



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, June 08, 2009 – 2:30 P.M.
Administration Building Board Room

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

Council members in attendance were as follows:

Frank Rapp, Administrative Representative
Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Taylor Ruhl, Alternate Administrative Representative
Michael Heumann, Faculty Representative (Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Jessica Waddell, Classified Representative (Vice Chair)
Miriam Trejo, Alternate Classified Representative
Reanna Guerrero, Student Representative
Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative
Norma Nuñez, Alternate Faculty Representative
John Abarca, Classified Representative
Frances Arce-Gomez, Classified Representative
Rick Webster, Alternate CMCA Representative
Carlos Fletes, CMCA Representative
Chantilee Mendenhall, Student Representative
Jonathan Balint, Student Representative
Crystelle Enriquez, Alternate Student Representative

Others Present:

Travis Gregory, Marilyn Boyle, John Lau, Gaylla Finnell

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, MAY 11, 2009

M/S/C Bruce Seivertson/Armando Mendez to approve the Minutes of May 11, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry was not present.

This item was postponed to the next College Council meeting.

Budget Update

Vice President for Business Services John Lau reported the following:

- VP Lau gave a brief overview of the current 08-09 budget and the proposed 09-10 budget. He distributed the "2 year Funding Analysis Unrestricted General Fund and 09-10 Tentative Budget Draft." VP Lau indicated projected ending reserves for 08-09 are at 9.36% which include adjustments of \$500,000 in bad debt, and \$120,000.00 in retiree vacation accruals. He stated the District used \$3.8 million of reserves to balance the budget this fiscal year.
- VP Lau stated that in 09-10 the budget would need to be balanced through cost containment. He indicated the District is projecting a 0% COLA and 1% funded growth. He indicated the District would be reducing the 09-10 budget by \$5.9 Million to balance the budget leaving the ending reserves at 6%.
- Reported that Director Carlos Fletes is working on line-budgeting and should be completed by Wednesday afternoon. He indicated once this is completed the District should know how close the District is to balancing the budget. He stated the projected balanced budget would be presented to the Board of Trustees on June 17th.
- Reported that the State announced last week that they are projecting a zero growth base budget; the projected one percent growth may be eliminated.
- The financial constraints coming to community colleges are severe, and the District would be concentrating on maintaining core programs.
- VP Lau stated the District would be going out for another TRANS this year because the District would probably experience a cash flow issue.

President Update

Dr. Ed Gould reported the following:

- Indicated that there would be a \$2.5 million reduction in categorical programs based on the recommendations by the Governor; he stated the legislature has not responded to the Governor's recommendations and, therefore, the District would be budgeting according to the Governor's budget.
- Reported that CalWorks has notified the District that they would not be renewing contracts for next year. President Gould stated that the District has given eight CalWorks employees layoff notices.
- Reported that the lobbying being done for EOPS and DSP&S is very strong and would not likely be cut by 58% (as the governor's budget originally indicated).
- President Gould talked about the general fund and some cuts that are being proposed by the Planning and Budget Committee and Cabinet which include:
 - \$200,000 to be cut from the \$500,000 budgeted for GASB 45;
 - \$200,000 to be cut from supplies, travel mileage, consulting and subscriptions;
 - Capital outlay would be eliminated or would leave a balance of \$150,000;
 - Summer session and winter session would be cut in half;

- The Brawley Extended Campus would be cut;
 - The El Centro and Calexico Extended campuses would be reduced by 10%; Noncredit courses remaining would be the citizenship courses, and the bridge program for ESL, all other noncredit courses would go to fee base courses;
 - Recommendations are that there be no cuts in Athletics; President's recommendation is either all or none;
 - District would not schedule any savings this year for the four-day work week this summer. He indicated the savings would be tracked this year;
 - There are \$1.4 million in retirements savings, the District would save \$965,000 of that amount and would only spend \$500,000 to replace essential positions, mostly faculty;
 - The District would be requesting that the overload and adjunct pay remain at the \$55.00 rate, and may ask for a \$5.00 reduction;
 - Classified overtime has been reduced by \$50,000;
 - Student employment would be eliminated in the general fund area; the District would support the work study match in the non-general fund areas such as parking.
 - Step increases would be paid this year.
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- Stated these reductions total \$5.3 million. He indicated when the budget is presented to the Board of Trustees on Wednesday, June 17th there would be a balanced budget.
 - Announced the District is in the process of developing three grants by the WIB Board, which would pay for the salary of one laid-off position. He indicated there are two teams assigned to work on the WIB grants and NSL grants. He further stated the District would also be pursuing Department of Labor grants. He indicated the District is expecting \$400,000 to \$800,000 in less competitive grants from the WIB Board, and would be looking at transferring some positions to fill these jobs.
 - Announced that Commencement is on Saturday, June 13, 2009 and reminded everyone that we are here to celebrate with the students their success despite the difficult times the District is facing.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 05/20/09, 05/06/09
2. Planning and Budget Committee, 05/13/09, 4/22/09, 03/11/09
3. Technology Planning Committee, 03/19/09

DISCUSSION AND INFORMATION ITEMS

1. 2009-10 Tentative Budget - John Lau

This item was addressed under Budget Update.

2. College Council Going Green - Michael Heumann

Chair Heumann stated that College Council has discussed this topic in the past and stated this would mean the Recording Secretary would send out the Agenda Packet in PDF format by email and no printed copies would be provided. He stated College Council members would have the option to print out their own copy, or bring their laptop to College Council.

Associate Dean Lopez indicated that a router would need to be installed to be able to have internet access.

Chair Heumann stated that this could be accomplished. Chair Heumann asked members what their thoughts were on going completely green or to provide at minimum five copies.

President Gould indicated that copies should be provided for Student Representatives who may not have internet access on campus.

Chair Heumann asked that this item be moved for action at the next College Council meeting.

3. Request for Ad Hoc IVC Veterans Memorial Committee - Gaylla Finnell

SPA Advisor Gaylla Finnell passed out a handout of the IVC Veterans Memorial designated site. She announced that she would like to start an Ad Hoc IVC Veterans Memorial Committee, and she indicated that she would head the committee. Spa Advisor Finnell stated that she spoke to Web Master Omar Ramos about starting a web page for the Committee.

Associate Dean Lopez indicated that he would like to be on the committee.

Spa Advisor Finnell stated that there were discussions about using a flag pole that is not permanent since the design work has not been completed. She stated she would be meeting with the designer in July and would come back with more ideas in the fall. She stated she would hope that this project could be accomplished in five years, and estimated the cost around \$100,000. She indicated that it can be accomplished if it is planned right and the community is involved in this project.

This item was postponed for action next College Council meeting.

4. Use of Etudes for Distant Education (Proposed revisions to AP 4105, Information Item) - Michael Heumann

This item was presented for informational purposes.

5. Distant Education Terminology (Proposed revisions to AP 4105, Information item) - Michael Heumann

This item was presented for informational purposes.

ACTION ITEMS

**M/S/C Sergio Lopez/Miriam Trejo
Employee Conflict Resolution Form - Travis Gregory**

“EMPLOYEE CONFLICT RESOLUTION FORM

This form is meant to serve as an optional way to allow employees to help informally resolve conflicts that don't rise to the level of discrimination, sexual harassment, or contract grievances. Those types of complaints have specific procedures, mandated by law, and you should contact the Human Resources office for assistance.

Name: _____ Date: _____

Position: _____ Immediate Supervisor: _____

1. Please outline the concern(s), which resulted in your decision to initiate this process. Specific examples / dates detailing your concern(s) are encouraged. Ensure to include the impact it has on the work environment. Feel free to attach additional pages if more space is necessary.

2. What specific remedies would help resolve this issue?

Employee's Signature: _____ Date: _____

Upon completion, submit to Human Resources. The form will then be forwarded through your chain of command. Within 15 working days the supervisor /administrator will respond to you in writing and will ask you to indicate if the issue has been resolved to your satisfaction (simply circle "Yes" or "No" below).

Date received in Human Resources _____	Received by _____		
Date submitted to Immediate Supervisor _____	Received by _____	Resolved: Yes	No
Date submitted to area Administrator _____	Received by _____	Resolved: Yes	No
Date submitted to area Vice President _____	Received by _____	Resolved: Yes	No
Date submitted to President/Superintendent _____	Received by _____	Resolved: Yes	No

**M/S/C Miriam Trejo/Armando Méndez
The Environmental Health and Safety Committee Bylaws**

**"IMPERIAL VALLEY COLLEGE
Standing Rules of the Environmental Health and Safety Committee**

Access to the Environmental Health and Safety is available to all members of all constituencies
Board Approval May 8, 2002, Resolution No. 12427
Revision Approval September 3, 2003 Resolution No. 12785
Environmental Health & Safety Committee Revisions May 18, 2009

MISSION

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

FUNCTIONS

- *create and maintain active interest in health and safety and to increase commitment to these issues;*
- *stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;*
- *identify problems;*
- *formulate policy and procedures;*
- *monitor and improve workplace health and safety;*
- *ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.*

ACTIVITIES

- *develop and implement programs to protect employees safety and health;*
- *deal with employee complaints and suggestions concerning health and safety;*
- *set up and promote programs to improve employee training and education;*
- *accident investigation and follow up;*
- *consult with professional and technical experts;*
- *make recommendations to management for accident prevention and safety program activities;*
- *monitor effectiveness of programs and procedures;*
- *periodic surveys and inspections to detect hazards and make recommendations for change;*
- *review and investigate reports of hazardous conditions and coordinate corrections;*
- *disseminate information about requirements concerning workplace health, safety, and environmental protection;*
- *hazard reporting and accident/injury recordkeeping.*

MEETINGS

The committee shall meet regularly, not less than quarterly, and report to College Council. The meeting schedule shall be posted on the Committee's website at the beginning of the academic year.

AGENDA

1. *The Environment Health and Safety Committee will generate its agenda from items submitted by any committee member or any member of the campus community of Imperial Valley College.*
2. *The agenda will be prepared by the Chair of the Environmental Health & Safety Committee and distributed to members a week in advance of the scheduled meeting.*
3. *In addition, copies of the agenda and minutes of previous meetings will be posted on the Committee's website and available for review, with attachments, at the Human Resources Office.*

OPERATIONS

- 1. The Environmental Health and Safety Committee shall provide advice and guidance to the District on applicable health and safety matters.*
- 2. A simple majority of members must be present to hold a meeting.*
- 3. Copies of attendance records shall be forwarded to Academic Services and the President's office.*
- 4. Minutes will be recorded at each Committee meeting and distributed via email to all District employees. Copies of minutes will be forwarded to College Council.*

COMMITTEE MEMBERS

The Environmental Health and Safety Committee shall be composed as follows:

- 1 District's Safety Administrator (Committee Chair, non-voting member)*
- 1 Administrative Representative*
- 2 Faculty Representatives*
- 1 Student Representative*
- 1 Classified Representative*
- 1 Classified Manager/Classified Confidential Representative*
- 1 Representative from the Maintenance Department*
- 1 Representative from Parking Control*
- 1 Representative from DSP&S Program*
- 1 Representative from the Allied Health Department*
- 1 Representative from Information Technology*
- 1 Representative from Public Relations*

TERMS OF OFFICE

Voting members shall be appointed by their constituent groups. Management representatives or representatives from different departments shall be selected by management. Voting members shall serve a continuous term of at least one and not more than three consecutive years.

The District's Safety Administrator shall serve as Committee Chair.

PROCEDURES

Since the Board of Trustees has established the Environmental Health and Safety Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

- 1. The Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
- 2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the Human Resources office.*

3. *All committee recommendations will be forwarded to College Council for discussion and approval.*

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Environmental Health and Safety Committee.”

Motion carried.

ADJOURNMENT

M/S/C Bruce Seivertson/Armando Mendez to adjourn the meeting at 3:00 p.m.

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

2009		2010	
July 13 & 27	October 12 & 26	January 11 & 25	April 12 & 26
August 10 & 24*	November 23	February 8 & 22	May 10 & 24
September 14 & 28	December 14	March 8 & 22	June 14 & 28

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day members