AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 22, 2008 – 2:30 P.M. Administration Building Board Room

MEMBERSHIP

Kathy Berry, Administrative Representative Robin Ying, Administrative Representative Efrain Silva, Administrative Representative Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair) Bruce Seivertson, Faculty Representative Armando Mendez, Faculty Representative Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair) Frances Arce-Gomez, Classified Representative Jessica Waddell, Classified Representative Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative Itzel Bejarano, Student Representative Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio Gene Hill, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 8, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry

Accreditation Process - Kathy Berry

Learning Services – Dr. Taylor Ruhl

Business Services/Bond Projects/Parking and Facilities Plan Update - John Lau

Student Services - Dr. Victor Jaime

ACCESO - Gloria Carmona

Title V Cooperative Grant – Dr. Lianna Zhao

Technology Services - Dr. Robin Ying

Associated Student Government - Chantilee Mendenhall

President's Update - Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEES

- 1. Student Learning Outcome Committee, 7/22/08.
- 2. Campus Operations Committee, 5/29/08.

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS

- 1. Approval of Campus Beautification Committee Dr. Ed Gould
- 2. Approval of Greening Committee Dr. Ed Gould
- 3. Approval of Smoke Free Campus Travis Gregory and Chantilee Mendenhall
- 4. Task Group to review Shared Governance Committees, Recommending Process, and Planning Dr. Ed Gould
- 5. Task Group to identify processes in need of improvement Dr. Ed Gould

ADJOURNMENT

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 44 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

Overload rate for 177-day members

^{**}Fall Semester Begins

^{*} Summer Session Begins

MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 8, 2008 – 2:30 P.M. Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative Robin Ying, Administrative Representative Efrain Silva, Administrative Representative Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair) Bruce Seivertson, Faculty Representative

John Abarca, Classified Representative (Chair) Frances Arce-Gomez, Classified Representative Jessica Waddell, Classified Representative

Carlos Fletes, CMCA Representative

Chantilee Mendenhall, Student Representative Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative Armando Mendez, Faculty Representative Norma Nunez, Alternate Faculty Representative Patty Robles, Alternate Classified Representative Rick Webster, Alternate CMCA Representative Gene Hill, Ex Officio

Others Present:

Tina Aguirre, Dawn Chun, Gloria Carmona, Frank Rapp, Liana Zhao, Dr. Victor Jaime, John Lau, Ted Cesar, Travis Gregory

MEMBERSHIP CHANGES

Jessica Waddell will replace Carol Cortez-Ramirez (Classified Representative) Jonathan Balint will replace Sarah Gaddis (Student Representative) Itzel Bejarano's (Student Representative) - replacement to be announced

PUBLIC COMMENT

John Abarca welcomed Adriana Sano as the new recording secretary.

APPROVAL OF MINUTES DATED MONDAY, JUNE 9, 2008

M/S/C Michael Heumann/Sergio Lopez to approve the minutes dated June 9, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Late registration just ended. Classes are very full.
- The instructions office is looking at last minute changes.
- Next step this semester will be census.
- Faculty has reached out and accommodated students in classroom.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- Friday is writing day. The Planning and Budget Subcommittee meets to look at strategic planning and shared governance issue at 8:30 a.m. The Educational Master Plan committee gets together at 10:30 a.m.
- The Brain Trust were hired which consists of Dick Giese and Ed Buckley. They will both be on campus Thursday. The consultants were sent a lot of drafts on Friday, so we are moving along. We will be sending out drafts soon for people to critique and get them to shared governance committees.

Learning Services

Dr. Taylor Ruhl was not present at the Meeting.

Student Services

Vice President for Student Services Dr. Victor Jaime reported the following:

- May and June updates are part of packet, and July and August are handouts.
- Tomorrow is the last day that students can apply for book vouchers.
- · Assessment is continuing.

ACCESO

Project Director Gloria Carmona had several statistics to share (provided handout):

- 50 online classes are being offered this fall which is 4.5% of IVC classes.
- Online student enrollment totaled 1,676 which is 6.7% of IVC enrollment.
- The 2008 fill rate for online classes was 109%.
- Instructors attended Tech Camp in August. There are 57 total instructors trained to offer online courses to date.
- 10 new online courses will be offered in the spring.
- ACCESO has developed 40 online courses. 95% of classes needed for A.A./ Liberal Studies can be completed online being short one class, world history.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- IVC CS 170 Introduction to Unix/Linux was approved by C and I and Senate.
- The Computer Science /Administration of Justice event took place on 5/16 at Imperial Valley College. Students, faculty and staff from IVC and SDSU-IV, as well as community members involved in local law enforcement, were invited to the event, which focused on computer science related careers. Speakers from the Federal Bureau of Investigation and Calipatria State Prison were present.
- IVC Computer Science major students attended the math festival (on 5/16) with a display of their robots to help promote the program.
- IVC Title V Team and IVC administration, faculty and staff worked together and resolved prerequisite/catalog issues in lower division CS courses.
- IVC continued discussions with CS and Business faculty on future needs for Room 1705. A resolution was reached, a plan was in place, and any machines that are in need of repair were repaired. A code of ethics and new layout are being drafted for implementation in the fall.
- 9 new students were enrolled in Summer 08 IVC Computer Science old first course, CS 210. 18 new students were enrolled in Fall 08 Computer Science new first course CS 220.
- IVC Room 1705 is not at the capacity to meet the demand of the increased enrollment. Kathy is helping us find a big room/lab.
- One of the IVC Computer Science faculty also is teaching at SDSU-IV, creating continuity of the course instruction.
- SDSU-IV Fall 08 Computer Science classes began. All 11 students were IVC transfers and all have received the scholarships.
- We are planning the computer science program outreach activities for the academic year of 08/09.

Nursing Program

- IVC Title V Nursing 2+2 Program Coordinator presented and promoted program to exiting ADSN students. Worked with interested students and referred them to Title V 2+2 Transfer Counselor.
- SDSU-IV started the second cohort of 16 students in BS in Nursing program, 7
 were new transfer students from IVC, and 9 were RN to BSN co-enrollment
 students.

Student Services

• IVC Title V Transfer Counselor continued advising efforts with BSN and CS students, including creating or updating Student Education Semester Plans. She also assisted CS transfer students with registration at SDSU/IV, as well as financial aid and course questions. A large amount of phone calls were placed to students in the IVC nursing program to provide BSN information.

Continued outreach efforts by attending Higher Ed Week 2 at local high schools.
 Over 2500 high school juniors were in attendance.

Minutes

Management

- The Project has encountered a serious challenge in dealing with our subcontractor and partner institution, SDSU. IVC administration has been actively involved in resolving the out of compliance, an Agreement breach and the related personnel issues.
- IVC administration, Title V faculty and staff have conducted a mid-project self evaluation.

Technology Services

Dean of Technology Robin Ying was off campus and not present at the meeting.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

- Elections start next week, Monday and Tuesday, for five vacant positions.
- Tuesday, September 16th is National Hispanic Heritage Day. There will be a salsa eating contest and live entertainment.
- Voter registration will be open until October 20th.
- On September 17th, ASG has a guest speaker, Kevin White, to talk about the Constitution.

President's Update

- Dr. Gould stated that his report was going to focus on enrollment and our fiscal report. IVC has a 3% increase as of Friday. There is a different pattern then last year where the increase occurred. Head count is 40 below last year which indicates that students are taking about ½ credit more than last fall which is probably a reflection on the economy. The difference is that at the Board's request we are collecting fees before enrollment. Growth would have been much higher had we not imposed that requirement.
- The Board has authorized a 7.8 MIL TRANS. It will be borrowed at1.6%. This 1.6% comes out of the general funds that we cannot spend on student learning as a result. We have not implemented the TRANS yet, but the good news is we ended up with an 18% reserve. The budgeted reserve was at 14%; which means the District is up 4%. He stated there is good and bad news, the good news is that reserves are higher; and the bad news is there is a structural problem that is creating some of the excessive reserves. He stated he would be making recommendations so that staff will be more confident in the projections. He stated he did not anticipate continuing to see these types of reserves.
- There is no State Budget yet, and there does not seem to be any activity in Sacramento to make that a reality. They were supposed to go into session today, but the session was called off to look at the Republican budget. The Republican budget probably has little chance of passing primarily because they are not going to get the majority in the legislature.
- Going back to the enrollment compared to SDICCCA, Mira Costa is at 13% growth increase. Other institutions as well as IVC are around 3-4% growth.

• Thanked the faculty publicly for taking more students across the board. He commented that the increases in growth are due to faculty stepping up.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- Received the \$7.8 Million on Monday to see the District through November. He stated the District has the highest rating given on short term borrowing and was upgraded on long term borrowing to an A from an A-.
- He will be providing an analysis next meeting on budget to actuals. The department heads help build the budget. He stated he wanted the departments to be within 2% of actual to budget variance. He stated this year; the District was at 4½ which is about \$1.5 million. He stated the processes of the budget need to be tightened and he will be working with everyone.
- On construction, he will give monthly schedule updated. He stated the schedule would have the built date and an occupancy date.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

- 1. Academic Senate, 05/21/08
- 2. Planning and Budget, 05/28/08, 6/11/08
- 3. Environmental Health & Safety Committee, 04/10/08, 07/10/08
- 4. Citizens Oversight Committee for Measure L, 06/13/08

DISCUSSION AND INFORMATION ITEMS

1. Proposal of Campus Beautification Committee - Dr. Ed Gould

Dr. Gould stated one of the realities of a 45 year old campus is that it shows its age. He proposed to add a Campus Beautification Committee under College Council to take a look at both the internal and external image of the campus. The external condition of the campus is generally pretty good. He stated he is concerned about the interior condition of the campus. He stated he would be talking about it administratively, but would like to have the College Council's input as a shared governance group.

VP Kathy Berry asked division chairs to look into the inside of their classrooms at tables and chairs that need to be outfitted when stuff is not working.

2. Proposal of Greening Committee – Dr. Ed Gould

Dr. Gould would like to have a committee formed of faculty, staff, and students to take a look at the environmental issues that IVC faces today. He stated IVC needs to improve the environmental situation. He would like to see this campus take an active role in environmental issues from going paperless, to looking at the way air conditioners are purchased in future buildings. He stated the campus is already using electric powered carts, and those could be tied to a solar system in order to conserve energy.

3. Smoke Free Campus - Travis Gregory and Chantilee Mendenhall

Travis Gregory indicated this is more of an informational item and request for feedback. ASG President Mendenhall asked him for administrative support regarding a smoke free campus. He stated at the next Board meeting there will be a written proposal. He stated there are different versions of these types of programs, and asked if anyone had feedback or input to send it to him.

ASG President Mendenhall stated that she has asked Region X campuses to send her information as to what their policies are.

Member Seivertson asked about the survey that was done three or four years ago. He indicated he still had the packet.

ASG President Mendenhall indicated there will be another survey done.

Dr. Gould stated that anti-smoking is not just a student issue. He suggested everyone should be taking these issues back to their group and getting some feedback from the staff and faculty, so that when ASG President Mendenhall performs this survey there is either support or no support from this campus.

Member Lopez stated one of the issues that arose a few years ago was when it came to enforcement of the staff.

VP Berry stated one of the committees was in support of a smoke free campus and believed it was College Council.

Dr. Gould stated the smoke free campus would likely become a board policy.

Travis Gregory stated he found that other colleges have done the same and gone through the process.

4. Task Group to review Shared Governance Committees, Recommending Process, and Planning – Dr. Ed Gould

Dr. Gould indicated there has been a lot of talk about shared governance. He discussed the current responsibilities of the committee and stated he would be recommending a structure change to ensure shared governance. He stated a structure is being vetted and looking at planning and business as separate entities and having Technology report to the College Council. He stated he would like to have a task force react to the plan. He stated there would be a dual structure to the shared governance, with the Academic Senate on one side. He stated he would request that both groups share information across channels and both groups could recommend to the Board through the President.

VP Kathy Berry stated that the consultants noticed that we have done a lot of planning in the past and that was one of their major criticisms of accreditation, stating that the committees do not share information. She stated there have been three different models on how to restructure the shared governance committees so that they communicate with each other and share information.

Dr. Gould stated that one of the issues is dealing with the shared governance process as it does not reflect the shared governance process that the accreditation team would like us to have for accreditation.

5. Task Group to identify processes in need of improvement – Dr. Ed Gould

Dr. Gould stated there needs to be a channel where processes are identified and improvements made on campus. He gave the example of human resources. He stated that he had heard the hiring process was taking long, but he had not heard anybody say what to do about the process. He stated he would take responsibility for taking a process through the administrative channels and ask administrators to bring back a process improvement recommendation. He provided another example of students having to make multiple stops to register instead of a one-stop center. He commented that for returning students that know the process, it is easier than for those that are here for their first time.

6. Committee Reports to Council - Dr. Ed Gould

Dr. Gould stated the sub-committees of the College Council should be reporting to the College Council so everyone is aware of the recommendations.

Chair Abarca stated discussions have begun on how to get the information to College Council. He stated he would meet with Dr. Gould to discuss further.

7. Recommendation process to the President and Feedback from the President – Dr. Ed Gould

Dr. Gould stated his commitment is that if a recommendation is given to him, he will get a response back at the committee meeting, and if it needs to go to the Board, even if there is a difference of opinion, all thoughts will go through to the Board. He stated shared governance deserves the respect.

8. Notable accomplishments and "catching colleagues doing good" – Dr. Ed Gould

Dr. Gould stated that at his State of the College address he asked to be informed of notable accomplishments and catching colleagues doing something good and since then he has only received one item. He indicated when staff does something good it is an opportunity to send a GEM, include their name in the FOCUS newsletter and it is a great way to make a colleague feel good about what they do for students.

Member Bruce Seivertson asked if these items will be back.

Dr. Gould indicated he would be glad to return them as action items.

ACTION ITEMS

Support of Feasibility Study for new Student Center – John Abarca

Chair John Abarca stated he would like to table this item or to act on it today.

Dr. Gould reported IVC is looking at new ways to fund the student center. IVC has been approached by a private organization that has money for private/public partnerships. They agreed to perform a feasibility study at no cost to IVC, unless IVC decides to go with another organization. He stated the item will be on the Board Agenda. He stated if Council supports the students in going forward with the feasibility study then the Council should go on record stating their support.

VP John Lau stated IVC needs to look into the risk assessment. He reported his Parson contact has transferred, and needs to find a new contact. He recommended postponing the item going to the Board for one more month.

Chair John Abarca stated he does not see funding coming from any other source.

Vice Chair Heumann stated nothing energizes the campus more than a vibrant student center, and commented the student center is very active but it could be a better.

Member Efrain Lopez asked if College Council was asking members to support the feasibility study. He stated it would be good to get a report as it relates to this item.

M/S/C Michael Heumann and John Lau to table the item.

Item tabled.

<u>ADJOURNMENT</u>

M/S/C Bruce Seivertson/Sergio Lopez motioned to adjourn the meeting at 3:35 p.m.

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

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Meeting Canceled

Overload rate for 177-day members

^{**}Fall Semester Begins

^{*} Summer Session Begins

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Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:10 pm in room 2131	
Introduction:	Ms. Toni Pfister introduced Sandie Noel, who will be the new secretary of minutes for this committee meeting.	
Committee Members Present:	Toni Pfister Sandie Noel, Secretary of Minutes Mary Lofgren, Lisa Soloman, Romano Sanchez Dominguez	
Visitors Present:	Letty Petty - Division Secretary for Behavioral Rhonda Ruiz - Division Secretary for Public Safety. David Zielinski - English Department	
Review of Minutes:	The minutes were reviewed.	
Review of ISLO ID Forms:	32 SLO ID forms were accepted as presented or with minor changes (starting with a verb, covering more ISLO's).	Sept 9, 2008: The chair communicated with all those who were asked to make changes and either the changes were made or the leads explained why changes shouldn't be
	Pre and post assessments were encouraged when applicable.	made.

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Topic	Discussion	Decisions
Institutional SLO's:	Toni stated that there will be further discussions on what ISLO's mean to IVC as the committee progresses over the next year.	
	Toni distributed a sample copy of another college's Institutional Education Goals for Institutional Student Learning Outcomes to review. She stated that there will be a forum (maybe on the IVC SLO web site for others to add their comments in hopes to get a college global view. The committee hopes to update the ISLO definitions by the end of the school year.	
	It was discussed if IVC should have their own Institutional Education Goals for Student Learning Outcomes. All those present agreed that IVC should make up their own goals.	
Goal Attainment:	Toni reminded those present that all divisions need to complete 50% of SLO ID forms by Sept 30, 2008 & the other 50% by March 15, 2009.	
New Topics:	No new topics were discussed.	
Meeting Adjourned:	The meeting was over at 4:05 pm.	

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IMPERIAL VALLEY COLLEGE CAMPUS OPERATIONS COMMITTEE

Unadopted Minutes May 29, 2008

Present:	Not Present:	Visitors:
Sergio A. Lopez, Chair Rick Castrapel Zula Hartfield Carol Hegarty Nannette Kelly Georgina Madrid Rick Webster David Lopez, ASG Rep. Chantilee Mendenhall, ASG Rep Sarah Gaddis, ASG Rep Alfred Gonzalez, ASG Rep.	Claudia Aguilar (Excused) Saria Cardoza (Excused) Travis Gregory Gonzalo Huerta John Lau Jose Lopez Bertha Ortega(Excused) Maria Trejo (Excused) Jose Velasquez	Visitors:

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:09 p.m. on Thursday, May 29, 2008 in the Student Affairs Conference Room.

Approval of Agenda: M/S/C Castrapel/Hartfield to approve the agenda of the May 29, 2008 meeting as amended. Add Campus Projects under Information Items, letter "C."

Approval of Minutes: M/S/C Castrapel/Kelly to approve the minutes of the May 15, 2008 meeting as amended. Nannette Kelly requested to make a change on the May 15, 2008 minutes. (See page 3/5th paragraph) Change the last word of the sentence from "inconvenience" to hardship.

UNFINISHED BUSINESS

Construction Update

Mr. Webster reported that on Tuesday, June 3, 2008 the pouring of the foundation will take place for the Science Building.

Mr. Webster stated the construction of the building is moving along quickly.

Animals/Pets on Campus Policy

Mr. Lopez announced to the committee that a copy of the proposal on animals/pets on campus was sent out to each committee member and hopefully everyone had a change to review. He asked if the committee had any suggestions or any changes that needed to be made.

Mr. Webster stated that he had a concern in regards to this proposal. There is a member who resides on campus and has two dogs. Mr. Webster wanted to know if the proposal would affect the member in any way.

Mr. Lopez stated that this should not affect the member due to confine of residency but will need to make some modifications to the proposal. Mr. Lopez advised Mr. Webster that the member should not be riding around campus with the dogs on the carts.

Mr. Lopez stated that the proposal will be forward to the Policy and Procedure Committee after some adjustments are made with Mr. Webster's proposal.

A motion was made to forward the final proposal to the Policy and Procedure Committee and College Council. M/S/C (Hartfield/Kelly)

NEW BUSINESS

None

INFORMATION ITEMS

Parking/Security Update

Mr. Lopez announced that speed bumps have been installed in different areas of the campus; especially on the new perimeter road which has slowed down traffic tremendously. They will also be installing speed bumps by the perimeter road by the Preschool area. Mr. Lopez stated that the speed bumps are hard rubber made material and they are doing their job.

Mr. Lopez reported that they are currently running power to the new surveillance cameras. The cameras will be server based; which will allow certain individuals to have access. Some of the surveillance cameras will be installed on top of the gym, maintenance area, side of track field, and by the College Center.

Mr. Webster reported that Granite Construction came out to see the major cracks on the new parking lot located in the North side. Geologists were on campus trying to determine the problem. However, Mr. Webster has not received any reports.

Mr. Webster stated that when there is construction going on there will be several inconvenience to the students, faculty, and staff.

Shade Structure

Mr. Lopez reported that a Purchase Order has been done for the shade structure.

Mr. Lopez mentioned to Mr. Webster that they need to level the ground for disabled students in the area of building 300 facing the bus stop.

Campus Update

Mr. Webster reported due to a fracture in the water line servicing buildings 900, 1000 (Student Affairs), 500, and the Bookstore; they will need to shut down water to these buildings tomorrow (05/30/08) morning between the hours of 7:00 am – 11:00 am. This outage will affect the 900 building restrooms; sink in Student Affairs Office, restroom at Bookstore, and the drinking fountain at the 500 building.

Mr. Webster reported that on Sunday, June 1, 2008, they will be shutting down a high voltage electric feeder and will be working on the feeder due to some problems they have been experiencing. The areas that will be affected are: Buildings 600, 400, Auto Shop, Trailer, east portion of the gym.

Mr. Webster reported on the new drop off area that 1.3 million dollars will be received mid to end of June 2008. He also reported that Jimmy Sanders is putting a packet together.

Mr. Lopez stated he will talk to Jimmy Sanders. Mr. Lopez does not want to make any changes on parking.

Mr. Lopez questioned Mr. Webster when will the Human Resource Department be relocated to its temporary location. Mr. Webster informed the committee that no date has been set yet but the temporary location for Human Resource will be next to the Assessment Center.

Announce ments

Mr. Lopez thanked the committee for attending the meetings and hopefully everyone will return next year.

Next Meeting

No discussion as when next meeting will be. **Pending**

Adjourn

The meeting was adjourned at 2:25 p.m.

Recording Secretary: Gina Madrid

BOARD POLICY

ANIMALS OR PETS ON CAMPUS

Part 1. Purpose

Imperial Valley College (IVC) is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. Recognizing animals may cause a nuisance, have the potential s to be a safety hazard, can be unpredictable, have uncontrollable behavior and may contribute to accidents in the workplace, with the exception of those animals that are specifically exempted by this policy, animals are not allowed on campus. Domestic animals or pets of any kind are not allowed upon the campus of any college except as described herein: this restriction also applies to animals or pets confined in any vehicle parked within a college boundary (Penal Code Section 597a).

Part 2. Exempted Animals

The following animals are permitted on IVC property:

- Service animals while performing their duties (see attached):
- Fish in containers of ten gallons or less, at the discretion of the Director of Maintenance and Operations:
- On-duty police dogs;
- Animals used for instructional purposes in approved programs of the College;
- One-time exceptions may be granted for events involving animals. Exceptions must be requested through the Associate Dean of Student Affairs;
- Any other animals as prescribed or protected by law

When exceptions are made, pets (such as dogs, cats, etc.) that are allowed on campus must be on a leash and under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

Part 3. Responsibilities

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, Security should be notified. Security staff will request the owner to remove or will call the local authorities for the animal to be impounded.

Service Animals

Definitions

Service Animal: Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs but may be monkeys or other animals.

Dog in training: A dog being trained; however, has the same rights as a fully trained dog when accompanied by a trainer and is identified as such.

Partner/Handler: A person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler.

Team: A person with a disability, or a handler, and his or her service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

Companion Animal: Some animals have been prescribed as treatment for some disabilities for their calming influence, affection, stability or even a feeling of security. They are not trained and not afforded the legal protection of service animals.

Therapy Animal: A therapy animal does not assist an individual with a disability in the activities of daily living. Therefore, they are not offered the legal protection of service animals.

Types of Service Dogs (Animals)

Guide dog is a carefully trained dog that serves as a travel tool by persons who are blind or have sever visual impairment.

Hearing dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs

Service dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service dogs are sometimes referred to as assistance

Sig dog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

Seizure response dog is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help.

Documentation Requirements

The handler of the service animal may be asked to show proof that the animals have met the following regulations:

Licensing: The animal must meet the licensing requirements of the city and wear the tags designated by the county. (For nonresidents, home state tags may be accepted in lieu of the county as long as the requirements are met.)

Health records: The animal must have a health statement, including vaccinations from a licensed veterinarian dated within the past year. A veterinarian's statement within the past 12-15 months as to good health is necessary. Preventive measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of ass istance animals.

Minimum training standards: Verification that the animal meets those minimum training requirements as prescribed by Assistance Dog International or any other service animal training organization have been met.

Identification: The animal should wear some type of commonly recognized identification symbol.

Control Requirements

The animal must be on a leash at all times; never is it allowed to wander around off a leash. The handler must be in full control of the animal at all times.

The animal must be as unobtrusive as possible.

Exclusion for behavior: A service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Although the college may excuse any service animal that is out of control, it will give the individual with a disability

who uses the service animal the option of continuing to remain on campus without having the service animal on the premises.

Consequences for behavior: When a service animal is determined out of control as reported by students, staff or administration, the infraction will be treated on an individual basis. If it is determined that the animal poses a threat to the safety of others, consequences may include but not be limited to muzzling a barking animal, refresher training for both the animal and the partner, or exclusion from college facilities.

Public Etiquette by the Animal

The animal must not be allowed to sniff people, equipment, or the personal belongings of others.

The animal must not initiate contact with someone without the handler's direct permission. The animal must not display any behaviors or noises that are disruptive to others such as barking, whining, growling, or rubbing against people while waiting in lines. This includes aggressive behaviors.

The animal must avoid personal grooming in public settings such as excessive scratching or licking its genital area.

The animal must not block an aisle or passageway.

The animal must never be more than 12 inches from the handler's leg or side of the chair. The animal must be trained to not be attracted to food that may be sitting around.

Relief Areas

Relief area will be designated throughout the campus and will be maintained by campus ground's personnel. Their locations will be included in mobility and orientation of new students to the campus.

It is the student's responsibility to be aware of the dog's need to relieve nimself and act accordingly. In the event that the student does not get the animal to the designated relief area, it is the student's responsibility to remove the waste and properly dispose of the feces by flushing or burial.

Areas of Safety

There are certain instances when it may be considered unsafe for animals in such places as health facilities, laboratories, mechanical rooms or any other place where the safety of the animal or partner/handler may be threatened. Each place will be considered as to its safety potential by a team of individuals, including the laboratory director, faculty and college risk management personnel.

When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.

Emergency Situations

In the event of an emergency, the responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell or smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may become confused from the stressful situation. The responders should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The responders should make every effort to keep the animal with its partner. However, the responders' first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

Conflicting Disabilities

It is possible for persons to have a disability that precipitates an allergic reaction to animals. Persons making an asthmatic/allergy/medical complaint are to be directed to make that complaint with Disabled Student Programs and Services. The person making the complaint must show medical documentation to support that complaint. Action will be taken to consider

the needs of both persons and to resolve the problem as efficiently and expeditiously as possible.

Complaint Procedures

A service animal is used by individuals with disabilities to facilitate access.

If a student is consistently seen on campus with an animal that is identified by a jacket or some other symbol that it is a service animal, that student should be encouraged to meet with the Disabled Student Programs and Services.

If there is a complaint regarding the animal and its behavior, the Associate Dean of Student Affairs will contact the student and, in collaboration with the Associate Dean of Disabled Student Programs and Services, inform the student of the policies regarding service animals. If the student fails to act in accordance with the above, student conduct actions may be taken.