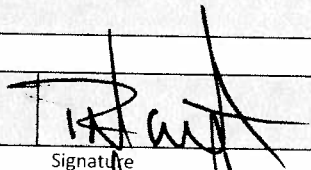
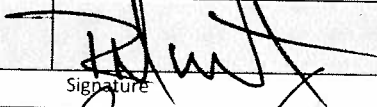
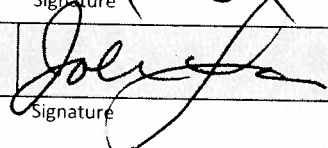




**IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS**

DATE:	2/6/2013	
DEPARTMENT/PROGRAM:	Maintenance & Operations	
PREPARED BY:	Rick Webster Name	 Signature
AREA DEAN/DIRECTOR:	Rick Webster Name	 Signature
AREA VICE PRESIDENT:	John Lau Name	 Signature

**IMPERIAL VALLEY COLLEGE
MISSION STATEMENT**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals

Educational Master Plan 2012-15

Approved by Board of Trustees May 16, 2012

Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Obj.	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

Goal Two (Student Learning Programs and Services): The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Obj.	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.3	Build new facilities and modernize existing ones as prioritized in the facility master plan.
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



IMPERIAL VALLEY COLLEGE

PROGRAM REVIEW

NON-ACADEMIC PROGRAMS

I. **PROGRAM/DEPARTMENT DISCRPTION** (include Vision; Mission; Services-Functions; Funding Sources Statement)

Maintenance & Operations Mission Statement: The mission of the IVC Maintenance Department is to improve student learning by promoting a clean, safe and comfortable environment that is conducive to learning and student success.

The function of the Maintenance & Operations Department is to maintain our facilities and grounds in a way that provides a clean/healthy learning and working environment for our students, faculty, and staff.

Services provided by the Maintenance & Operations Department include Custodial Services, Grounds Maintenance, Building/Infrastructure Maintenance, HVAC, Water/Wastewater Treatment, Key and Lock Management, Recycling, Hazardous Waste Management, Pool Services, Minor Construction, and Vehicle/Equipment Maintenance.

The Maintenance & Operations budget is funded by the district general fund, as well as state lottery funds.

II. **SERVICE AREA OUTCOMES** (identify outcomes; methods, implementation of assessment process; results; decisions & recommendations)

Outcome #1: Strive to maintain a clean campus and working environment which includes classrooms, offices, labs, restrooms, and gathering areas.

Assessment Tool: Visual Inspections, Service Desk

Assessment Timeline: Weekly - Daily

Assessment Results: Review and discuss findings of visual inspections and service desk tickets with maintenance supervisors and area managers, if necessary.

Analysis: Due to the passage of some local bonds and the poor condition of the State budget; we are a growing campus with a shrinking Maintenance & Operations workforce. We are currently understaffed in the custodial department, which makes it very difficult to provide the level of service needed to achieve this outcome. The campus stakeholders continue to expect the same levels of service that was provided when we were fully staffed, and in the coming fiscal year we will be adding two more buildings to our inventory, which will further impact this department.

Action Plan: We have currently cut back on the number of days that we clean offices to one day a week. Due to furloughs and absences; we sometimes have to cut back on

services even further. In the next fiscal budget, I will be requesting the restoration of two custodial positions, as well as two additional positions to cover the new buildings that will come on line in January of 2014. If the budget prevents the positions from being funded, we will need to cut back on even more services. If this is the case, we will need more support from the campus community, in understanding that we simply cannot continue to do more with less.

Outcome #2: Maintain a safe and clean learning environment in which to move, play & educate.

Assessment Tool: Visual Inspections, Service Desk

Assessment Timeline: Weekly - Daily

Assessment Results: Review and discuss findings of visual inspections and service desk tickets with maintenance supervisors, area managers, and coaches, if necessary.

Analysis: Due to the passage of some local bonds and the poor condition of the State budget; we are a growing campus with a shrinking Maintenance & Operations workforce. We are currently understaffed in the grounds maintenance department, which makes it very difficult to provide the level of service needed to achieve this outcome. The campus stakeholders continue to expect the same levels of service that was provided when we were fully staffed, and in the coming fiscal year we will be adding two more buildings to our inventory, which will further impact this department. We currently employ six grounds maintenance employees who are responsible for maintaining a 160 acre campus which is comprised of 43 buildings, 2 soccer fields, 1 baseball field, 1 softball field, 1 all-weather running track, 8 tennis courts, 2 swimming pools, 1 agricultural field, and many acres of asphalt parking lot, grass lawns, trees, and desert landscaped area.

Action Plan: We have cut back on the number of times that we sweep the tennis courts to once a week. The tennis team has stepped up to sweep their courts occasionally as well as remove water after a rainfall. During the baseball, softball, and soccer offseason, we cut back service to pretty much just mowing and watering. We are surrounded by agricultural fields, which mean that we are constantly battling weeds in our grass areas and planters. I have split the campus into five sections, and we try to spend one day a week in each section, but when we have athletic contests or absences, we fall behind. I will be asking for two grounds maintenance workers to be funded out of the next fiscal year budget. I will also be asking our athletic director to be diligent in making sure that home games are not scheduled on campus holidays. If the budget prevents the positions from being funded, we will need to cut back on even more services. If this is the case, we will need more support from the campus community, in understanding that we simply cannot continue to do more with less.

Outcome #3: Maintain district equipment to provide good indoor air quality, proper temperature, sufficient lighting & free flowing plumbing.

Assessment Tool: Visual Inspections, Service Desk, and Energy Management System.

Assessment Timeline: Weekly - Daily

Assessment Results: Review and discuss findings of visual inspections, service desk tickets, and energy management trends/readings with maintenance personnel, staff, and area managers if necessary.

Analysis: The maintenance crews are doing a good job in this area. The passage of a local bond has allowed us to upgrade some equipment as well as add insulation and new roofing to the majority of our buildings on campus. Our I.T. department has helped us implement a new service desk work order system that streamlines the work order process and helps me keep better track of problem areas and employee production. All of our new and remodeled buildings are being designed with efficiency in mind and are being built to L.E.E.D standards. We have however found that with new technology come a few bugs that need to be worked out. We have been experiencing a few problems with our HVAC systems in the 400 and 2700 buildings that we are currently trying to get worked out with the help of our architect, construction manager, and mechanical contractor.

Action Plan: Continue to work with the construction team to make sure that our bond proceeds are spent in a manner that helps us continue to remodel old buildings and replace old and energy inefficient equipment. Also continue to work with our I.T. department and P.I.T. crew in developing and finding better ways to make our department more efficient.

Outcome #4: Treat incoming and outgoing water and maintain compliance with State/County Health & Safety Regulations.

Assessment Tool: Visual Inspections, and Testing.

Assessment Timeline: Daily

Assessment Results: Review and discuss findings of visual inspections, and testing with Water Treatment Specialist. Make any needed adjustments to keep system in compliance, and provide all required test results and reports to the regulating agencies.

Analysis: We recently had our plant operator of 20+ years decide to retire. We have hired a licensed temp until we can fill the position with a permanent full time employee. With the current growth of our campus, we will need to make some improvements to the current wastewater treatment plant. This will include an expansion of our UV light system, installing a VFD drive on our lift station, and adding some equipment to our emergency generator. With ever increasing regulations, we will eventually need to look at the possibility of getting out of our NPDES permit.

Action Plan: Hire a new Water Treatment Specialist by the end of March 2013. Build a budget for the addition of a VFD drive to be added to the campus lift station, expanding the UV light system at our wastewater treatment plant, and adding three devices to our emergency generator. Research ways in which we could possibly get out of our NPDES permit (ex. treatment by the City of Imperial, or moving to a WDR permit)

- III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

Imperial Valley College Maintenance and Operations Budgets 2009 through 2013.

Board of Trustee Meeting Minutes of March 7, 2012

Board of Trustee Meeting Minutes of May 20, 2009

Closed Maintenance Ticket Report 2013

Annual Maintenance Report by Department 2013

Annual Maintenance Report by Room 2013

Annual Maintenance Ticket by Request Type 2013

Imperial Valley College NPDES Permit

Imperial Valley College WDR Permit (Draft)

- IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department provide thorough interpretation of data and complexity of analysis)

The strength of the Maintenance and Operations department has always been our employees. We have employees that are skilled in their profession with many years of experience under their belts.

Our challenges in the foreseeable future will be the staffing needs of our custodial and grounds departments. We are already short staffed, and with the addition of new buildings, and furlough days, the problem is just compounded. We are also dealing with the retirement of our Water Treatment Specialist. This is a very important position that is currently being filled by a temp. It will be very important for us to hire a qualified and properly licensed individual to fill the permanent position.

Our budget has been reduced significantly over the last five years, and there is a possibility that RDA monies will be eliminated all together. This campus was built over 50 years ago, and much of the equipment is original to the buildings. The cost of maintaining this equipment as well as parts and materials is going up significantly. There are many projects that need to be completed, but we simply do not have the funds to do the work.

- V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; areas of concern are addressed; provide recommendations for future direction of your program/department and address applicable needs (funding, facilities, staffing technology, professional development, marketing.)

We continue to assess our facilities and grounds on a continual basis, looking for ways to streamline the work and ways in which to try and operate in a more efficient manner. We have cut services where possible and prioritize requests to the best of our ability. Unfortunately, there are some requests that do not get completed or fall through the cracks due to lack of staff or funding.

With the lack of staff and much of the campus expecting the same levels of service as they had before the budget shortfall, we have seen moral fall in our department. With loss of moral, comes increased absenteeism which compounds our shortfall of staff.

Some positive decisions that affect our department have recently come out of the Construction Committee and Executive Council. They have decided that the next bond

project will be remodeling of our existing buildings. By replacing old equipment and making the buildings more energy efficient; we will start saving money right out of the gate. If we would have built a new building, we would need to budget for more staff, as well as the introduction of new utility bills.

We have also started the process of getting out from under our wastewater NPDES permit by applying for a WDR permit that would allow us to discharge clean effluent water from our wastewater plant into evaporation/percolation ponds instead of into a receiving body of water. This will result in a hefty savings to our Water Treatment Budget, and lessens the chance of fines due to non-compliance.

Our I.T. Department has also helped us implement a much more efficient work order system, that allows us to track the problem areas on campus as well as track the efficiencies of the crew. This also allows for better communication between the user and the technicians.

It is my recommendation that we fill two custodial positions to make up for the positions lost to layoffs, as well as hire two additional custodial positions to coincide with the opening of the two CTE buildings.

It is also my recommendation that we fill the position of grounds maintenance supervisor which was vacated in 2009, as well as the addition of one additional grounds maintenance worker to coincide with the opening of the two CTE buildings.

VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process.)

Process #1: Get out from under NPDES wastewater permit.

Work Efficiencies: Saves time and money by moving to a permit that has much less stringent regulations.

Cost Reductions: Less testing and sampling. Significantly lowers chance of being fined. Allows operator more time to work on other duties.

Contributions to Student Enrollment and or Success: The money that will be saved in this area can be redirected to other needs of the district.

Supports Institutional Goals: 3.1, 3.3

Process #2: Move away from a traditional lock and key system and into access control.

Work Efficiencies: Saves time and money by eliminating the time spent by a custodian, locking and unlocking doors. Also the amount of time spent re-keying locks or entire buildings if a key is lost or stolen.

Cost Reductions: Key cards cost about \$3.00 compared to rekeying a lock or entire building at a cost from \$70.00 to \$3000.00.

Contributions to Student Enrollment and or Success: Students and staff will feel safer, as we have the ability to lock a building down remotely in the case of a campus intruder.

Supports Institutional Goals: 3.1, 3.3, 3.5

Process #3: Implement a more efficient key control process

Work Efficiencies: Allows us to maintain a data base of all buildings, doors, and users that can easily be accessed.

Cost Reductions: Reduces time spent on trying to issue keys and working on locks.

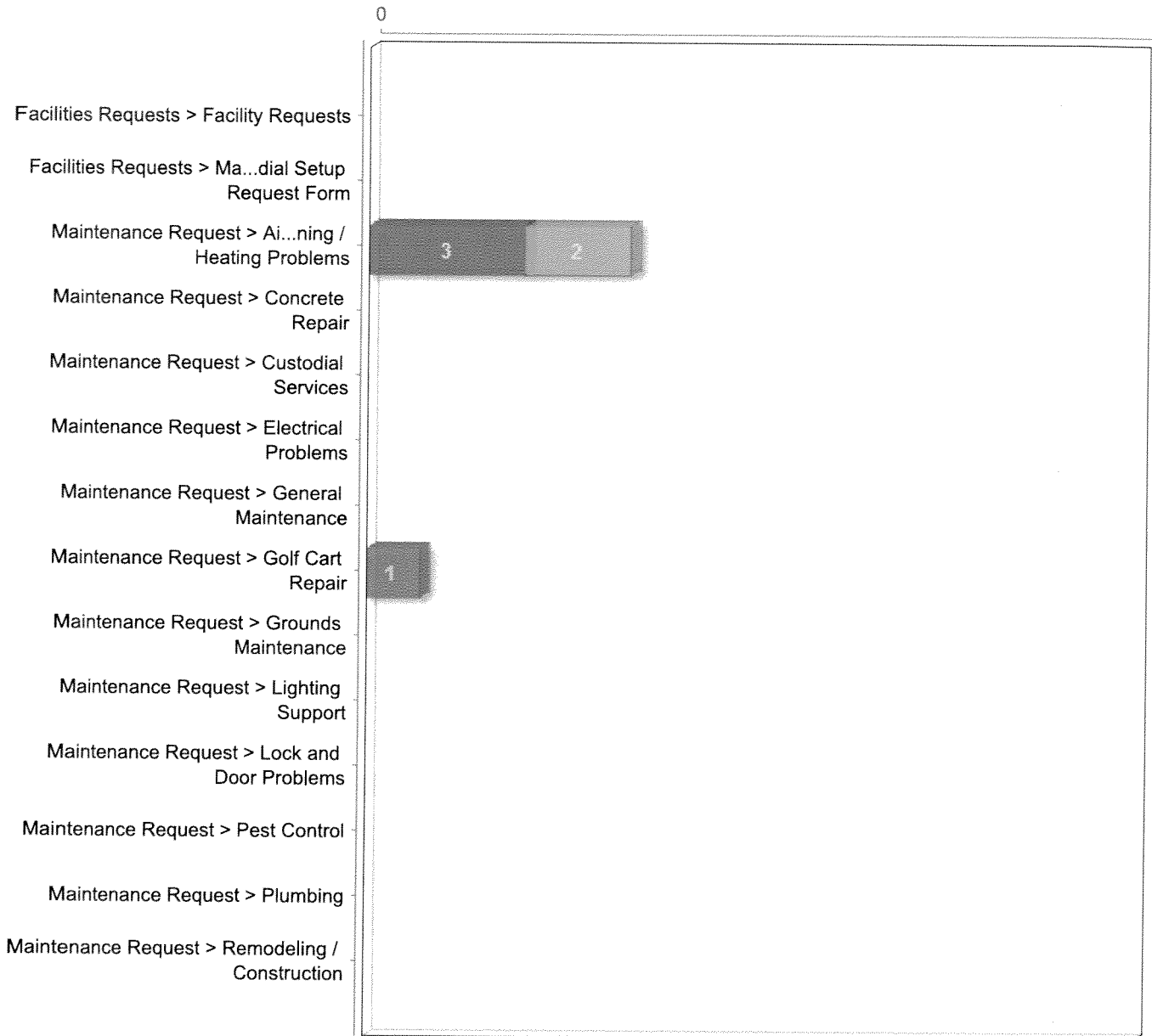
Contributions to Student Enrollment and or Success: The time that will be saved can be better spent in other duties that will be more beneficial to the district.

Supports Institutional Goals: 3.1, 3.3

Annual Maintenance Tickets (By Request Type)

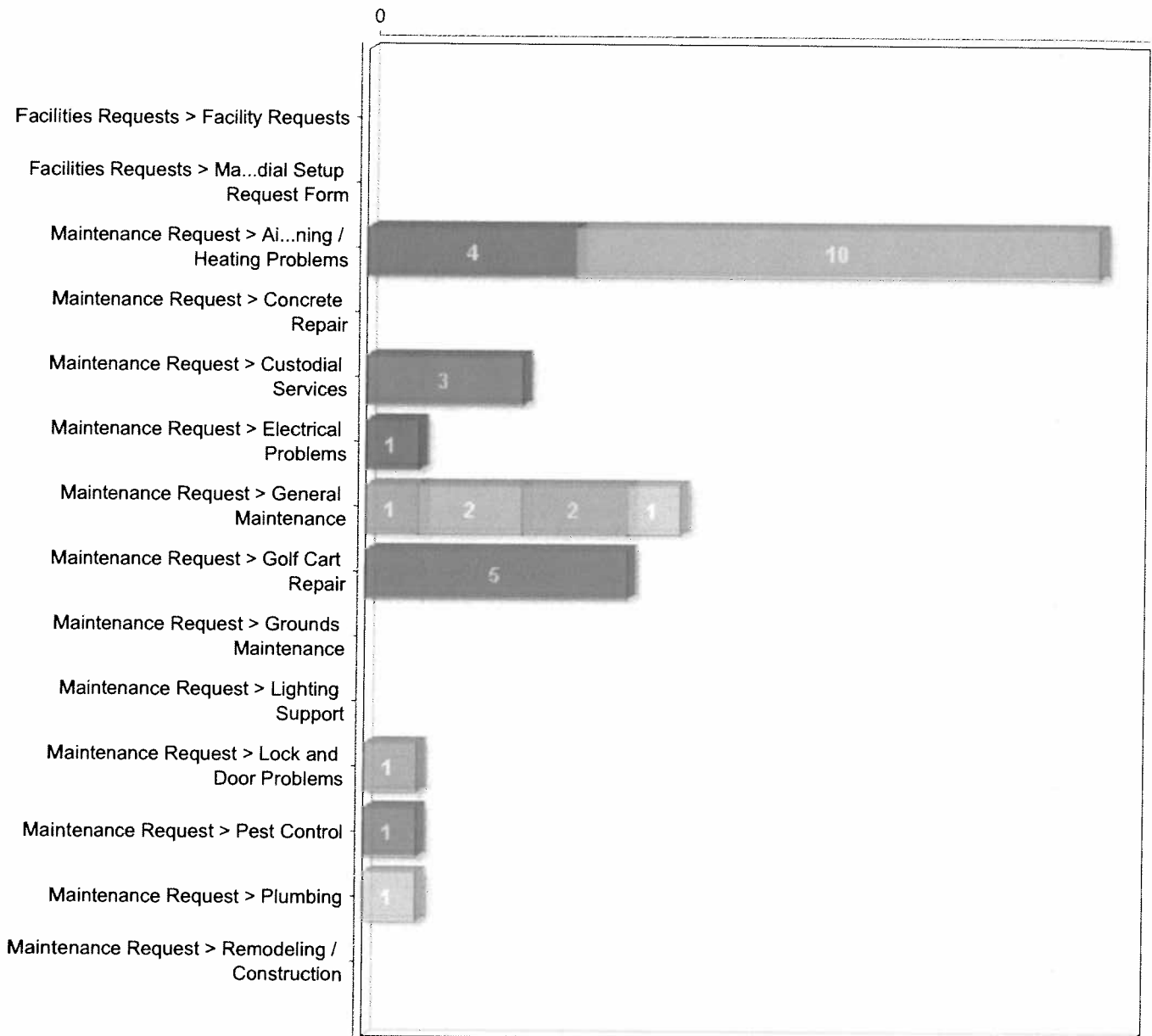
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Feb 2013 Tickets by Request Type



- Dennis Abubo ■ Pablo Chavez ■ Charlene Cruz ■ Sixto Diaz ■ Raul Gomez ■ Salvador Gutierrez
- Nick Makarchuk ■ Rex Robinson ■ Cliff Schneider ■ Rick Webster

Jan 2013 Tickets by Request Type



Dennis Abubo
 Pablo Chavez
 Charlene Cruz
 Sixto Diaz
 Raul Gomez
 Salvador Gutierrez
 Nick Makarchuk
 Rex Robinson
 Cliff Schneider
 Rick Webster

Tickets

		Dennis Abubo	Pablo Chavez	Charlene Cruz	Sixto Diaz	Raul Gomez	Salvador Gutierrez	Nick Makarchuk	Rex Robinson	Cliff Schneider	Rick Webster	Total
	Facilities Requests > Facility Requests	0	0	0	0	0	0	0	0	0	0	0
Feb 2013	Facilities Requests > Maintenance/Custodial	0	0	0	0	0	0	0	0	0	0	0

		Dennis Abubo	Pablo Chavez	Charlene Cruz	Sixto Diaz	Raul Gomez	Salvador Gutierrez	Nick Makarchuk	Rex Robinson	Cliff Schneider	Rick Webster	Total
	Setup Request Form											
	Maintenance Request > Air Conditioning Heating Problems	0	0	0	0	3	0	0	0	2	0	5
	Maintenance Request > Concrete Repair	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Custodial Services	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Electrical Problems	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > General Maintenance	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Golf Cart Repair	0	1	0	0	0	0	0	0	0	0	1
	Maintenance Request > Grounds Maintenance	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Lighting Support	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Lock and Door Problems	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Pest Control	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Plumbing	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Remodeling / Construction	0	0	0	0	0	0	0	0	0	0	0
	Total	0	1	0	0	3	0	0	0	2	0	6
Jan 2013	Facilities Requests > Facility Requests	0	0	0	0	0	0	0	0	0	0	0
	Facilities Requests > Maintenance/ Custodial Setup Request Form	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Air	0	0	0	0	4	0	0	0	10	0	14

		Dennis Abubo	Pablo Chavez	Charlene Cruz	Sixto Diaz	Raul Gomez	Salvador Gutierrez	Nick Makarchuk	Rex Robinson	Cliff Schneider	Rick Webster	Total
	Conditioning Heating Problems											
	Maintenance Request > Concrete Repair	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Custodial Services	0	0	0	0	0	3	0	0	0	0	3
	Maintenance Request > Electrical Problems	0	0	0	0	1	0	0	0	0	0	1
	Maintenance Request > General Maintenance	1	0	0	0	0	0	2	0	2	1	6
	Maintenance Request > Golf Cart Repair	0	5	0	0	0	0	0	0	0	0	5
	Maintenance Request > Grounds Maintenance	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Lighting Support	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Lock and Door Problems	1	0	0	0	0	0	0	0	0	0	1
	Maintenance Request > Pest Control	0	0	1	0	0	0	0	0	0	0	1
	Maintenance Request > Plumbing	0	0	0	0	0	0	0	0	0	1	1
	Maintenance Request > Remodeling/Construction	0	0	0	0	0	0	0	0	0	0	0
	Total	2	5	1	0	5	3	2	0	12	2	32
	Facilities Requests > Facility Requests	0	0	0	0	0	0	0	0	0	0	0
	Facilities Requests > Maintenance/Custodial Setup Request Form	0	0	0	0	0	0	0	0	0	0	0
	Maintenance Request > Air Conditioning Heating Problems	0	0	0	0	7	0	0	0	12	0	19
Total	Maintenance Request >	0	0	0	0	0	0	0	0	0	0	0

	Dennis Abubo	Pablo Chavez	Charlene Cruz	Sixto Diaz	Raul Gomez	Salvador Gutierrez	Nick Makarchuk	Rex Robinson	Cliff Schneider	Rick Webster	Total
Concrete Repair											
Maintenance Request > Custodial Services	0	0	0	0	0	3	0	0	0	0	3
Maintenance Request > Electrical Problems	0	0	0	0	1	0	0	0	0	0	1
Maintenance Request > General Maintenance	1	0	0	0	0	0	2	0	2	1	6
Maintenance Request > Golf Cart Repair	0	6	0	0	0	0	0	0	0	0	6
Maintenance Request > Grounds Maintenance	0	0	0	0	0	0	0	0	0	0	0
Maintenance Request > Lighting Support	0	0	0	0	0	0	0	0	0	0	0
Maintenance Request > Lock and Door Problems	1	0	0	0	0	0	0	0	0	0	1
Maintenance Request > Pest Control	0	0	1	0	0	0	0	0	0	0	1
Maintenance Request > Plumbing	0	0	0	0	0	0	0	0	0	1	1
Maintenance Request > Remodeling / Construction	0	0	0	0	0	0	0	0	0	0	0
Total	2	6	1	0	8	3	2	0	14	2	38

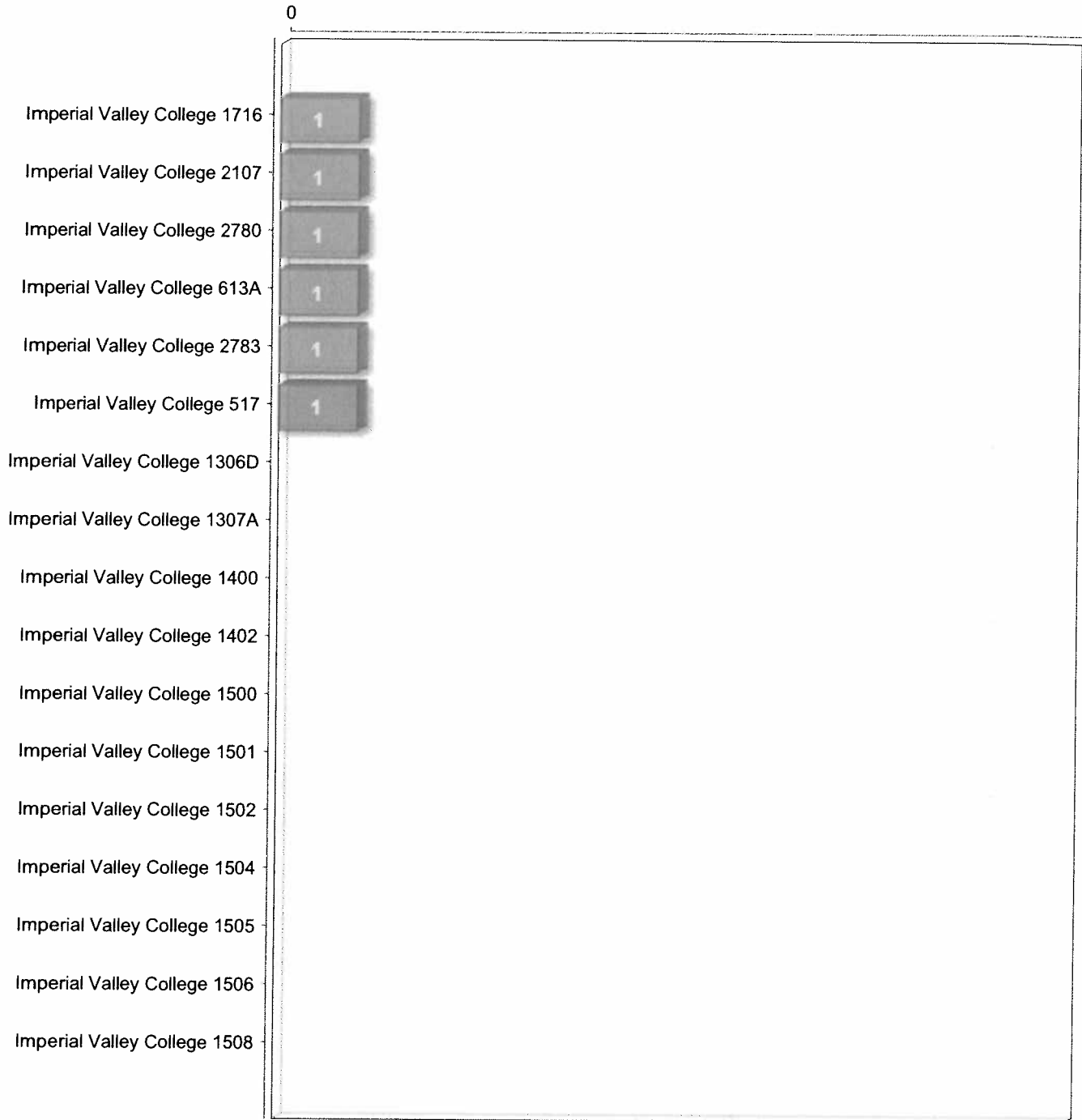
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Status Filter: Closed, Cancelled, Resolved

Assigned Tech Filter: Dennis Abubo, Pablo Chavez, Charlene Cruz, Sixto Diaz, Raul Gomez, Salvador Gutierrez, Nick Makarchuk, Rex Robinson, Cliff Schneider, Rick Webster

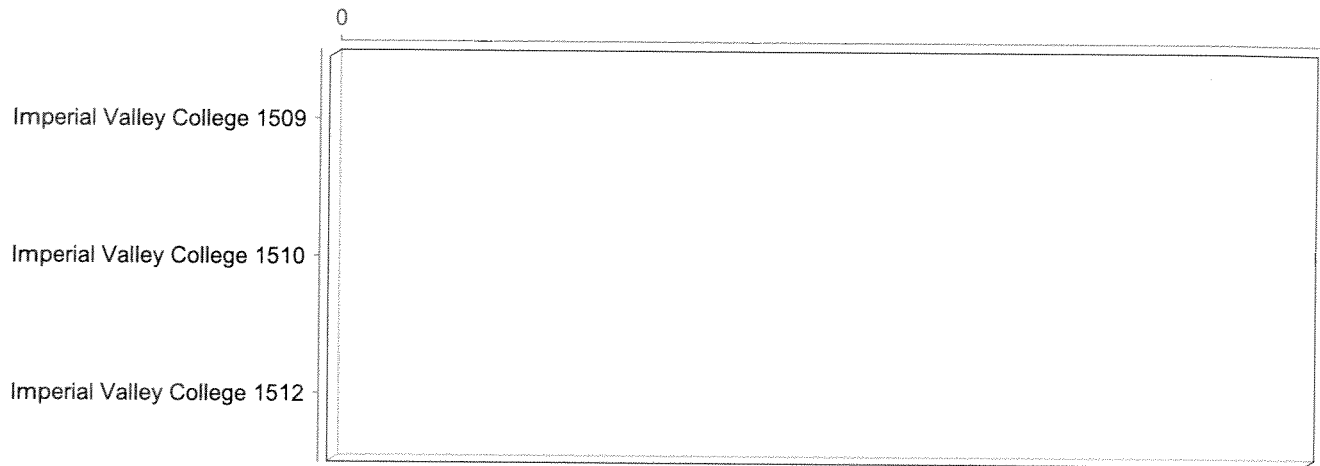
Annual Maintenance Report By Room
Tickets worked on between 1/1/13 12:00 am and 2/13/13 8:50 am

Feb 2013 Tickets by Top 20 Room Values



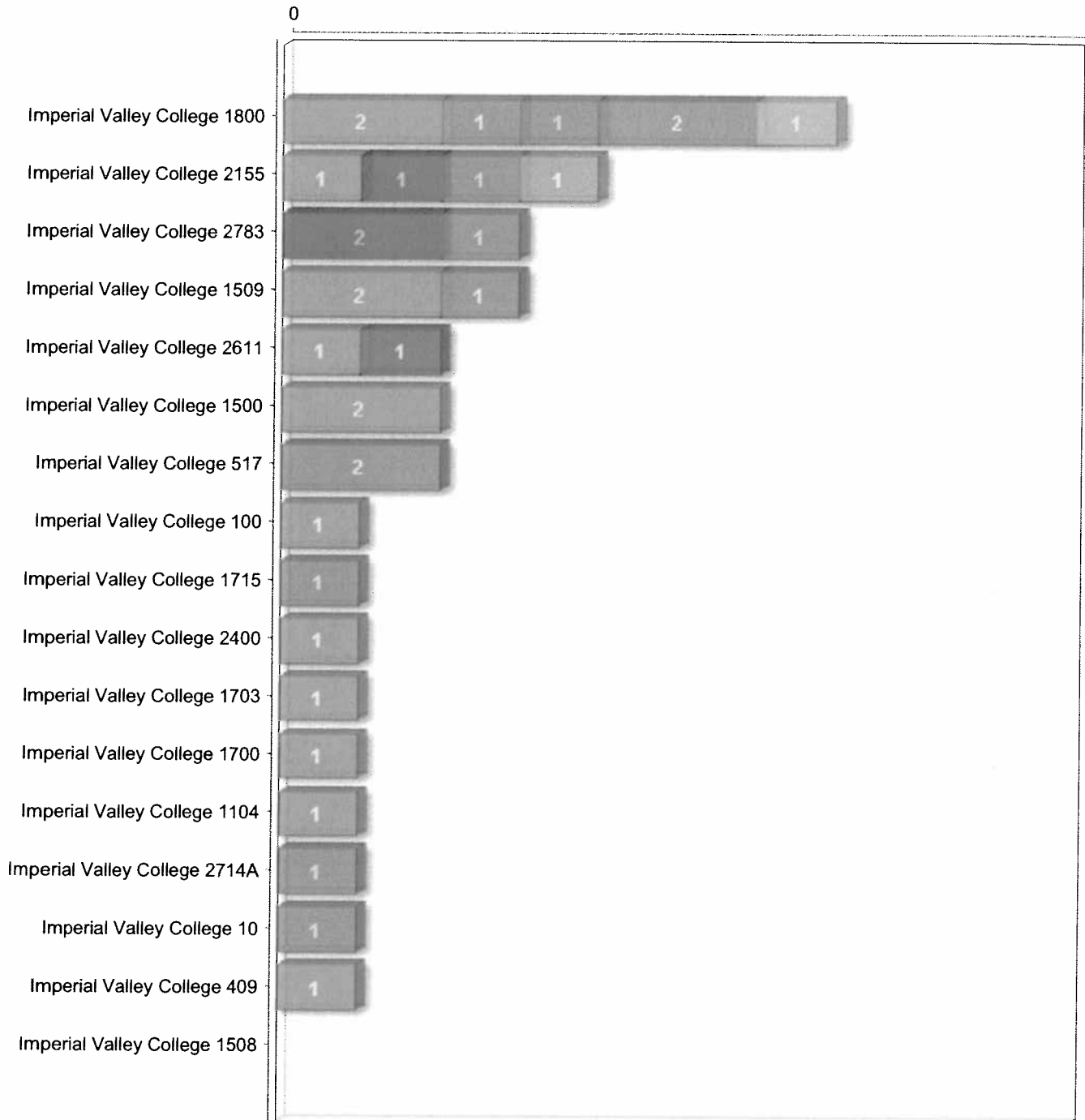
- Facilities Requests > Facility Requests ■ Facilities Requests > Ma...dial Setup Request Form
- Maintenance Request > Ai...ning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
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- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Feb 2013 Tickets by Top 20 Room Values



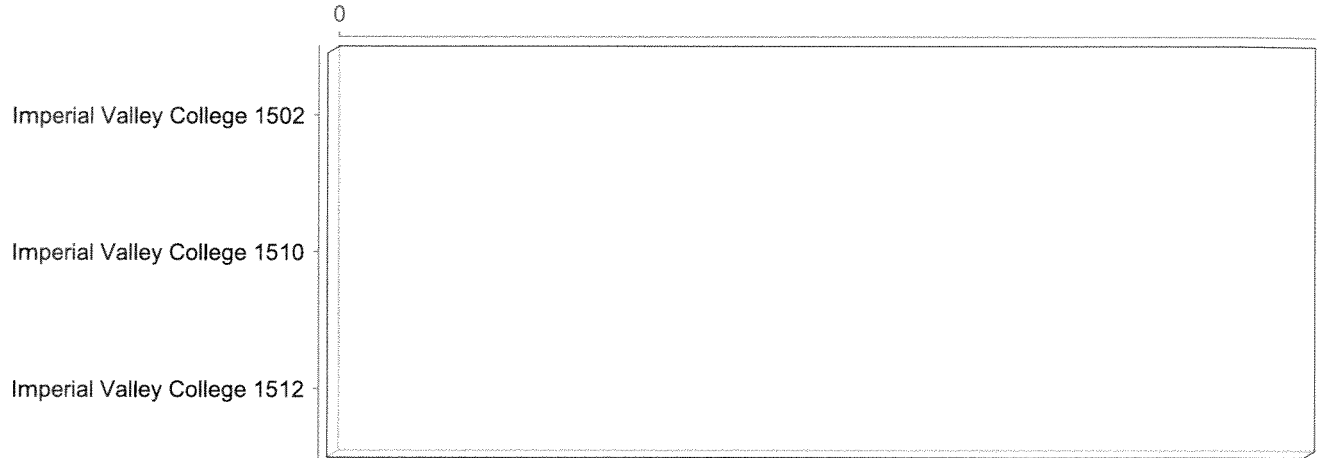
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Jan 2013 Tickets by Top 20 Room Values



- Facilities Requests > Facility Requests ■ Facilities Requests > Maintenance Setup Request Form
- Maintenance Request > Air Conditioning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
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- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Jan 2013 Tickets by Top 20 Room Values



- Facilities Requests > Facility Requests ■ Facilities Requests > Maintenance Request Form
- Maintenance Request > Air Conditioning / Heating Problems ■ Maintenance Request > Concrete Repair
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- Maintenance Request > General Maintenance ■ Maintenance Request > Golf Cart Repair
- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Tickets

		Facilities Requests > Facility Requests	Facilities Requests > Maintenance Request Form	Maintenance Request > Air Conditioning / Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling / Construction	Total
	Imperial Valley College 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 1104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 1306D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 1307A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Feb 2013	Imperial Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		Facilities Requests > Facility Requests	Facilities Requests > Custodial Request Form	Maintenance Request > Air Conditioning Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling Construction	Total
College 1400																
Imperial Valley College 1402	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1502	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1504	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1505	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1506	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1508	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1509	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1510	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1512	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1703	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1715	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1716	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1

		Facilities Requests > Facility Requests	Facilities Requests > Custodial Request Form	Maintenance Request > Air Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling/ Construction	Total
	Imperial Valley College 1800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2107	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2155	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2611	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2714A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2780	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2783	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 409	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 517	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 613A	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Total	0	0	5	0	0	0	1	0	0	0	0	0	0	0	6
Jan 2013	Imperial Valley College 10	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 100	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 1104	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 1306D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Facilities > Requests	Facilities > Requests > Request Form	Facilities > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Maintenance > Requests > Request Form	Total
Imperial Valley College 1307A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1402	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1500	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Imperial Valley College 1501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1502	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1504	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1505	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1506	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1508	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1509	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	3
Imperial Valley College 1510	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1512	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1700	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Imperial Valley College 1703	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Imperial Valley	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1

		Facilities Requests > Facility Requests	Facilities Requests > Custodial Request Form	Maintenance Requests > Air Conditioning Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling/ Construction	Total
	College 1715															
	Imperial Valley College 1716	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 1800	0	0	2	0	0	1	1	2	0	0	0	0	1	0	7
	Imperial Valley College 2107	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2155	0	0	1	0	1	0	1	0	0	0	0	1	0	0	4
	Imperial Valley College 2400	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2611	0	0	1	0	0	0	0	0	0	0	1	0	0	0	2
	Imperial Valley College 2714A	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 2780	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Imperial Valley College 2783	0	0	0	0	2	0	1	0	0	0	0	0	0	0	3
	Imperial Valley College 409	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 517	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
	Imperial Valley College 613A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	14	0	3	1	6	5	0	0	1	1	1	0	32
	Imperial Valley College 10	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 100	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	Imperial Valley	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1

	Facilities > Requests > Facility Requests	Facilities > Requests > Custodial Setup Request Form	Maintenance > Request > Air Conditioning / Heating Problems	Maintenance > Request > Concrete Repair	Maintenance > Request > Custodial Services	Maintenance > Request > Electrical Problems	Maintenance > Request > General Maintenance	Maintenance > Request > Golf Cart Repair	Maintenance > Request > Grounds Maintenance	Maintenance > Request > Lighting Support	Maintenance > Request > Lock and Door Problems	Maintenance > Request > Pest Control	Maintenance > Request > Plumbing	Maintenance > Request > Remodeling / Construction	Total
College 1104															
Imperial Valley College 1306D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1307A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1402	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1500	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Imperial Valley College 1501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1502	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1504	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1505	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1506	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1508	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1509	0	0	2	0	0	0	0	1	0	0	0	0	0	0	3
Imperial Valley College 1510	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley College 1512	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Imperial Valley	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1

	College	Facilities Requests > Facility Requests	Maintenance Requests > Custodial Request Form	Maintenance Requests > Air Conditioning Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling/ Construction	Total
	College 1700															
	Imperial Valley College 1703	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 1715	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 1716	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 1800	0	0	2	0	0	1	1	2	0	0	0	0	1	0	7
	Imperial Valley College 2107	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2155	0	0	1	0	1	0	1	0	0	0	0	1	0	0	4
	Imperial Valley College 2400	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2611	0	0	1	0	0	0	0	0	0	0	1	0	0	0	2
	Imperial Valley College 2714A	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Imperial Valley College 2780	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 2783	0	0	1	0	2	0	1	0	0	0	0	0	0	0	4
	Imperial Valley College 409	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Imperial Valley College 517	0	0	0	0	0	0	0	3	0	0	0	0	0	0	3
	Imperial Valley College 613A	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Total	0	0	19	0	3	1	6	6	0	0	1	1	1	0	38

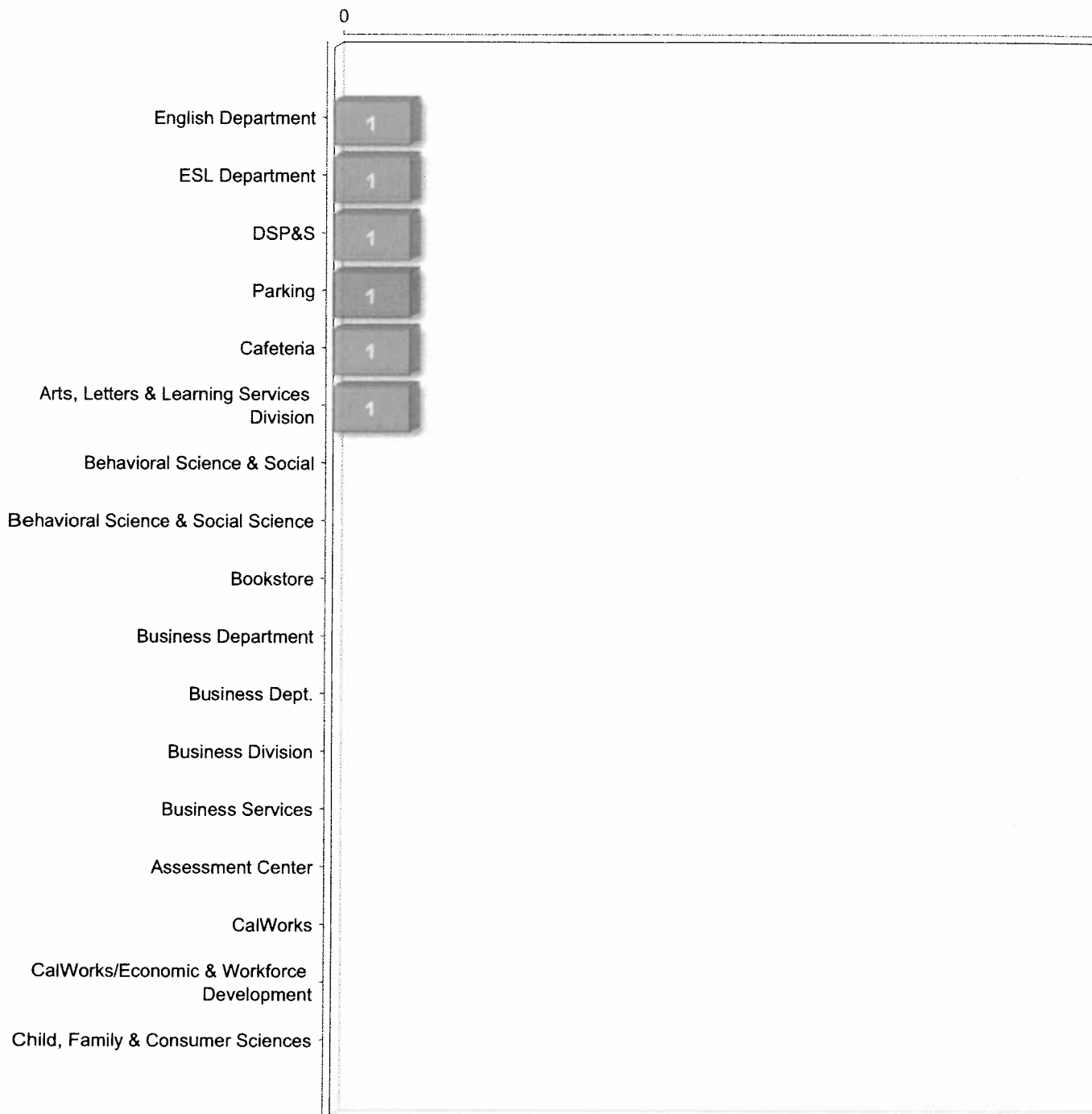
Status Filter: Closed, Cancelled, Resolved

Request Type Filter: Facilities Requests > Facility Requests, Facilities Requests > Maintenance Request Form, Maintenance Request > Air Conditioning / Heating Problems, Maintenance Request > Concrete Repair, Maintenance Request > Custodial Services, Maintenance Request > Electrical Problems, Maintenance Request > Electrical Problems, Maintenance Request > Electrical Problems > Power Outage, Maintenance Request > General Maintenance, Maintenance Request > Golf Cart Repair, Maintenance Request > Grounds Maintenance, Maintenance Request > Grounds Maintenance > General Grounds, Maintenance Request > Lighting Support, Maintenance Request > Lighting > Exterior Lighting, Maintenance Request > Lighting > Interior Lighting, Maintenance Request > Lock and Door Problems, Maintenance Request > Lock and Door Problems > Door Issues, Maintenance Request > Lock and Door Problems > Key Issues, Maintenance Request > Pest Control, Maintenance Request > Plumbing, Maintenance Request > Plumbing > Drains, Maintenance Request > Plumbing > General Plumbing, Maintenance Request > Plumbing > Showers, Maintenance Request > Plumbing > Sinks, Maintenance Request > Plumbing > Toilet / Urinal, Maintenance Request > Remodeling / Construction

Assigned Tech Filter: Dennis Abubo, Pablo Chavez, Charlene Cruz, Sixto Diaz, Raul Gomez, Salvador Gutierrez, Nick Makarchuk, Rex Robinson, Cliff Schneider, Rick Webster

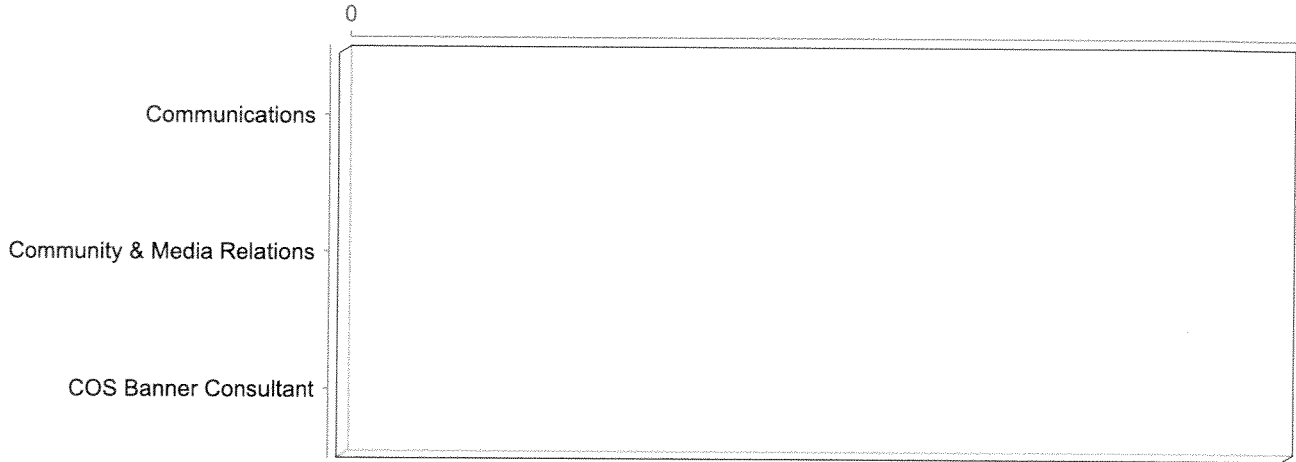
Annual Maintenance Report By Department
Tickets worked on between 1/1/13 12:00 am and 2/13/13 8:51 am

Feb 2013 Tickets by Top 20 Department Values



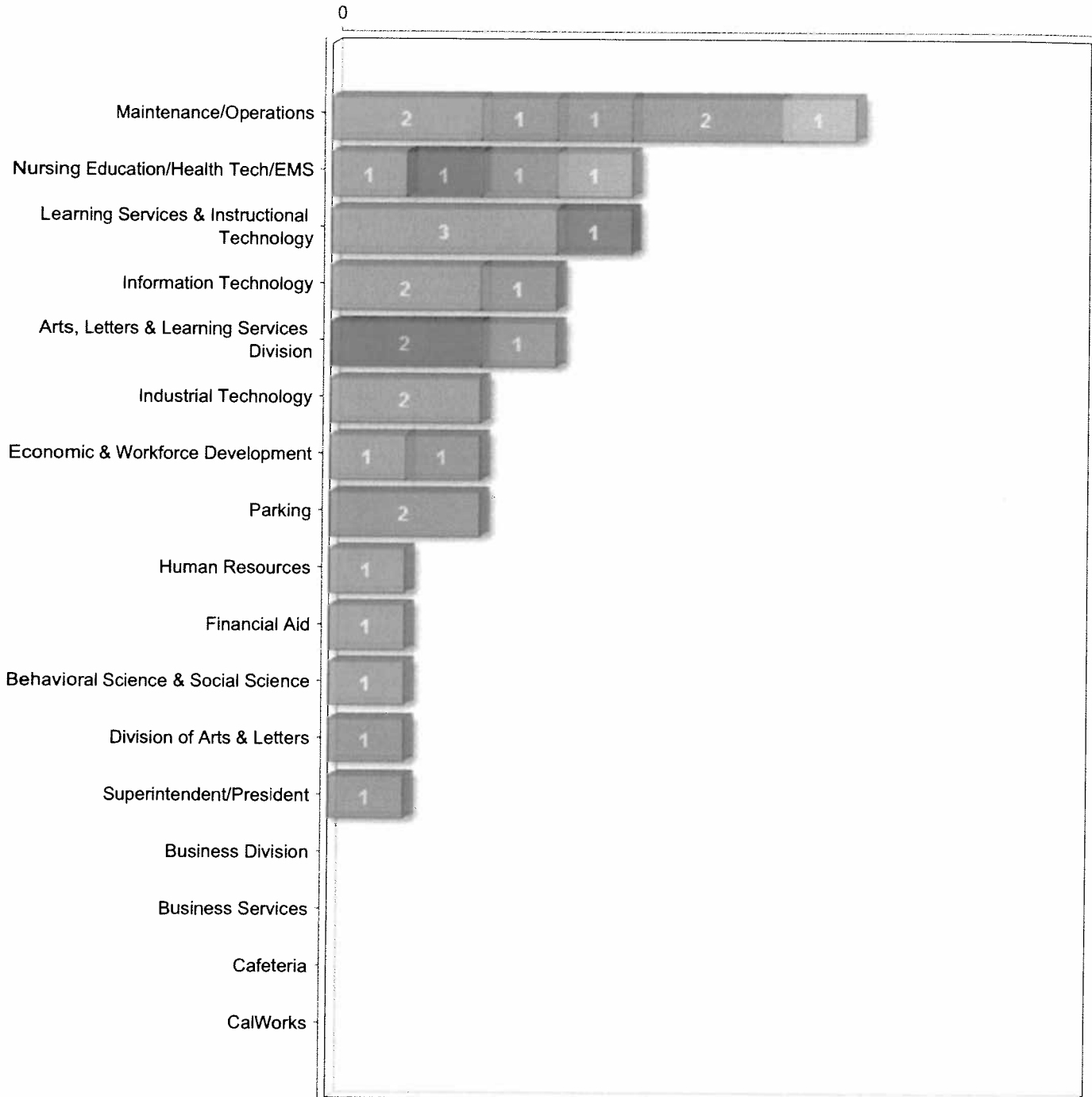
- Facilities Requests > Facility Requests ■ Facilities Requests > Ma...dial Setup Request Form
- Maintenance Request > Ai...ning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
- Maintenance Request > General Maintenance ■ Maintenance Request > Golf Cart Repair
- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Feb 2013 Tickets by Top 20 Department Values



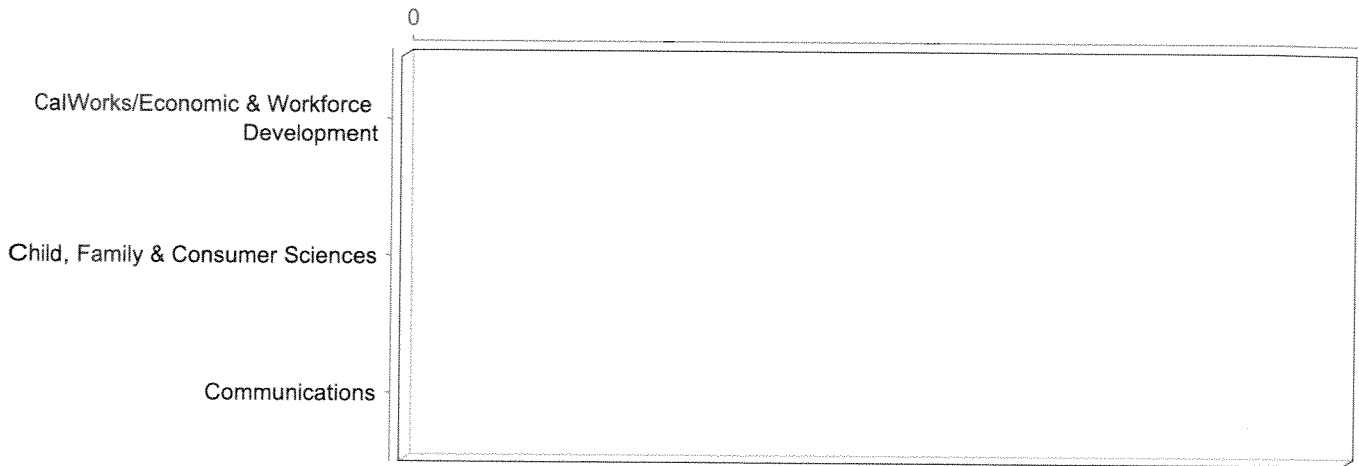
- Facilities Requests > Facility Requests ■ Facilities Requests > Ma...dial Setup Request Form
- Maintenance Request > Ai...ning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
- Maintenance Request > General Maintenance ■ Maintenance Request > Golf Cart Repair
- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Jan 2013 Tickets by Top 20 Department Values



- Facilities Requests > Facility Requests ■ Facilities Requests > Maintenance Request Form
- Maintenance Request > Air Conditioning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
- Maintenance Request > General Maintenance ■ Maintenance Request > Golf Cart Repair
- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Jan 2013 Tickets by Top 20 Department Values



- Facilities Requests > Facility Requests ■ Facilities Requests > Ma...dial Setup Request Form
- Maintenance Request > Ai...ning / Heating Problems ■ Maintenance Request > Concrete Repair
- Maintenance Request > Custodial Services ■ Maintenance Request > Electrical Problems
- Maintenance Request > General Maintenance ■ Maintenance Request > Golf Cart Repair
- Maintenance Request > Grounds Maintenance ■ Maintenance Request > Lighting Support
- Maintenance Request > Lock and Door Problems ■ Maintenance Request > Pest Control
- Maintenance Request > Plumbing ■ Maintenance Request > Remodeling / Construction

Tickets

		Facilities Requests > Facility Requests	Facilities Requests > Maintenance Request Form	Maintenance Request > Air Conditioning / Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling / Construction	Total
	Arts, Letters & Learning Services Division	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Assessment Center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social Science	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social Science	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Bookstore	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Feb 2013	Business Dept.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Facilities Requests > Facility Requests	Facilities Maintenance Requests > Custodial Setup Request Form	Facilities Maintenance Requests > Air Conditioning Heating Problems	Facilities Maintenance Requests > Concrete Repair	Facilities Maintenance Requests > Custodial Services	Facilities Maintenance Requests > Electrical Problems	Facilities Maintenance Requests > General Maintenance	Facilities Maintenance Requests > Golf Cart Repair	Facilities Maintenance Requests > Grounds Maintenance	Facilities Maintenance Requests > Lighting Support	Facilities Maintenance Requests > Lock and Door Problems	Facilities Maintenance Requests > Pest Control	Facilities Maintenance Requests > Plumbing	Facilities Maintenance Requests > Remodeling / Construction	Total
Business Division	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Business Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cafeteria	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
CalWorks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CalWorks/Economic & Workforce Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Child, Family & Consumer Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Communication	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community & Media Relations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COS Banner Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Division of Arts & Letters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DSP&S	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Economic & Workforce Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
English Department	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
ESL Department	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Financial Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial Technology	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Learning Services & Instructional Technology	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nursing Education/Health Tech/EMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1

		Facilities Requests > Facility Requests	Facilities Maintenance > Custodial Request Setup Form	Maintenance Request > Air Conditioning / Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling / Construction	Total
	Superintendent President	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	5	0	0	0	0	1	0	0	0	0	0	0	6
	Arts, Letters & Learning Services Division	0	0	0	0	2	0	1	0	0	0	0	0	0	0	3
	Assessment Center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social Science	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Bookstore	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Dept.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Division	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Cafeteria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CalWorks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CalWorks/ Economic & Workforce Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Child, Family & Consumer Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Communicati	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Community & Media Relations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	COS Banner Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Division of Arts & Letters	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	DSP&S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jan 2013	Economic & Workforce Development	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2

		Facilities Requests > Facility Requests	Maintenance Requests > Custodial Request Form	Maintenance Request > Air Conditioning Heating Problems	Maintenance Request > Concrete Repair	Maintenance Request > Custodial Services	Maintenance Request > Electrical Problems	Maintenance Request > General Maintenance	Maintenance Request > Golf Cart Repair	Maintenance Request > Grounds Maintenance	Maintenance Request > Lighting Support	Maintenance Request > Lock and Door Problems	Maintenance Request > Pest Control	Maintenance Request > Plumbing	Maintenance Request > Remodeling/ Construction	Total
	English Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ESL Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Financial Aid	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Human Resources	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Industrial Technology	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
	Information Technology	0	0	2	0	0	0	1	0	0	0	0	0	0	0	3
	Learning Services & Instructional Technology	0	0	3	0	0	0	0	0	0	0	1	0	0	0	4
	Maintenance Operations	0	0	2	0	0	1	1	2	0	0	0	0	1	0	7
	Nursing/ Education/ Health Tech/ EMS	0	0	1	0	1	0	1	0	0	0	0	1	0	0	4
	Parking	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
	Superintendent/ President	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	Total	0	0	14	0	3	1	6	5	0	0	1	1	1	0	32
	Arts, Letters & Learning Services Division	0	0	1	0	2	0	1	0	0	0	0	0	0	0	4
	Assessment Center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Behavioral Science & Social Science	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	Bookstore	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Dept.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Division	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Cafeteria	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	CalWorks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Facilities > Requests > Facility Requests	Facilities > Maintenance > Custodial Setup Request Form	Maintenance > Requests > Air Conditioning Heating Problems	Maintenance > Request > Concrete Repair	Maintenance > Request > Custodial Services	Maintenance > Request > Electrical Problems	Maintenance > Request > General Maintenance	Maintenance > Request > Golf Cart Repair	Maintenance > Request > Grounds Maintenance	Maintenance > Request > Lighting Support	Maintenance > Request > Lock and Door Problems	Maintenance > Request > Pest Control	Maintenance > Request > Plumbing	Maintenance > Request > Remodeling / Construction	Total
CalWorks/ Economic & Workforce Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Child, Family & Consumer Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Communicati	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community & Media Relations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COS Banner Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Division of Arts & Letters	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
DSP&S	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Economic & Workforce Development	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2
English Department	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
ESL Department	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Financial Aid	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Human Resources	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Industrial Technology	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Information Technology	0	0	2	0	0	0	0	1	0	0	0	0	0	0	3
Learning Services & Instructional Technology	0	0	3	0	0	0	0	0	0	0	1	0	0	0	4
Maintenance Operations	0	0	2	0	0	1	1	2	0	0	0	0	1	0	7
Nursing Education/ Health Tech/ EMS	0	0	1	0	1	0	1	0	0	0	0	1	0	0	4
Parking	0	0	0	0	0	0	0	3	0	0	0	0	0	0	3
Perintendent President	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	0	0	19	0	3	1	6	6	0	0	1	1	1	0	38

Status Filter: Closed, Cancelled, Resolved

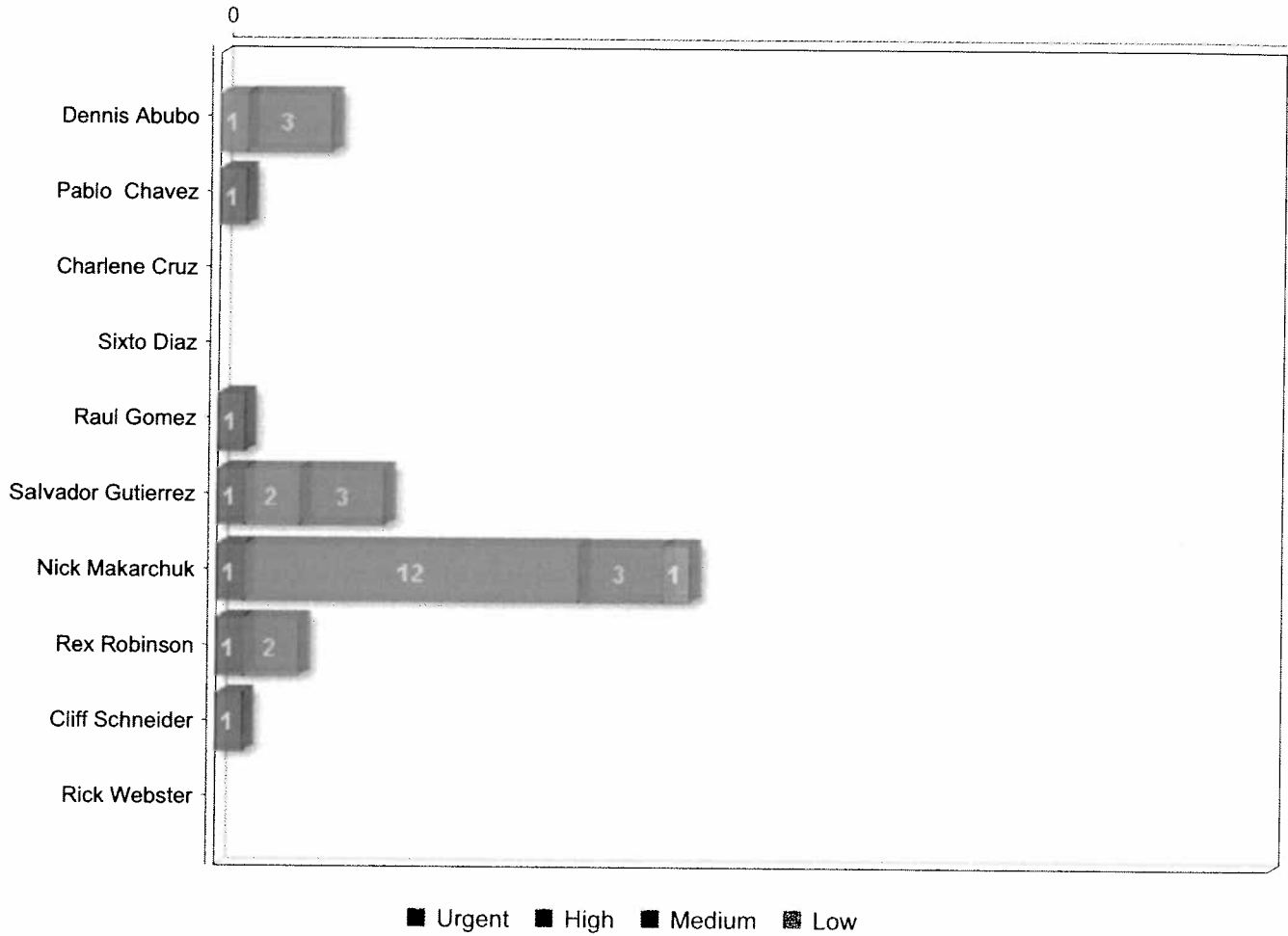
Request Type Filter: Facilities Requests > Facility Requests, Facilities Requests > Maintenance Request Form, Maintenance Request > Air Conditioning / Heating Problems, Maintenance Request > Concrete Repair, Maintenance Request > Custodial Services, Maintenance Request > Electrical Problems, Maintenance Request > Electrical Electrical Problem, Maintenance Request > Electrical Problems > Power Outage, Maintenance Request > General Maintenance, Maintenance Request > Golf Cart Repair, Maintenance Request > Grounds Maintenance, Maintenance Request > Grounds Maintenance > General Grounds, Maintenance Request > Lighting Support, Maintenance Request > Lighting > Exterior Lighting, Maintenance Request > Lighting > Interior Lighting, Maintenance Request > Lock and Door Problems, Maintenance Request > Lock Problems > Door Issues, Maintenance Request > Lock Problems > Key Issues, Maintenance Request > Pest Control, Maintenance Request > Plumbing, Maintenance Request > Plumbing > Drains, Maintenance Request > Plumbing > General Plumbing, Maintenance Request > Plumbing > Showers, Maintenance Request > Plumbing > Sinks, Maintenance Request > Plumbing > Toilet / Urinal, Maintenance Request > Remodeling / Construction

Assigned Tech Filter: Dennis Abubo, Pablo Chavez, Charlene Cruz, Sixto Diaz, Raul Gomez, Salvador Gutierrez, Nick Makarchuk, Rex Robinson, Cliff Schneider, Rick Webster

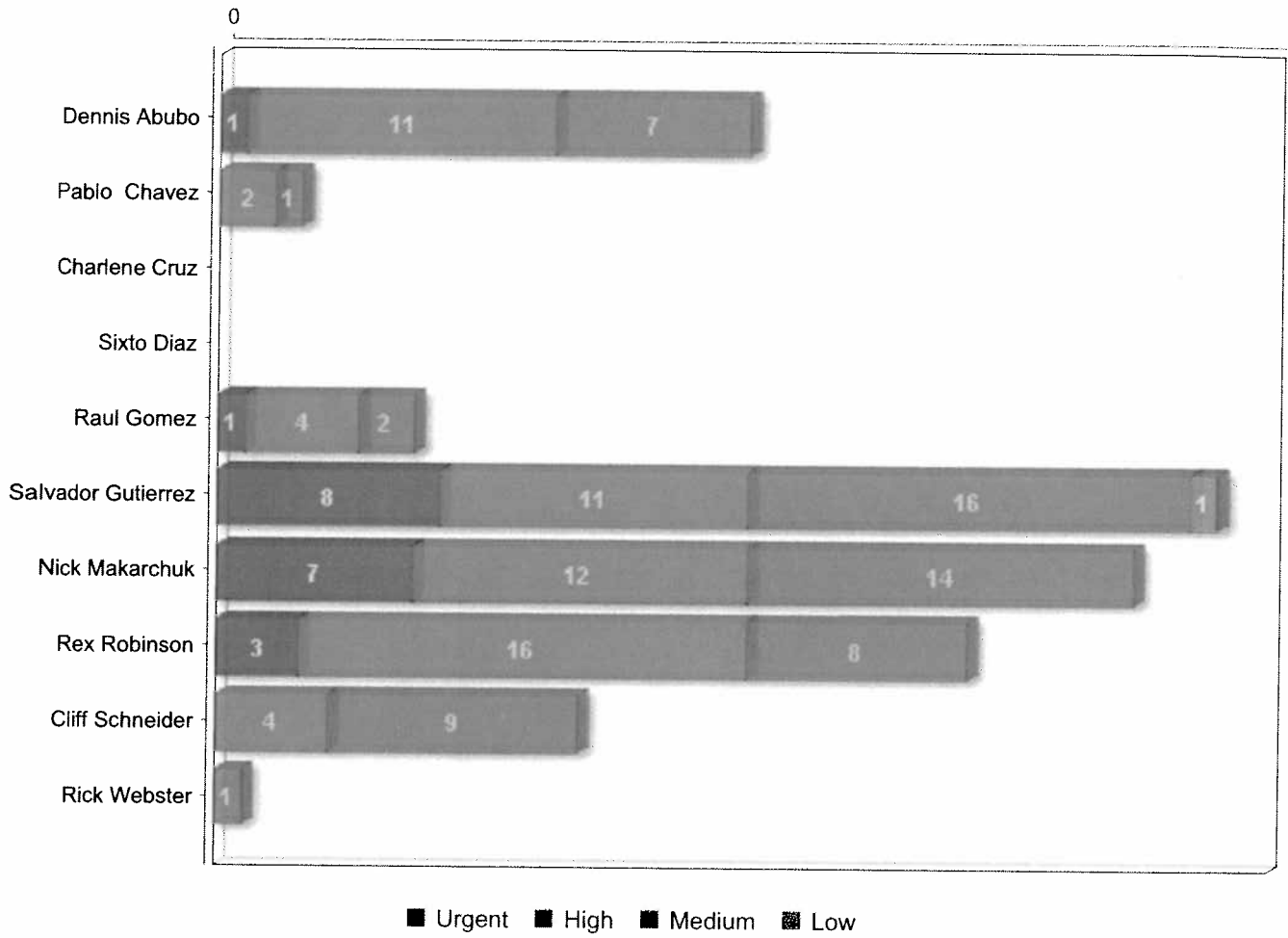
Closed Maintenance Tickets

Tickets closed between 11/13/12 8:00 am and 2/13/13 8:00 am

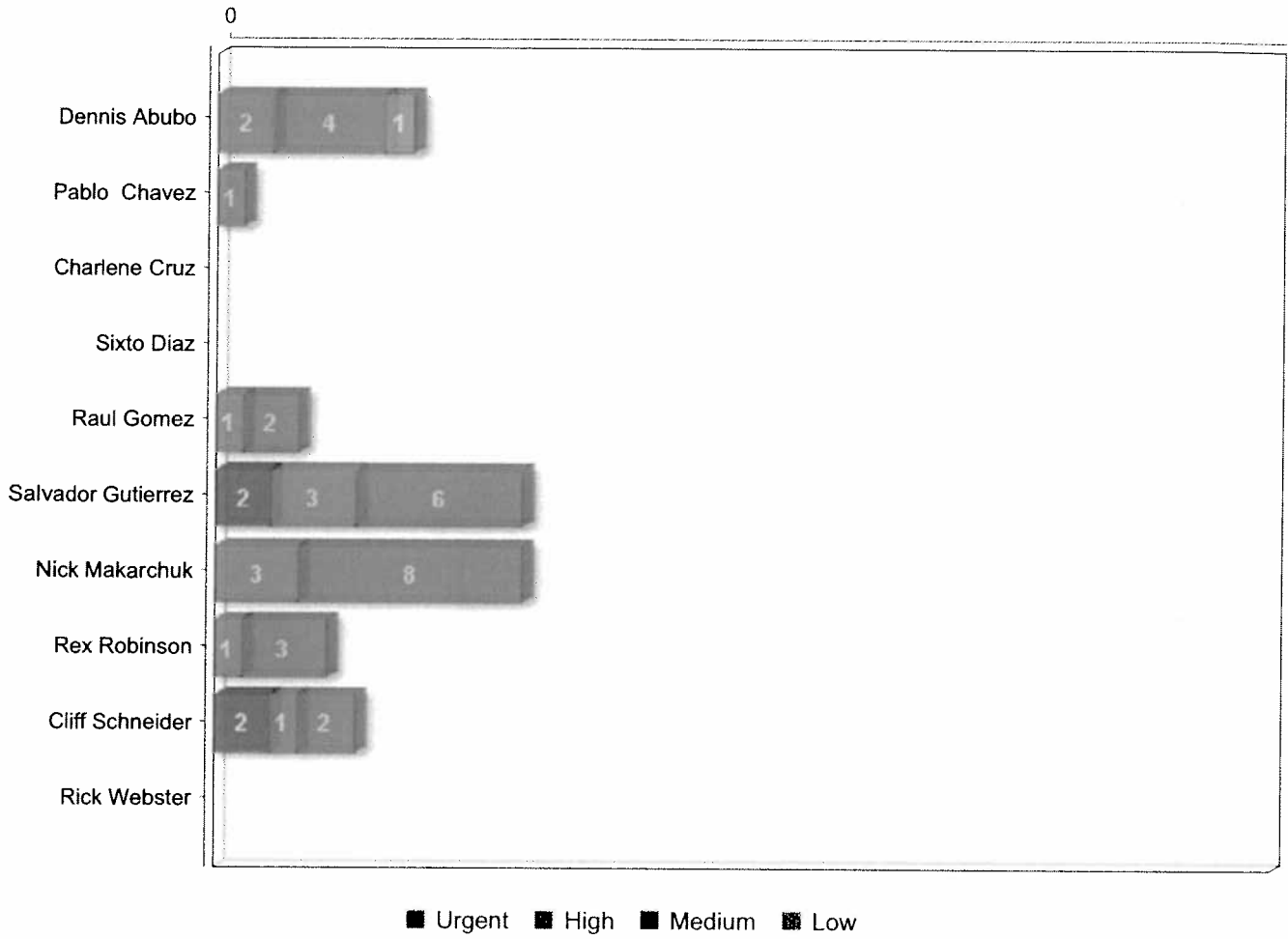
Feb 2013 Tickets by Assigned Tech



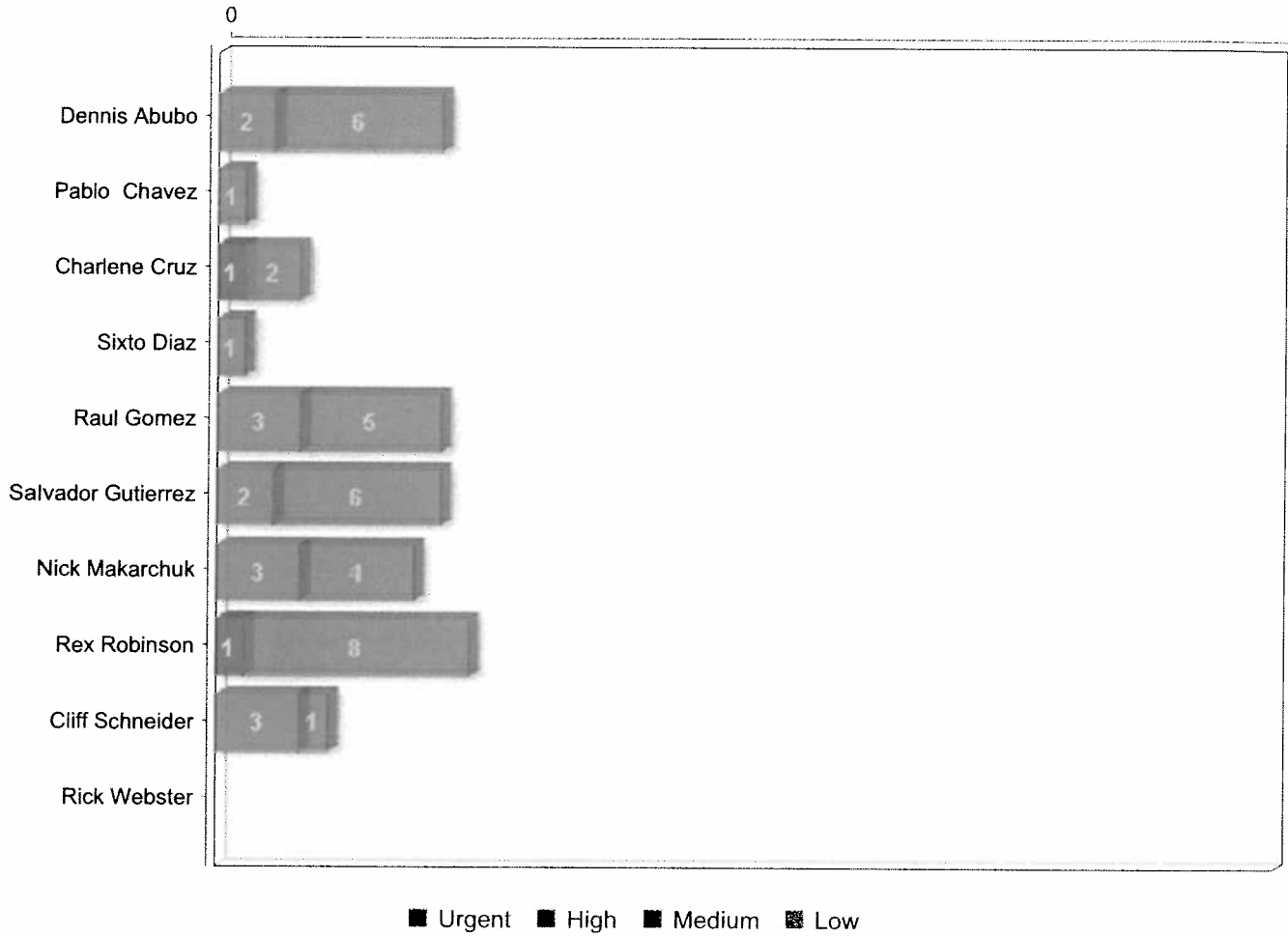
Jan 2013 Tickets by Assigned Tech



Dec 2012 Tickets by Assigned Tech



Nov 2012 Tickets by Assigned Tech



Tickets

		Urgent	High	Medium	Low	Total
	Dennis Abubo	0	1	3	0	4
	Pablo Chavez	1	0	0	0	1
	Charlene Cruz	0	0	0	0	0
	Sixto Diaz	0	0	0	0	0
	Raul Gomez	1	0	0	0	1
	Salvador Gutierrez	1	2	3	0	6
	Nick Makarchuk	1	12	3	1	17
	Rex Robinson	1	0	2	0	3
	Cliff Schneider	1	0	0	0	1
	Rick Webster	0	0	0	0	0
Feb 2013	Total	6	15	11	1	33
	Dennis Abubo	1	11	7	0	19
	Pablo Chavez	0	2	1	0	3
	Charlene Cruz	0	0	0	0	0
Jan 2013	Sixto Diaz	0	0	0	0	0

		Urgent	High	Medium	Low	Total
	Raul Gomez	1	4	2	0	7
	Salvador Gutierrez	8	11	16	1	36
	Nick Makarchuk	7	12	14	0	33
	Rex Robinson	3	16	8	0	27
	Cliff Schneider	0	4	9	0	13
	Rick Webster	0	0	1	0	1
	Total	20	60	58	1	139
Dec 2012	Dennis Abubo	0	2	4	1	7
	Pablo Chavez	0	0	1	0	1
	Charlene Cruz	0	0	0	0	0
	Sixto Diaz	0	0	0	0	0
	Raul Gomez	0	1	2	0	3
	Salvador Gutierrez	2	3	6	0	11
	Nick Makarchuk	0	3	8	0	11
	Rex Robinson	0	1	3	0	4
	Cliff Schneider	2	1	2	0	5
	Rick Webster	0	0	0	0	0
Total	4	11	26	1	42	
Nov 2012	Dennis Abubo	0	2	6	0	8
	Pablo Chavez	0	0	1	0	1
	Charlene Cruz	1	2	0	0	3
	Sixto Diaz	0	0	1	0	1
	Raul Gomez	0	3	5	0	8
	Salvador Gutierrez	0	2	6	0	8
	Nick Makarchuk	0	3	4	0	7
	Rex Robinson	1	0	8	0	9
	Cliff Schneider	0	3	1	0	4
	Rick Webster	0	0	0	0	0
Total	2	15	32	0	49	
Total	Dennis Abubo	1	16	20	1	38
	Pablo Chavez	1	2	3	0	6
	Charlene Cruz	1	2	0	0	3
	Sixto Diaz	0	0	1	0	1
	Raul Gomez	2	8	9	0	19
	Salvador Gutierrez	11	18	31	1	61
	Nick Makarchuk	8	30	29	1	68
	Rex Robinson	5	17	21	0	43
	Cliff Schneider	3	8	12	0	23
	Rick Webster	0	0	1	0	1
Total	32	101	127	3	263	

Request Type Filter: Facilities Requests, Facilities Requests > Facility Requests, Facilities Requests > Ma...dial Setup Request Form, Maintenance Request, Maintenance Request > Ai...ning / Heating Problems, Maintenance Request > Concrete Repair, Maintenance Request > Custodial Services, Maintenance Request > Electrical Problems, Maintenance Request > El...eral Electrical Problem, Maintenance Request > El...Problems > Power Outage, Maintenance Request > General Maintenance, Maintenance Request > Golf Cart Repair, Maintenance Request > Grounds Maintenance, Maintenance Request > Gr...nance > General Grounds, Maintenance Request > Lighting Support, Maintenance Request > Li...ort > Exterior Lighting, Maintenance Request > Li...ort > Interior Lighting,

Maintenance Request > Lock and Door Problems, Maintenance Request > Lo... Problems > Door Issues, Maintenance Request > Lo...r Problems > Key Issues, Maintenance Request > Pest Control, Maintenance Request > Plumbing, Maintenance Request > Plumbing > Drains, Maintenance Request > Plumbing > General Plumbing, Maintenance Request > Plumbing > Showers, Maintenance Request > Plumbing > Sinks, Maintenance Request > Plumbing > Toilet / Urinal, Maintenance Request > Remodeling / Construction

Status Filter: Closed, Cancelled, Resolved

Assigned Tech Filter: Dennis Abubo, Pablo Chavez, Charlene Cruz, Sixto Diaz, Raul Gomez, Salvador Gutierrez, Nick Makarchuk, Rex Robinson, Cliff Schneider, Rick Webster

**IMPERIAL COMMUNITY COLLEGE DISTRICT
Board of Trustees Special Meeting, 6:00 P.M.
Wednesday, March 7, 2012
UNADOPTED MINUTES**

1. INFORMATION TO THE PUBLIC

Information: 1.1 Information to the Public

Board President Cardenas called the meeting to order at 6:01 p.m.

Board President Cardenas announced the following CHANGES TO THE AGENDA:

CALL TO ORDER

- Trustee Wong is absent due to being out of the country and sends his apologies to the Board.
- Trustee Medina is absent due to a death in the family and sends his apologies to the Board.
- ASG Senator Alberto Izarraraz will be sitting in for ASG President Daniel Bermudez.

HUMAN RESOURCES

Item 13.2, Resolution No. 15288: Faculty Non-Tenure Rehire List

Add the following people to the list:

Name	Project	Position	Funding Source	Time Frame
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Bennett, Caroline	Math Lab	Tutorial Specialist	State	07/01/11-06/30/12
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Howell, Kevin	Reading/ESL	Instructor	State	08/17/11-05/11/12
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Item 13.6 Resolution No. 15292: Volunteer Agreements

Steven Sciaky's effective date should be noted as 03/6/12 – 06/30/12, not 02/23/12 – 02/23/12.

2. CALL TO ORDER

Procedural: 2.1 Roll Call by Secretary

Secretary Jaime announced roll call.

Present:

District 2 Karla A. Sigmond

District 3 Jerry D. Hart

District 4 Rudy Cardenas, Jr.

District 5 Norma Sierra Galindo

District 7 Steven M. Taylor

Associated Student Government Representative – Alberto Izzararaz

Academic Senate Representative – Eric Lehtonen

College Council Representative – Jessica Waddell

Absent:

District 1 Louis Wong

District 6 Romualdo J. Medina

Information: 5.5 Monthly Budget Report By Vice President for Business Services John Lau

VP Lau reported the following:

- ~ Commend the VPs for coming up with an action plan on the budget.
- ~ \$690,000 contribution through not hiring as many adjuncts.
- ~ Summer school is being reduced and reducing further.
- ~ There was \$200,000 saved in Student Services by shifting funds for staff through grant funds.
- * ~ Vacancies are not being replaced. He stated there are four custodians short in the Maintenance Department and will not be replaced through June 2012.
- * ~ Reduced security by 40%.
- ~ He stated that all the reductions and contributions add up to \$1,000,000. Reserves are at 5.8%.

[5 minute break was taken]

6. DISCUSSION**Information, Report: 6.1 Reorganization Proposals by Interim Superintendent/President Dr. Victor Jaime**

President Jaime introduced the PowerPoint for discussion. He provided a perspective on the reorganization. He reviewed the composition of the Reorganization Ad Hoc Committee. He stated the meetings commenced in January and met several times to review the entire structure. He explained the PowerPoint had his recommendation and that of the Reorganization Ad Hoc Committee.

Laura Hartsock commented on this structure and asked if there was consideration to have the HR Dean become a director position.

Frances Beope commented that IVC used to have separate salary schedules and asked if there was discussion to restructuring the salary schedule. President Jaime explained that under the last reorganization the salary schedule was redone and positions were placed to their equivalent pay. He stated there was no discussion to change the salary schedule due to contractual obligations.

Mary Jo Wainwright asked if an administrator is not meeting their contractual obligations would the District be stuck with the person for two years.

Legal Counsel stated that the administrators under contracts are entitled to that position unless there is good cause for terminating the position. He explained the contractual obligations and how it affects those affected by it.

Luis Olmedo asked how much savings the restructuring would bring by cutting a dean. He asked that deans should be put to the task to bring in funding.

President Jaime stated that staff currently applies for grants.

M/S/C Cardenas/Hart

* **Resolution No. 14367: Classified Retirement**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Raul Davila, Custodian effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for his 17 ½ years of devoted service to Imperial Valley College.

M/S/C Cardenas/Hart

* **Resolution No. 14368: Classified Retirement**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Mickey Crosby, Grounds Maintenance Supervisor effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for his 31 years of devoted service to Imperial Valley College.

M/S/C Cardenas/Hart

Resolution No. 14369: Confidential Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Mary Bell, Payroll/Benefits Coordinator effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 40 years of devoted service to Imperial Valley College.

M/S/C Cardenas/Hart

Resolution No. 14370: Classified Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Susan Rodriguez, Accounting Technician effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 34 years of devoted service to Imperial Valley College.

M/S/C Cardenas/Hart

Resolution No. 14371: Classified Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Joe Cornejo, Water Systems Treatment Specialist effective September 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for his 17 years of devoted service to Imperial Valley College.



Campus Information

Imperial Community College District

ABOUT IMPERIAL VALLEY COLLEGE

The Imperial Community College District is an independently governed single-campus community college district and part of the California Community College System which, with 112 colleges, is the largest system of higher education in the nation.

The 160-acre Imperial Valley College campus serves Imperial County, including the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and Westmorland as well as rural areas and the unincorporated communities of Ocotillo, Heber, Bombay Beach, Niland, Seeley, and Winterhaven.

The Imperial Valley College campus is located along the Highway 111 central corridor of Imperial County. It offers a full range of associate degrees, professional certificates and basic skills courses as well as a comprehensive array of university transfer and education courses. Classes are offered on the main campus at Highway 111 and Aten Road and other locations throughout Imperial County. IVC has an annual full-time enrollment population of nearly 8,000 students (about 6,000 FTES). Every year it transfers over 500 students to colleges and universities in and outside of California.

Imperial Valley College is known throughout the region for its outstanding career and occupational programs, excellent programs of study in business, quality allied health, renewable energy and public safety programs and for excellent transfer and general education courses. In 2010, the college opened its new 70,000 square-foot science building and work is currently underway on new Career Technical buildings. This work is the result of the support of the voting public of the Imperial Valley and is part of an exciting facility growth plan that will serve the students of IVC now and into the future.

IVC is also a major economic engine in Imperial County. It is responsible for infusing millions of dollars annually into the local economy through its construction projects, general operations and annual earnings of its current students and graduates.

Mission of Imperial Valley College

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.