



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 22, 2010 – 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:

Taylor Ruhl, Administrative Representative  
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)  
Martha Garcia, Faculty Representative  
John McClain, Alternate Faculty Representative

Jessica Waddell, Classified Representative (Vice Chair)  
Marilyn Boyle, Alternate Classified Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative  
Sergio Lopez, Administrative Representative  
Jan Magno, Alternate Administrative Representative  
Kevin White, Faculty Representative  
John Abarca, Classified Representative  
Miriam Trejo, Classified Representative  
Gloria Carmona, CMCA Representative  
Martha P. Garcia, Alternate CMCA Representative  
Steve Sciaky, Student Representative  
Brian Phillips, Student Representative  
Carlos Espericueta, Jr., Student Representative  
Ashley Juarez, Alternate Student Representative

Others Present:

Bill Gay, Rosanna Lugo, Todd Evangelist, Dawn Chun, John Lau, Gaylla Finnell, Tina Aguirre

### MEMBERSHIP CHANGES

There were no membership changes.

### PUBLIC COMMENT

There was no public comment.

**APPROVAL OF MINUTES DATED MONDAY, MARCH 8, 2010**

M/S/C Jessica Waddell/Martha Garcia to approve the Minutes of March 8, 2010.

Motion carried.

**AREA REPORTS/UPDATES**

**College Council Report**

Chair Heumann noted that students are using the wireless network around campus, and asked if there is a wireless network map available to let students know what areas the wireless network is accessible. He stated he would bring this topic up at Technology Council.

Vice Chair Waddell announced that Webmaster Omar Ramos has set up the new committee website with the new format and everything has been transferred. Chair Heumann indicated that a demo would be presented at the next College Council meeting.

Associate Dean Caesar announced that March 23, 2010 is Disability Awareness Day and two events will take place on campus at the College Center. He indicates 40 agencies that provide services to disabled student would be present in the morning, and in the afternoon a Transition Fair would take place.

Director Chun announced the Grant Committee would be developing a student survey to determine what percentage of students actually uses the wireless network.

Chair Heumann announced he would be sending out an email asking for a written summary report from committee chairs or request that someone from each committee be present to report at College Council.

**Program Review**

Vice President for Academic Services Kathy Berry was not present.

Associate Dean Aguirre reported that last week the Education Master Planning Committee completed the first round of the evaluating process and would be looking at ways to improve program review, and stated would also be looking at ways to capture and use data from Comprehensive Review. She noted that given the economic crisis departments have kept their needs to the bare minimum. The committee would be looking at ways to capture both the current and future needs and wishes of the departments for future planning.

**Budget Update**

Vice President for Business Services John Lau reported the following:

- Announced that the business office is starting to process program review into budget format.
- Budget and Fiscal Planning Committee would be meeting on March 24, 2010.
- Reported that insurance premiums had increased and would be creating a task force to make recommendations to the insurance committee. He indicated that time is of the essence and this would be a high priority.

### **ASG President Update**

Associate Student Government President Steven Sciaky was not present at this meeting.

- Chair Heumann reported that ASG President Steven Sciaky and ASG Student Representatives were in Washington, DC attending a conference.

### **President Update**

Dr. Ed Gould reported the following:

- Announced the Accreditation visits would take place on Friday, April 23, 2010. He announced the two team members visiting are Dr. Roe Darnell, Chancellor at Yosemite Community College District and Dr. Marcia Corcoran, Dean of Language Arts at Chabot College. Dr. Darnell was the team chair at the 2007 review, and Dr. Corcoran was also part of the original team. He stated they would be at the college for one day and would be looking at the evidence. He indicated that a report to the commission would be due two weeks after their visit and the report would be reviewed at their June 2010 meeting.
- Announced the Board Retreat is scheduled for Saturday, March 27, 2010 at 8:00 a.m. and the following items would be discussed: 1) Educational Programs, Future Programs and Influence on Technology; 2) Update on the State budget; 3) Review of Board Policies Chapters 1 and 2; 4) Ethics and Communications; 5) Public Relations Campaign Visioning Process, Interagency Cooperation and Projects; 6) Review Goal Process 2009 and set new Goals for 2010.
- Reported that the Student Services Reorganization is now in balance. He stated he met with VP Jaime regarding the Student Services Reorganization being cost neutral and VP Jaime indicated Student Services would be using categorical money to fund ½ of the Financial Aid Director position.

### **Policy & Procedure Committee**

- Chair Heumann reported he is part of the Policy and Procedures Committee and the committee would be meeting March 24, 2010.

### **Budget and Fiscal Planning Committee**

- VP Lau reported that the Committee would be meeting on March 24, 2010 and would be discussing going into a co-chair structure.

### **Facilities and Environmental Improvement Committee**

- Vice Chair Jessica Waddell reported that the Committee had its first meeting on March 15, 2010 and would be meeting the third Monday of every month at 3:00 p.m. She announced that she was nominated as Chair of the Committee and Gordon Bailey was nominated Co-Chair. She stated the committee was looking for a Secretary to serve on the committee.

### **Technology Planning Committee**

- President Gould noted that Dr. Ying would be retiring and asked that College Council make a recommendation on how the Technology Planning Committee and the Distant Ed Committee can work together more closely.
- Chair Heumann stated the Technology Committee and the Distant Ed Committee met last week, and their goal is that these committees work more closely together.
- Dean Ruhl stated that both committees have been discussing this issue. He stated that Learning Services Support Committee role needs to be redefined because this committee deals with Instruction Technology, IT, and Distant Ed. He indicated that Learning Support Services should only deal with the Library and Tutoring. He stated the committees are working towards a proposal.
- Chair Heumann indicated that he and Dean Ruhl would work on this issue and report at the next College Council meeting.

### **Student Learning Outcomes Committee**

- Associate Dean Aguirre stated that Toni Pfister is working on converting all SLOs submitted in the fall to PDF format so that they can be posted on the website. She stated in the future she would be requesting an electronic version of the SLOs as well.

### **Staffing Committee**

- Chair Heumann noted that the Staffing Committee and the Professional Development Committees are not yet standing committee and would be talking to Travis Gregory the chair of these committees.
- There was discussion on whether these committees should become standing committees and how they fit into the overall structure.

## **DISCUSSION AND INFORMATION ITEMS**

### **1. Shared Governance - Michael Heumann**

- Chair Heumann asked that this item be postponed to the next College Council meeting since Member John Abarca was not present to discuss the CSEA Guide SB 235 which he distributed at the February 22<sup>nd</sup> meeting.

### **2. IVC Employee Survey - Dawn Chun**

- Director Chun announced that she developed a student survey which takes approximately 15 minutes to complete. She asked this council to send out the survey link to the campus community and the consensus was that the deadline would be April 22, 2010.
- Director Chun stated that the student survey would be conducted every three years. She indicated that the survey contains climate questions and covers instruction, technology, student services, and facilities.
- President Gould noted that it is an evaluation of the institution and would be an important tool to use in the next three years of planning.

**3. 2010-11 Proposed Budget Development Calendar - Carlos Fletes**

- Director Fletes went over the IVC 2010-11 proposed Budget Development Calendar Timeline:
  - Draft Tentative Budget would be presented to the Budget and Fiscal Planning Committee on March 24, 2010 to make recommendation to the Superintendent/President.
  - Draft Tentative Budget would be presented to College Council and Academic Senate in April in order to give shared governance committees enough time to review the budget.
  - Tentative Budget would be presented for adoption by the Board of Trustees at the June Board Meeting.
  - Final Budget would be presented for adoption by the Board of Trustees at the September Board Meeting.

**4. Signage Plan - Jessica Waddell**

- Vice Chair Waddell reported that the Facilities and Environmental Improvement Committee have made the following recommendations to College Council regarding the LED signs that were purchased. Their recommendation is to place one LED sign at the northeast entrance in the grass area facing Highway 111 traffic; and the second LED sign on the west side facing the Aten Road traffic. She stated there are trees in this location which would be taken out to avoid obstruction.
- Vice Chair Waddell indicated the Committee's future goals are to place two new signs at the new entrances. She stated part two of the installation would be installing non-smoking signs, entrance signs, roadway signs, and directional signs for the 2700 Building.

**ACTION ITEMS**

1. None.

**ADJOURNMENT**

Chair Heumann called to adjourn the meeting at 3:30 p.m.

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

2010	2010
March 22	May 10 & 24
April 12 & 26	June 14 & 28

Meeting Canceled

\*Fall Semester Begins

Overload rate for 177-day member