

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

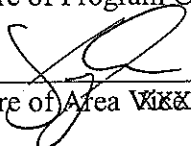
PROGRAM/DEPARTMENT President's Office

ACADEMIC YR. 2012-2013

Comprehensive Program Review       Annual Assessment       Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

<u>N/A</u>	<u>N/A</u>
Signature of Program Chair/Director	Signature of Area Dean
	
Date	Date
<u>02-17-12</u>	
Signature of Area <del>Vice</del> President, Victor M. Jaime, Ed.D.	Date

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



# Imperial Valley College

## Program Review

101-11001-6600		Superintendent / President Office/Unrestricted - General/Planning, Policymaking and Coord				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4220 Magazines, Periodicals, CD's	\$290.00	\$580.00	\$400.00	Subscriptions	10 Routine Operational Cost
2	4455 Copying/Printing	\$650.35	\$2,500.00	\$1,500.00	Printing	10 Routine Operational Cost
3	4460 Office Supplies	\$1,624.22	\$2,000.00	\$2,000.00	Office Supplies-President/Board of Trustees	10 Routine Operational Cost
4	4480 Hospitality	\$3,257.86	\$7,500.00	\$7,500.00	Hospitality for President's Office	10 Routine Operational Cost
5	5220 Travel - Staff Conferences	\$5,208.72	\$7,778.20	\$8,000.00	Travel Expenses to attend conferences/meetings	10 Professional Development
6	5310 Memberships and Dues	\$34,625.00	\$37,420.00	\$36,755.00	Institutional Memberships and Dues	10 Routine Operational Cost
7	5541 Cell Phones and Pagers	\$348.42	\$2,000.00	\$2,000.00	Cellphone for President	10 Routine Operational Cost
8	5860 Postage	\$102.13	\$250.00	\$250.00	Postage for President/Board of Trustees	10 Routine Operational Cost
9	5890 Other Expense	\$0.00	\$10,000.00	\$10,000.00	Annual Board Docs Expense	10 Routine Operational Cost
Totals:		\$46,106.70	\$70,028.20	\$68,405.00		

**Long Justifications:**

- 1 Subscription to Title 5 Education Code.
- 2 Printing expenses for Board agendas/minutes, mailing envelopes, invitations and special projects, et.
- 3 Office supplies for President's Office and Board of Trustees
- 4 Refreshments for guests (\$400)  
 Retirement receptions (\$600)  
 Continental breakfast for orientation (\$1,200)  
 Gifts for President's guests (\$100)  
 Sparkletts Water (\$300)  
 Rotary Meals (\$600)  
 Rotary IOUs (\$600)  
 Cynthias Flowers (Plants for Staff \$500)  
 Hour Photo - Plaques for Employees (\$900)  
 Art Cris - Retirement Rocks (\$600)  
 Retirement Name Plates (\$100)  
 Rosewalk Picture Frames (\$1,350)  
 Commencement - Distinguished Service Award (\$250)
- 5 Travel expenses to attend the following conferences/meetings: HACU Conference; CCLC Legislative Conference; SDICCA Meetings; CCC Fall Leadership Conference; AACC Convention/Global Education Commission/Rural Policy Taskforce; CEO Technology Conference; CCCT Annual Conference; CCLC Trustees Association Conference;

CCLC Board Policy Workshops and Annual Conferences; League for Innovations Conference; SCCCEO Annual Conference; Vikki Carr/Paula Saldana to attend the Executive Assistants Annual Conference; Mileage Reimbursements for Deliveries

6 Memberships and Dues for the following: American Association of Community Colleges; Brawley Chamber of Commerce; Calexico Chamber of Commerce, Calipatria Chamber of Commerce: CCLC Policy/Procedures Subscription Renewal; College Going Initiative; Community College League of California; El Centro Chamber of Commerce; Hispanic Association of Colleges and Universities; Holtville Chamber of Commerce; Imperial Chamber of Commerce; Imperial County School Boards Association; Imperial Valley Economic Development Corporation; League for Innovation in the Community Colleges; San Diego/Imperial Counties Community Colleges Association; San Diego/Imperial Counties Community Colleges Association Internship

7 Cellphone for President

8 President's Office correspondence, Board Packets, Campus Notices, FedEx to Chancellor's Office/ Trustee Taylor.

9 Annual Board Docs Expense

<i>Actual Grand Total:</i>	<b>\$46,106.70</b>
<i>Budgeted Grand Total:</i>	<b>\$70,028.20</b>
<i>Requesting Grand Total:</i>	<b>\$68,405.00</b>