



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 13, 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
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Martha Garcia, Faculty Representative

Laura Hartsock, Classified Representative
Michael Boyle, Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

Joe Trejo, Student Representative
Daniel Ramirez, Student Representative
Jesus Gallegos, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative
Kevin White, Faculty Representative
Miriam Trejo, Classified Representative
Marilyn Boyle, Alternate Classified Representative
Martha P. Garcia, Alternate CMCA Representative
Dr. Ed Gould, Ex Officio

Others Present:

Alfredo Cuellar, Rosanna Lugo, Dawn Chun, Travis Gregory, Tina Aguirre, John Lau, Tim Nakamora, Victor Jaime, Kathy Berry, Gaylla Finnell, Brian McNeece, Todd Finnell

MEMBERSHIP CHANGES

The following membership changes were made: Daniel Ramirez appointed as Student Representative, and Jesus Gallegos appointed as Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, August 9, 2010

M/S/C Sergio Lopez/Martha Garcia to approve the Minutes of August 9, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council Update

Chair Heumann welcomed back Vice Chair Jessica Waddell. Announced this was the first meeting of the fall semester.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Announced the Educational Master Planning Committee would be meeting on Friday, September 17th.
- Announced classes are full and the fill rate is at 103%. She stated that census is this week and the District has not been able to accommodate all students. She praised the faculty and indicated that they did a tremendous job and she appreciates their efforts.
- There was discussion on the number of crashers and whether the District compiled any data.
- VP Berry stated that a majority of the faculty kept an unofficial list of crashers and would be gathering that information.

Budget Update

Vice President for Business Services John Lau reported the following:

- Announced the Final Budget would be presented to the Board of Trustees in October.
- The District is looking into the District's xeroxing needs, and ways that the District can be more effective and efficient.
- Announced the planned installation of two new stop lights.

ASG President Update

Associate Student Government President Joe Trejo reported the following:

- Announced elections for junior senators began today and hope to have a full senate by Wednesday.
- National Hispanic Heritage Day celebration will take place on Thursday, September 17th, and announced the guest speaker would be Dr. Alfredo Cuellar.
- Constitution Day is this Friday, September 18th and ASG would be handing out pocket sized constitution books.
- Announced Dean Lopez and two senators would be attending a HACU Conference this Friday in San Diego.
- Dean Lopez stated that ASG is having voting registration at every event to generate more interest among students. The deadline to register before the November elections is October 18th.

President Update

Dr. Ed Gould was not present at this meeting; he was attending a SDICCCA meeting in San Diego.

COMMITTEE REPORTS

Policy & Procedure Committee

- VP Jaime reported that the committee met last week and reviewed a Scent Policy which would go through the shared governance process.

Budget and Fiscal Planning Committee

- VP Lau reported that this committee would be meeting next month.

Facilities and Environmental Improvement Committee

- Vice Chair Waddell reported that this committee meets on Monday, September 20th.

Professional Development Committee

- Associate VP Gregory stated that this committee is in the development stage.

Technology Planning Committee

- Chair Heumann welcomed and introduced Todd Finnell as the new chair for the Technology Planning Committee.

Safety Committee

- Campus Safety Director Nakamora stated that this committee met last week and looking into revising some policies.

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann

- This item was tabled to the next College Council meeting.

2. Start of School: Impressions, Reflections - Michael Heumann

- Chair Heumann stated one issue he noticed is the number of students waiting outside classrooms in the 2700 building because the doors were locked and asked if this was the best system. He asked if there were any complaints from students, and whether the reason for the locked doors was for security purposes.
- There were discussion about the locked doors around campus and in the 2700 Building and incidents of thefts in the classrooms.
- VP Berry stated that in the 2700 Building faculty are assigned the responsibility of locking the classrooms. She stated in order to enter the classroom faculty must swipe a

card as they enter and leave the classroom and the computer log stores who has gone in and out of each classroom.

- Chair Heumann commented that he has noticed more students using laptops in the 2700 as a result of the changes made to logging onto the wireless network which is great.
- Associate Vice President Gregory stated that the Safety Committee discussed creating designated crosswalk areas.
- Campus Safety Director Nakamora reported that so far there have been at least three reported incidents involving pedestrians, and indicated if an area is designated the District may be able to minimize these types of incidents. Director Nakamora recommended putting colored bumpers on areas designated as crosswalks.

3. Evaluation of Dean Structure - Michael Heumann

- VP Jaime stated that the new dean structure was designed for a larger school, and this year would be a transition year for IVC.
- VP Berry stated the new dean structure is still in the organizational process and it is too early to tell.
- VP Lau stated the new dean structure will be a tremendous help in driving and building the budget.
- Associate VP Gregory indicated that human resources is working on fully staffing the dean structure.
- Chair Heumann stated there is still a bit of confusion that needs to be sorted out but otherwise the new system is working well.

4. Standing Rules of the Professional Development Committee - Travis Gregory

- Associate VP Gregory stated this committee was modeled after College Council and is open for recommendations and revisions.
- He announced that Professional Development Day is coming up in January.
- Chair Heumann stated this item would be voted on at the next College Council Meeting.

5. Door Bloks for Campus Safety - Tim Nakamora

- Campus Safety Director Nakamora gave an explanation of the Door Bloks. He indicated that a recommendation went to the Safety Committee as a result of the recent bomb threat on campus.
- He stated the Door Bloks serve two purposes: 1) in case of an emergency, they can be used as a hang tag indicating that the room is cleared, and the tags have the actual word "CLEAR" on it; and 2) in an active shooter scenario all doors would remain locked from the outside at all time and instructors would be able to remove the Door Bloks to secure the door.
- He addressed concerns regarding the air conditioners and a gap in the doorway, and he indicated that the air that escapes is minimal.
- He addressed concerns regarding noise coming from the outside with a Door Blok in place. He indicated the upside is faculty can hear what is going on outside in case of an emergency versus the door being closed.
- He indicated if the Door Bloks are implemented all doors would be opened by maintenance in the morning, and only maintenance, security, and parking would have keys.

- VP Lau stated as the District's buildings are renovated the doors would be brought up to standard with safety features as seen in the 2700 Building.
- Campus Safety Director Nakamora stated it is imperative that the District continue to maintain the safety of the students, faculty and staff.
- Chair Heumann stated this item would be voted on at the next College Council Meeting.

6. AP4105 Distant Education - Kathy Berry

- This Administrative Procedure has been modified and was presented to College Council for information only.

7. Standing Committee Assignments for 2010-2011 - Michael Heumann

- Chair Heumann asked the shared governance committees under College Council to review and send any updates to him or Recorder Adriana Sano.

ACTION ITEMS

1. Resolution Approving the Name Change of Parking Control to "Campus Safety & Parking Control"- John Lau

MSC Sergio Lopez/Jesus Gallegos

Discussion:

Chair Heumann read the resolution:

"WHEREAS, Vice President for Business Services, John Lau makes the following recommendations to College Council:

WHEREAS, the Parking Control Department wishes to change their department name to: Campus Safety & Parking Control;

WHEREAS, College Council discussed the proposal at its August 9, 2010 meeting; and

NOW, THEREFORE BE IT RESOLVED that College Council recommends and approves changing the name of the Parking Control Department to: Campus Safety & Parking Control."

Motion carried.

ADJOURNMENT

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