

**IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING NOTES
BOARD ROOM**

November 16, 2009, 9:00 A.M.

MEMBERS PRESENT:

Dr. Ed Gould, Superintendent/President
Kathy Berry, VP/Academic Services
John Lau, VP/Business Services
Dr. Victor M. Jaime, VP/Student Services
Dr. Robin Ying, Dean/Technology
Jan Magno, Dean/Financial Aid
Efrain Silva, Dean/Extended Campus & Applied Sciences
Gonzalo Huerta, Dean/Renewable Energy
Tina Aguirre, Associate Dean/Nursing
Dr. Taylor Ruhl, Associate Dean/Learning Services
Carlos Fletes, Director/Fiscal Services
Gloria Carmona, Director/Admissions and Records
Gordon Bailey, Director/Technical Services
Rick Webster, Director/Maintenance & Operations
Dawn Chun, Interim Director/Research, Planning & Grants Administration
Bill Gay, Director/Community and Media Relations
Todd Evangelist, Executive Director/IVC Foundation

ABSENT:

Travis Gregory, Associate Dean/Human Resources
Sergio A. Lopez, Associate Dean/Student Affairs
Ted Ceasar, Associate Dean/DSP&S
Jeff Cantwell, Director/Application Services
Becky Green, Director/CFCS

RECORDER:

Adriana Sano

The Administrative Council meeting started at 9:00 a.m.

1. Announcements

President Gould made the following announcements:

- There would be a Board Meeting this Wednesday, November 18, 2009.
- He would be attending the CCLC Annual Conference November 19 - 21, 2009.
- The District has met with the owner of the Calexico Extended campus property and she has made a new offer. He stated the District would be submitting a proposal to the owner of the property for a lease agreement with ownership rights in 10 to 15 years. He stated the District would be looking

into financing the facility because of the low interest rates now, rather than later.

- Announced Calexico City Manager Carrillo is looking for alternate locations (i.e., local high schools, SDSU, and the Adult High School Facility on Heber Road). City Manager Carrillo indicated he would be willing to work with the District to apply for RDA funds under the 20% set-a-side. He indicated that City Manager Carrillo would be looking into having Calexico landowners in the redevelopment area near the entrance of the new border donating 155 acres of land to IVC.
- The deadline to make a decision is the end of March.

2. Area Updates

- Vice President of Student Service Jaime reported that registration officially started today. He stated the fee letter issue had been resolved; the letter should not have gone to current fees. He stated next semester a process would be implemented to ensure fees are paid for the current semester.
- Associate Dean Aguirre announced an H1N1flu clinic would take place on November 17, 2009 at the Frank Wright Middle School in Imperial for students in the Imperial Unified School District.
- Dean Ying reported that he received the 2700 building drawings for wiring from Teldata, and IT would be installing the network switches on Wednesday, November 16, 2009.
- Foundation Director Evangelist reported the Foundation is in the process of developing a data base and is looking into software from Sunguard since the Foundation would have the capability to access student data from Banner. He reported that last week he received the accounting software back from the auditors. He announced there is a Foundation Meeting scheduled for Tuesday, November 17, 2009.
- Dean Silva gave an update on three WIB programs: 1) the Protective Services Technician Program which should be completed by the end of December; 2) the Diesel Mechanic Program is full and starts next week; 3) the Electronic Repair Program is not full yet, and it would be pushed back to January.
 - Dean Huerta explained the problem with the Electrical Repair Program is that it is not well known in the county, the community is not familiar with electronics as a career. He stated another program which may be a mystery to the community is the Instrumentation Technician Program.
 - President Gould suggested more advertising needs to be done to educate the students about these career opportunities.
 - Dean Huerta agreed and stated the District needs to have a campaign to advertise these new programs.
- Dean Huerta reported there would be a “Be Green Seminar” tomorrow November 17, 2009 from 9:00 a.m. to noon. He reported he is working on another \$2.5 million grant by the Department of Energy called “Smart Steps.”
- President Gould announced that SPA Director Finnell received a \$17,000 AT&T Grant on behalf of the IVC Students for Political Awareness (SPA) -

Dream Builders Program for a computer lab for their after school tutoring/mentoring program in the east side El Centro.

- Communications Director Gay announced that “60 minutes” would be on campus at the screening event of “*the 800 Mile Wall*” which was put on by the IVC SPA Club.
- Communications Director Gay announced he is working with the Public Information Officers of SDICCCA to launch a region wide information campaign regarding the impact of budget cuts on students.
- VP Berry reported she is waiting to hear on the accreditation team visit, and announced a Mid-Year Self-Study Accreditation Report is due March 1, 2009. VP Berry recommended to the group that a committee be established and become an ongoing accreditation committee. She indicated she would be calling the committee Continuous Accreditation Readiness Team (CART). She stated the Self-Study has to address the findings of the accreditation team’s visit, and address all the District’s recommendations from the original Self-Study to access where the District is at.

ACTION: Dr. Gould requested that this item be place on the next College Council Agenda.

- Director Webster reported the following: 1) the drop off area in the Northeast side of campus is due to be completed in February; 2) the kiosk next to the drop off area will have a drinking fountain, an information booth, and vending machines; 3) gaining forty parking spaces which would be divided between students and staff; 4) the 2700 building move is scheduled for December 14th and the furniture is due to arrive on December 1st; 5) meeting with the Math, Science and English departments to help facilitate move; 6) bus drop off should be completed by the end of March; 6) the bid approved by the board for landscaping includes the information booth, two electronic marquees and signage to be placed around campus; 7) attended a workshop on greening at the CCMC conference last week and one of the things stressed was maintenance friendly buildings. He stated that the 2700 building is not a maintenance friendly building and would be working with the architects in future construction projects; he expressed his concern about the 71 filters housed in offices and classrooms which makes it difficult for the maintenance crew to access without disrupting classrooms or individuals.
- Dawn Chun reported she attended the Cal-PASS Regional Meeting on Thursday, November 12, 2009 and the purpose of the meeting was to coordinate with the local High Schools and Jr. High School to align all Math and English curriculum. She indicated this was their first meeting and more to come.
- President Gould pointed out one of the issues with SDSU is IVC lacks two English classes needed to transfer, and Trustee Hart at the upcoming board meeting would be stating his concerns. He indicated this could be a potential issue for IVC students being placed at a lower priority at SDSU.

ACTION: IVC lacking two English classes needed to transfer to SDSU. Victor Jaime to follow-up with Carol Lee.

3. Review of Action Items

- **2009-10 Program Review - Step Increase Calculations** - Dr. Gould to discuss with John Lau and Omar Ramos about revisions to Program Review to take out all step increase columns.
- **2700 Building Move and Update of Secondary Effects of Move** - Kathy Berry, Rick Webster, and Dr. Gould to meet to talk about the excess furniture. Rick Webster to bring in a company to inventory surplus and take to the Board.
- **Agreement with ICOE and IVC Access to their Facilities** - Kathy Berry to follow-up with Efrain Silva/John Lau.
- **CIO Meeting Highlights** - Kathy Berry to make CEO Presentation to Academic Senate and bring back recommendation to address the hot topic in Sacramento, physical education.

4. Hall of Fame and Nominations – Bill Gay

- Announced the Hall of Fame is in the process of being rejuvenated. He stated there are currently 11 members pooled together from the Foundation and the District which would be in the Hall of Fame, and another five nominations would be added. He stated the focus now is to decide how to approach this task.
- Announced there would be a Foundation Event in February.
- President Gould stated there are three different Hall of Fame areas and all should be celebrated in one area. He asked that the committee come up with location possibilities. He indicated everything should be in one location with room to expand.
- President Gould indicated that the Board room would be dedicated to board members and board services. He suggested that the committee look in the Library or the 2700 building.
- President Gould stated there should be a specific naming policy which should go through the Board of Trustees.
- VP Jaime indicated that there is a naming policy and he would provide that to Todd Evangelist and Bill Gay.
- There was discussion about Athletes and whether they had been recognized in the past, and the committee would look into it.
- Communications Director Gay asked if anyone had names of potential candidates to email him and the committee would do the research.

5. GLEAM Participants – Travis Gregory was not present at this meeting.

- President Gould reported that Travis was going to report that there are six participants, four of which are faculty. This item to be brought back to the next Administrative Council meeting.

6. Chinese Study Abroad Program for Summer – Victor Jaime

- VP Jaime explained that he was contacted by Lily from Exquisite Tours who was approached by a Chinese television network to explore the feasibility of Chinese students studying English abroad in a summer program, the age group would be between 15 and 20 year olds, and they would like to do this in

the summer of 2010. He indicated they are looking to have classes offered for two weeks, Monday to Friday, and asking IVC to find host families to house these students.

- President Gould to respond that the summer would be too soon, and because of the age group the District would need to discuss this with the local high schools. He indicated this would also need to be discussed with the faculty to see if anyone is interested.
- President Gould voiced his concern on the role the Chinese TV network would have, and would need to see more literature. He stated he is reluctant to participate.
- VP Jaime stated that economically this would probably be the worst time to undertake this task due to lack of funds, the weather and not enough notice.
- President Gould stated that the best response would be that the District cannot dedicate the time and funding due to the District's deep financial crisis.

7. \$10.4 Million in Recovery Act Training Grants – Dr. Gould

- President Gould stated the attachment is an email from Rebecca Terrazas on \$10.4 million in Recover Act Training Grant funds which would be available.
- Director Chun indicated that the deadline to respond was December 10, 2009.

Action: President Gould asked the Grant Committee to make a recommendation whether this can be accomplished or not, and he would get back to Rebecca Terrazas with a response.

8. CCFC Presentation – John Lau

- John Lau was not present at this meeting; this item would be brought back to the next Administrative Council meeting.

11. Adjournment at 10:35 a.m.

Next Meeting: Tuesday, December 8, 2009 at 1:30 p.m.