Administrative Council
Notes
September 4, 2012 at 1:30 p.m.
Board Room

ATTENDANCE

NAME	TITLE	MTG	RPT
SUPERINTENDENT/PRESIDENT			
Dr. Victor Jaime	Superintendent/President	X	X
VICE PRESIDENTS			
John Lau	VP for Business Services	X	
Kathy Berry	VP for Academic Services	X	
Todd Finnell	VP for Information Technology	X	
DEANS			
Travis Gregory	Administrative Dean, Human Resources	X	X
Sergio A. Lopez	Dean of Student Development & Campus Events	X	
Ted Ceasar	Dean of Counseling	X	X
Efrain Silva	Dean of Economic & Workforce Development, PE & Athletics	X	
Dr. Taylor Ruhl	Dean of Learning Services & Instructional Technology	X	X
Tina Aguirre	Dean of Health & Sciences	X	X
DIRECTORS			
Lisa Seals	Director of Financial Aid	X	X
Jeff Enz	Director of Enterprise Systems	X	
Todd Evangelist	Executive Director of IVC Foundation	X	X
Betty Kakiuchi	Director of Purchasing/Accountant		X
Gloria Hoisington	Director of Admissions and Records		X
Rick Webster	Director of Maintenance & Operations	X	X
Jeff Cantwell	Director of Application Services	X	X
Becky Green	Director of CFCS	X	
Carlos Fletes	Director of Fiscal Services		
Tim Nakamura	Director of Campus Safety & Security		
Omar Ramos	Director of Online Services	X	X
OTHERS			
Bill Gay	Public Relations Consultant	X	X
Jill Nelipovich	Researcher	X	X

Administrative Council meets the 1ˢᵗ and 3ʳᵈ Tuesday of Each Month at 1:30 p.m. – 3:30 p.m.

Superintendent/President Report
- Provided an update on the American Red Cross' use of the gym.
- Spoke about the accuracy and cleaner data with budget information.
- Spoke about the agenda information and urged everyone to submit their reports in a timely manner.
- Road to Recovery information will be updated as information is received.
- Don Brock a member of the Foundation Board wrote an article regarding the water transfer and stated that administration will stay tuned as to what happens in that matter.
- Wellness Committee established a few years ago and asked if anyone is interested in serving on the revamped committee to talk to Travis.
- College Hour conversations have started with faculty and staff .
- Redesign Team discussions taking place and a meeting will take place next week.
- P-16 Council has moved its time from 3:00 p.m. to 7:00 a.m. to include participation of the business community .

Vice Presidents
Vice President Finnell for Information Technology
- Phones issues should all be resolved.
- Print volume update.
- Mail Service update, using the front Information Booth to handle the mail service.

Vice President Lau for Business Services
- Budget will go for Board adoption on September 12.
- Spoke about the financial reality and the issues that face the college.

Vice President Berry for Academic Services
- Working on spring schedule on Fridays.
- Will be on the Cerritos College Accreditation Team and will be doing training.
- Information to go out on Participatory Government

Deans
Dean Ruhl - Arts, Letters, & Learning Services
- Reorganization of the new Arts, Letters, & Learning Services has been successfully implemented. The first department chairs meeting was held August 13 and a bi-weekly schedule of meetings has been established.
- Office moves are complete including Taylor Ruhl to 2782 and Toni Gamboa to 2783. All department chairs have offices alone. Carol Hegarty in the Art Gallery. James Patterson, Leticia Pastrana, and Jose Ruiz in the ALLS Division office suite in 2700. And Cathy Zazueta remaining in 1500.
- Challenges created by retirements and resignations have necessitated the hiring of several new part-time faculty, especially in English, Speech, and Art.

- The Library has implemented a new streaming video database (VAST) which will provide films on-demand access to over 20,000 films. Links (but not clips) to these can be inserted into Blackboard. This will largely replace the purchase of physical items such as DVDs. Contact Frank Hoppe for more information.
- IT assisted the Library in downloading student records in to the Sirsi library management system from Banner for the first time. This furthers the expanded utilization of both systems.

Dean Aguirre – Health & Sciences
- The Health and Sciences division is still adjusting to a few changes in faculty offices, redistribution of instructional departments, and the new Blackboard system.
- Each of the departments met within the first week, elected representatives for the Academic Senate, and set dates and times for subsequent department meetings.
- Most of the bumps in the first week have smoothed out as classes have been moved according to the enrollment, faculty have stepped up to cover colleagues emergency absences, the community has worked with faculty on alternatives for clinical sites, and we are finalizing the selection of the coordinator for the Alcohol and Drug Studies program.

Dean Gregory – Human Resources
Cooking in HR:
1. Finalizing RTH work order process.
   Request to Hire has been automated with a drop down menu. They will be done electronically and will help on the tracking and accounting side.
2. Organization Chart for Board
   Finalizing the org chart and will go to the Board in September.
3. PIT CREW continues.
   The Process Improvement Team continues and discussions underway.
4. AP on Payroll processing
   Complied an AP for payroll processing. Has been reviewed by the EC and going to College Council as an informational item. No more mailing of paystubs, each dept./division will have stubs delivered by security. If not picked up in 90 days then they will be collected and shredded. Payroll can creat a payroll history for any employee if requested.
5. Open enrollment / Benefits in Banner
   Everyone has to make a choice. One more email will go out to All Users and then individual emails /report to VPs.. If not selected by September 17, 2012, employee will go to employee only Basic plan.
6. First dashboard report with IT!
   Data elements that are placed into a graph or chart. The information will pull from information in Banner. Can be used in any of our areas to view and compile reports.
7. Student Employment PDs and resolution

Continuing to discuss student employment. Working on job descriptions and look at student employment in general (assignments, pay, duties, etc.). Students will go to Board for approval.
8. Reassign time resolution
   Individual and cumulative time/costs will go to Board for approval.
9. Recap of negotiations with PTFA
10. Reemployment/layoff

We are working with Deans Lopez and Ceasar to issue a layoff notice for a position in the financial aid area and reemploy a different student services position

Dean Ceasar
Counseling:
- Completed appointments 7/1/2012-8/31/2012: 1,805 in person; 130 other (e-mail, phone, on-line)
- Reception area re-model completed
- Fast-Track task force

Transfer Center:
- Veronica Soto announced as the Transfer Center Director/Articulation Officer
- Meetings with SDSU to coordinate services, identify cohort

Imperial Valley University Partnership (IVUP)
- 102 students
- Three majors: Psychology-39, Criminal Justice-42, Liberal Studies-21

Higher Ed Week:
- September 17-20
- Eight high schools, 20 Institutions of higher ed.
- Parent event: Wednesday, 9/19, 5:30-7:00 at Imperial Valley Mall

Directors
Director Webster – Maintenance
- Cleaning Offices on Fridays
  Due to staff shortage.
- Working with Red Cross in Gym
  Red Cross left Saturday afternoon.
- No damage from recent earthquakes
- High humidity and heat made for a lot of A/C service calls the first two weeks of school
- Room Capacities
  Evaluating for maximization; however, there are limits due to safety.

Director Hoisington - Admission & Records Department
Graduation Stats for Summer 2012
- 70 Associate Degrees awarded (Total degrees for year = 627)
- 52 Certificates awarded (Total certificates for year = 301)

Applications for Admission submitted for Summer/Fall 2012 = 654

Unduplicated Student Number = 7915 (as of 8/29/12) – 191 less students than last year at this time.
FTES = 2895.48 – 144.65 less than last year at this time.

Transcripts processed via Docufide since June 1 = 1242

K-12 Student Applications Received = 13

Census Date: Tuesday, September 4 (Deadline to submit Census Roster to Admissions & Records is Wednesday, September 12.)

Chancellor's Office Mini Grants – We have applied for three Mini-Grants being made available through the Chancellor's Office. These grants will allow us to do the following:
- Receive Electronic Transcripts
- Integrate these transcripts in to Banner.
- Responding to electronic requests

Director Cantwell - Application Services
Project bucket list: **Updated: Aug 30, 2012**
This is a snapshot of the current projects or what we call our 'bucket list'. Helpdesk tickets are separate and are balanced in conjunction as priority dictates.
- HR Obligation report (on schedule)
- Finaid MIS Annual (in progress)
- EB/EJ MIS Annual (work moving report into Argos)
- Oracle Metric collection error (working w/ Oracle for solution)
- ODS streaming, table staging and tuning w/ 11g (resolving conflict errors on Apply side)
- Oracle 11g default role mod (undergoing prep)
- Health Check (awaiting prelim from Syd)
- FICMAT non-academic processes
- PC Banner image (in progress)
- MIS SDA conversion to Argos(in progress)
- Finance SDA conversion to Argos(in progress)
- Electronic transcript processing with Banner (system level review w/ Docufide)
  - Sending transcripts (currently done w/ Docufide)
  - Transcript requests handling
  - Receiving and loading transcripts
- CALB 8.6.1 patches (under construction)

- Oracle Middleware 11g (INB) (start configuration week of Sep 4)
- Oracle Middleware 11g (Webstar)
- DRC formation (1st meeting Sep 13)
- DegreeWorks 4.1.0 upgrade (under review)
- Banner Security revisited (Security class inventory and review)
- Enlighten Conversion to Argos (in progress)
- DegreeWorks Phase II
  - Athletic   b. Financial Aid   c. CPA
- CALBHR install and setup (under review)
- Move auxiliary Banner servers to Hyper-v (in review)
  - SARS   c. ~~Argos~~   e.Xtender
  - ~~ESARS~~   d.Enlighten
- Xtender for HR

Director Seals - Financial Aid

- Back log of Financial Aid processing is up to 5 weeks. While it is normal for processing time to increase during the first 2 weeks of school we have noticed a high number of incoming freshman that are just completing their financial aid files. We are currently working on strategies to better communicate the financial aid process to High School Seniors this upcoming Outreach season.

- The Student Success Act of 2012 is going to the Governor for signature. Most notable for financial aid is the application of academic standards to BOGFW. Standards will most likely mirror campus academic standing as opposed to financial aid SAP.

- Book Voucher process is over for the semester. The amount of vouchers used by students was 34% higher than last Fall.

- First disbursement for students is September 21st.

Omar Ramos - Online Services

Online and Copy/Print Services
- Surpassed $21,000 in Copy/Print Chargebacks for Month of August
- Additionally, nearly $200 have been collected by the PaperCut Pay Station in the Library in the last two weeks and $112.89 (Net) has been collected via PayPal.
- Reprographics currently still has plenty of Goldenrod which we are still offering at $0.03/page, but we're almost out of Salmon (less than 1 ream left). Additionally, we have extensive amounts of card stock which we are now also offering at $0.03/page: Red (16,500 pages), Cherry (10,000 pages), Gray (5,000 pages), Bright Ultra Pink (8000 pages), Pink (7250 pages), Green (3000 pages), Canary

(2250 pages). We also have enough NCR paper to last for the next decade (exaggeration, but we do have a lot)

- Info Cards for various services are being created right now in business card sizes that will be distributed to various locations on campus that can be given students (PaperCut Basic Info, PaperCut Copier Login Info, Blackboard Login Info, Student Email Login Info, Wireless Login Info)
- Mail Service may be delivered to IVC in the near future nearby the main entrance area's current Information Booth (Todd and I spoke with the Imperial Postmaster on 08/29 and things look promising)
- The IVC Main Website is being moved over into the new virtual environment and will allow our old physical server to be decommissioned soon (currently in progress, but should be done by the end of the day)
- Google Analytics Year over Year Report for the 2011 and 2012 Priority Registration times for the Main Website are very positive for all metrics (more pages per visit, increased visit duration, etc.)
- Blackboard Syncing Issues are still being investigated by Blackboard Support. Do not appear to be related to patch over the 8/25 weekend, but may be related to database logging issues on their end caused by the frequency of syncing updates occurring from our end (recommended 6 hours between syncs).
- Blackboard Mobile Analytics are shown below (direct link: https://mlas.medu.com/api/b2_registration/analytics_share_form/?share_key=ef8 b29468097663719efa6c17428fafb)
- Blackboard Usage Reports are attached, except for the User Activity Overview Per Course Report which was too large (direct link: http://spaces.imperial.edu/omar.ramos/reports/bb_user_activity_overview_per_c ourse_2012-08-31.pdf)

Director Kakiuchi - Purchasing/Accounting
Purchasing:
- We have temporary help on the following days and times:

Monday, Wednesday, and Friday from 9:00 a.m. to 12:00 p.m. to assist with Purchase Orders, Van and Rental reservations, Vendor set up, online ordering, and issuing of vendor's credit cards.

Tuesday and Thursday 11:45 a.m. to 1:15 p.m. and 3:00 p.m. to 4:45 p.m. and Friday from 10:15 a.m. to 3:15 p.m. to scanned and deliver packages. Our goal is that by Friday all packages received during the week are delivered.

We are trying our best to service everyone that request our service. Please follow the ordering and rental procedures so we can have ample time to fulfill your request.
- Office Supply launched a new website. Paul, was on campus on August 27, to conduct a navigation training. Forty three users were invited and ten attended. If users need assistance with the new website please contact Paul at 760-352-3383.

Please have the Purchase Order approved before submitting the order to Office Supply, this will expedite the approval.

- I am in the process of summarizing the fixed assets' data to forward it to AssetWorks.

Accounting:

- FACT- payment plan, we have over 600 agreements, this number changes every day since students are modifying, signing up, or terminating their agreements. Overall this year students seem more responsive to the program. The ones that followed rules and procedures are aware of the advantages of having a payment plan. Mary Carter, Mirtha Galindo and Ana Rojas are also assisting students with any modification to their plans.

- Credit and Debit card payments- Refunds are being process directly to the student's credit or debit card that was used to pay their fees. Students are appreciative of this new process. Transaction is processed the same day and they will received the refund in couple of days.

- VA participants: Currently we have 33 veterans registered to receive assistance from the Veteran's Administration Office. Funds are deposited directly to the college and then payment is posted on the student's accounts.

- End of the Year and Carry Over funds, in process

Director Evangelist – IVC Foundation
Annual IVC Golf Tournament
SAVE-THE-DATE: Saturday, September 29th, 2012 at Del Rio Country Club. Entry fee is $125 per person or $500 per team. Each year this tournament is the largest single fundraising event for the IVC Foundation.   Go to www.imperial.edu/golftournament for more information.
>>*We need help with PROMOTION & SOLICITATION FOR RAFFLE PRIZES!*

Hall-of-Fame & Spring Gala
The HOF committee has recommended some changes to our schedule. Tentatively the current plan is to set a date in the Spring (April 2013) to have a large gala-style event where we would recognize two to three Hall-of-Fame inductees, as a part of a larger "support IVC" themed evening.
>>*To make a nomination for this year's Hall-of-Fame class go to:*
www.imperial.edu/alumni.

Hall-of Fame Recognition Wall

The Foundation and the HOF committee would like to initiate a campaign to develop and then install a top quality HOF recognition wall. I'll bring visual examples to the meeting.
>>*Looking for suggestions on where to locate the HOF recognition wall piece.*

Student Ambassador Program
We are trying to recruit 10 to 15 Student Ambassadors. (That mean's we'd like to have about 25 applications). Guide potential applicants to: www.imperial.edu/ambassadors .
>>*We need staff & faculty to: 1) Recruit Great Students and/or 2) Identify to Us Great Students*

Big Box Donation Box
We've made some initial pitches to Costco and we hope to schedule others, with the goal of placing a "GIVEtoIVC" donation box or checkout donation at all of the local large retail stores. The theme of this campaign will be to raise funds for the generally popular "Scholarship Fund".
>>*Keep your fingers crossed – this could be big!!*

K12 Tour Dates Set for 2012-2013
We've identified these dates as preferable tour dates for K12 elementary tours on campus:
> *Nov. 9th & 30th; Dec. 7th; Jan. 25th; Feb. 15th & 22nd; Mar. 15th & 22nd; Apr. 12th & 26th*

Director of Enterprise Systems Enz
Lecterns are functioning. Computers will be worked on this week.
Continuing on the Computer Refresh Program.

Other Reports
Jill Nelipovich - Institutional Research
1. Attended a workshop and cccconfers on MIS reporting. All colleges are required to resubmit data on zero BOG fee waiver going back to 2009 – 10 school year. One college had more fee waivers than they had students. Chancellor's office identified 40 schools with problems and we were not one with initial problems. However, all schools are required to resubmit data. State intends to collect funds from schools that were provided more of the "pot" than they should have received.
2. Created a report for MyEdu. The report is a grade distribution per CRN. MyEdu compiles the information and provides public access on each schools data. I have spoken to another institutional researcher and her college charges $350 for the information. In the past we have not charged. I am looking into what (and if) other colleges charge for providing the data.
3. Met with almost all VP's in various areas
4. Met with various faculty members around campus and will begin compiling the data they requested.
5. Submitted the initial documentation for IPEDS. The registration is due September 5th and then data submission occurs throughout the year. I have been educating myself and what data is necessary for this report. Needed to populate data first-time, full-time students in Fall 2009 that earned a degree/certificate.

6. Educated myself on program review, educational master plan, IPEDS, and accreditation process.

Bill Gay - Public Relations
1. We are producing another video for IVC, this one featuring transfer opportunities, counseling, student life and other academic programs that were not covered in the recent CTE video we produced. This video is being funded by a grant that is administered by Martha Garcia. I have developed the script and it is being shot by Spectrum Advertising. All on camera narration and voice overs will again be done by our ASG President, Lisa Tylenda. We hope to begin shooting the video on campus next week.

2. This academic year marks the 50th Anniversary since classes began here on this campus. Several years ago we celebrated the 50th Anniversary of the *formation* of Imperial Community College District. Shortly after the district was formed, a bond issue was held to build this campus. After about 18 months construction, it opened in 1962. During the period between 1960 and 1962, classes were held at Imperial High School, using what are now the 500 buildings. We will be marking this 50th through established events on campus (ie the Fair booth, business showcase, etc.) If anyone has any suggestions, please let me know.

3. We are looking at producing a modified hard copy course schedule for the Spring semester that also would be a combination community newsletter. This publication will just have a summary of the courses being offered and would not have the detail that was in the old schedule. It will be designed to drive readers to the online interactive schedule. It also will contain information for students, such as how to register on line, a calendar of important dates, etc. The newsletter portion would be an update of construction, 50th Anniversary stuff (see above) and other information of interest to the broader community. This would also be inserted in the newspaper.

The meeting ADJOURNED at 3:06 p.m.

Other items discussed were related to personnel and other confidential matters.

END OF NOTES