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

<u>Council members in attendance were as follows:</u>
Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Taylor Ruhl, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

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

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

Steve Sciaky, Student Representative
Libertad Cabrera, Student Representative
Mario de la Torre, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

<u>Council members not in attendance were as follows:</u>
Jan Magno, Alternate Administrative Representative
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Miriam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

<u>MEMBERSHIP CHANGES</u>

There were no membership changes.

<u>PUBLIC COMMENT</u>

There was no public comment.

<u>APPROVAL OF MINUTES DATED MONDAY, ~~JUNE 8~~ SEPTEMBER 14,   2009</u>

M/S/C Sergio Lopez/Robin Ying to approve the Minutes of September 14, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review
Interim Vice President for Academic Services Tina Aguirre reported the following:

- Announced that the Progress Report was provided for review and approval. She explained that the Progress Report summarizes the progress that the institution has made with program review.

Budget Update
Vice President for Business Services John Lau reported the following:

- Reported that the VPs and HR met with the President to go over the budget line by line, and stated changes would need to be made. He indicated there is a $2.4 million deficit, and the District would be presenting to the Board a report asking them for their approval to use reserves to balance the budget this year.
- He would be asking that there be a Special Board Meeting on October 14th.
- The new budget process would begin in November, and the District would start with cost containment measures. He indicated he would be asking that each department budget 90% of last year's budget, and this would be a starting point.
- Chair Heumann noted that divisions were asked to make some cuts to their budgets last spring, and it was determined that certain items could not be cut. He asked what would happen if divisions could not cut 10% of their budget.
- VP Lau stated he understood that some items cannot be cut because of legal requirements, but he indicated these issues would have to be addressed in order to balance the budget.

ASG President Update
ASG President Steven Sciaky reported the following:

- ASG has a full senate as of today.
- The Student Health Fair sponsored by Pioneer Memorial Hospital will take place next week.
- The Marine Corp. Band will perform on October 29th, and 500 tickets were distributed the first week the announcement went out.
- Announced he and three senators would be attending the California Community College General Assembly which is held twice a year.

President Update
President Ed Gould reported the following:

- Commended Interim VP Aguirre and the entire nursing division for their part in putting together the memorial service for Marylynn Carlson; he stated it was very moving and well done.
- Congratulated Steven Sciaky for having a full senate, and expressed the appreciation of the college for ASG's contributions to the Tutorial Center.
- Announced that at the regional level and statewide level he is glad to hear students are involved in the budget, and he stated that budget advocacy would be a major issue for this institution, SDICCCA, Region X and statewide. President Gould indicated the District would be coordinating efforts with students. He indicated the first effort would be

to inform local representatives statewide and in Congress of the impact of the budget on community colleges.

- Announced he would be meeting with Academic Senate President White and going over the shared governance process.
- Gave an update on the budget and reported that the VPs and the President met for a four hour session to go over the budget. He reported that there are some efficiencies and budgetary issues that are being looked at where there may be some savings, but not enough. The District would be meeting with Academic Senate, College Council, and the unions to talk about areas that will affect faculty and staff.
- Noted that there is a $2.4 million deficit in the budget and would be recommending to the Board to use $1 million of reserves to balance the budget this year. That figure may go up to $1.5 million.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 6/3/09
2. Environmental Health & Safety Committee, 5/18/09
3. Budget and Fiscal Planning Committee, 6/12/09, 8/26/09, 9/16/09

DISCUSSION AND INFORMATION ITEMS

1. H1N1 Flu Update - Tina Aguirre

- Interim VP Aguirre announced that the H1N1 vaccine is still not available; it would be distributed first to hospitals and military personnel. She stated the recommendation is that the seasonal flu vaccine be taken first and then followed-up with the H1N1 vaccine. She announced information is available on the IVC website.
- Associate Dean Lopez announced that a team from Pioneer Memorial Hospital would be set up at the College Center next week to give flu vaccines to students for free.

2. Strategic Plan – John Lau

- VP Lau went over the Strategic Plan which was attached and stated the plan would be going to the Strategic Planning Committee tomorrow for its final review. He gave an overview of the contents in the Strategic Plan which include: the institution's mission statement; the Education Master Plan goals; and the Strategic Plan goals. He indicated that once this Strategic Plan is developed and adopted by the Board, it would be reviewed and revised annually.
- Interim VP Aguirre noted that the last cycle of program review is finishing with the Progress Report, and a new cycle is starting. If program review is budgeted correctly it will go through the shared governance committees before the end of this year. She stated by the December meeting of the Board of Trustees, program review would have completed a full cycle.

3. Ad-Hoc Shared Governance Committee – Michael Heumann

- Chair Heumann stated that this item was discussed at the last meeting, and there was discussion about starting an Ad-Hoc Shared Governance Committee to examine the share governance structure in the summer and winter sessions when faculty is

not on contract. He stated this committee has not been created yet, and the first step would be to meet with the President.

- Chair Heumann asked College Council members if anyone would be interested in serving in this committee to let him know.

4. Ads on Student Portal – Michael Heumann

- Chair Heumann stated that this item was discussed at the last meeting and that research would be done on what other colleges are doing.
- Dr. Ying stated he sent an email out last week to community colleges in the state, and had received ten responses. He indicated that some community colleges have student portal and some don't, and has not received any that display ads.
- Academic Senate President White suggested that the District should look at how ads are handled at State Universities and UC websites.
- President Gould stated that a board policy would need to be created if ads were to be added to the student portal.
- President Gould recommended that a statewide inquire be sent through the Communication Department.

5. Classroom Improvements – Rick Webster

- Chair Heumann announced that Rick Webster had sent out a detailed list of classrooms that had split lights installed. He indicated it was an extensive list of classrooms that had been completed. There was also a list of classrooms that are pending.
- Chair Heumann suggested that a request be made for the remainder of the rooms on the list to be completed.
- Dr. Gould suggested an update be brought back at the next College Council meeting.
- Chair Heumann tabled this item to next College Council meeting.

ACTION ITEMS

M/S/C John Lau/Sergio Lopez
  1. Approval of Progress Report - Tina Aguirre

Chair Heumann called for a vote for the approval of the Progress Report. A motion was made by VP Lau, and seconded by Associate Dean Lopez.

The Progress Report is post at the following link: http://www.imperial.edu/index.php?pid=4879

Motion carried.

M/S/C Sergio Lopez/John Lau
   2. Approval of the All Users Email Account Resolution - Michael Heumann

Chair Heumann read the All Users Email Account Resolution:

"*Whereas the original purpose of the allusers@imperial.edu email account was to disseminate information to the IVC campus community while the purpose of the opencomm@imperial.edu email address was to direct non-college business conversations away from the allusers account;*

Whereas messages to allusers are sent out to every email address at Imperial Valley College (IVC) but opencomm has, since 2006, been limited to subscribers only, and, as a result, many individuals choose to use allusers for discussions of campus and current events instead of opencomm; and

Whereas the volume of emails sent through allusers often overwhelms user email accounts, so that crucial information is lost or ignored;
Therefore, the College Council of Imperial Valley College calls on the Technology Planning Committee to develop a moderated "allusers" email system that will eliminate the ability for users to reply to or comment on announcements;

Therefore the College Council of Imperial Valley College also calls on the Technology Planning Committee to identify a suitable method for ensuring rich, rewarding discussions continue but do not interfere or overwhelm information necessary for the college's work;
Therefore, the College Council of Imperial Valley College calls on the Technology Planning Committee to present its recommendations by the November 23, 2009, meeting of College Council."

Discussion

- There was discussion about the emails being moderated between a few people; there was a suggestion that it be assigned only to administrators.
- Dean of Technology Ying stated from a technical point of view having emails moderated may not be the appropriate solution because everyone has the ability to create an alluser distribution list from Outlook.
- Dean Ying noted that the institution does not have a violation policy and suggested that a policy be established and published on the website.
- Academic Senate President White stated he agreed that the District should have an alluser email account that is controlled and limited to a few individuals, and stated policies need to be clarified and explained to everyone.
- Chair Heumann stated that if our current system is not going to work, then consideration should be given to getting rid of our current email system, using another type of email system, or purchasing Listserv. He indicated most state college use Listserv.
- Associate Dean Ruhl stated he personally moderates two listservs for two non-profit organizations, and indicated there must be a way to do this because other institution are doing it.

- President Gould stated the current system is not working and the District needs to come up with a better solution. He stated it is appropriate that the Technology Planning Committee look at this issue and make a recommendation.
- Chair Heumann stated the consensus was that the Technology Planning Committee take the resolution and come back to College Council with their recommendations by November 23rd.

Motion carried.

M/S/C Jessica Waddell/John Abarca
3. **Approval of Standing Rules for Facilities & Environmental Improvement Committee**

"IMPERIAL VALLEY COLLEGE
Standing Rules of the Facilities & Environmental Improvement Committee

Access to the Facilities & Environmental Improvement Committee is available to all members of all constituencies

MEETINGS
At its first meeting of each academic year the Facilities & Environmental Improvement Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA
1. *The Facilities & Environmental Improvement Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.*
2. *The agenda will be prepared by the Chair and the Vice Chair of the Facilities & Environmental Improvement Committee and distributed to the Committee members 24 hours in advance of the meeting.*
3. *In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.*

OPERATIONS
1. *A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.*
2. *Constituent groups may designate up to three alternates who may serve during a Facilities & Environmental Improvement Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Facilities & Environmental Improvement Committee in advance for the duration of the school year.*
3. *Robert's Rules of Order will be used to conduct meetings.*
4. *Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.*

TERMS OF OFFICE
1. *The chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee.*

2. *The vice chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Greening Committee and be a member of Facilities & Environmental Improvement Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Facilities & Environmental Improvement Committee.*
3. *The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.*
4. *Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.*

PROCEDURES
Since the Board of Trustees has established the Facilities & Environmental Improvement Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:
1. *The Facilities & Environmental Improvement Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
2. *Copies of the minutes will be posted on the College website.*
3. *The views and opinions of the Facilities & Environmental Improvement Committee will be expressed in written form to the College Council.*
4. *When the views and opinions by the members of the Facilities & Environmental Improvement Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Facilities & Environmental Improvement Committee.*
5. *The Facilities & Environmental Improvement Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of Facilities & Environmental Improvement Committee to discuss or advise on personnel topics or student discipline.*

REVIEW AND REVISION
These standing rules may be changed by a majority vote of the 11 Facilities & Environmental Improvement Committee members.

PURPOSE
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 Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE
The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. Members should facilitate open communication will 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 the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. 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.

STRUCTURE
1. *The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.*
2. *The permanent members of the Facilities & Environmental Improvement Committee are:*
   - *Three faculty members appointed by Academic Senate: and 1 alternate*
   - *Three classified members appointed by CSEA: and 1 alternate*
   - *Three administrators: appointed by the Administrative Council: and 1 alternate*
   - *One members of the CMCA appointed by CMCA: and 1 alternate*
   - *One student at large appointed by ASG: and 1 alternate*
   - *Consultant Representative will be the Director of Maintenance and Operations.*

   - ❖ *Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.*
   - ❖ *Terms for student representatives shall be for one year.*

3. *A Chair and Vice-Chair will be elected by the members of the Facilities & Environmental Improvement Committee.*
4. *The Facilities & Environmental Improvement Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues."*

M/S/C John Abarca/Robin Ying
   4. Approval of Standing Rules of the Technology Planning Committee

"*IMPERIAL VALLEY COLLEGE*
Standing Rules of the Technology Planning Committee

Access to the Technology Planning Committee is available to all members of all constituencies

MEETINGS
At its first meeting of each academic year the Technology Planning Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA
1. *The Technology Planning Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.*

2. *The agenda will be prepared by the Chair and the Vice Chair of the Technology Planning Committee and distributed to the Committee members 72 hours in advance of the meeting.*
3. *In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.*

OPERATIONS

5. *A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.*
6. *Constituent groups may designate up to three alternates who may serve during a Technology Planning Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Technology Planning Committee in advance for the duration of the school year.*
7. *Robert's Rules of Order will be used to conduct meetings.*
8. *Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.*

TERMS OF OFFICE

1. *The chair of the Technology Planning Committee shall be elected for a two-year term by the Technology Planning Committee and be a member of Technology Planning Committee.*
2. *The vice chair of the Technology Planning Committee shall be elected for a two-year term by the Technology Planning Committee and be a member of Technology Planning Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Technology Planning Committee.*
3. *The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.*
4. *Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.*

PROCEDURES

1. *Since the Board of Trustees has established the Technology Planning Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:*
2. *The Technology Planning Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
3. *Copies of the minutes will be posted on the College website.*
4. *Prior to the Board of Trustees receiving any policy recommendation, the Technology Planning Committee will be given the opportunity to express its views and opinions to the College Council and College President.*
5. *The views and opinions of the Technology Planning Committee will be expressed in written form to the College Council and College President.*
6. *When the views and opinions by the members of the Technology Planning Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Technology Planning Committee.*
7. *The Technology Planning Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions*

to the College President on any of the above. It is not within the purview of the Technology Planning Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION
These standing rules may be changed by a majority vote of the 11 Technology Planning Committee members.

PURPOSE
The purpose of the Technology Council is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Council has four broad categories of responsibilities:
*   *Campus technology policy and procedure planning*
*   *Instructional technology*
*   *Administrative computer system (i.e. SCT Banner)*
*   *System architecture and network services*

STRUCTURE
1. *The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.*

2. *The permanent members of the Technology Planning Committee are:*

    *   *Three faculty members appointed by Academic Senate*
    *   *Three classified members appointed by CSEA*
    *   *Three administrators appointed by the Administrative Council*
    *   *One members of the CMCA appointed by CMCA*
    *   *One students at large appointed by ASG*
    *   *The College President and the IVC Foundation Director will be ex-officio members. -The Chair of BUG will be a voting member that replaces one member from their group.*

    ❖ *Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.*
    ❖ *Terms for faculty and CMCA will begin on even numbered years; Terms for classified and administrators will begin on odd numbered years;*
    ❖ *Terms for student representatives shall be on a semester basis.*

3. *A Chair and Vice-Chair will be elected by the members of the Technology Planning Committee.*
4. *The Technology Planning Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.*"

M/S/C/ John Abarca/Robin Ying
  5. Approval of Standing Rules of the Marketing Committee

"IMPERIAL VALLEY COLLEGE
Standing Rules of the Marketing Committee
Access to the Marketing Committee is available to all members of all constituencies

MEETINGS
At its first meeting of each academic year the Marketing Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA
1. *The Marketing Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.*
2. *The agenda will be prepared by the Chair and the Vice Chair of the Marketing Committee and distributed to the Committee members 24 hours in advance of the meeting.*
3. *In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.*

OPERATIONS
1. *A quorum must be present to hold a meeting. For this Committee a quorum is 3 members.*
2. *Constituent groups may designate up to three alternates who may serve during a Marketing Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Marketing Committee in advance for the duration of the school year.*
3. *Robert's Rules of Order will be used to conduct meetings.*
4. *Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.*

TERMS OF OFFICE
1. *The Director of Media and Community Relations shall be the permanent Co-Chair of the committee.*
2. *A second Co-Chair of the Marketing Committee shall be elected for a two-year term by the Marketing Committee and be a member of Marketing Committee.*

PROCEDURES
Since the Board of Trustees has established the Marketing Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:
1. *The Marketing Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
2. *Copies of the minutes will be posted on the College website.*
3. *The views and opinions of the Marketing Committee will be expressed in written form to the College Council.*
4. *When the views and opinions by the members of the Marketing Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Marketing Committee.*
5. *The Marketing Committee will serve as a center to share information and discuss marketing strategy, activities, projects, programs, and plans that have been developed or are being developed by the Communications Department, and reserve the right to*

express its views and opinions to the College President on any of the above. It is not within the purview of Marketing Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION
These standing rules may be changed by a majority vote of the 5 Marketing Committee members.

PURPOSE
The IVC Marketing Committee is responsible for providing guidance and support for marketing initiatives and communication strategies that promote and enhance the mission of Imperial Valley College.

CHARGE
- *To assist in creating the image of who and what Imperial Valley College is.*
- *To evaluate and coordinate the marketing plan with all constituencies.*
- *To recommend strategies to engage the community, creating awareness of Imperial Valley College's services.*
- *Help those we serve see the advantages of IVC being a member of the community.*
- *To assist enrollment efforts through marketing.*
- *To work with the Communications Department in conducting and analyzing research to indentify target markets and strategies.*

STRUCTURE
1. *The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.*

2. *The permanent members of the Marketing Committee are:*

   - *Two faculty members appointed by Academic Senate: 1 representative/1 alternate*
   - *Two classified members appointed by CSEA: 1 representative/1 alternate*
   - *Two members of the CMCA appointed by CMCA: 1 representative/1 alternate*
   - *Two students at large appointed by ASG: 1 representative/1 alternate*
   - *Two administrators: appointed by the Administrative Council: 1 representative/1 alternate*
   - *The Director of Media and Community Relations shall be a permanent member.*

   ❖ *Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.*
   ❖ *Terms for student representatives shall be for one year.*

3. *A Co-Chair will be elected by the members of the Marketing Committee.*
4. *The Marketing Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues."*

Motion carried.

<u>ADJOURNMENT</u>

M/S/C   John Abarca/Jessica Waddell to adjourn the meeting at 3:18 p.m.

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

2009		2010	
October 12 & 26	December 14	January 11 & 25	April 12 & 26
November 23		February 8 & 22	May 10 & 24
		March 8 & 22	June 14 & 28

~~Meeting Canceled~~
*Fall Semester Begins
Overload rate for 177-day members