AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 12, 2009 – 2:30 P.M. Administration Building Board Room

MEMBERSHIP

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

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

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

Carlos Fletes, CMCA Representative Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative Itzel Bejarano, Student Representative Jonathan Balint, Student Representative Steven Scicky, Alternate Student Representative Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, DECEMBER 8, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services/Accreditation – Kathy Berry Business Services – John Lau Student Services – Dr. Victor Jaime Technology Services – Dr. Robin Ying Associated Student Government – Chantilee Mendenhall President's Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

- 1. IVC Academic Senate, 11/19/08.
- 2. IVC Insurance Committee, 12/08/08.
- 3. Planning and Budget Committee, 12/10/08 & 12/12/08.

DISCUSSION AND INFORMATION ITEMS

- 1. Veteran's Memorial Location Gaylla Finnell
- 2. Appointment of College Council representative to the Strategic Planning Committee John Abarca

ACTION ITEMS

None.

ADJOURNMENT

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

	2009
January 12 & 26	April 27
February 9 & 23	May 11
March 9 & 23	June 8 & 22*

Meeting Canceled

Overload rate for 177-day members

^{**}Fall Semester Begins

^{*} Summer Session Begins

MINUTES



IMPERIAL VALLEY COLLEGE COUNCIL

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

College Council Chair John Abarca was not present at this meeting, Vice Chair Michael Heumann called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

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

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

Frances Arce-Gomez, Classified Representative Jessica Waddell, Classified Representative Betty Kakiuchi, Alternate Classified Representative

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

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Efrain Silva, Administrative Representative Bruce Seivertson, Faculty Representative John Abarca, Classified Representative (Chair) Carlos Fletes, CMCA Representative Patty Robles, Alternate Classified Representative Rick Webster, Alternate CMCA Representative Steven Scicky, Alternate Student Representative Josasat Trejo, Alternate Student Representative

Others Present:

Ted Ceasar, Dr. Victor Jaime, Tina Aguirre, John Lau, Travis Gregory, Frank Rapp

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 24, 2008

M/S/C Armando Mendez/Chantilee Mendenhall to approve the Minutes dated November 24, 2008 with the corrections on pages 5, 6, 9 and 10, changing all references made to Dean Lopez to the correct title of Associate Dean Lopez.

Motion carried.

ANNOUNCEMENT BY VICE CHAIR

Vice Chair Heumann announced Chair Abarca would be contacting the committee chairs to work on streamlining the committee agenda/minutes, and making sure that the committees are following the same processes.

AREA REPORTS/UPDATES

Instruction/Academic Services/Accreditation

Vice President for Academic Services Kathy Berry reported the following:

- Announced class enrollment for winter and spring are 56% full. She indicated
 there are some classes in winter enrollment that are very low and starting
 Wednesday, December 10th classes with single digit enrollment would be
 canceled. She stated due to crisis in the State no new classes have been added.
- Reported this is finals week.
- Reported that faculty was asked to turn in grades by Thursday December 18th at 5:00 p.m., but are not due until Friday, December 19th at 5:00 p.m.
- Reported that registration is closed during winter break, and winter session begins January 8th.

Accreditation

- Reported the Accreditation team visited on Monday, December 1st, and IVC has not received any communication from them yet.
- Reported the Accreditation team found the institution had successfully completed recommendation number three which addressed publications. She indicated that due to limited time in evaluating IVC's planning processes, recommendations related to IVC's processes did not pass.
- Reported the Town Hall Meeting with Dr. Gould is scheduled for Tuesday, December 9th, and Dr. Gould would be discussing the Accreditation visit in more detail.
- Reported College of the Desert canceled all of their winter sessions. She stated some community colleges are reducing their spring offering by 15%.

Business Services

Vice President for Business Services John Lau reported the following:

 Reported during the next couple of years the District is going to have some financial issues to deal with, internal issues as well as the State financial issues. He indicated the fund he is most concerned about is the unrestricted General Fund.

- He announced that Carlos Fletes created a General Fund Monthly Budget Report
 which would be provided to College Council and the Board of Trustees on a
 monthly basis. VP Lau handed out a copy of the report to College Council
 members and went over it in detail.
- Reported that at the time this report was created 33% of expenditures were expended on a straight line spending. Most expenses should be around 33%. He stated the key emphasis of the report is whether these percentages should alarm IVC in any way; he further stated any variance above or below the 33% will be investigated.
- Reported that one of the goals in working to manage the budgets is to meet with
 division chairs and budget managers on a monthly or quarterly basis; he stated
 that there are some elements of Banner that are not being fully utilized. He
 indicated he would be talking a lot about cost containment, and would be helping
 managers monitor their budget more closely.
- He stated Dr. Gould has emphasized that next year the budget would need to be balanced.

Student Services

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

- Reported Students Services are busy with spring registration.
- Announced Student Services would be going out in the community assessing students.
- Announced that financial aid would be out at the school sites servicing students.

Technology Services

Dean of Technology Robin Ying reported the following:

- Reported his department continues to work with ICOE to determine why there is a slowdown at the College. ICOE has located the problem which he indicated was an old router. This router has been eliminated.
- Reported that this past weekend his department attempted to upgrade Banner Oracle from 9I to 10G and they encountered some problems with the upgrade. He indicated the purpose for the upgrade is that the Financial Aid module requires the upgrade by October of next year.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

Reported ASG next meeting will be in February when spring semester starts.

President's Update

Dr. Ed Gould reported the following:

 Reported that he attended a SDICCCA meeting this morning, and the main discussion was the State budget and what the new legislature is going to do. He indicated there are rumors that there would be a budget decision within the next two weeks.

- Reported that the Governor's proposal remains the same prior to the end of the last legislation. He stated that is a \$332 Million impact to community colleges. He reported that the Governor has not given increase in fees to students in his proposal.
- Reported that College of the Desert has canceled their winter sessions; none of the other colleges have made these kinds of changes.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

- 1. Campus Operations Committee, 11/20/08.
- 2. Curriculum and Instruction Committee Minutes, 10/16/08.
- 3. Environmental Health & Safety Committee Meeting, 9/15/08.

DISCUSSION AND INFORMATION ITEMS

- 1. Budget Overview John Lau (Under Area Reports/Updates)
- 2. Approval of Veteran's Memorial Location Sergio Lopez

Vice Chair Heumann reported that SPA Advisor Gaylla Finnell was not able to attend this meeting; discussions are still ongoing and will leave it for next meeting.

ACTION ITEMS

M/S/C Kathy Berry/Armando Mendez

1. Recommendation to Approve BP6450 & AP6450 Wireless or Cellular Telephone Use- John Lau

Motion carried.

Discussion

VP Lau stated the policy was created primarily for the tax benefit passed on to the employee, and the IRS requirement that the District require employees to keep records of business and personal calls. He indicated that most District employees have their own cell phones and all that is required of each employee is a certification signed by the employee and their supervisor.

Resolution

BP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

The District shall require employees to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular telephones provided by the District are classified by the Internal Revenue

Minutes

Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

AP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly services charges for personal wireless or cellular telephone use. Failure to document such usage will result in the classification of the value of the wireless or cellular telephone and the monthly service charges as employee income.

The District shall monitor the wireless or cellular telephone usage of its employees to ensure their compliance with this policy. These rules do not apply to wireless or cellular phones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

M/S/C Kathy Berry/Armando Mendez

2. Recommendation to Approve the Formation of a Strategic Planning Committee

– John Lau

Motion carried.

Discussion

VP Lau stated the purpose of the Strategic Planning Committee is to assess where the college should be in one, two, or three years. He indicated that the Strategic Planning Committee is a recommending body. He stated that the committee will begin meeting in January.

Vice Chair Heumann indicated that at the next College Council meeting a representative from College Council would be elected.

Associate Dean Lopez made a motion recommending that a representative from Student Affairs be added to the Membership list.

Vice Chair Heumann asked that the resolution be modified to include a representative from Student Affairs.

Resolution

Committee's Purpose: to develop the District's Strategic Plan after receiving input from the Educational Master Plan on the prioritized goals of the institution, both short-term and long-term. The committee will assess the stated priorities and the college resources for achieving those priorities. The Strategic Plan will address how the District can best implement the planned improvements based on the institutional resources, required and desired timeframes, and final recommendations and strategies of the Educational Master Plan, all in line with the District's mission and vision. The Strategic Plan will be formally submitted every six (6) years to the Superintendent/President, corresponding with the college accreditation cycle. The committee will review and update the Strategic Plan annually.

Membership:

Vice-President for Business Services, co-chair

Elected co-chair

Academic Senate representative

Academic Senate/C&I Representative

Administrative representative

Admissions/Registration representative

Campus Operations Committee representative

College Council representative

Environmental Health & Safety Committee representative

Executive Council representative

Extended Campus representative

Staff Development Committee representative

Planning and Budget Committee representative

Student representative

Student Affairs representative

Technology Planning Committee representative

M/S/C Armando Mendez/Sergio Lopez

3. Recommendation to Approve "AlertU" Services – Travis Gregory Motion carried.

Discussion

Associate Dean Gregory reported that AlertU Services is being offered to IVC at no cost to the District which delivers text message alerts to participants who voluntarily register through the internet. He indicated it is a great opportunity, cost free, and may help in an emergency. He further stated there are 18 other districts that are participating in this alert.

Resolution

BE IT RESOLVED that College Council approves the recommendation of the Environmental Health and Safety Committee to contract the services of Waterfall "AlertU" Services. Waterfall delivers text message alerts to registered users via mobile SMS (text) messaging.

NOW, THEREFORE, BE IT RESOLVED that Imperial Valley College participates in the Foundation for California Community Colleges system-wide contract with Waterfall for the use of AlertU.

BE IT FURTHER RESOLVED that AlertU has been offered to Imperial Valley College at no cost through a California Community College System-wide corporate sponsorship for CCC Member College's use of AlertU.

ADJOURNMENT

M/S/C Michael Heumann and Armando Mendez motioned to adjourn the meeting at 3:15 p.m.

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

2009		
January 12 & 26	April 27	
February 9 & 23	May 11	
March 9 & 23	June 8 & 22*	

Meeting Canceled

Overload rate for 177 day members

^{**}Fall Semester Begins

^{*} Summer Session Begins

IVC Academic Senate

Approved Minutes November 19, 2008

I. The meeting was called to order at 1:33 pm by President Seivertson.

II. Roll Call and Announcements

Present: Melani Guinn, Cesar Guzman, Michael Heumann, Rosalba Jepson, Kseniya Kareva, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Thomas Paine, Toni Pfister, Rosa Pitones, Norma Scott, Bruce Seivertson, Lianna Zhao, Sherry Zobell, Kathy Berry, Chantilee Mendenhall

Excused: Dennis Carnes

Absent: Krista Byrd, Suzanne Gretz, James Patterson, Kevin White

Visitors: John Lau, Frank Rapp, Jon Balint, Tina Aguirre, Frances Beope, Charles

Mason

Comments:

Senator Lavery discussed cheating issues and whether or not faculty can
fail a student for cheating. Vice President Berry said that this was not the
case; due process must be maintained. However, faculty can fail a student
for cheating on an assignment and can refer the student for disciplinary
action. Many senators expressed their frustrations regarding cheating.
Berry suggested that Dean Lopez should attend a future Senate meeting to
discuss how he manages the disciplinary process.

III. Treasurer's Report

\$11,001.70

IV. Visitor Comments

No comments

V. Consent Agenda

Minutes of November 5, 2008.
 M/S/C (Lee/Nunez) to approve the above item as corrected.

VI. Reports

- 1. President
 - President Seivertson stated that the Academic Senate would meet in the transfer center for the next meeting, December 3
- 2. Past President
 - Not present
- 3. VP of Instruction

- Accreditation visit will come on December 1. We do not have a schedule. They will let us know their schedule when they arrive.
- IVC does have classes during Thanksgiving week, despite the fact that some teachers are planning outside assignments.
- We are planning to hold a voluntary SLO workshop day. Senator Pfister has done a great deal of work to get this set up. Teaching faculty will be paid up to six hours for attending.

4. CFO: Budget and Strategic Planning

- Chief Financial Officer Lau presented a picture of the latest budget for the current year. He states that the problems with the state economy will not relent until 2010 at the earliest. As a result, we need to address the general fund activities to ensure that we are financially secure during this difficult time.
- In the short-term, we will not be increasing our revenue due to the financial problems in the state; hence, we will balance the budget using cost containment and using some of our reserves.
- Our reserves at the beginning of 2008-09 were just under \$7 million (9.8% of total current unrestricted general fund); our ending reserves are closer to \$3 million. Hence, if we use our reserves this year to balance the budget, we will not be able to do that in the future. As a result, we need to address cost containment.
- The goal will be to create a more accurate budget, and the focus will be on finding ways to cut into salaries and benefits, which are the dominant percentages of the budget.
- There is a freeze in effect, but a Thaw Committee will be instituted to consider reinstating positions and working those jobs into the budget. The committee will be created in mid-January. He would like an Academic Senate rep for this committee, along with an alternate.
- Another committee that is being planned is the Strategic Planning Committee. He would like an Academic Senate rep for this committee.

5. BSI Coordinator

- President Seivertson attended the BSI Coordinators conference in Anaheim last week. He learned a lot and wants to get a Southern California BSI Coordinators group together to share more ideas.
- BSI money is in place for the foreseeable future.
- He suggested that faculty should be surveyed to find out how best BSI funds can be utilized to assist faculty in teaching students.
- He also asked Early Alert and other counselors and coordinators to attend faculty meetings in Spring.

6. SLO Coordinator

- Senator Pfister stated that the Student Success Workshop on January 7th will include a speaker and workshops. The focus will be on assessment and collecting outcomes.
- She stated that we will be ready for Accreditation team regarding SLOs if they choose to inquire about our progress.

7. ASG President

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- The Great American Smokeout would take place on November 20.
- 8. Thomas Paine: District 10 Meeting
 - Senator Paine stated that a federal mandate has gone down to verify that online classes need to ensure that the student signed up for the course is the student who is taking the course.
 - Paine noted that SDSU does not complete SLOs by classes. Rather, they do it by program. This is due to the fact that the Cal State system follows a different standard. Vice President stated that the Cal States decided not to follow the accreditation guidelines; the UC system stated that they would not bother with SLOs at all.
 - Paine discovered that, in certain circumstances an "individual faculty member may be held personally responsible for non-compliance" (according to Section 508 guidelines). This was discussed in the context of online classes but would apply equally to any online content in a faceto-face class.
 - The issue of student entitlement was also discussed at this meeting. Employers also bemoaned the lack of grammar and spelling skills in their employees.

VII. Academic and Professional Matters

- 1. Bylaws
 - M/S/C (Zobell/Nunez) to approve the bylaws revision, one item at a time.
 - The discussion and voting will be postponed until the next Senate meeting.

VIII. Discussion

- 1. Distance Education Representation
 - Secretary Heumann stated that he would be sending out a call for DE Committee representatives, to be voted on in February.

IX. Committees

- 1. Budget and Planning See above
- 2. C and I The meeting for this week was cancelled; the next meeting is December 6.
- 3. College Council There was no meeting.
- 4. Equivalency One application is pending.
- 5. Policies and Procedures Review Cell phones were discussed; if a college provides a cell phone and uses it for a personal phone call, then that personal phone call should be charged as income.
- 6. Administrative Council President Seivertson was not in attendance for this meeting.

X. M/S/C (Heumann/Nunez) to adjourn the meeting at 2:51 pm.



√Members Present:

√John Lau, VP for Business Services

√Travis Gregory, Associate Dean of HR Resources

√Carlos Fletes, Director of Fiscal Services

√ Frances Beope, CTA Representative

Suzanne Gretz, CTA Representative

√Lorrainne Mazeroll, CTA Representative

Recorder: Mary Carter

√Chris Mays, CSEA Representative

√ Marilyn Boyle, CSEA Representative

√ Gail Parish, CSEA Representative

Zula Hartfield, CMCA Representative

✓ Jim Pendley, Certificated Retiree Representative
✓ Shirley Hofer-Bell, Classified Retiree Rep

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

Call to order: The regularly scheduled meeting of the Insurance Committee was called to order at 11:35 a.m. in the Board Room, by Carlos Fletes.

Approval of minutes: M/S/C Parish/Boyle (abstain: Bell) to approve the minutes of the October 21, 2008 meeting.

Report by Keenan:

Julie Revoir reviewed medical, prescription, dental and vision claim reports (through September 2008) with the committee. There are three more months of claims until the renewal is calculated (the renewal is based on January through December claims). There are no claims that have exceeded the \$100,000 stop loss yet this year. The highest claim to date is \$43,000. Dental claims are 88.90%, and a pass (no rate increase) is possible. Vision claims are at 80%, which is an excellent ratio of claims to premium.

125 Plan: American Fidelity is sending out letters to participants regarding the change in the debit card company for the 125 Plan.

Anthem Blue Cross 360° Program: Julie Revoir provided a handout on the 360° Health program offered by Blue Cross. Assistance is offered via the web and telephone to manage diseases and provide health and wellness information. Travis Gregory will send out an all-users e-mail regarding the 360° Program.

Wellness: The committee discussed wellness issues such as the value of flu shots, resources for smokers, fitness. Currently there are no employee assistance programs or wellness programs. It was agreed that wellness needs a champion on campus.

Next meeting: Tuesday, February 10, 2009, 1:30 p.m.

Meeting adjourned at 12:45 p.m.



√Members Present:

<u>V</u>John Lau, VP for Bus Svcs, chair <u>V</u>Dr. Victor Jaime, Admin. Rep. <u>V</u>Dr. Bruce Seivertson, Academic Senate President VJohn Abarca, College Council Chair <u>V</u>Eric Jacobson, Faculty Rep. <u>V</u>Dr. Lianna Zhao, Faculty Rep. <u>V</u>Carlos Fletes, Director of Fiscal Svcs <u>V</u>Dawn Chun, CMCA Representative <u>V</u>Betty Kakiuchi, CSEA Rep. Recorder: Mary Carter

<u>V</u>Gail Parish, CSEA Representative

<u>V</u>Chantilee Mendenhall, ASG

President

<u>Non-Voting</u>

<u>V</u>Kathy Berry, VP Academic Services

Call to order

The regular meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:30 p.m. on Wednesday, December 10, 2008 in the Board Room.

Approval of Minutes

M/S/C Zhao/Seivertson to approve the minutes of the November 17, 2008 meeting as presented.

State Budget Update

John Lau distributed a budget update from the Community College League of California dated December 10, 2008; however, there is nothing definitive yet from Sacramento. Mr. Lau stated that the College faces both internal and external budget challenges: 1) how to balance the budget without using reserves (internal) and 2) state budget cuts (external). Mr. Lau stated that the President will look to this committee for substantive recommendations on how to balance the budget; however, the committee is a recommending body and does not have the final say on budget decisions.

2008-09 Budget

John Lau reported that expenditures are on track. The Business Office will be meeting with division chairs and budget managers in early January. Reports will be developed in Banner that will help managers monitor their budgets more closely.

2009-10 Budget Process

Kathy Berry stated that the Accreditation team has indicated that the College needs a resource allocation plan. The plan must balance college needs yet adhere to legal requirements. The Accreditation team will look for documents that substantiate how the budget was developed. By next October, the college must be able to document the fact that resources are allocated based on outcomes. John Lau stated that a taskforce is needed to develop the resource allocation plan. Once the plan is developed, an evaluation process will also be needed.

The proposed Budget calendar for 2009-10 was presented for discussion.

Next meeting

A special meeting was set for Friday, December 12, 2008 at 1:00 p.m. to appoint the resource allocation taskforce, make recommendations regarding the budget calendar and the proposed Cell Phone policy.

Meeting adjourned at 2:30 p.m.



√Members Present:

✓John Lau, VP for Bus Svcs, chair
 ✓Dr. Victor Jaime, Admin. Rep.
 _Dr. Bruce Seivertson, Academic
 Senate President
 _John Abarca, College Council Chair

<u>v</u>Eric Jacobson, Faculty Rep. <u>v</u>Dr. Lianna Zhao, Faculty Rep. <u>v</u>Carlos Fletes, Director of Fiscal Svcs _Dawn Chun, CMCA Representative <u>v</u>Betty Kakiuchi, CSEA Rep. Recorder: Mary Carter <u>√</u>Gail Parish, CSEA Representative _ASG representative

Non-Voting VKathy Berry, VP Academic Services

Call to order

The special meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 1:05 p.m. on Wednesday, December 12, 2008 in the Board Room.

Appointment of Resource Allocation Plan taskforce

M/S/C Fletes/Parish to appoint John Lau (chair), Jan Magno, Dr. Bruce Seivertson, Dr. Lianna Zhao, Carlos Fletes, Betty Kakiuchi and Efrain Silva to the Resource Allocation Plan taskforce.

Approval of Board Policy 6450 and Administrative Procedure 6450, Cell Phone Use M/S/C Fletes/Zhao to approve BP 6450 and AP 6450, Cell Phone Use.

2009-10 Budget Calendar

M/S/C Jaime/Kakiuchi to approve the 2009-10 Budget Development Calendar, as amended.

- (1) Development of Resource Allocation plan, December 12, 2008 January 31, 2009
- (2) Development of budget guidelines, by February 12, 2009
- (3) Budget development by departments and divisions, February 17 April 1, 2009
- (7) College council meeting, May 11; Academic Senate meeting, May 20, 2009
- (9) Planning and Budget meeting, May 27, 2009

Kathy Berry noted that the timeline is compressed due to the need to develop a resource allocation plan and to comply with accreditation recommendations.

Meeting adjourned at 1:30 p.m.