

**IMPERIAL VALLEY COLLEGE  
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes  
November 20, 2008

<b>Present:</b>	<b>Not Present:</b>	<b>Visitors:</b>
Sergio A. Lopez, Chair Saria Cardoza Rick Castrapel Carol Hegarty Gonzalo Huerta Jose Lopez Bertha Ortega Maria Trejo Jose Velasquez Josafat Trejo, ASG Rep Rick Webster Jr.	Claudia Aguilar ( <i>Excused</i> ) Travis Gregory Zula Hartfield Nannette Kelly ( <i>Excused</i> ) Georgina Madrid ( <i>Excused</i> ) Rick Webster ( <i>Excused</i> ) Itzel Bejarano, ASG Rep Tanya Rios, ASG Rep	Jessica Waddell

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:12 p.m. on Thursday, November 20, 2008 in the Administration Board Room.

Approval of Agenda: *M/S/C Castrapel/M. Trejo to approve the agenda of the November 20<sup>th</sup> meeting as submitted.*

Approval of Minutes: *M/S/C Huerta/Ortega to approve the minutes of the October 2, 2008 meeting as submitted.*

**UNFINISHED BUSINESS**

Construction Update

Mr. Webster was scheduled to attend a Construction Meeting and was not present. Mr. Webster provided a construction update via e-mail. Mr. Lopez read the following:

- The new Science building is on schedule. The estimate completion date is schedule for October 2009 to be occupied in February 2010.
- Last Thursday (November 13<sup>th</sup>) bids were opened for Site Prep Work, concrete and telephone data lines.
- Most of the block work is complete. The structural steel is now being put into place.
- The AG field to the north of campus is currently being expanded to the east. Dirt is being removed and stockpiled north of the Maintenance warehouse to be used as fill material around the new Science building.
- The college applied for a new wastewater permit and the capability of the water treatment facility has been expanded.
- Within the next eight to nine months the college will be upgrading the current sewer lift station in order to handle the extra flow from the new Science building.
- The work on the new drop off area and the upgrade to our current bus loading/unloading area will begin in March 2009.
- In April/May 2009 two new portable buildings will be added to the area where the Assessment Center used to sit in (far North East of campus). One building will house the Human Resources staff and the other will house the KYMA staff.

Mr. Huerta reported that the Business Division is currently working with the Humanities Division and KYMA (local TV channel) in implementing a multi-media program.

#### Recommendation to College Council – Veteran’s Memorial Location

*M/S/C Castrapel/M. Trejo to recommend site location#1 for the Veteran’s Memorial (See attachment #1).* The item will be presented at the next College Council meeting.

#### Shade Structure

The Shade Structure is yet to be delivered. No estimated delivery date was provided.

#### Signage Policy

Mr. Castrapel reviewed the Sonoma University’s Signage Policy for IVC. He suggests that IVC’s Legal Counsel reviews the policy before being forward to any other committee (the policy has been attached to the minutes). *M/S/C Ortega/M. Trejo to forward the Signage Policy to the Board & Policies Procedures Committee for review.*

#### 1600 Building Mural Concept

Ms. Hegarty had nothing to report on the mural concept. Mr. Huerta briefed Ms. Hegarty on the different options of paints for the mural concept. He recommended researching the water based paints, auto body paint and contacting Sherwin Williams. Ms. Hegarty will follow up.

### **NEW BUSINESS**

#### Strategic Plan – Committee Member Selection

The committee unanimously endorsed Mr. Huerta to represent our committee in the Strategic Plan Committee.

#### **Announcements**

Mr. Webster will be sending an e-mail advising the IVC Community that the old parking lot “C” and the reserved parking space behind the Human Resources department will no longer be available after the winter break.

Mr. Huerta announced that on Friday, February 6, 2009 the college will have an Alternative Energy Seminar on campus. The seminar is scheduled from 8:30 a.m. to 3:30 p.m. The location is yet to be approved. More information will be sent via e-mail.

#### Next Meeting

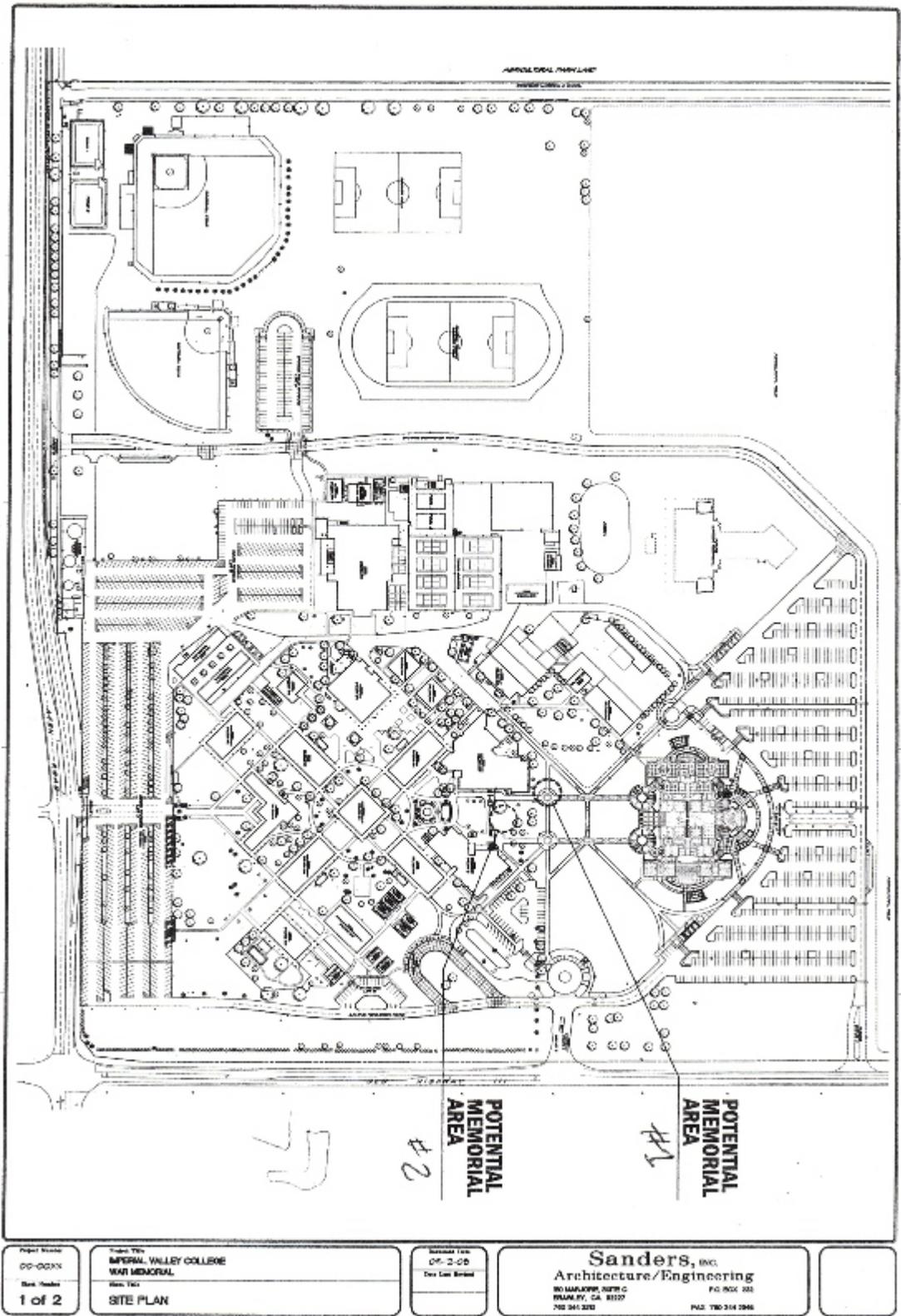
The next Campus Operations Committee is scheduled for Thursday, December 4, 2008 at 2:00 p.m. in the Administration Board Room.

#### Adjourn

The meeting was adjourned at 3:02 p.m.

Recording Secretary: Saria Cardoza

Attachment#1 – Veteran’s Memorial Location



## Attachment#2 – Signage Policy

### I. General Purpose and Intent

A primary value of higher education is the open exchange of knowledge, ideas and information. Public signage, both permanent and temporary, is an important component of any institution that supports this value.

A. The purpose of the Imperial Valley College (IVC) signage policy is to:

1. encourage sound signage practices to provide clear information to members of the campus community, as well as to visitors;
2. promote the public health, safety, and general welfare of the college;
3. preserve and enhance the appearance of the college - its landscape features and buildings, including interior spaces - as a place to work, learn, live and visit;
4. promote and maintain educationally viable activities for the benefit of the campus community;
5. prevent excessive, confusing and incompatible signage;
6. protect the public investment in buildings and open spaces on the campus;
7. reduce potential hazards to pedestrians and motorists that may result from distracting or incorrect signage; and
8. recognize that signage is an integral part of the marketing, image and public relations functions performed by a variety of IVC entities.

B. The intent of the provisions contained in this policy is to provide standards and minimum requirements in order to evaluate and regulate signage constructed, installed, and displayed on college property.

It is the further intent of this policy to set the overall parameters pertaining to college signage, whether permanent or temporary, and allow for implementation of the policy through procedures developed by specific entities.

### II. Authority

A. This policy on College Signage applies to all IVC offices, auxiliaries, affiliates and related organizations and supersedes all preceding college policies pertaining to signs, posters and banners

B. Oversight of permanent college signage is the responsibility of the Operations Committee (or its designee). Oversight of temporary signage is the responsibility of the Student Affairs Office (or its designee).

### III. Definitions

A. "Sign" or "signage" means any identification, description, illustration or device which is visible from any public place or is exposed to the public, and which directs attention to a product, message, service, place, person, entity, institution, event, business use, or cause.

Categories of signs or signage include:

1. "Temporary signs:" Any emblem, symbol, logo, trademark, poster, banner, painting, flyer, handbill, sticker, flag, pennant, awning, placard or other printed material displayed for a limited amount of time, which is designed to advertise, identify or convey information.
2. "Permanent signs:" Any signs that are attached to buildings, structures, or landscape features; or freestanding monument signs, permanent plaques, or marquees.
3. "Fixed signs:" Frames or enclosures for either temporary or permanent signage.

B. Special sign terminology:

1. "Directional signs" are signs erected for the convenience of the public, such as signs identifying restrooms, public telephones, walkways, and similar features or facilities.
2. "Government signs" are signs, notices, emblems or other forms of identification erected or placed by authority of the college, which conform to state or federal laws or regulations, generally pertaining to health and safety. Traffic control signs are a common type of government signs.
3. "Political signs" are temporary signs pertaining to elections or political campaigns. There are three types of political signs displayed on campus:
  - a. Student election signs;
  - b. Faculty election signs; and,

- c. Signs pertaining to national, state or local government elections that are governed by the laws and regulations of the respective jurisdictions.
    - 4. "Sandwich boards" are A-frame sign holders used to display temporary directional signs or signs advertising or information the public of college events or programs.
  - C. "IVC symbols" refer to the words Imperial Valley College, the letters IVC, the college logo, the name or any visual representation of the college athletic mascot, along with all other proprietary, trademark, or other identifiers of the college, its programs, auxiliaries, and self-support operations.
- IV. Permanent Signage
 

Any bulletin board or permanent sign erected on Imperial Valley College property or installed, affixed or otherwise attached to any building, structure or landscape feature of the college must meet the sign design standards of the college as set by the Campus Operations Committee (COC). This signage must be approved by the COC and the President of the college (or their designees), and be installed by, or under the supervision of, Facilities Services.

Included under this provision are awning signs, commemorative plaques, fixed signs, flags, governmental signs, landmark signs, and banner boxes, as well as bulletin boards on the exterior or in the interior of any building.

Parking and traffic signs shall conform to standards required by law and shall be installed by, or under the supervision of, Facilities Services.
- V. Temporary Signage
  - A. Standards
    - 1. Attribution. The name and contact information of the sponsor (organization or person) must be clearly stated on all temporary signs.
  - B. Any use of the IVC symbols must conform to the graphic standards of the college.
  - C. Posting
 

The Student Affairs Office shall delegate responsibility for approval of temporary banners, flyers and posters on bulletin boards to the departments for locations within their jurisdictions.

    - 1. General Campus Posting.
 

The Student Affairs Office has authority to approve the form, content and appearance of all temporary signage prior to its distribution on general purpose bulletin boards and in banner display boxes. The Student Affairs Office, through its posting crew, shall have sole responsibility for the installation and removal of all temporary signage on general purpose bulletin boards and in banner display boxes.
    - 2. Conferences, Events and Catering.
 

The Presidents Office has authority to approve the content, type and site locations of all signage, including sandwich boards for location and traffic information purposes, relating to registered events. This authority also includes approval of all temporary signage pertaining to athletic events or programs by non-college organizations.

Facilities Services, through the work order system for event services, shall be responsible for placement and collection of associated signage.
    - 3. Athletics Facilities.
 

The Director of Athletics has authority for approval of all temporary signage pertaining to Imperial Valley College athletic events or programs that may be erected on or adjacent to athletic buildings, structures and facilities. The locations for approved temporary signs shall be designated by the Student Affairs Office.

All permanent signs and long-term temporary signs pertaining to IVC athletic events or programs must be approved by the Campus Operations Committee or its designee.
  - D. Department and Office Posting.
    - 1. Academic and administrative department bulletin boards (usually located outside departmental offices) are maintained by each department.
    - 2. Small bulletin boards, located outside the offices of many individual faculty and other employees, are maintained by the occupants of those offices.
    - 3. Posting approval. Materials, other than those posted by the department or the office occupant for their own purposes, may be posted only with the approval of the department or office occupant.

4. The locations of the departmental boards and the boards outside individual offices must be approved by the Campus Operations Committee and installed by Facilities Services.
- E. Long-term Temporary Signs.  
Long-term temporary signs in exterior locations, such as signs for college construction projects, seasonal athletic events or programs, or other purposes that require display for periods of time longer than 15 weeks, must be approved by the Campus Operations Committee or its designee, in accordance with the provisions of this policy on permanent signage.
- VI. Commercial Advertising
- A. Permanent Advertising Signage.  
All permanent signage pertaining to commercial solicitation or sales by an external vendor must be approved by the Campus Operations Committee or its designees.
  - B. Temporary Advertising Signs.  
All temporary signage pertaining to commercial solicitation or sales by an external vendor must be approved by the Student Affairs Office or its designee.
- VII. Limitations and Enforcement
- Except as otherwise provided in this policy, Imperial Valley College prohibits any person to erect, attach, alter, locate, or relocate any signage, as defined above, within the confines of college property, or to utilize wordage, symbols or other visual devices on signage erected or located off campus, the purpose of which is to associate or advertise an event, activity or business with the college, without first obtaining authorization from the college, through the Student Affairs Office.
- A. Prohibited Signage
    1. Signage on college property: Tacking, posting, painting, marking, writing, gluing, taping or otherwise affixing signage (including but not limited to posters, flyers, stickers and handbills) to any walls, doors, windows, trees, poles, or any other structures, or on any roads or walkways on college property, without the prior authorization of the college, is prohibited.
    2. Signs on Vehicles: Placement of written or printed material on motor vehicles, other than by the owners or users of the vehicles, is prohibited.
    3. Signs exhibiting IVC symbols: It is prohibited to display signage, whether located on- or off-campus, exhibiting IVC symbols without the consent and approval of Imperial Valley College, through the Student Affairs Office.
    4. Signs that, in the judgment of the college, are threatening to public safety, obscene (as defined by law), hazardous to pedestrian or vehicular traffic, or imitative of official government signs or copyrighted signs, logos or marks, are prohibited.
  - B. Political Signs  
Signs advocating a partisan political issue or a candidate for a public political office are allowed on state property, but the signs cannot be funded by state resources.
  - C. Maintenance of signs  
All signs should be maintained in good structural condition at all times. All painted signs shall be kept neatly painted, including all metal parts and supports. Facilities Services shall inspect and have the authority to repair, alter or remove signs which become dilapidated or are abandoned, or which constitute a physical hazard to the public safety.
  - D. Removal of Signs  
Any signage that pertains to a time, event, or purpose that no longer applies shall be presumed to have been abandoned. The Student Affairs Office or its designees, may remove or cause the removal of any abandoned or prohibited signs on college property.
  - E. Sign Fees  
The Student Affairs Office and its designees shall set fees to cover the administrative costs of sign review, installation, storage and removal.