will house the Human Resources staff and the other will house the KYMA staff.

Mr. Huerta reported that the Business Division is currently working with the Humanities Division and KYMA (local TV channel) in implementing a multi-media program.

#### Recommendation to College Council – Veteran’s Memorial Location

*M/S/C Castrapel/M. Trejo to recommend site location#1 for the Veteran’s Memorial (See attachment #1).* The item will be presented at the next College Council meeting.

#### Shade Structure

The Shade Structure is yet to be delivered. No estimated delivery date was provided.

#### Signage Policy

Mr. Castrapel reviewed the Sonoma University’s Signage Policy for IVC. He suggests that IVC’s Legal Counsel reviews the policy before being forward to any other committee (the policy has been attached to the minutes). *M/S/C Ortega/M. Trejo to forward the Signage Policy to the Board & Policies Procedures Committee for review.*

#### 1600 Building Mural Concept

Ms. Hegarty had nothing to report on the mural concept. Mr. Huerta briefed Ms. Hegarty on the different options of paints for the mural concept. He recommended researching the water based paints, auto body paint and contacting Sherwin Williams. Ms. Hegarty will follow up.

### **NEW BUSINESS**

#### Strategic Plan – Committee Member Selection

The committee unanimously endorsed Mr. Huerta to represent our committee in the Strategic Plan Committee.

#### **Announcements**

Mr. Webster will be sending an e-mail advising the IVC Community that the old parking lot “C” and the reserved parking space behind the Human Resources department will no longer be available after the winter break.

Mr. Huerta announced that on Friday, February 6, 2009 the college will have an Alternative Energy Seminar on campus. The seminar is scheduled from 8:30 a.m. to 3:30 p.m. The location is yet to be approved. More information will be sent via e-mail.

#### Next Meeting

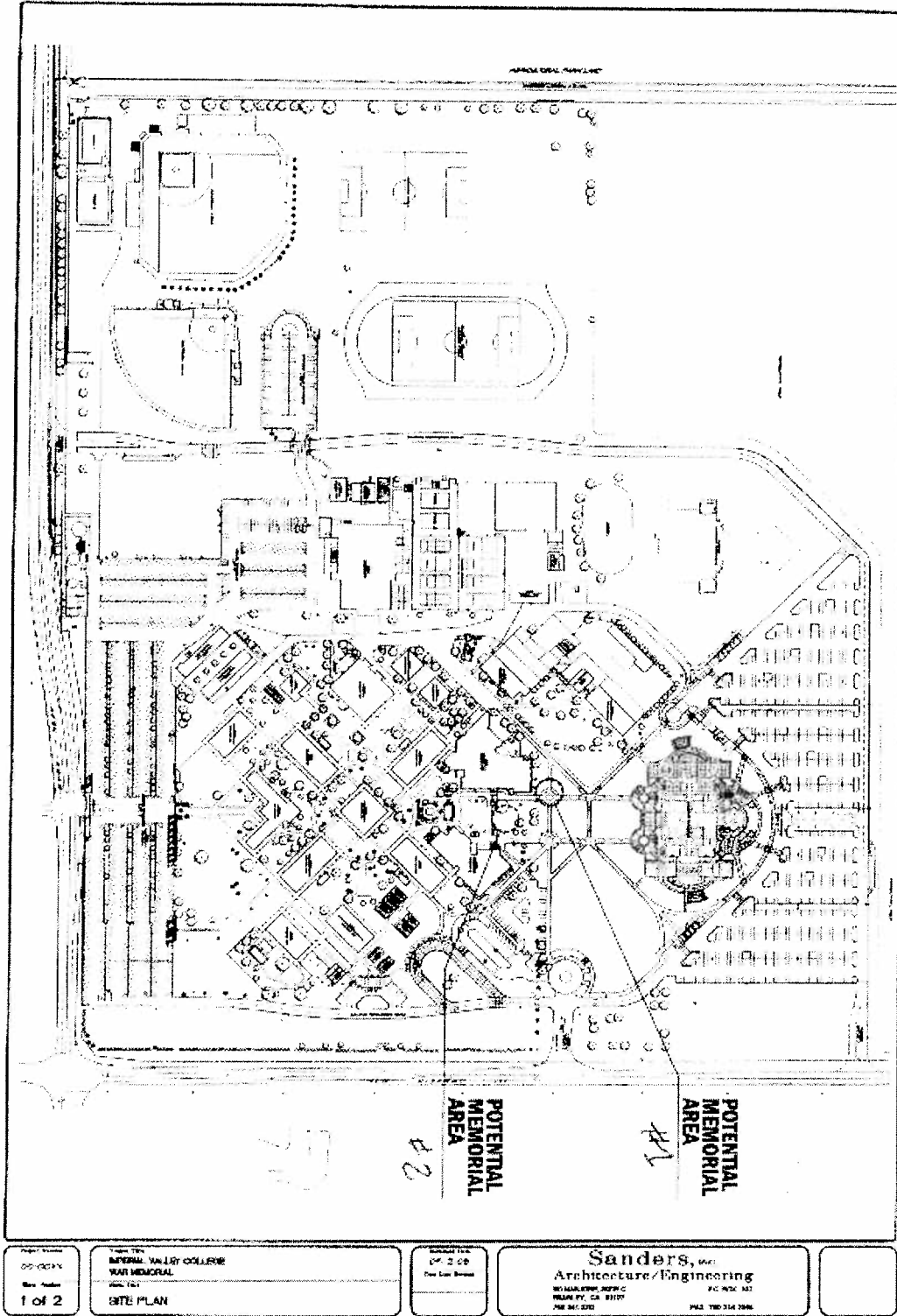
The next Campus Operations Committee is scheduled for Thursday, December 4, 2008 at 2:00 p.m. in the Administration Board Room.

#### Adjourn

The meeting was adjourned at 3:02 p.m.

Recording Secretary: Saria Cardoza

Attachment#1 – Veteran’s Memorial Location



Project Number: 00-000000  
 1 of 2

IMPERIAL VALLEY COLLEGE  
 WAR MEMORIAL  
 SITE PLAN

Drawing Title: 00-000000  
 Date: 08/08/08  
 Drawn By: [illegible]

**Sanders, Inc.**  
 Architecture/Engineering  
 2610 UNIVERSITY AVENUE  
 WILSON, CA 95771  
 PH 916.270.1200 FAX 916.270.1206



## Attachment#2 – Signage Policy

### I. General Purpose and Intent

A primary value of higher education is the open exchange of knowledge, ideas and information. Public signage, both permanent and temporary, is an important component of any institution that supports this value.

- A. The purpose of the Imperial Valley College (IVC) signage policy is to:
1. encourage sound signage practices to provide clear information to members of the campus community, as well as to visitors;
  2. promote the public health, safety, and general welfare of the college;
  3. preserve and enhance the appearance of the college - its landscape features and buildings, including interior spaces - as a place to work, learn, live and visit;
  4. promote and maintain educationally viable activities for the benefit of the campus community;
  5. prevent excessive, confusing and incompatible signage;
  6. protect the public investment in buildings and open spaces on the campus;
  7. reduce potential hazards to pedestrians and motorists that may result from distracting or incorrect signage; and
  8. recognize that signage is an integral part of the marketing, image and public relations functions performed by a variety of IVC entities.
- B. The intent of the provisions contained in this policy is to provide standards and minimum requirements in order to evaluate and regulate signage constructed, installed, and displayed on college property.  
It is the further intent of this policy to set the overall parameters pertaining to college signage, whether permanent or temporary, and allow for implementation of the policy through procedures developed by specific entities.

### II. Authority

- A. This policy on College Signage applies to all IVC offices, auxiliaries, affiliates and related organizations and supersedes all preceding college policies pertaining to signs, posters and banners
- B. Oversight of permanent college signage is the responsibility of the Operations Committee (or its designee). Oversight of temporary signage is the responsibility of the Student Affairs Office (or its designee).

### III. Definitions

- A. "Sign" or "signage" means any identification, description, illustration or device which is visible from any public place or is exposed to the public, and which directs attention to a product, message, service, place, person, entity, institution, event, business use, or cause.  
Categories of signs or signage include:
1. "Temporary signs:" Any emblem, symbol, logo, trademark, poster, banner, painting, flyer, handbill, sticker, flag, pennant, awning, placard or other printed material displayed for a limited amount of time, which is designed to advertise, identify or convey information.
  2. "Permanent signs:" Any signs that are attached to buildings, structures, or landscape features; or freestanding monument signs, permanent plaques, or marquees.
  3. "Fixed signs:" Frames or enclosures for either temporary or permanent signage.
- B. Special sign terminology:
1. "Directional signs" are signs erected for the convenience of the public, such as signs identifying restrooms, public telephones, walkways, and similar features or facilities.
  2. "Government signs" are signs, notices, emblems or other forms of identification erected or placed by authority of the college, which conform to state or federal laws or regulations, generally pertaining to health and safety. Traffic control signs are a common type of government signs.
  3. "Political signs" are temporary signs pertaining to elections or political campaigns. There are three types of political signs displayed on campus:
    - a. Student election signs;
    - b. Faculty election signs; and,

- c. Signs pertaining to national, state or local government elections that are governed by the laws and regulations of the respective jurisdictions.
    - 4. "Sandwich boards" are A-frame sign holders used to display temporary directional signs or signs advertising or information the public of college events or programs.
  - C. "IVC symbols" refer to the words Imperial Valley College, the letters IVC, the college logo, the name or any visual representation of the college athletic mascot, along with all other proprietary, trademark, or other identifiers of the college, its programs, auxiliaries, and self-support operations.
- IV. Permanent Signage
 

Any bulletin board or permanent sign erected on Imperial Valley College property or installed, affixed or otherwise attached to any building, structure or landscape feature of the college must meet the sign design standards of the college as set by the Campus Operations Committee (COC). This signage must be approved by the COC and the President of the college (or their designees), and be installed by, or under the supervision of, Facilities Services. Included under this provision are awning signs, commemorative plaques, fixed signs, flags, governmental signs, landmark signs, and banner boxes, as well as bulletin boards on the exterior or in the interior of any building. Parking and traffic signs shall conform to standards required by law and shall be installed by, or under the supervision of, Facilities Services.
- V. Temporary Signage
  - A. Standards
    - 1. Attribution. The name and contact information of the sponsor (organization or person) must be clearly stated on all temporary signs.
  - B. Any use of the IVC symbols must conform to the graphic standards of the college.
  - C. Posting
 

The Student Affairs Office shall delegate responsibility for approval of temporary banners, flyers and posters on bulletin boards to the departments for locations within their jurisdictions.

    - 1. General Campus Posting.
 

The Student Affairs Office has authority to approve the form, content and appearance of all temporary signage prior to its distribution on general purpose bulletin boards and in banner display boxes. The Student Affairs Office, through its posting crew, shall have sole responsibility for the installation and removal of all temporary signage on general purpose bulletin boards and in banner display boxes.
    - 2. Conferences, Events and Catering.
 

The Presidents Office has authority to approve the content, type and site locations of all signage, including sandwich boards for location and traffic information purposes, relating to registered events. This authority also includes approval of all temporary signage pertaining to athletic events or programs by non-college organizations. Facilities Services, through the work order system for event services, shall be responsible for placement and collection of associated signage.
    - 3. Athletics Facilities.
 

The Director of Athletics has authority for approval of all temporary signage pertaining to Imperial Valley College athletic events or programs that may be erected on or adjacent to athletic buildings, structures and facilities. The locations for approved temporary signs shall be designated by the Student Affairs Office. All permanent signs and long-term temporary signs pertaining to IVC athletic events or programs must be approved by the Campus Operations Committee or its designee.
  - D. Department and Office Posting.
    - 1. Academic and administrative department bulletin boards (usually located outside departmental offices) are maintained by each department.
    - 2. Small bulletin boards, located outside the offices of many individual faculty and other employees, are maintained by the occupants of those offices.
    - 3. Posting approval. Materials, other than those posted by the department or the office occupant for their own purposes, may be posted only with the approval of the department or office occupant.

4. The locations of the departmental boards and the boards outside individual offices must be approved by the Campus Operations Committee and installed by Facilities Services.
- E. Long-term Temporary Signs.  
Long-term temporary signs in exterior locations, such as signs for college construction projects, seasonal athletic events or programs, or other purposes that require display for periods of time longer than 15 weeks, must be approved by the Campus Operations Committee or its designee, in accordance with the provisions of this policy on permanent signage.
- VI. Commercial Advertising
- A. Permanent Advertising Signage.  
All permanent signage pertaining to commercial solicitation or sales by an external vendor must be approved by the Campus Operations Committee or its designees.
  - B. Temporary Advertising Signs.  
All temporary signage pertaining to commercial solicitation or sales by an external vendor must be approved by the Student Affairs Office or its designee.
- VII. Limitations and Enforcement  
Except as otherwise provided in this policy, Imperial Valley College prohibits any person to erect, attach, alter, locate, or relocate any signage, as defined above, within the confines of college property, or to utilize wordage, symbols or other visual devices on signage erected or located off campus, the purpose of which is to associate or advertise an event, activity or business with the college, without first obtaining authorization from the college, through the Student Affairs Office.
- A. Prohibited Signage
    1. Signage on college property: Tacking, posting, painting, marking, writing, gluing, taping or otherwise affixing signage (including but not limited to posters, flyers, stickers and handbills) to any walls, doors, windows, trees, poles, or any other structures, or on any roads or walkways on college property, without the prior authorization of the college, is prohibited.
    2. Signs on Vehicles: Placement of written or printed material on motor vehicles, other than by the owners or users of the vehicles, is prohibited.
    3. Signs exhibiting IVC symbols: It is prohibited to display signage, whether located on- or off-campus, exhibiting IVC symbols without the consent and approval of Imperial Valley College, through the Student Affairs Office.
    4. Signs that, in the judgment of the college, are threatening to public safety, obscene (as defined by law), hazardous to pedestrian or vehicular traffic, or imitative of official government signs or copyrighted signs, logos or marks, are prohibited.
  - B. Political Signs  
Signs advocating a partisan political issue or a candidate for a public political office are allowed on state property, but the signs cannot be funded by state resources.
  - C. Maintenance of signs  
All signs should be maintained in good structural condition at all times. All painted signs shall be kept neatly painted, including all metal parts and supports. Facilities Services shall inspect and have the authority to repair, alter or remove signs which become dilapidated or are abandoned, or which constitute a physical hazard to the public safety.
  - D. Removal of Signs  
Any signage that pertains to a time, event, or purpose that no longer applies shall be presumed to have been abandoned. The Student Affairs Office or its designees, may remove or cause the removal of any abandoned or prohibited signs on college property.
  - E. Sign Fees  
The Student Affairs Office and its designees shall set fees to cover the administrative costs of sign review, installation, storage and removal.

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, OCTOBER 16, 2008  
3:05 P.M. – BOARD ROOM**

|                     |   |   |   |   |
|---------------------|---|---|---|---|
| <b>Present:</b>     | Tina Aguirre<br>Kathy Berry<br>Ted Ceasar | Suzanne Gretz<br>Melani Guinn<br>Gonzalo Huerta | Carol Lee<br>Val Rodgers<br>Sandie Noel <i>(for D. Drury)</i> | Victor Jaime<br>Dave Zielinski<br>Lianna Zhao |
| <b>Consultants:</b> | Norma Nunez                               | Kathie Westerfield                              | Efrain Silva  |   |
| <b>Absent:</b>      | Chantilee Mendenhall                      | Taylor Ruhl                                     | Frances Beope   | Michael Heumann                               |
| <b>Visitors:</b>    | Frank Rapp<br>Toni Pfister                | Robin Ying<br>Gloria Carmona                    | Jessica Waddell<br>Jose Lopez                                 | Becky Green<br>Tom Paine                      |
| <b>Recorder:</b>    | Linda Amidon                              |   |   |   |

**I. Opening of the Meeting**

**A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair**

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:06 p.m. on Thursday, October 16, 2008, and made the following announcements:

- Division Chairs and Instructional Deans were asked to remain after the C & I meeting for a short Instructional Council meeting.
- A presentation by SLO Coordinator Toni Pfister has been added to the agenda. The presentation will precede the approval of the minutes.

**B. SLO Presentation**

Toni Pfister, SLO Coordinator, stated that SLO's have been identified for one-half of the courses offered and the college is ready to proceed to the next phase of the SLO process. She presented the form, "Student Learning Outcomes Identification Form & Cycle Assessment." Toni explained that the form is to be used for documenting the results of the data collected and evaluated, which process is to be completed at the end of the semester. The form will serve to "close the loop" in the SLO identification and assessment process.

**C. Approval of the Minutes of September 18, 2008**

*M/S/C Jaime/Guinn to approve the C & I Committee meeting minutes of September 18, 2008, as presented. The motion carried.*

**II. Action Items**

**A. Chancellor's Office MIS (Management Information Systems) Course Designations**

**1. ENGL 100 – Basic English Composition (3.0) as a Basic Skills Course**

*M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as a basic skills course, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

## 2. ENGL 100 – Basic English Composition (3.0) as a Non-degree Applicable Course

*M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as non-degree applicable, effective with the 2008 – 2009 academic year, as modified. The motion carried.*

Modifications included changing the effective date from 2009 – 2010 to 2008 – 2009.

Kathie Westerfield explained the effect that the designation changes would have on the MIS and 320 reports. She stated that the college had received basic skills funding (approximately \$27,000), and the funds would be lost if ENGL 100 continued to be designated as a degree-applicable non-basic skills course. If it is necessary to amend the 320 Report, the deadline to do so is October 31, 2008. Kathie further explained that with the designation of ENGL 100 as a non-degree applicable basic skills course effective 2008 – 2009, students would have catalog rights for this year since at the time of enrollment the course was designated as degree-applicable and non-basic skills. It would be extremely rare that a student would need ENGL 100 to meet the 60-unit requirement for graduation. However, in the event this became an issue, Kathie suggested dealing with students on a case-by-case basis utilizing the existing petition process.

## B. Credit Courses

### 1. Revised Courses

#### a. AHP 060 – Health Assistant (5.5)

*M/S/C Aguirre/Rodgers to approve the revision of the units and lecture and lab hours for AHP 060, effective spring 2009, with corrections. The motion carried*

Form 1 was revised to indicate that only the units and lecture and lab hours for the course were revised; the course description was not changed. Tina Aguirre explained that the course hours must match state requirements. Kathie Westerfield alerted members that students who repeat the course would have their transcripts changed to reflect 5.5 units instead of the former 6.0 units for the course.

#### b. BUS 126 – Business and the Legal Environment (3.0)

*M/S/C Rodgers/Gretz to approve the update of textbooks and the instructional methodology for BUS 126, as presented, effective with the 2009 – 2010 academic year. The motion carried.*

### 2. Deleted Courses

#### a. POLS 052 – Introduction to American Government (3.0)

*M/S/C Gretz/Rodgers to approve the deletion of POLS 052, effective with the 2009 – 2010 academic year, as presented. The motion carried.*

Carol Lee stated it would be necessary to submit a Form 3 to reflect the deletion of POLS 052 from the Social Science Major. The deletion also changes Section III.A of the graduation requirements in that now one option only is available for the American Institutions requirement.

## C. Distance Education Courses – Addendum Documentation

1. AJ/CSI 102 – Concepts of Criminal Law (3.0)
2. ART 106 – Women Artists (3.0)
3. BIOL 100 – Principles of Biological Science (4.0)
4. BUS 126 – Business and the Legal Environment (3.0)
4. ENGL 102 – Introduction to Literature (3.0)

**5. POLS 100 – Introduction to Political Science (3.0)**

*M/S/C Gretz/Guinn to approve the Distance Education Addendums for AJ/CSI 102, ART 106, BIOL 100, BUS 126, ENGL 102, and POLS 100, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2009, with modifications. The motion carried.*

Modifications included the designation of BIOL 100 as a hybrid class only. Carol Lee explained that the UC and CSU systems are not approving hard core lab courses as completely online courses.

**D. Majors and Certificates**

**1. Deleted Certificates**

- a. **Emergency Medical Technician**
- b. **Health Assistant**
- c. **Home Health Aide**

**ITEMS D.1.a, b and c WERE TABLED.** Carol Lee stated that the possibility of offering the programs as low-unit certificates is being explored.

**E. General Catalog (Textual, Major and Certificate Items)**

**1. Financial Aid Statement (2007 – 2008 General Catalog, pp. 18 - 19)**

*M/S/C Jaime/Guinn to approve the revision of the Financial Aid statement (2007 – 2008 General Catalog, page 18 - 19), effective with the 2008 – 2009 General Catalog, as presented. The motion carried.*

**III. Discussion Items**

**A. UC TCA Review Results (Handout)**

Carol Lee provided a brief explanation of the handout, which reflected a summary of the Chancellor's Office actions with regard to the transferability of courses to the UC system.

**B. Status of Non-Compliant Programs**

Carol Lee reminded members of the ten non-compliant programs that are pending action by the divisions. She stated that November 6, 2008 is the deadline for submitting the required forms with supporting documentation. Val confirmed that the Multimedia Certificate was currently placed on hold.

**IV. Information Items**

Carol Lee announced that NAU faculty would be attending next week's Instructional Council meeting and visiting classes.

**V. Other Items - None**

**VI. Next Regular Meeting – 3:05 p.m., Thursday, October 2, 2008, Board Room  
Materials Due: 5:00 p.m., Wednesday, September 24, 2008**

**VII. ADJOURNMENT**

The meeting was adjourned at 3:40 p.m.



## ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

### Notes

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A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 3:00 p.m. on Monday, September 15, 2008.

#### **I. Roll Call**

##### Present:

Gonzalo Huerta, Ted Ceasar, Frank Rapp, Sergio Lopez, Taylor Ruhl, Rick Webster, ASG student representative, Judy Santistevan, Miriam Trejo, and Becky Green.

##### Absent:

Andrew Chien, Hope Davis, Jim Fisher, Lincoln Davis, Richard Fitzsimmons, Daniel Gilison, Russell Lavery, Frank Miranda, Marco Morales, Thomas Morrell, James Patterson, Deidre Pollock, Jean Stroud, Jill Tucker, Jack Williams, Kathy Berry, John Abarca, and Martha Jacobo.

#### **II. Call to Order**

The Environmental Health and Safety meeting was called to order at 3:00 pm by Travis Gregory, Chairperson.

#### **III. Approval of minutes**

Minutes not approved.

#### **IV. Old Business**

##### a. Changes to the Evacuation Map

The committee reviewed and approved changes to the IVC evacuation plan.

##### b. Lighting on Parking Lot E

The committee is recommending having the temporary lights installed on this parking area.

##### c. Other Issues

A discussion was held regarding the recent incidents where a few vehicles were destroyed by fire. The committee recommends carrying fire extinguishers in the golf carts.

#### **V. New Business**

##### a. NOAA Public Alert Radios

**VI. Action Item**

a. Alert U Contract

Becky Green made the motion to send the Alert U contract to College Council for consideration and approval. Sergio Lopez seconded the motion. Motion carried unanimously.

**VII. Adjournment**

The meeting was adjourned at 4:00 p.m.