



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 28, 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
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative
Raymond Kim, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 26, 2007

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Business Services/Bond Projects Update – John Lau
Student Services (Attachment) – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President’s Update – Gary Rodgers

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 11/07/07
2. Curriculum and Instruction, 11/15/07
3. Environmental Health & Safety, 10/30/07, 12/06/07
4. Insurance Committee, 12/03/07
5. Planning and Budget, 11/28/07

DISCUSSION AND INFORMATION ITEMS

1. Proposed Academic Calendar – John Abarca

ACTION ITEMS

None

ADJOURNMENT

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
January 28	April 14 & 28
February 11* & 25	May 12
March 10	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 26, 2007 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:34 p.m.

Council members in attendance were as follows:

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

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

John Abarca, Classified Representative (Chair)
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, CMCA Representative

David Lopez, Student Representative
Sara Gaddis, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Frances Arce-Gomez, Classified Representative
Ingrid Soto, Student Representative
Raymond Kim, Alternative Student Representative

Others present were:

Victor Jaime, John Lau, Travis Gregory, Ted Ceasar, Dawn Chun, Lianna Zhao, Vikki Carr, Frances Beope, Tom Gilbertson, Marilyn Boyle, Martha Sanchez, Gloria Carmona

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 22, 2007

M/S/C Sergio Lopez/Dr. Michael Heumann to approve the minutes dated October 22, 2007. Motion carried.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- She hoped everyone had a great Thanksgiving.
- This is the week before finals, and faculty are ensuring students get last minute instruction.
- The math common final is scheduled on Saturday, December 1st, from 4:00 to 6:00 p.m. She stated there would be 500 students. Associate Dean of Student Affairs Sergio Lopez is making sure security personnel is present.
- She looks forward to faculty submitting grades before the winter recess.
- Presidential search is ongoing. First round of interviews are scheduled on December 10th and 11th. The interviews will be held off campus at the request of the consultant. Second slate of candidates will be presented to the Board of Trustees at their next meeting on December 12th. A forum will be held in January.
- An Evacuation Fire Drill will take place on Thursday, November 29th. Paramedic students will be the evaluators and will be directing lost people.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- She stated IVC has not received the draft report from the Accreditation Team. President Rodgers left a message for Accreditation Chair Dr. Darnell.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

Bond project

- The dirt work will begin next Thursday. He stated the cost to build the path will be \$520,000.
- Construction contract for science building will be awarded in January.

Business

- The State budget will be going out on January 10th. He stated he would provide updated information as it is received.

Student Services

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

- Student Services Update for the month of October is attached, and he will be providing an update at the next College Council meeting.
- Student Services is busy registering students. He stated counselors are taking regular appointments as well as walk-ins so that students are served immediately.

ACCESO

Project Director Dawn Chun reported the following:

- Announced ACCESO is in its fourth year.
- IVC has contracted Sungard to implement an online degree program that IVC has sought for 10 years. The cost of the project is \$250,000. She stated it would be presented at the December Board meeting. She stated Sungard would begin the project in four months and the implementation period would be nine months.
- ACCESO visited different Imperial Valley communities to evaluate computer accessibility.
- ACCESO Learning Support Specialist Gloria Carmona spoke and stated that the need for computer access was voiced at a community forum in Niland. She spoke with the Superintendent of the Calipatria School District, and he allowed the use of the computer lab in the evening hours. Specialist Carmona stated the public library has five computers. She stated there is a possibility of having wireless computers. ACCESO will be meeting with the mayor of Calipatria to discuss other locations.

Foundation Executive Director Gene Hill stated there is also a need for computers in Seeley.

ACCESO Director Dawn Chun stated that ACCESO is aware of that need and the community of Seeley would also be evaluated for computer access.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- CS Program Development Team has worked on course revisions in Computer Science and produced two new courses, CS 220 and CS 230. These courses have been approved by the department, division and finally the Curriculum and Instruction Committee in an effort to make the articulation and transfer as simple and painless as possible for students.
- Class visits to all higher level math classes at IVC were made in October, including a presentation on the Computer Science 2+2 program and the scholarship opportunities available for Fall 2008 transfers.
- Scholarship information for Fall 2008 Computer Science transfers has been finalized with the scholarships going to the top ten applicants based on GPA and course completion. Dean Roeder was extremely flexible and generous regarding this opportunity and worked with IVC to make the opportunity available to a maximum number of applicants.
- The Computer Science major at SDSU-IV was not visible in the online application form before it was approved by the Chancellor's Office. Counselors worked with some students who were confused and/or distressed about this situation. The back-up application plans were developed, such as students applying as undeclared majors, and filing a change of major once they are in the system and the major is in the system, and SDSU-IV will process the applications to the computer-science program as needed. The Chancellor's Office approved the BA degree in Computer Science at SDSU-IV and the major was opened up for application.

Nursing Program

- Articulation of a 4-unit CHEM 140, Integrated Chemistry, with SDSU has been denied for a second time. SDSU is using a 5-unit course to satisfy BSN admissions. IVC has created a 5-unit new course, CHEM 160, to articulate to SDSU's course. CHEM 160 has been approved by the department, division and Curriculum and Instruction and will be offered as SPEC course for Spring 2008 and formally included in the 2008-2009 catalog.
- The management team is working with SDSU School of Nursing to seek a blank petition for 68 students who took CHEM 140 to be able to use this course as the chemistry requirement for BSN.
- IVC is working with nursing administrators at Pioneers Memorial Hospital to discuss the clinical faculty agreements that address clinical faculty in-kind donations to the SDSU-IV program.
- SDSU main campus charged a \$161 fee to nursing students at SDSU-IV this semester. Dean Roeder is trying to have it waived.

General

- Conducted Year 2 evaluation. Internal Monitoring Team meeting was held on October 17, 2007. Evaluator David Trujillo was among those in attendance. Enrollment in IVC's computer science courses is 41 and 68 for CHEM 140, which is much higher than what we have set up as Year 2 goals of 20 and 35, respectively. Also discussed were the budget and activities at IVC and SDSU-IV.
- Students and staff manned two tables at the College and University Day/Career Fair in which the human mannequin and programmed robots were displayed.

Learning Services

Dean of Technology/Learning Services Dr. Robin Ying reported the following:

- The Library replaced six computer tables with seven new ones.
- Learning Services Committee will be meeting on Wednesday.

Technology Services

Dean of Technology/Learning Services Dr. Robin Ying reported the following:

- He stated the campus recabling was going well and stated it was almost complete.
- The new Website cutover date will be after December 14th, when the fall semester has ended.

Chair John Abarca inquired as to the status of the Webmaster position. Dr. Ying stated that out of three applicants, only one had responded to the supplemental questions.

Dr. Ying stated that the position would be reopened, and that a team of three people would be assisting in the hiring process.

Associated Student Government

ASG President David Lopez reported the following:

- The final ASG meeting for the fall semester was held today.

- The final ASG event for the fall semester would be held on Thursday, November 29th, at 12:00 p.m. inside the College Center. Charley Trujillo of Chusma House Publications in San Jose will be speaking regarding World War II Latino participation.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- He is concerned that IVC has not received a draft Accreditation Report. Dr. Darnell had stated the report would be forthcoming in two to three weeks' time. President Rodgers stated he has called and left messages for Dr. Darnell.
- He remarked on the importance of Prop 92. He stated if the initiative passes, IVC will receive \$2.5 million. President Rodgers thanked ASG President David Lopez and CTA President Suzanne Gretz for contributing towards the Initiative. He stated those contributions took IVC out of the zero category and into the middle of the pack for community colleges. He stressed the importance of IVC having its own identity, and competing with UC and SU systems.
- The Focus Group meetings have been successful. A meeting has been scheduled on Tuesday, November 27th, with SDSU transfer students. The meeting with SDSU is new to the vision meetings and will be helpful in determining IVC's role in the transfer process. Focus Group meetings are scheduled for Calexico on November 29th, and Ocotillo on November 30th. If interested in volunteering, please contact the President's office.

Vice President for Academic Services Kathy Berry stated IVC received a request for records under the Public Records Act. She personally thanked Institutional Research Analyst Dawn Chun for complying with the request and forwarding the information.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 10/17/07
2. Curriculum and Instruction, 11/01/07
3. Customer Service Committee, 10/05/07
4. Insurance Committee, 10/08/07, 10/29/07

DISCUSSION AND INFORMATION ITEMS

1. Workplace Appearance

Associate Dean of Human Resources Travis Gregory stated the draft procedure is going through the shared governance process. He would like to have something generic and fair that applies to everyone, and is hoping to get feedback/comments from staff.

A discussion was held regarding the need for such a policy.

Council member Robles voiced her opinion and disagreement with the policy. A motion was made by Member Robles to table the item indefinitely. Second by Carol Cortes-Ramirez.

Vice Chair Heumann noted that the Academic Senate voted not to support any dress code.

Vice President for Academic Services Kathy Berry stated it was premature to act on it, as it needs to go from discussion item to action item.

Council member Robles reiterated that she does not see the purpose for such a policy. She stated she believes the policy would create more problems rather than resolve issues. She stated she believes adult employees are able use their own judgment regarding what is appropriate for the workplace.

Council member Mendez asked if there have been instances where employees are wearing inappropriate clothing.

Associate Dean Gregory stated there have been some issues and gave an example about a student complaint regarding unprofessional attire worn by IVC employees. He stated IVC lacks the tools to try and resolve attire issues. He stated this would be an opportunity for conversation between supervisors and employees regarding what is considered appropriate/inappropriate.

At this point of the discussion Member Robles withdrew her motion, and again expressed her disapproval for the policy.

The discussion continued.

Associate Dean Gregory read the draft procedure aloud.

Vice Chair Heumann noted the reference to Board Policies 7250 and 7260, and inquired as to the content of these policies. Associate Dean Gregory stated he did not have the information available but would send out copies of those referenced board policies.

Associate Dean of Student Affairs Sergio Lopez pointed out that as an institution of higher learning, IVC should project a positive image, guiding, and teaching students to be professional. He stated this is not possible when IVC employees do not have a reference point.

Council member Robles referred to the Code of Ethics Statement wherein a code of conduct is embraced by IVC.

Council member Norma Nuñez stated she supervises classified staff and a problem could arise during a classified employee's evaluation as to comments regarding appearance, which is on the evaluation.

Chair and Union President Abarca stated there would be a problem.

Council member Armando Mendez stated that from a legal perspective, a policy needs to be in place.

President Rodgers stated that last year a complaint had been filed against an instructor who wore a sleeveless t-shirt and spandex shorts defining genitalia and had body odor. President Rodgers felt uncomfortable approaching the instructor inasmuch as no set policy is in place.

Vice President for Business Services John Lau stated it would be a good policy to endorse. He stated if adopted, it would need to be addressed further as supervisors would be responsible for implementation of the policy. He stated it would be critical that each supervisor hold meetings with staff regarding what is considered appropriate or inappropriate, especially in the departments that have public contact.

Marilyn Boyle noted that the use of perfumes had been taken out of the policy. She believes this is a serious health issue for some and that should be readdressed.

Associate Dean Gregory stated he has received emails regarding the issue of perfumes/colognes. He stated it is a separate issue which is covered under the Americans with Disabilities Act.

2. Naming of the Centennial Pavilion

This item was tabled until the next meeting.

Council member Armando Mendez stated Art Instructor Tom Gilbertson was scheduled to make a short presentation regarding Items 2 and 3, but had to leave due to his next class session beginning.

3. Naming of the new art gallery, "Domingo O. Ulloa Memorial Art Gallery"

This item was tabled until the next meeting.

ACTION ITEMS

1. Registration Assignments

Proposed Recommendation:

The College Council recommends to the Board of Trustees that priority registration assignments be amended to add current and former members of the Armed Services to Category B presently assigned to athletes, ASG, and ASPIRE.

Associate Dean of Admissions and Records Kathie Westerfield was not present. Vice President for Student Services Dr. Jaime stated this recommendation is due to new Title 5 requirements and compliance.

M/S/C Sergio Lopez/Dr. Michael Heumann. Motion carried.

ADJOURNMENT

Council member and Customer Service Committee Co-Chair Patty Robles hoped everyone enjoyed the Staff Appreciation BBQ. She thanked everyone who helped with the event. On behalf of the Customer Service Committee, she thanked everyone for participating in the Fall Food Drive. She stated a total of 1300 pounds of food and \$300 in cash was contributed. She stated the Customer Service Committee started its Holiday Gift Drive today. She stated the event is sponsored in conjunction with the

CFCS program through Becky Green and helps raise gifts for children and teens between the ages of 0-21 that are in the Imperial Valley Foster Care, Kinship and Independent Living Programs. She informed those present of ways to contribute.

Vice President for Student Services Dr. Jaime announced a ceremony honoring Dr. Hector L. Lopez and Raul Aragon, through the dedication of the Hector L. Lopez Student Services Center, and the Raul Aragon Soccer Field, respectively. He stated the event would be held on Tuesday, December 4th, at 10:30 a.m., in front of the counseling center. He stated the event is a surprise. Dr. Jaime will be sending out an email with further details.

Council member Norma Nuñez reminded everyone about the All Seasons Celebration on December 7th, which is being held at the Holtville Country Club for employees and retirees. The cost for dinner is \$30 for prime rib or \$25 for chicken cordon bleu. She stated RSVPs would be accepted until the end of this week.

M/S/C Dr. Michael Heumann/Kathy Berry to adjourn the meeting at 3:22 p.m.

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2007	2008	
December 10	January 14 & 28	April 14 & 28
	February 11* & 25	May 12
	March 10	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members

**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE
November 2007**

District Counseling

District Counseling has been working on revising the Academic Renewal Policy and will be getting ready to present it to the Admissions & Operations Committee as the first level for approval. All counselors have been informed of the Chem 140 course termination and the new Chem course which will take its place for the BSN transfer program.

SARS training took place for all programs to update everyone's consistent usage of terms to have more uniformity among the different counseling program.

The Financial Aid Debt Card information was shared so everyone can explain it to students when it becomes available for spring 2008 semester. Winter/Spring registration has kept us busy with appointments and Walk-ins.

Matriculation

Matriculation Counselors:

Continue to be booked with appointments for class advising for winter and spring 2007 semesters

Counselors completed the presentations to the remaining Basic Skills math and English classes.

Participating in the Matriculation H.S. Workshop sponsored by IVC Matriculation Program on November 14th

Matriculation counselor continue to assist with the IVC webpage

Non-Credit Matriculation:

Instructional Specialist continues to lead conversational groups for non-credit ESL students

Matriculation Director:

Coordinated Matriculation H.S. Workshop

Coordinated Telephone Conference with Dr. Juan Cruz from Chancellor's Office regarding Basic Skills

Chaired Academic Senate sub-committee meeting regarding re-structuring of C & I committee

Coordinated SAP 1 scheduling of presentations.

Continue to serve on various committees on campus.

Assessment Center

215 Student took the ACCUPLACER Placement Test

90 Students took the CELSA exam

17 Student took the GED

Transfer Center/Articulation Services

- Transfer Admission Application Workshops – 12 Scheduled and 8 days of full workshop availability.
- Student Appointments– Lots of them due to W/S registration start on 11/13/07 – ASPIRE Students and TC Students (Reminder Letter mailed to all.)
- TC Folder Review
- Conferences/Training Meetings: Articulation Officers – Region X, and NAU BSW Advisory Board Meeting
- Other IVC meetings: Academic Senate, Curriculum & Instruction Committee, In-Service, Title 5/2+2 Grant Meetings, District Counselors Meetings, Academic Renewal Committee, Science Division Meetings
- SARS – Training Workshops
- Mentorship Program– Training Sessions
- Articulation–General Updating
- Adopt a High School Program – Calipatria – 3 classes/45 minutes each

Student Support Services

- Students attended Jersey Boys performance
- On-going academic counseling (course suggestions for Winter and Fall 2008)
- Provided students with assistance with their college admission application
- On-going club activities for fundraising

Disabled Students Programs and Services (DSP&S)

Counselor Appointments	265
Test Proctoring	39
Reader Services	5
Sign Language Interpreters	6

Notetakers	12
Scribe	5
Tutors	13
Adaptive Furniture	11
New Student Intakes/Applications	16

CalWORKs Assessment and Counseling

- Activities were set up at IVC for the children of CalWORKs' students: a Soccer Camp at IVC for December and a tour of IVC for January for 6th – 8th grade students.
- The counselors and CalWORKS Assessment Coordinator attended the Annual CalWORKs Partnership Summit in San Diego on November 25th – 28th.

EOPS

EOPS area report for November 2007:

- ❖ 718 completed appointments
- ❖ 108 Bus passes distributed
- ❖ CARE presentation made EOPS/CARE Counselor at the 9th Annual Expectant and Parenting Teen Conference
- ❖ Staff attended Committee meetings, and staff in-services

Financial Aid

Preparing for final Fall 2007 Disbursement on Nov 29th

Implementation for the student disbursement card.

Educational Talent Search

November 1:

ETS had an educational field trip to Biola University for high school students. Students took a campus tour, were presented with an admission presentation, and visited an art gallery.

ETS Director setup and attended an IV Partnership meeting held at IVC. The partnership meets once a month to discussed upcoming student events and collaborate ideas.

November 7:

ETS Director assisted with the preparations for the IVC Staff Appreciation BBQ. ETS office staff assisted with the setup and clean-up of this event.

November 7, 8, 9:

ETS Director, counselor, and office staff attended the Annual Professional Development Seminar in Ventura County. We attended various workshops regarding Trio and ETS. We were able to obtain new ideas that we can implement in our program. We were also able to network and meet new Trio staff.

November 17:

ETS Director hosted the annual ACT/SAT workshop at IVC. About 80 students attended this activity from various partnership programs: ETS, AVID, MESA, and EAOP.

November 26:

ETS Director assisted in setting up the Trio Alliance meeting at IVC. Various Trio campus (SDSU, USD, IVC, Alliant Univ.) came together to discuss current events related to Trio programs: ETS and UB.

ETS Director attended an IV Partnership meeting to discuss upcoming Parent Conference to be held January 26, 2008. There was discussion on the various workshops to provide parents, food, door prizes, keynote speaker, etc.

November 27:

ETS Director attended the month Student Services meeting.

November 1-31:

ETS staff is actively recruiting students at south side schools; also providing presentations to students.

ETS Directory, Counselors and office staff worked on Annual Performance Report

Due December 14, 2007.

Admissions and Registrar:

Students Served:

Processed 570 requests for official transcripts to be sent to other institutions and employers, averaging 30 requests fulfilled per work day. 50 GE certifications were completed.

Processed 132 enrollment verifications, 22 degree verifications, and 21 grade changes.

Conducted 48 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status.

Downloaded applications approximately 57 times (3 times/day).

818 applications for admission were processed, including 52 for Fall 2007 and 766 for Winter/Spring 2008.

Errors were corrected on approximately 200 applications so the download could be completed.

Evaluated over 30 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 15 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 41 students.

Processed 50 petitions for exceptions to repeat laws. Made decisions and sent letters to all petitioners.

Registration

Prepared and mailed registration packets to 13,373 continuing and former students regarding registration dates and processes.

Facilitated the registration of 2,897 students for Winter Intersession and 4,814 for Spring Semester.

Processed approximately 450 instructor drops.

Graduation

5 final certificate and 64 degree evaluations completed, input in Banner, grad database updated, and certificates and diplomas printed.

9 duplicate diplomas printed.

64 graduation petitions for Fall 2007 input to Banner and Excel database.

Student Affairs

- ◆ Mondays – Weekly Associated Student Government meetings (Board Room, 1:00 p.m.)
- ◆ Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- ◆ November 1st – Campus Operations Committee meeting (Board Room, 2:00 p.m.)

- ◆ November 5th – Student Affairs Committee meeting (Board Room, 3:00 p.m.)
- ◆ November 8th – ASG sponsored a Comedy Show w/ Richard Villa & Friends (“Wacko” and “Augie”) – College Center, 12 Noon
- ◆ November 9th through 11th – Mr. Lopez, ASG President Lopez, Ingrid Soto and Raymond Kim attended the 2007 Fall General State Assembly in San Jose, CA
- ◆ November 13th – Parking Control Appeal Hearings – Six (6) cases were reviewed. Five (5) cases were found liable and one (1) was dismissed.
- ◆ November 15th - Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- ◆ November 19th & 20th – Security Consultant from Institute for Campus Safety LLC visited the campus and will provide have a full report of findings on or before December 14, 2007
- ◆ November 28th – ASG President participated with IVC Preschoolers by taking pictures with them dressed as Santa Claus (College Center, 10:00 a.m.)
- ◆ November 29th – ASG co-sponsored Guest Speaker, Charley Trujillo from “La Chusma Publications” (College Center, 12:30 p.m.)

Upward Bound

- . Performance Report due November 30, 2007;
- . Saturday Tutorials held Nov 3rd, Nov. 10th, and Nov 17th with 10 – 15 students each Saturday;
- . High School Centers Reports submitted;
- . Collected all progress grade reports;
- . Collected all SAT Scores for all Upward Bound students;
- . Collected all information on 5 years of Upward Bound Alumni’s progress in College;
- . Collected all student information on the Blumen Student Data Base;
- . Senior Workshops on College information and financial aid;
- . Alliance TRIO Meeting sponsored by Imperial Valley College;
- . Parent Conference Meeting for April;

**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE
December 2007**

District Counseling

No updates to report.

Matriculation

Matriculation Counselors:

- Continue to be booked with appointments for advising for winter and spring classes.

Director:

- Scheduled Financial Aid workshops for Financial Aid Petitions Committee
- Developed Basic Skills Matrix for the subcommittee
- Attended a fieldtrip to Grossmont College to learn more about their Learning Communities
- Continue to attend various committee meetings.

Assessment Center

63 students took the Accuplacer

39 students took the CELSA

20 students took the GED

Transfer Center/Articulation Services

- Provided Transfer Admission Application Workshops - 129 students seen during October and November (Note: Fair amount of students were assisted outside of the workshops.)
- Student Appointments
- Attended to Conferences/Training Meetings: SDICCA President's Meeting, TCD & AO Region X meetings
- Other IVC meetings: Curriculum & Instruction Committee, In-Service, Title 5/2+2 Grant Meeting, District Counselors Meetings
- Provided SARS training
- Articulation-General Updating and Expansion

Student Support Services

No updates to report.

Disabled Students Programs and Services (DSP&S)

Counselor Appointments	265
Test Proctoring	26
Reader Services	5
Sign Language Interpreters	6
Notetakers	12
Scribe	5
Tutors	13
Adaptive Furniture	11
New Student Intakes/Applications	6
Workability III Appointments	10

CalWORKs Assessment and Counseling

No updates to report.

EOPS

EOPS area report for December 2007:

- ❖ 300 completed appointments
- ❖ 23 bus passes distributed
- ❖ EOPS/CARE Counselor participated in the Parenting Teen Conference, Friday, December 14, 2007
- ❖ Staff attended Committee meetings, and staff in-services
- ❖ EOPS students who did not meet program stipulations were dropped at end of Fall 2007

Financial Aid

- Last Financial Aid payment for Fall 2007 – late payments will be made on January 30th and February 20th.
- Finished plans for the 2008 CalGrant Drive in the high schools which begins in January.
- Began implementation plans for workshops, forms, and website info for 2008-09 Financial Aid applications which begin in January.
- Began Banner roll for 2008-09.

Educational Talent Search

December 6:

ETS Director attended a Cal-Soap meeting held at ICOE. The Cal-Soap Board members were present to discuss Cal-Soaps current financial situation. There was talk about cutting the Imperial Valley Cal-Soap in order to stay financial sound since the Government is planning to cut Cal-Soap state wide.

December 7:

ETS Director attended an IV Partnership meeting to discuss the upcoming Parent Conference to be held January 26, 2008. ETS is actively participating with the preparation of the conference. Each member gave an update about their programs upcoming events.

December 7:

ETS Director and counselors attended the regularly scheduled IVCRA meeting to update IV counselor on current issues related to students. An ACT representative gave a presentation on the ACT and how he can assist school with the ACT to include assistance with Explore and Plan tests. He stated that he wishes to work in the Imperial Valley school and provide resources at a good price. Counselors were informed about the upcoming Parent Conference to be held January 26, 2008. Each member gave an update about their programs upcoming events. There was also discussion on the election of new officer for IVCRA.

December 8:

ETS had a Saturday field trip to UCSD. Student visited the campus and took a campus tour along with a university requirement presentation. A big THANK YOU to the **UCSD ETS Staff** for facilitating this field trip. Afterwards, students went to see a basketball game at USD (USD vs. UCLA).

December 12:

ETS Director submitted the Annual Performance Report. Much appreciation to all the ETS Staff that assisted with this report: counselors and office staff. Also, a big THANK YOU to all the school site counselors and their staff, who provided us with supporting data.

December 1-31:

ETS staff is actively recruiting students at south side schools; also providing presentations to students.

Admissions and Registrar:

Students Served

Processed 500 requests for official transcripts to be sent to other institutions and employers, averaging 50 requests fulfilled per work day. GE certifications completed totaled 120.

Processed 80 enrollment verifications, 8 degree verifications, and 55 grade changes.

Conducted 30 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status.

Downloaded applications approximately 30 times (3 times/day).

450 applications for admission were processed.

Errors were corrected on approximately 180 applications so the download could be completed.

Evaluated 10 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 30 students.

Processed 26 petitions for exceptions to repeat laws. Made decisions and sent letters to all petitioners.

Processed, evaluated, determined admission status, and sent letters to 6 Special K-12 Students seeking concurrent enrollment for Winter and 4 for Spring.

Registration

Facilitated the registration of 403 students for Winter Intersession and 1,041 for Spring Semester.

Fall Grades

Processed grades, including individual "rolling" in Banner, for approximately 1,000 classes.

Manually corrected over 300 Fall 2007 enrollment errors (drops and adds) for faculty while processing final grades.

Graduation

18 degree evaluations completed, input in Banner, grad database updated.

5 duplicate diplomas printed.

136 graduation petitions for Fall 2007 input to Banner and Excel database.

Student Affairs

The following is a list of activities the Student Affairs Office, Associated Students and the Parking Control worked in the month of December 2007:

- ◆ Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- ◆ December 5th – Parking Control Appeal Hearings – Nine (9) cases were reviewed.
- ◆ December 6th – Holiday Office Party (College Center, 11:30 a.m.-1:00 p.m.)
- ◆ December 12th – The ASG provided more than 200 free hamburgers to those who attended the Men's Basketball game against Southwestern College (Gym, 3:00 p.m.)

Upward Bound

- Attended the Cal-SOAP Board Meeting;
- Made 5 home visits in Holtville and Brawley;
- Visited all the Upward Bound Centers;
- December Saturday Session held at Imperial Valley College;
- College Financial Aid Workshop;
- Guest Speaker Clarina Valdez;
- Holiday Luncheon held for 82 participants held at IVC
- Social Skills Workshops held during the Saturday Session;
- Workshops on College Internet Sites for all Upward Bound Students.
- Brawley High School District & Calexico High School District provided the Buses for Saturday session at IVC.

IVC Academic Senate

Approved Minutes

November 7, 2007

- I. The meeting was called to order at 1:33 pm by President Seivertson.
- II. Roll Call
 - Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Carol Lee, Mary Lofgren, Bobbie McClain, John McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez
 - Excused:
 - Absent: Dave Drury
 - Visitors: Francis Beope, Gonzalo Huerta, Sergio Lopez, Val Rodgers, Efrain Silva, Kathie Westerfield, Robin Ying
- III. **Treasurer's Report** - \$3637.90
- IV. **Visitor Comments**
 - Bobbie McClain – Campus Operations committee Nov 17, over by the 1300 building approved planting tree, still needs \$250. Find out student's name.
- V. **Consent Agenda**
 1. M/S/C (Zhao/Nilson) to approve the minutes of October 17, 2007 as corrected.
 2. Approval of Board resolution reflecting the C&I Committee's latest recommendations for program and course additions, revisions, and deletions. This item will be postponed until next meeting.
- VI. **Reports**
 1. President – attended the plenary session of State Academic Senate. “Your Duties as Local Senate President” was distributed to the senators. A president may delegate some of the duties.
 2. Past President – congratulated Senator Guzman on his election to the school board of Brawley Elementary. He also expressed a wish that the senate start afresh with a new attitude towards each other.
 3. Vice President of Instruction – attended a conference last week on how to be a CIO. For the next 5 years money will be available to the community colleges for basic skills. Every year we have to prove to the chancellor's office that we deserve more money. Basic skills has to be a campus wide endeavor.
 4. Senators Guinn and Mendez: Constitution and By-Laws Revisions – only the by-laws are being reviewed as to grammatical errors, role of part-timers, and duties of officers. A revised copy will be sent to the senators for review before the next AS meeting.

5. Senators Nunez (Chair), Byrd, Heumann, B. McClain, and Paine: C&I Subcommittee Study concerning C&I membership, voting members, additional division representation, and officers (see October 17th unapproved minutes for more details as to the subcommittee assignment) – The committee is meeting at 3 pm today to discuss when they can meet.
6. Academic Senate plaques – Senator Lofgren is waiting for the information. Senator B. McClain has found a source to engrave the plaques. Reminder: the Academic Senate is in charge of faculty lounge. Suggestions are always welcomed on how to make it nice and keep it that way. As a side note, the chairs in the Academic Senate office are in need of replacement. Past President Carnes will check to see if the warehouse has surplus chairs.

VII. Academic and Professional Matters

1. Appointment of two faculty members to Dean of Instruction Search Committee – David Zielinski and Mary Jo Wainwright were elected to serve on this committee. Other nominees included Olga Artech and Bobbie McClain.

VIII. Discussion

1. Minute Taking Procedures: Preference between Previous Process and Most Recent Example (minutes of October 17th). Few senators indicated a preference one way or another. Senator Guinn will bring other formats to the next meeting.
2. STRS – Gretz – The state CTA STRS specialist indicated that other schools on a 16 week calendar with a winter session are having the same problem as IVC. Our name has been added to that list. The problem is being worked on. Another solution discussed was to have a contract day in January
3. SLO Coordinator – items discussed during the meeting:
 - we are the only without a coordinator
 - division chairs are taking the lead
 - wait for the accreditation report before making a decision
 - when a committee takes leadership of an item it becomes diffused
 - progress is being made
 - the faculty needs to show enthusiasm for SLOs
 - other areas besides instruction are working on SLOs
 - one person needs to be in charge to work with the whole campus
 - there is a concern when a coordinator is appointed, other people tend to think they don't need to get involved
 - this is not a top down process, it must come from the faculty
 - in a previous meeting the Academic Senate voted to take the lead concerning SLOs

President Seivertson would like all parties to share their information with the senate. He has asked that the division chairs report on their progress concerning SLOs at the next meeting.

IX. Committees

1. Budget and Planning –no meeting
2. C and I – training on stand-alone course validation, Title V document has several people petrified because there are over 1200 changes that have to be made by 2008 and entered into the catalogue.
3. College Council – nothing new
4. Equivalency – reviewing 3 packets this week
5. Policies and Procedures Review – updating is continuing
6. Administrative Council – no meeting

X. M/S/C (Lee/Zobell) to adjourn the meeting at 3:05 pm.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, November 15, 2007
3:05 p.m. – Board Room**

Present:	Kathy Berry Krista Byrd Ted Ceasar	Melani Guinn Gonzalo Huerta Victor Jaime	Carol Lee David Lopez Diedre Pollock-Blevins	Val Rodgers Lianna Zhao David Zielinski
Consultants:	Frances Beope	Norma Nunez	Efrain Silva	Kathy Westerfield
Absent:	David Drury	Robin Ying		
Visitors:	Jessica Waddell	Mardjan Shokoufi		
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:09 p.m., on Thursday, November 15, 2007. The order of the agenda items was rearranged as follows:

Original Order

- C. MAJORS AND CERTIFICATES
- B. CREDIT COURSES
- B.1. New Courses
- B.2. Revised Courses
- B.3. Deleted Courses

Revised Order

- B. CREDIT COURSES
- B.1. Deleted Courses
- B.2. New Courses
- B.3. Revised Courses
- C. MAJORS AND CERTIFICATES

B. Approval of the Minutes of November 1, 2007

M/S/C Zhao/Guinn to approve the C & I meeting minutes of November 1, 2007, with corrections. The motion carried. Corrections were made to the start time of the meeting, and to the members that approved and seconded the motion to approve the October 18 minutes.

II. ACTION ITEMS

A. RESCISSION OF COMMITTEE ACTION

1. Rescission of Action Taken August 16, 2007: Termination of CAN Statements in General Catalog

M/S/C Jaime/Ceasar to rescind the motion that authorized the removal of the CAN (California Articulation Numbering) System statements, as requested by the California Community College Chancellor's Office (CCCCO) at the November 5, 2007 Region X Articulation Officer meeting, which was action was taken by the C & I Committee at its meeting of August 16, 2007. The motion carried.

"M/S/C Jaime/Ceasar to approve the termination of CAN (California Articulation Numbering) System statements in the General Catalog, since the system has been terminated statewide, effective with the 2008 – 2009 academic calendar, as presented."

Carol explained the change was made due to controversy over LDTP.

2. Rescission of Action Taken October 18, 2007: Approval to Grant Priority Registration to Declared Agriculture Majors

M/S/C Zhao/Pollock-Blevins to approve the rescission of the following action taken by the C & I Committee at its meeting of October 18, 2007. The motion carried.

“M/S/C Zhao/Byrd to support granting priority registration to declared Agriculture majors under the IVC Priority Registration Category B, presently assigned to athletes, ASG, and ASPIRE students, to commence with the fall 2008 term.”

Kathy Berry explained that the action was being rescinded; however, the goal is to bring back the item with procedures for monitoring eligibility in place.

B. CREDIT COURSES

1. Deleted Courses

- a. **CHEM 140, INTEGRATED CHEMISTRY (4.0)**
- b. **CS 210, OBJECT ORIENTED PROGRAMMING USING JAVA (4.0)**
- c. **CS 260, DATA STRUCTURES USING JAVA (4.0)**
- d. **MATH 120, INTRODUCTORY STATISTICS WITH APPLICATIONS (3.0)**

M/S/C Zhao/Guinn to approve the deletion of CHEM 140, CS 210, CS 260, and MATH 120 from the credit curriculum, effective with the 2008 – 2009 academic year, as presented. The motion carried.

Lianna Zhao explained that CHEM 160, a five unit course, replaced CHEM 140, a four unit course, since SDSU no longer accepts the four-unit course. She explained that CS 210, CS 260 and MATH 120 are replaced by CS 220, CS 230 and MATH 119, respectively, to allow for more advanced contact and better articulation.

2. New Courses

- a. **AG 101, AGRICULTURE IN THE MODERN WORLD (4.0)**

M/S/C Zhao/Pollock-Blevins to approve the addition of AG 101 to the credit curriculum to expand offerings that meet the demand for general education in the biological sciences, for the 2008 – 2009 academic year, as presented. The motion carried. (Carol Lee abstained from voting.)

It was noted that if the course were offered summer 2008, the course would be transferable but it would not be eligible for general education. The committee agreed to begin offering the course fall 2008.

- b. **CS 220, INTRODUCTORY OBJECT-ORIENTED PROGRAMMING WITH JAVA (4.0)**
(TITLE CHANGED TO: “INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING USING JAVA”)

M/S/C Zhao/Jaime to approve the addition of CS 220 to the credit curriculum, which is a required course for the Computer Science major, certificate and transfer programs, for the 2008 – 2009 academic year, with corrections to the course title. The motion carried.

- c. **CS 230, INTERMEDIATE OBJECT-ORIENTED PROGRAMMING WITH JAVA (4.0)**
(TITLE CHANGED TO: "INTERMEDIATE OBJECT-ORIENTED PROGRAMMING USING JAVA)

M/S/C Zhao/Guinn to approve the addition of CS 230 to the credit curriculum, which is a required course for the Computer Science major, certificate and transfer programs, for the 2008 – 2009 academic year, with corrections to the course title. The motion carried.

- d. **JRN 108, CRITICAL REASONING AND WRITING (3.0)**
(COURSE NUMBER CHANGED TO: JRN 108)

M/S/C Guinn/Byrd to approve the addition of JRN 108 to the credit curriculum, to expand the offerings for critical thinking requirements for transfer and to assist students in pursuing careers in journalism and communication, for the 2008 – 2009 academic year, as presented. The motion carried.

- e. **MATH 119 INTRODUCTORY STATISTICS WITH APPLICATIONS (4.0)**
(TITLE CHANGED TO: "ELEMENTARY STATISTICS")

M/S/C Zhao/Guinn to approve the addition of MATH 119 to the credit curriculum, which is a replacement course for MATH 120, INTRODUCTORY STATISTICS WITH APPLICATIONS, for the 2008 – 2009 academic year, with corrections to the course title. The motion carried.

3. Revised Courses

- a. **AHP 060, HEALTH ASSISTANT (6.0)**
b. **AHP 074, CLINICAL EXTERNSHIP I (2.0)**

M/S/C Pollock-Blevins/Rodgers to approve the revision of the course description for AHP 060 and AHP 074, to include a fees statement, effective with the 2008 - 2009 academic year, with corrections. The motion carried.

It was recommended that the dollar amounts be excluded from the fees statement to eliminate the need to revise the course description every time the fees changed.

- c. **BIOL 134, FIELD ECOLOGY AND CONSERVATION BIOLOGY (3.0)**

M/S/C Zhao/Pollock-Blevins to approve the revision of the course description for BIOL 134, to correct editorial errors, effective with the 2008 - 2009 academic year, with corrections. The motion carried.

It was recommended that the statement, "Instructor approval is required prior to registration," be deleted from the course description, and that the statement, "Travel fees are required" be changed to read, "Travel fees are required. See instructor for details."

- d. **CHEM 100, INTRODUCTION TO CHEMISTRY (4.0)**
e. **CHEM 200, GENERAL INORGANIC CHEMISTRY I (5.0)**
f. **CHEM 202, GENERAL INORGANIC CHEMISTRY II (5.0)**
g. **CHEM 204, ORGANIC CHEMISTRY I (5.0)**
h. **CHEM 206, ORGANIC CHEMISTRY II (5.0)**
(ITEMS d – h WERE WITHDRAWN)

*M/S/C Zhao/Byrd to approve the revision of the course description for CHEM 100, 200, 202, 204 and 206, to reflect that multiple sections of lectures may be combined into a single lecture, and to include a science lab breakage fee and a fee for supplemental science lab manual materials, effective with the 2008 - 2009 academic year, as presented. **THE MOTION WAS WITHDRAWN.***

i. **CS 280, ASSEMBLY LANGUAGE AND MACHINE ORGANIZATION (4.0)**

M/S/C Zhao/Guinn to approve the revision of the course prerequisite for CS 280, for the 2008 - 2009 academic year, as presented. The motion carried.

j. **MATH 080, BEGINNING ALGEBRA (3.0)**

k. **MATH 090, INTERMEDIATE ALGEBRA (4.0)**

M/S/C Pollock-Blevins/Jaime to approve the revision of the course prerequisite and upgrading of textbooks for MATH 080 and MATH 090, for the 2008 - 2009 academic year, as presented. The motion carried.

l. **MUS 176, REHEARSAL AND PERFORMANCE (1.0)**

M/S/C Guinn/Pollock-Blevins to approve the revision of the course number from MUS 26ABCD to MUS 176, to reflect course number changes made in 2004 – 2005 during the conversion to Banner, and the upgrading of textbooks for MUS 176, for the 2008 - 2009 academic year, with correction. The motion carried.

m. **NURS 110, NURSING PROCESS I (4.5)**

n. **NURS 125, NURSING PROCESS AND APPLICATIONS II (8.5)**

o. **NURS 231, NURSING PROCESS AND APPLICATIONS III (8.5)**

p. **NURS 241, NURSING PROCESS AND APPLICATIONS IV (8.5)**

q. **VN 110, INTRODUCTION TO PATIENT CARE I (5.0)**

r. **VN 122, COMMON HEALTH PROBLEMS I (5.5)**

s. **VN 130, COMMON HEALTH PROBLEMS II (5.5)**

(ITEMS m – s WERE ACTED UPON ALL TOGETHER UNDER ONE MOTION)

It was noted that the proposed course revisions were denoted in bold font on Form 1 for each course.

M/S/C Pollock-Blevins/Byrd to approve the addition of a fees statement to the course description for NURS 110, NURS 125, NURS 231, NURS 241, VN 110, VN 122 and VN 130, for the 2008 - 2009 academic year, with corrections. The motion carried.

It was recommended that the dollar amounts be excluded from the fees statement to eliminate the need to revise the course description every time the fees changed.

C. MAJORS AND CERTIFICATES

1. New Majors and Certificates

a. COMPUTER SCIENCE MAJOR

M/S/C Zhao/Huerta to approve the new COMPUTER SCIENCE Associate in Science (A.S.) Degree, commencing with the 2008 – 2009 academic catalog, with corrections. The motion carried.

Corrections included increasing the units required for the major from 30 to 31 units, and replacing MATH 120, STATISTICS (3.0 UNITS) with MATH 119, ELEMENTARY STATISTICS (4.0 UNITS). The major is pending submission and approval by the California Community College Chancellor's office.

2. Revised Majors and Certificates

a. AGRICULTURAL BUSINESS MANAGEMENT MAJOR

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as a required course under section I, for the AGRICULTURAL BUSINESS MANAGEMENT Associate in Science (A.S.) Degree, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

b. AGRICULTURAL BUSINESS MANAGEMENT CERTIFICATE

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as an acceptable course selection for the AGRICULTURAL BUSINESS MANAGEMENT Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

c. AGRICULTURAL CROP SCIENCE CERTIFICATE

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as an acceptable course under section II, for the AGRICULTURAL CROP SCIENCE Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

d. AGRICULTURAL SCIENCE MAJOR

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as a required course under section I, for the AGRICULTURAL SCIENCE Associate in Science (A.S.) Degree, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

e. GENERAL SCIENCE MAJOR

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as an acceptable course under section III, for the GENERAL SCIENCE Associate in Science (A.S.) Degree, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

f. LIFE SCIENCE MAJOR

M/S/C Huerta/Zielinski to approve the addition of AG 101, Survey of Agriculture in the Modern World, as an acceptable course under AREA II, for the LIFE SCIENCE Associate in Science (A.S.) Degree, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

D. NONCREDIT COURSES

1. New Noncredit Courses

a. BIOL 820, ANATOMY AND PHYSIOLOGY REVIEW (54.0 lecture hours)

M/S/C Zhao/Guinn to approve the addition of BIOL 820, to the noncredit course curriculum, effective winter 2008, with corrections. The motion carried.

Corrections included revisions to the course description to identify the TEAS examination as a “nursing assessment readiness exam.”

E. DISTANCE EDUCATION COURSES - ADDENDUM DOCUMENTATION

1. PD 100, PERSONAL AND CAREER DEVELOPMENT (3.0)

M/S/C Jaime/Ceasar to approve the Distance Education Addendum for PD 100, commencing with the Spring 2008 term, to provide greater access and allow the inclusion of all modalities of learning, with corrections. The motion carried.

III. DISCUSSION ITEMS

A. Title 5 Changes

Kathy Berry shared with the committee the information she obtained from the recent CIO conference regarding the Title 5 revisions. She explained the impact on IVC's processes, stating that under existing processes when students complete certificates with values of 12 – 17 units IVC transcripts reflect completion of a certificate, which is incorrect according to Title 5. She stressed the need for divisions to review and fix existing certificates, submit them to C&I as new majors, and then submit the new majors to the Chancellor's Office. Kathy stated the issue is not a catalog issue at this time but anticipates it will become one in 2008 – 2009. She foresees the need for an addendum to the 2008 – 2009 catalog since the major and/or certificate approval paperwork must be submitted to Region X for signatures before submission to the Chancellor's Office.

B. Curriculum and Instruction – Relationship With SLOs

Kathy Berry explained the need for the college to tie SLO's to curriculum in a more formal manner; she asked members to keep this in mind when completing the various C & I forms.

- C. It was announced that the college received official notification of certification for local approval of stand-alone credit courses.

IV. INFORMATION ITEMS

- V. **OTHER ITEMS** – None.

VI. NEXT REGULAR MEETING

**Next meeting 3:05 p.m., Thursday, December 6, 2007, Board Room.
MATERIALS DUE: 5:00 P.M., Wednesday, November 28, 2007**

VII. Adjournment

The meeting was adjourned at 4:40 p.m.



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Safety Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on October 30, 2007.

Present: Andrew Chien, Becky Green, Bill Gay, Gonzalo Huerta, Jacky Cypher, Marco Morales, Rick Webster, Russell Lavery, Ted Ceasar, Deidre Pollock, and Travis Gregory.

Absent: Daniel Gilison, Frank Miranda, Fred Nippins, Hope Davis, Jack Williams, Jean Stroud, Jill Tucker, Jim Fisher, John Abarca, Jose Guerrero, Judy Santiestevan, Kathy Berry, Rick Fitzsimmons, Ryan Kelly, Sergio Lopez, and Thomas Morrell.

I. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

II. Approval of minutes

M/S/C Gonzalo Huerta/Deidre Pollock to approve minutes of the August 29, 2007 meeting as amended.

- *Ted Caesar* should read *Ted Ceasar*.
- Emergency Preparedness Plan/Crisis Team discussion item: First paragraph, last sentence should state "*the Crisis Team is not responsible for providing therapy services...*"

III. Evacuation Drill

Upon a properly made and seconded motion (Huerta/Lavery), and upon an unanimous vote, it was resolved that the Committee will plan and implement an evacuation drill.

The evacuation drill has been tentatively scheduled for Tuesday, November 27, 2007 at 10:30 am. An announcement will be sent via email. The notice should state that an evacuation drill will be scheduled during the month of November.

The following issues were discussed:

- The need to revise and post the current evacuation plan.
- Date and time.
- Alarm system.
- Communications (i.e., notify instructors, provide training, etc...)
- Create a checklist.
- Delineate roles and responsibilities.
- EMT students to serve as evaluator and document the outcomes/identify needs.

- Scheduling a debriefing meeting after the drill.

It was recommended to frame/laminate the current evacuation plan. Evacuation maps should be posted in visible areas (i.e., inside doors).

It was mentioned the lack of emergency procedures training. The committee recommends providing emergency training during staff orientation.

IV. Safety Consultant

A safety consultant will be hired to evaluate our current security and law enforcement services.

V. Review draft of emergency cards

An emergency card sample was submitted for review. It was recommended to obtain sample emergency cards from the hospitals and other community colleges.

The card should include a color-coded system. It should describe the type of incident and briefly describe the procedure to be implemented.

VI. County-Wide Disaster Drill

A county-wide disaster drill will be held on Thursday, November 15, 2007.

VII. Other issues

A safety concern was brought to the committee's attention. Due to the heat, the metal doors in room #410 cannot be easily open in the afternoons.

Adjournment

The meeting was adjourned at 11:00 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Safety Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, December 6, 2007.

I. Roll Call

Present: Becky Green, Daniel Gilison, Russell Lavery, Ted Ceasar, Thomas Morrell, and Travis Gregory.

Absent: Andrew Chien, Bill Gay, Bill Gay, Diedre Pollock, Frank Miranda, Fred Nippins, Gonzalo Huerta, Hope Davis, Jack Williams, Jacky Cypher, Jean Stroud, Jill Tucker, Jim Fisher, John Abarca, Jose Guerrero, Judy Santiestevan, Kathy Berry, Marco Morales, Martha Jacobo, Rick Fitzsimmons, Rick Webster, Ryan Kelley, and Sergio Lopez.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

II. Approval of minutes

M/S/C Becky Green/Russell Lavery to approve minutes of the October, 2007 meeting as amended: *Daniel Gillison should read Daniel Gilison.*

III. Evacuation Plan Outcomes/Debriefing meeting update

The evacuation drill evaluations and survey results were reviewed by the committee. Upon review of the data received, the following was recommended:

- Define the responsibilities of faculty during an emergency drill. It was noted that procedures defining roles and responsibilities of Faculty members are not included in the current CTA contract.
- Include a presentation on emergency procedures during staff orientation. In addition, a memorandum explaining the role of public employees in case of an emergency or disaster should be included in the orientation packets.
- Upgrade the current alarm system, not audible in remote areas/buildings (i.e., HR department).
- Committee members recommended scheduling two emergency drills: One at the beginning of the spring semester and the second drill at the beginning of the fall semester, preferably on a Tuesday. **ACTION ITEM:** Schedule two evacuation drills (Spring/Fall).
- Training should be provided to all staff.
- Evacuation routes not accessible for handicapped people.

- The current Evacuation Plan needs to be modified; some evacuation routes are currently obstructed by physical barriers (i.e. a fence obstructing an exit). During a real emergency, those barriers might prevent evacuation of some buildings in a timely and safely manner. **ACTION ITEM:** Rick to bring a draft of the evacuation plan to be reviewed during the next meeting.
- It was recommended to include an evacuation map in the student schedule.
- **ACTION ITEM:** A thank you note should be send to the EMT's evaluators for their valuable assistance.
- Another issue discussed was accountability for students' personal property and instructors' liability during an emergency. It was suggested to seek advice from IVC legal counsel regarding this issue.

IV. Safety Consultant

A discussion was held regarding the consultant's ideas of how to restructure the security at IVC (i.e., types of alarms and cost). The consultant will submit a report to the college within the next few weeks.

VII. Other issues

A discussion was held regarding the phone system (AUDIX) upgrade. It was mentioned that by next March, a telephone should be installed in every classroom.

It was proposed to create an emergency card template. The card should include emergency codes and guidelines/steps to follow in case of an emergency.

Adjournment

The meeting was adjourned at 11:15 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant



INSURANCE COMMITTEE
Monday, December 3, 2007
1:00 p.m., IVC Transfer Center

Members Present:

√ John Lau, VP for Business Services
√ Travis Gregory, Assoc. Dean of HR
√ Carlos Fletes, Director of Fiscal Services
_ Frances Beope, CTA Representative
√ Gloria Carmona, CTA Representative
√ Lorraine Mazeroll, CTA Representative

√ Chris Mays, CSEA Representative
√ Marilyn Boyle, CSEA Representative
√ Gail Parish, CSEA Representative
√ Zula Hartfield, CMCA Representative
√ Jim Pendley, Certificated Retiree Rep.
√ Shirley Hofer-Bell, Classified Retiree Rep

Recorder: Mary Carter

Consultants: Julie Revoir; Mary Bell, Payroll/Benefits Coordinator

- I. Approval of Minutes: M/S/C Fletes/Gregory to approve the minutes of the October 29, 2007 meeting as presented.
- II. New CSEA representative: John Lau introduced Marilyn Boyle, who is replacing Bertha Ortega on the committee.
- III. Benefit Survey Findings: Travis Gregory reported on the results of the benefits survey conducted through "Survey Monkey". There were 44 responses, and while respondents agreed that benefits were excellent, it appears that there is some confusion regarding the point of contact on benefits questions and more communication regarding benefits is needed. Julie Revoir stated that a workshop on Medicare D is needed to educate retirees.
- IV. Wellness: The committee discussed the need for wellness programs or communication regarding wellness for employees. Julie Revoir reported that Blue Cross has a nurse's line, and WebMD is accessible through the "Personal Choices" web site.
- V. Medical, Dental and Vision loss ratios: The committee reviewed the loss ratio reports for the various plans through September 2007:

Medical: 113.48%, including administration costs
Prescription: 104.25%
Dental: 92.81%
Vision: 92.41%
- VI. Timeline for Renewal: The renewal will be received by Keenan in late January or early February. Keenan is forecasting a minimum 25% increase. Julie Revoir stated that prescription drugs are the most expensive part of the program and the biggest factor in the renewal. Also, the premium costs have only increased 5½ % over the last two years, and inflation has caught up with the College's plan.
- VII. Planning for a significant medical renewal: The committee agreed that employees need to understand the cost of insurance and the driving factors, i.e. emergency room use and drug costs. Travis Gregory stated that HR is going to send every employee a total compensation letter.

VIII. Meeting schedule:

1. January 7, 2008
2. January 28, 2008
3. February 19, 2008
4. March 17, 2008

Meeting adjourned at 3:00 p.m.



Planning and Budget Committee
Wednesday, November 28, 2007
1:30 p.m. IVC Board Room

Members Present:

√John Lau, Chair
Vice President for Business Services
√Dr. Victor Jaime, Administrative Representative
√Dr. Bruce Seivertson, Academic Senate President
√John Abarca, College Council Chair
√Eric Jacobson, Faculty Representative

Recorder: Mary Carter

√Dr. Lianna Zhao, Faculty Representative
√Carlos Fletes, Director of Fiscal Services
_Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Representative
_Gail Parish, CSEA Representative
√David Lopez, ASG Representative

Visitors: Gary Rodgers, Sergio Lopez, Suzanne Gretz, Dr. Patrick Pauley, Ted Ceasar, Kathy Berry, Frances Beope, Jimmy Sanders, and Rick Webster

- I. Action: ***M/S/C Jaime/Seivertson to approve the minutes of the September 26, 2007 meeting as presented.*** Discussion: Eric Jacobson asked Kathy Berry if the non-credit program was breaking even. She responded that more data would be available at the end of the semester.
- II. Action: ***M/S/C Zhao/Jaime (No: Abarca) to approve a budget augmentation request for the Ag Department in the amount of \$43,080.*** Dr. Lianna Zhao, Dr. Patrick Pauley and Kathy Berry made a presentation on the budget for the Ag program; they stated that start-up money is needed in order to establish a viable program. Dr. Pauley stated that he has received substantial in-kind support from the local agriculture community, and has a guarantee for the sale of the wheat crop produced. John Abarca asked how many students are enrolled in the Ag program, where the money will come from, and he stated that the District should address existing obligations first.
- III. Health Insurance Renewal: John Lau reported that the cost of College's medical and prescription plan is expected to increase by 15% to 25% next year.
- IV. Planning relating to construction, parking and traffic circulation: Sergio Lopez, Associate Dean of Student Affairs made a PowerPoint presentation on the planned parking lot improvements. He reported that two rows of parking in Lot C have been fenced off in preparation for the Science building earthwork. Some issues to be addressed in the future are:
 1. Relocation of Human Resources building
 2. Lighting and shade needed for the bus area
 3. A drop area is needed for cars in the North lot
 4. Most of the spaces in the lot by Counseling will be designated as handicapped
 5. The current parking lots need new base laid down; the lots have been corroded by water getting to the base. They also need to be re-sealed regularly at a cost of approximately \$100,000 per lot. The lots need to be put on a maintenance program.
 6. There will be discussion in various committees of the feasibility of "staff only" lots
 7. More parking booths are needed, and additional day pass machines
 8. The "front area" (Lot A off Aten Road) needs to be redesigned, and the "IVC rock" moved.
 9. New entrances off Aten Road and the North Lot are planned, the College is meeting with the County of Imperial on a traffic study.
 10. A road for deliveries will be put in

11. Elimination of all portable buildings is being studied, with the possibility of a new College Center building being constructed on the 500 building site in partnership with Parsons 3DI.
 12. Access is needed for the baseball facility
 13. Emergency call boxes (solar powered) are planned, at a cost of \$5,000 each
- V. State Budget update: John Lau reported that the state budget is facing a revenue shortfall due to the housing slump and less than anticipated tax revenues. More information will be available in January.
- VI. Bond Construction update: John Lau reported on Bond construction projects and informed the committee that the College is working towards obtaining state and federal transit funds to enhance the bus area. The College will be going to bid on the Science Building construction in January. There will be a total of 12 contracts awarded for the Science Building project. The Culinary Arts program has been taken out of the plan for the Career Technical Building, and the \$16 million projected cost of the building is going to be reviewed.
- VII. Meeting schedule: The next meeting will be held February 27, 2008, with an update on the State budget and a snapshot of the IVC budget.

Meeting schedule

1. January – no meeting, Winter intersession
2. February 27, 2008
3. March – no meeting, Spring Break
4. April 23, 2008
5. May 28, 2008
6. June – no meeting, summer

Meeting adjourned at 2:45 p.m.