



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 24, 2011 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

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

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

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

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

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

Dr. Ed Gould, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 22, 2010

AREA REPORTS/UPDATES

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

COMMITTEE REPORTS

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

DISCUSSION AND INFORMATION ITEMS

1. IVC Veterans Memorial Project – Gaylla Finnell
2. BP 3720 Computer and Network Use – Todd Finnell (Attachment 1)
3. AP 3720 Computer and Network Use – Todd Finnell (Attachment 2)

ACTION ITEMS

1. None

ADJOURNMENT

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

2011	
February 14* & 28	May 9 & 23
March 14 & 28	June 13 & 27
April 11	

Meeting Canceled

*Fall Semester Begins

*Spring Semester Begins

Overload rate for 177-day members

MINUTES



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 22, 2010 – 2:30 P.M.
Administration Building Board Room

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

Council members in attendance were as follows:

Alfredo Cuellar, Administrator Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

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

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Kevin White, Faculty Representative
Martha Garcia, Faculty Representative
Martha P. Garcia, Alternate CMCA Representative

Others Present:

Gaylla Finnell, Monica Rogers, Rosanna Lugo, Todd Finnell, Tina Aguirre, Brian McNeece,
Kathy Berry

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, November 8, 2010

M/S/C Miriam Trejo/Ted Ceasar to approve the Minutes of November 8, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council

Chair Michael Heumann reported the following:

- Gave a report on the door blocks which were approved by College Council and forwarded to President Gould for his recommendation. Chair Huemann read President Gould's recommendations to College Council:

"This is a qualified approval; the blocks are only to be used in case of an emergency such as a bomb scare. They are not to be used on a day-to-day basis because of the amount of air from the air conditioning that might escape and the potential to be locked out of the room. The District will be modernizing all locking mechanisms in the remodeling of campus facilities and new locks and doors will be installed that will be more efficient and effective."

- Recommended that Committees under "Area Reports and Updates" only report once a month, at the second meeting of the each month. He asked that committees submit their minutes to College Council.
- There was discussion on creating a committee repository.
- Todd Finnell reported that Omar Ramos is working on a new committee website and the goal is to have a repository for all Committee. He indicated the purpose is to have a single repository for all processed documents, minutes, agendas, anything related to the committee structure.
- Chair Heumann recommended that this topic be referred to the Technology Planning Committee to bring back a plan to implement a process.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported she attended the CIO Conference in October and stated that accountability needs to be a priority for the District, how data is analyzed, and what that data means for accreditation purposes and funding.
- Attended an Accreditation workshop with speaker Barbara Beno. She reported that half of the day was spent on what data to collect for accreditation, and the importance of submitting substantive change requests to accreditation. She reported that the DE Committee is in the process of developing a substantive change for the Distant Education program, she indicated that our program is currently at 50%.

Budget Update

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

ASG President Update

Associate Student Government Joe Trejo reported the following:

- Veteran's Day celebration included a couple of speakers with a small group in attendance.
- Hands Across California will take place in April 2011 and is for all California Community Colleges to come together.

President Update

President Gould was not present at this meeting.

COMMITTEE REPORTS

Academic Senate – Michael Heumann

- Reported that at last week's Academic Senate meeting the Academic Calendar was discussed and approved, and one of the issues brought up by the students was making sure that spring break falls after Good Friday. He indicated the calendar includes two summer sessions.

Facilities and Environmental Improvement Committee – Jessica Waddell

- This committee met on November 15, 2010, Jan Magno is now the new chair of this committee.
- Reported that signage would be going up around campus during winter break.
- Reported the entrances are on schedule and projected to open by spring semester.
- Reported that the remodeling of the 400 building is on schedule and completion is expected by the end of summer or start of the fall semester.
- A study is being conducted on the installation of surveillance cameras and a PA system.

Technology Planning Committee – Todd Finnell

- This committee met on November 11, 2010 and discussed topics for Professional Development Day.
- Discussed ATLAS Grant opportunities.
- Discussed new Board Policies BP3720 Computer and Network Use, and the revising of AP3720.
- Discussed the implementation of the E-mail Distribution List.
- Announced that on December 6th a group of administrators and IT staff will visit Kern Community College to look at their data store model that IVC can implement.
- Discussed Microsoft E-Learning opportunities.

DISCUSSION AND INFORMATION ITEMS

1. Measure J Report – Michael Heumann

- Chair Michael Heumann asked College Council members whether a Measure J Report should be added to "Area Reports and Updates."
- The consensus was that this item be included in the December agenda under Area Reports and Updates.

ACTION ITEMS

M/S/C Ted Ceasar/Miriam Trejo

- 1. Approval of Resolution Recommending Student Duplicate Degree/Transcript Fees
– Gloria Carmona**

Chair Heumann read the following resolution:

“STUDENT DUPLICATE DEGREE/TRANSCRIPT FEES:

WHEREAS, Imperial Valley College is authorized by Education Code 76223 to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record; provided, however no charge shall be made for furnishing (1) up to two transcripts of students' records or (2) up to two verifications of various records of students; and

WHEREAS, Imperial Valley College has in the past provided up to two transcripts free of charge to students; and

WHEREAS, Imperial Valley College effective Spring 2011 will contract with Docufide, an electronic transcript provider to furnish copies of transcripts; therefore

BE IT RESOLVED that the Board approves, with the recommendation from the Vice President of Student Services, Dean of Enrollment Services and the Director of Admissions & Records the following student fees effective Spring 2011;

1. Degree/Transcript Fees:

- A \$20.00 fee for the issuance of a duplicate degree or duplicate certificate.*
- Two copies of enrollment verifications will be free of charge in lieu of two transcripts as authorized by Education Code 76223.*
- Student Ordered Transcript Delivery Fees by Docufide:*

Electronic Data (XML) or Image (PDF) \$8.00

USPS – delivered Hardcopy \$10.00

Expedited Hardcopy \$35.00

Docufide will pay \$5.00 of each transcript charge to the district for the actual cost of college services and materials used in the provision of the transcript.

BE IT FURTHER RESOLVED that the revenue collected from these fees will be used solely to meet the costs of providing these services and materials.

Motion carried.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 3:00 p.m.

DISCUSSION AND INFORMATION ITEMS

BP 3720 Computer and Network Use

Reference:

Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b)

1.0 The District owns and operates computer and electronic communication systems that support the District's mission of providing instruction and support services to students. Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to not abuse those resources and to respect the rights of others. The Administration shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include, at minimum, that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

See Administrative Procedure 3720.

Date of Adoption: XXXX, 20XX

AP 3720 Computer and Network Use

Reference: 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer and Network systems are the sole property of Imperial Valley College (the district), and may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Conditions of Use

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action as provided in relevant employment agreements.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance

with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others, unless they have received proper authorization.

Unauthorized Use

Computer users must not interfere with others access and use of the District computers. This includes but is not limited to the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, beyond those needed to perform the work of the District; running grossly inefficient programs when efficient alternatives have been provided by the District; modifying without proper authorization system facilities, operating systems, or disk partitions; or attempting to crash or attack a District system or District computers.

Unauthorized Programs

Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users should take appropriate, reasonable measures to ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The intentional, malicious use of any unauthorized or destructive program will result in disciplinary action as provided in relevant employment agreements, and may further lead to civil or criminal legal proceedings.

Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges

Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so. Additionally, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges. Users who abuse these privileges and/or these procedures may lose their access and be subject to disciplinary action.

Reporting Problems

Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the

problem.

Password Protection

A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others who intend to use this information for fraudulent, malicious or illegal purposes and the computer user knew or should have reasonably known of that person's intent.

Usage

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

Unlawful Messages

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state, or other law or District policy, or which constitute the unauthorized release of confidential information.

Information Belonging to Others

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Rights of Individuals

Users must not release any individual's (student, faculty, and staff) personal information except in the circumstances allowed under law or contract.

User identification

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal and Commercial Use

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters.

Political Use

District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

Personal Use

District information resources should not be used for personal activities that interfere in any way with the use of District information resources for official district business.

Commercial Use

Electronic communication facilities may not be used to transmit commercial advertisements, solicitations, or promotions, with the exception of commercial activities that are for the exclusive and sole benefit of the District, officially sanctioned student groups or clubs, or the Imperial Valley College Foundation. Further, District employees may use the District intranet to transmit to other District employees materials of a commercial nature as long as those employees have expressed a direct interest in said materials and as long as transmission of said materials does not interfere in any way with the use of District information resources for official District business. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of the Imperial Valley College network and computer resources which discriminates against any person on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, gender preference, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is legally defined as defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records - The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of “public record,” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

Overtime

Prior approval required. The Fair Labor Standards Act (FLSA) requires that each employee be paid appropriately for eligible overtime hours worked. These provisions do not apply to employees who are exempt from overtime compensation.

No time spent in any activity on the District's computer and network systems, including electronic communications systems, for the benefit of the District may be done outside of the employee's scheduled work hours without advance approval from his or her supervisor. In an emergency, an employee may perform the work but must notify the supervisor as soon as possible and by the end of that same day. If the supervisor denies a request to work overtime, then the employee must obey that directive.

Dissemination and User Acknowledgment

All users shall be provided copies of these procedures and be directed to familiarize themselves with them. A signed copy of the acknowledgement and agreement will be placed in all employee personnel files.

Revised January XX, 2011

AP 3720 Computer and Network Use

Computer and Electronic Communication Systems Use Agreement

I have been provided with, and have read District Administrative Procedure 3720, Computer and Network Use. I agree to comply with the provisions of Administrative Procedure 3720 regarding the use of the District's computer and electronic communications systems, and by any future terms and conditions of the procedure that may be developed.

I understand that District computer and electronic communications systems components, devices, and services are the property of the District and that access to the District's computer and electronic communications systems is a privilege that may be revoked or restricted at any time without prior notice and without consent of the user.

I also understand that because of the nature of electronic communications and the public character of the District's business, there is no expectation of privacy or confidentiality in the content of electronic communications or computer files sent and received on the District's computer or electronic communications systems or stored in the users' directories, and that the District reserves the right to inspect, monitor, or disclose electronic communications at any time without prior notice and without the consent of the user.

Signature

Date