



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 23, 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 Sciaky, 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, FEBRUARY 9, 2009

AREA REPORTS/UPDATES

- Program Review – Kathy Berry
- Business Services – John Lau
- President’s Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 12/3/08
2. Budget and Fiscal Planning Committee , 1/28/09
3. Campus Beautification Committee - None
4. Campus Operations Committee - None
5. Competitive Athletic Committee - None
6. Customer Service Committee - None
7. Environmental Health & Safety Committee - None
8. Financial Assistance/EOPS/Veterans Advisory Committee - (2/20/09)
9. Greening Committee - None
10. Policy & Procedure Committee - None
11. Staff Development Committee - None
12. Student Affairs Committee - None
13. Technology Planning Committee, 12/4/08

DISCUSSION AND INFORMATION ITEMS

1. State Budget Update - Dr. Gould
2. Computer and Network Use Policy - Dr. Ying
3. Veteran’s Memorial Location Update - Gaylla Finnell
4. Solar Energy Project - John Lau
5. Formula Driven Budget - John Lau

ACTION ITEMS

None.

ADJOURNMENT

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

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

~~Meeting Canceled~~

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 9, 2009 – 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 2:33 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Armando Mendez, Faculty Representative
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative

Carlos Fletes, CMCA Representative

Steven Sciaky, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
John Abarca, Classified Representative (Chair)
Mariam Trejo, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Jonathan Balint, Student Representative
Josasat Trejo, Alternate Student Representative

Others Present:

Marilyn Boyle, Gloria Carmona, Ted Cesar, Jimmy Sanders, John Lau, Frank Rapp, Travis Gregory

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, JANUARY 26, 2009

M/S/C Sergio Lopez/Armando Mendez to approve the Minutes of January 26, 2009.
Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported that the Educational Master Plan/Program Review Planning Committees are reviewing the program reviews. She indicated that all program reviews have been received except from one area. She reported the subcommittee that reviewed part one of the program reviews found that most of the work had been completed. She reported the subcommittees working on part two of the program reviews should be completed this week. She stated it looked like the program review process worked, and the District would now be able to identify what the needs of the College are.

Accreditation

- Reported that the District had received communication from the Accrediting Commission for Community & Junior Colleges (ACCJC), and their response was favorable. She stated the ACCJC has accepted the District's Progress Report, and indicated that the District would continue on warning status. She stated the next report is due in October 2009.
- Announced that Dr. Gould's visit before the ACCJC Board on January 8th was successful, and the ACCJC has revised Recommendation Two. VP Berry read an excerpt from their response which read as follows: *"Recommendation Two, the team recommends that college develop student learning outcomes by describing how students learning outcomes will be extended throughout the institution; developing a specific timeline for development that includes establishment of authentic assessment strategies for assessing student learning outcomes in courses, programs, and degrees, describing how resource allocation will be tied to student learning outcomes; and developing a plan for how faculty and staff will become fully engaged in student learning outcomes development. The institution must also demonstrate its effectiveness by providing evidence of achievement in student learning outcomes and evidence of institutional and program performance."*
- She stated the ACCJC requires that the institution be at the developmental level, which the institution is at now. She stated the ACCJC also requires the institution to be in full compliance by 2012, and performing at the proficient level.
- VP Berry stated that the entire campus should be very proud; she stated everyone worked together well and did a great job.

Business Services

Vice President for Business Services John Lau reported the following:

VP John Lau stated he would like to start with a PowerPoint presentation on the proposed 10-Year Build Out Plan by Architect Jimmy Sanders. He stated the proposed 10-Year Build Out Plan was developed to establish what the Institution's needs are.

**PowerPoint Presentation by Architect Jimmy Sanders -
Proposed 10-Year Build Out Plan**

- The first slide shows the new Science Building which is fully funded by Measure L. This project proceeds on schedule and on budget, and is scheduled to be finished and occupied by 2010.
- The next project is the bus transfer terminal improvement project which includes a small parking lot, and a vehicular drop off area. This project is scheduled to be completed this summer and is funded by a County grant in the sum of \$1.3 Million Dollars.
- The next project is the proposed solar fields which are schedule to start this summer.
- The next projected is the renovation of existing parking lots and construction of two new entrances, the first new entrance would be located off of Aten Road, and the second entrance would be located off of Old Highway 111. This project is funded by Measure L, and is scheduled to be finished this summer.
- The next project is the proposed phase two of the County project which includes a vehicle and bus drop off area. The projected cost is \$750,000.00. This project has not yet been funded, but should be funded by a County grant.
- The next project is the modernization of the 400 building, currently the Science building. State FPP approval has been received, design is scheduled to start in June 2010, and the proposed construction in December 2010. This project is funded by Measure L and State funds with a projected cost of \$4.4 Million Dollars. He stated \$2.2 Million Dollars would be funded by the State. VP John Lau stated this could change given the financial difficulties of the State.
- The next project is the modernization of the academic buildings which are the 200, 300 and 800 buildings. State FPP tentative approval has been received, design is scheduled to start in June 2010, and proposed construction in June of 2011. This project is funded 40% by Measure L, and 60% by the State with a projected cost of \$12 Million Dollars.
- The next project is the construction of a new Career Tech Building, and modernization of existing buildings. State IPP approval has been received, design is schedule to start in 2011, and proposed construction in 2012.
- The next project is the modernization of the 10, 100, and 600 buildings. Some of the functions of these buildings could change because of the new construction. A new student union building is being proposed.
- The next project is the modernization of the 700, 900, and 1500 buildings.
- The next project is the modernization and expansion of the 2200 building. A new facility will be constructed adjacent to the existing building.
- In summary campus expansion includes new classrooms and lecture halls, a new student union center, new sports fields and bleachers with concession stands and restrooms, relocation of student services and administration, classroom expansions, a new library/technology, a new performing arts theatre, and relocation of maintenance and operations.
- The last slide shows all facilities modernized and construction complete.

Jimmy Sanders stated all modularity would be removed with the new construction and modernization of the campus.

Dr. Gould stated that the Board had recommended that the new Library/Technology building be moved closer to campus. He stated the next proposed plan would reflect the new location which would be where maintenance and operations is now located.

Dr. Gould stated that Human Resources needs to move out of their existing building by this summer, and would be looking at finding existing space on campus to house them. He stated he has asked Human Resources to bring back a proposal by March 1st.

Business Services

Vice President for Business Services John Lau reported the following:

Solar Energy Update

- Reported the District viewed two presentations from two private solar companies at the Board Retreat on February 7th. He stated if the District decides to partner with one of these private solar company for renewable energy; the District would enter into an agreement to finance this project. He stated the solar company's incentive is the tax credit they would receive for the first six years of the agreement; and he stated the District would have the option to buy the facility in the seventh year. He stated the District's goal would be to produce energy for the District's use and not necessarily to sell.
- Reported he met with the Imperial Irrigation District today, and submitted an application for rebates. He stated he would be meeting again with Imperial Irrigation District to continue discussions on this topic.

Dr. Gould reported that he met today with one of the members of the IID Board, and he indicated that he would give his support. He reported he would be meeting with the Chairman of the IID Board next week to ask for his support.

Budget Update

- VP Lau distributed two hand outs "Monthly Budget Report," and "Two Year Funding Analysis" which he discussed in detail.
- Reported that this year the District is monitoring budget to actuals comparison on a monthly basis.
- Reported the Monthly Budget Report shows how the District is doing at the end of December. He stated half the fiscal year is gone so most expenses are at about 50% of budget.
- Reported the District paid more in certificated wages then was budgeted. He indicated that the District could not use reserve to fund, but would look at other areas in the budget to fund.
- He stated the unrestricted beginning reserves were \$6,828,764.00, and the unrestricted end reserves used to balance the budget are \$3,823,747.00. He stated that the District would no longer be able to use reserves to balance the budget in the future, and needs to start looking at cost containment.
- Reported the Two Year Funding Analysis was developed to capture the magnitude of the District's problems, or the worst case scenario. He stated the District would be talking to the unions about the situation the District is facing.
- Announced he would be proposing the Los Rios Budget plan as a model for the future. He stated the Los Rios plan is formula driven and it has a safety net that does not allow you to exceed available resources. He stated the District needs to adopt a new budgeting process to attain financial stability.

President's Update

Dr. Ed Gould reported the following:

- Dr. Gould reported that the ACCJC Board meeting was very successful.
- Reported that Assembly Member Manuel Perez is working on Bill AB3 which would provide training and education for alternative energy workers.
- Reported that President Gould, VP Kathy Berry, and VP Victor Jaime would be attending the 2009 Institute for Higher Education Planning Conference in San Antonio, Texas on February 25th through February 27th.
- Reported that the District is talking with an organization about performing an Economic Impact Study to determine if the District should go out for a new bond. He stated he would like to educate the community about what that impact would be to the college.
- Reported he attended the CCLC Legislative Conference in Sacramento last month. He stated he met and talked with legislators, and he stated there is a great deal of support to community colleges.
- Reported the District is working on a couple of grants for the Intensive Language Institute. He reported this is a five week intensive program to prepare individuals for the workforce.
- Reported that he is looking into partnering with the City of Imperial to handle the institution's water/waste needs. He stated this is a \$6 Million Dollar project funded by a grant which the Institution may need to match with Measure L funds.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Budget and Fiscal Planning Committee - None
2. Campus Operations Committee - None
3. Competitive Athletic Committee - None
4. Customer Service Committee - None
5. Environmental Health & Safety Committee - None
6. Financial Assistance/EOPS/Veterans Advisory Committee - None
7. Policy & Procedure Committee - None
8. Staff Development Committee - None
9. Student Affairs Committee - None
10. Technology Planning Committee - None

DISCUSSION AND INFORMATION ITEMS

1. State Budget and the Federal Economic Stimulus Package – Dr. Gould

Dr. Gould reported that no budget has been adopted yet. He stated that the COLA will be taken back, and there would be a 3% growth cap. He stated there is also a proposal for property tax backfill which would mean the District would receive around \$600,000.00 if approved.

2. Update Board of Trustee Retreat – Dr. Ed Gould

Dr. Gould reported that the Board of Trustee Retreat was very productive meeting. He stated the Board viewed two presentations from private solar companies, and a presentation from Dale Scott & Company on a future bond campaign. He stated the Board of Trustee's goals from last year were reviewed. The Board goals for the District were that the Banner Program be implemented, that the District work on the accreditation processes, and that the District attains financial stability. He stated the District did not accomplish the last goal.

Dr. Gould talked about financial stability requiring a cultural shift. He stated that the District would be using data driven planning, and this year would be a base year for program review.

Dr Gould reported that a formula driven budget plan would be going to College Council next week for approval. He stated that 92% of our revenues are used to pay for salaries, which leave the District with a 6% mandate reserve, and 2% left for the District to work with. He stated he would be meeting with the unions to look at the impact the formula would have on ongoing negotiations. He stated the key to attaining financial stability is to have accountability to our planning processes.

Dr. Gould introduced the Los Rios Budget model ("the bucket"). He stated it would also be going to the Budget and Planning Committee, Academic Senate and the Strategic Planning Committee for approval.

Dr. Gould stated that the principles of the bucket, ensures equality between the various bargaining units and employee groups, limits district ability to grow the general fund ending balance above minimum state and local thresholds, ensures that the district is not over expended in available revenue, limits the district operating revenues on an annual basis to 20%. He stated the 20% include the 6% reserves. He stated the board would like an 8% reserves leaving a balance of 12%. He stated the bucket principles would ensure the District financial stability.

Dr. Gould stated that the Board expressed concerned over losing winter session and what that impact would mean to IVC. He stated that the Board has asked the District to work on the success rate for students.

Dr. Gould reported that he would be talking to the Foundation about restructuring IVC's relationship.

ACTION ITEMS

M/S/C Jessica Waddell/Armando Mendez

1. Approval of the 2009-10 Budget Calendar – John Lau

VP Lau stated the language in items 3 through 9 was changed to be more specific. He stated the timeline remains the same. He stated the tentative budget would come to College Council in May, and then go to the Board.

Motion Carried.

ADJOURNMENT

M/S/C Jessica Waddell/Armando Mendez to adjourn the meeting at 4:00 p.m.

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

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

~~Meeting Canceled~~

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177 day members

IMPERIAL VALLEY COLLEGE BUDGET DEVELOPMENT CALENDAR

<u>2009-10 Proposed Budget Development dates</u>	<u>On or about</u>
1. Development of Resource Allocation Plan	<i>December, 2008 – February, 2009</i>
2. Development of budget guidelines	<i>By February 12, 2009</i>
3. Budget development by departments and divisions incorporating institutional goals and objectives, Student Learning Outcomes and Program Review objectives	<i>February 17, 2009 – April 1, 2009</i>
4. “Draft” Tentative Budget is compiled by Business Office	April
5. Review of “Draft” Tentative Budget by: <ul style="list-style-type: none"> • Superintendent/President • Executive Council • Planning and Budget Committee, April 29, 2009 	April
6. Budget adjustments are due from the Superintendent/President and vice presidents	<i>by May 8, 2009, 12:00 noon</i>
7. “Draft” Tentative Budget presented by vice presidents to: <ul style="list-style-type: none"> • College Council, May 11, 2009 • Academic Senate, May 20, 2009 	May
8. “Draft” Tentative Budget is reviewed by the Superintendent/President	May
9. “Draft” Tentative Budget is made available to the college community (posted to the web)	May
10. Tentative Budget reviewed by Planning and Budget Committee: recommendation to Superintendent/President on adoption of budget	<i>May 27, 2009</i>
11. Final review of Tentative Budget (if needed); Planning and Budget Committee makes recommendation to Supt/President on adoption of budget	June
12. Tentative Budget adopted by Board of Trustees <i>(on or before July 1, Title 5, section 58305a)</i>	<i>June 17, 2009</i>
13. Adjustments to budget based on adoption of State Budget; compilation of “Final” Budget; “Final” Budget published to web	by July 31 (if the State Budget is signed on time)
14. Recommendation for adoption of “Final” Budget by Planning and Budget Committee to Superintendent/President	August
15. Final Budget adopted by Board of Trustees <i>(on or before September 15, Title 5, Section 58305c)</i>	by September 15



IMPERIAL COMMUNITY COLLEGE
Monthly Budget Report
For the Month Ended December 31, 2008

GENERAL FUND

Unrestricted ONLY
SUMMARY

Beginning Cash Balance _____
Income _____
Expenditures _____
Current A/R and Def Revenue _____
Ending Cash Balance

INCOME

	Budget		Income Rec'd		Balance
Federal	\$ 2,905.00	\$	-	\$	2,905.00
State	\$ 28,846,157.00	\$	\$ 15,754,975.00	\$	\$ 13,091,182.00
Local	\$ 7,558,023.00	\$	\$ 4,044,856.46	\$	\$ 3,513,166.54
Other Fin Sources (TRANS)					
SUBTOTAL	\$ 36,407,085.00	\$	\$ 19,799,831.46	\$	\$ 16,607,253.54
<i>Unrestricted Beg Reserves</i>	\$ 6,828,764.00	\$	-	\$	\$ 6,828,764.00
<i>Restricted Beg Reserves</i>					
TOTAL	<u>\$ 43,235,849.00</u>				

EXPENDITURES

	Budget		Expenditures		Encumbrances		Balance	% of Budget
Certificated	\$ 17,776,064.00	\$	\$ 8,687,987.83	\$	-	\$	9,088,076.17	49%
Classified	\$ 7,304,605.00	\$	\$ 3,559,545.11	\$	-	\$	3,745,059.89	49%
Benefits	\$ 8,193,938.00	\$	\$ 4,180,137.84	\$	-	\$	4,013,800.16	51%
Supplies	\$ 961,796.00	\$	\$ 399,517.84	\$	43,909.57	\$	518,368.59	42%
Services	\$ 3,756,963.00	\$	\$ 1,775,346.89	\$	65,993.65	\$	1,915,622.46	47%
Capital Outlay	\$ 507,627.00	\$	\$ 132,323.41	\$	19,786.99	\$	355,516.60	26%
Other Outgo	\$ 911,109.00	\$	\$ 616,921.90	\$	-	\$	294,187.10	68%
Unrestricted End Reserves *	\$ 3,823,747.00	\$	-	\$	3,823,747.00	\$	-	
Restricted End Reserves		\$	-	\$	-	\$	-	
Total Budget	<u>\$ 43,235,849.00</u>	\$	<u>\$ 19,351,780.82</u>	\$	<u>\$ 3,953,437.21</u>	\$	<u>\$ 19,930,630.97</u>	

* These reserves currently represent 9.7% of total current unrestricted general fund expenditure budget of \$39,412,102

Imperial Valley College
2 year funding analysis
Unrestricted General Fund only

	<u>Current 08-09</u>	<u>Proposed 09-10 Budget</u>
	0% COLA	0% COLA
	Projected FTES 7,309 3.16% Growth	Projected FTES 7,528 3% Growth
	Projected funded FTES 6,963 w/2% Growth (6,827 Base FTES)	Projected funded FTES 7,102 w/2% Growth (6,963 Base FTES)
	Total of 346 projected unfunded FTES w/2% Funded Growth	Total of 426 projected unfunded FTES w/2% Funded Growth

Fed Revenue	2,906	2,906
State Revenue	28,840,139	29,891,314
Local Revenue	7,558,024	7,558,024
Total Revenue	36,401,069	37,452,244
Cert Salaries	17,776,064	17,776,064
CL Salaries	7,383,605	7,383,605
Benefits	8,193,939	8,193,939
Supplies	962,204	962,204
Services	3,756,555	3,756,555
Capital Outlay	511,329	511,329
Total Expenses	38,583,696	38,583,696

Other outgo 911,109

Total Exp/other 39,494,805

Surplus/ deficit

1,411,109 - This amount includes \$500,000 towards the GASB 45 liability

Beginning Reserves	6,828,764	3,735,028
Ending Reserves	3,735,028	1,192,467

% of unrestricted GF

Est Cost of Teachers Step Inc 3% 321,852

Est Cost of Admin Step Inc 2.5% 52,025

Est Cost of CL Step Inc 5% 370,525

Est Cost of CL Mgmt Step Inc 2.5% 16,280

Est Cost of H&W for add Retirees 100,000

Est Cost of H&W Increase 9% 300,000

Est Cost of Retirement Incentives 200,000

Total of \$1,360,682

Revised total exp 41,355,487

Revised surplus/ Deficit

Revised Ending Reserves -168,215,48

Revised % of Unrest Res



Planning and Budget Committee
January 28, 2009

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

√Eric Jacobson, Faculty Rep.
√Dr. Lianna Zhao, Faculty Rep.
√Carlos Fletes, Director of Fiscal Svcs
√Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter
_Gail Parish, CSEA Representative
_ASG representative

Non-Voting
√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 1:05 p.m. on Wednesday, January 28, 2009 in the Board Room.

Approval of Minutes

M/S/C Seivertson/Fletes to approve the minutes of the December 10 and December 12, 2008 meetings as presented.

2009-10 Budget Calendar

M/S/C Jaime/Zhao to approve the revised 2009-10 Budget Calendar. John Lau reported that the revised budget calendar includes suggestions made by Dr. Gould to clarify the budget process.

DISCUSSION AND INFORMATION ITEMS

State Budget Update: John Lau reported that there is little movement in Sacramento on the state budget, but it is anticipated that some form of the governor's proposed budget will be adopted. It is likely that the COLA will be taken back and that there will be a 2% growth cap. The state is facing time constraints in order to avoid issuing IOUs. The College's cash flow is okay through June, but the College will be looking into a second TRANS for financing during the summer. The President is developing a memo to the campus community on budget conditions.

2008-09 Budget: John Lau reported that winter session is \$400,000 over budget. Kathy Berry stated that the Winter session grew 11% over last year. Also, the budget was based on lower cost salaries. It is not certain that the college will be paid for all the FTES. The growth cap will be an issue going forward, and the Summer session will also have to be evaluated.

Thaw Committee: John Lau reported that the Thaw Committee has met to determine criteria for thaw requests. A form is being developed so that requests can be evaluated in a consistent manner.

Resource Allocation Plan: John Lau reported that the sub-committee has been meeting and looking at resources from other colleges, especially the method used by Los Rios CCD. The Los

Rios plan is formula driven; it is tied to FTES and square footage and has safety nets so that the available resources are not exceeded. Los Rios has been using this method for over 20 years. It would be at least a two year project to implement a similar plan, and would require consultation with Los Rios staff. Adopting a resource allocation plan would force the College to stay within its budget and provide a game plan for budgeting.

2009-10 Budget Process: Budget input will begin in February. The Business Office will meet with division chairs this week, and will meet individually with budget managers every three months. The goal is to work with the budget managers so that they understand the process and are able to support their budget requests.

Other: John Lau reported that a 10 year building plan is being developed to address modernization and infrastructure needs. The plan will identify goals for the next ten years and include cost estimates and funding possibilities. Mr. Lau reported that the State has approved two modernization projects in the amount of \$7 million (400 building and various other buildings). Kathy Berry reported that a taskforce is looking at standardizing furniture. John Lau reported that the College is looking at solar energy projects. The College could partner with a private company to install the equipment in exchange for the tax credits. There is also the possibility to offering alternative energy classes. Mr. Lau will keep the committee informed.

Meeting adjourned at 2:20 p.m.

Imperial Valley College Technology Planning Committee Meeting Minutes

December 4, 2008

Voting Members Present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Mary Jo Wainwright, Faculty Representative
David Zielinski, Faculty Representative
Kathie Westerfield, Chair of BUG, Administrative Representative
Michael Boyle, Classified Representative
Martha Olea, Classified Representative
Larry Valenzuela, Classified Representative

Voting Members Absent:

Kathy Berry, Administrative Representative
Dawn Chun, CMCA Representative
Francisco Mariscal, ASG Representative

Consultants Present:

Jeff Cantwell

Consultants Absent:

Dr. Michael Heumann, Faculty Representative
Andres Martinez, Faculty Representative
Jan Magno, Dean of Financial Aid/Asst/State Programs
Charles Wang, Data Analyst

Visitors:

Edward Cesena
Ralph Marquez
Omar Ramos

Recorder:

Jessica Waddell

Call to order:

The Technology Council meeting was called to order at 1:35 pm by Dr. Ying, Co-Chair.

Visitor's Comments:

None

Approval of minutes from last meeting:

M/S/C Jim Fisher/Mary Jo Wainwright to approve minutes dating November 6, 2008 Edward Cesena and David Zielinski's names were misspelled, minutes approved with spelling corrections. Motion carried.

Subcommittee Reports:

Banner User Group has not met since last meeting. Nothing to report. The group plans on having meeting the second Thursday of every month.

Information Items:

1. **Status of VoIP phone deployment:** In addition to the physical ShoreTel phone installation on campus, the service carrier has also been moved from AT&T to Quest/AireSpring. The reason of the move is that AT&T does not provide PRI (Primary Rate Interface) services to IVC main campus, and displaying incoming/outgoing caller IDs and other advanced features require the PRI support. The existing phone numbers have to be moved from the old carrier to the new carrier under the LNP (local number portability). The first set of 309 LNP numbers was submitted to Quest/AireSpring six weeks ago. But on the AT&T side, these numbers have to be split off the bundled billing plan in order for the LNP to take place, and we are still waiting for it to complete. At this moment, those who have switched to the ShoreTel phone are using the inter switch trunk between the ShoreTel and the Avaya switch to make/receive calls.
2. **Campus Network Auditing via the NetMRI tool:** ICOE/IVTA put a network analyzer tool NetMRI on the IVC campus network. Together with a second NetMRI installed in the ICOE/IVTA office, it found an old Cisco router with an ICOE IP address. This device was discovered on 12/3/08 and it appeared to be in the connection path (via the routing configuration) of the IVC firewall and the ICOE/IVTA boarder link switch. An initial attempt to reconfigure it revealed a relief in the network bandwidth congestion, but generated other errors. Another attempt is scheduled today at 4:00pm.
3. **Position Control in Banner:** The Position Control implementation training was kicked off this week on Monday, December 1, for three days. Participants include HR and IT members. The Position Control module is mainly used for tracking employee job positions and supporting the budget process. The training will continue in January and February next year.
4. **Outpost PC Project:** Initiated by Dr. Gould, IVC will put several PC's in various locations outside campus for community members to access. Two initial locations have been chosen, one in Brawley, The Rock Café; and a second one in El Centro, The AnaZao. Two PC's have been ordered and Michael Boyle has been assigned to maintain them. Bill Gay has made a contract with the store owners that the store owners are responsible for providing space, Internet connection, printer connection, and safety guard of the equipment. The computers can be used for homework, access to college website and more. IVC IT department will monitor the usage and maintain the usability of the computers.
5. **Technology Master Plan Subcommittee:** Dr. Ying proposed to form a subcommittee to keep the ongoing updates of the Technology Master Plan. The updating of the TMP needs to be on a continuous basis. It is suggested that the subcommittee to meet every other month, and reports its activities to the Technology Planning Committee.
6. **ASG Information:** The ASG representative was absent; therefore the information on what the students think the best way to communicate with them will wait until next meeting.

Action Items:

1. **Website Review Committee:** M/S/C David Zielinski/Jim Fisher Motion Carried.

Discussion:

This committee is an advisory committee that will meet once a month and report to the Technology Planning Committee. It is a caretaking committee for our college website. Change "Mission Statement" to "Purpose Statement" and take out the word "outside feedback" and make it "feedback".

2. **Computer and Network Use Policy:** M/S/C Michael Boyle/Jim Fisher Item tabled until next meeting.

Discussion:

The TPC thanks Mary Jo Wainwright for her efforts to put everything together. This will be voted on as a recommendation for policies and procedures committee and it will be reviewed at next meeting. The TPC needs to focus only on items that are pertinent to technology.

Adjournment

The meeting was adjourned at 2:50 pm.

IVC Academic Senate

Approved Minutes

December 3, 2008

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call and Announcements**
Present: Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Rosalba Jepson, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Thomas Paine, James Patterson, Rosa Pitones, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Chantilee Mendenhall
Excused: Dennis Carnes
Absent: Kseniya Kareva, Toni Pfister, Krista Byrd
Visitors: Allyn Leon, Frank Rapp, John Lau, Sergio Garcia, Tina Aguirre,
- III. **Treasurer's Report**
\$11,327
- IV. **Visitor Comments**
No comments
- V. **Consent Agenda**
 1. Minutes of November 19, 2008.
M/S/C (Lee/Montenegro) to approve the above item as corrected.
- VI. **Reports**
 1. President
 - No comment
 2. Past President
 - Not present
 3. VP of Instruction
 - Vice President Berry states that two people from WASC visited us on Monday. One was a commissioner. The other one was a dean of science and math at Santa Rosa. They stated that we still have work to do on three of the four recommendations. They wanted us to have an evaluated program review, though we just started the program review process. So we have a lot of work to do until October 2009. In short, the commission is taking a very hard line on accreditation regulations.
 - Dr. Gould will have a town hall meeting on Tuesday, Dec. 9. Berry encourages all to attend.
 4. CFO

- CFO Lau states that our real deadline for the October deadline is in May, since all of this is tied to the budget. So we have a lot of work ahead of us.
 - The state is going to run out of money in February if nothing is done, so problems are on the horizon.
5. BSI Coordinator
 - No report at present—a meeting of the BSI committee was held after the Academic Senate meeting.
 5. SLO Coordinator
 - Not present
 6. ASG President
 - No report
 7. Sergio Lopez: Student Contact Policy
 - Senator Guinn asked about the rules regarding disruptive students; how does Dean Lopez deal with this situation?
 - Lopez said that a student can be removed from one class and a subsequent class meeting for disruptive behavior. The instructor should report the removal immediately and tell the student to make an appointment to see him.
 - Depending upon the circumstances, Lopez can throw the student out of a class or out of the college entirely. Lopez states that he will not take action unless both parties (instructor and student) have explained their positions in writing.
 - A student does have an appeal and can take their case before a disciplinary appeals committee, who can overturn Lopez's decision.
 - Senator Gretz asks for a handout explaining the causes that faculty can use to remove a student from class. Others echoed this request. Senator Lee stated that much of the information is available in the catalogue.

VII. **Academic and Professional Matters**

1. Committee Appointments
 - Senator Zobell and Senator Lavery volunteer for Strategic Planning Committee. M/S/C (Heumann/Lee) to approve Zobell as Academic Senate member for this committee and Lavery as alternate for this committee.
 - Senator Lee and Senator Heumann volunteer for Thaw Committee. M/S/C (Lavery/Zobell) to approve Lee as Academic Senate member for this committee and Heumann as alternate for this committee.
 - Allyn Leon and Senator Heumann volunteered for the Education Master Plan committee. M/S/C (Zobell/Gretz) to approve Leon as Academic Senate member for this committee and Heumann as alternate for this committee.
2. Smoking Policy
 - M/S/C (Zobell/Lavery) to move to approve Smoking Policy.
3. Bylaws

- M/S/C (Zobell/Lee) to approve updates to Article 1, Section II of the Bylaws
- M/S/C (Gretz/Guinn) to approve updates to Article 1, Section IV of the Bylaws
- M/S/C (Gretz/Zobell) to approve updates to Article 1, Section V of the Bylaws
- M/S/C (Gretz/Zobell) to approve updates to Article II of the Bylaws
- M/S (Gretz/Guinn) to approve updates to Article III, Section III of the Bylaws
 - Zobell moves to separate parts A and J
 - Part A is approved
 - The motion for part J is withdrawn
- M/S/C (Zobell/Nunez) to approve modified version of Article III, Section IV.J.
- M/S/C (Zobell/Guinn) to approve updates to Article IV, Section III.A of the Bylaws
- M/S/C (Zobell/Guinn) to approve updates to Article IV, Section III.B of the Bylaws
- M/S (Gretz/Nunez) to approve updates to Article VI, Section I of the Bylaws
 - Zobell states that the alternation of terms for part-time faculty will be difficult accomplish
 - The motion was tabled
- M/S/C (Zobell/Guinn) to approve updates to Article IV, Section III of the Bylaws with modifications.
- M/S/C (Zobell/Gretz) to approve updates to Article VI, Section I of the Bylaws with modifications.
- M/S/C (Gretz/Zobell) to approve updates to Article VI, Section II of the Bylaws.
- M/S/C (Gretz/Zobell) to approve updates to Article VI, Section IV of the Bylaws.
- M/S (Zobell/Guinn) to approve updates to Article VII of the Bylaws
 - The item was tabled pending a revision. It will be voted on online
- M/S/C (Guinn/Zobell) to accept the listing of committees that the Secretary will research and place in Article VII

VIII. **Discussion**

- No discussion

IX. **Committees**

1. Budget and Fiscal Planning – No report
2. C and I – There is a meeting tomorrow, December 4. Changes to majors and courses will take place.
3. College Council – Several committees were formed, including the Greening Committee and the Beautification Committee.

4. Equivalency – No report
5. Policies and Procedures Review – No report
6. Administrative Council – There was a presentation of the First-Year Experience project and a lot of discussion on this subject.

X. M/S/C (Lee/Heumann) to adjourn the meeting at 2:55 pm.