



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 22, 2010 – 2:30 P.M.
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Alfredo Cuellar, Administrator Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

Joe Trejo, Student Representative
Daniel Bermudez, Student Representative
Jesus Gallegos, Student Representative
Mayra Beltran, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Kevin White, Faculty Representative
Martha Garcia, Faculty Representative
Martha P. Garcia, Alternate CMCA Representative

Others Present:

Gaylla Finnell, Monica Rogers, Rosanna Lugo, Todd Finnell, Tina Aguirre, Brian McNeece,
Kathy Berry

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, November 8, 2010

M/S/C Miriam Trejo/Ted Ceasar to approve the Minutes of November 8, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council

Chair Michael Heumann reported the following:

- Gave a report on the door blocks which were approved by College Council and forwarded to President Gould for his recommendation. Chair Huemann read President Gould's recommendations to College Council:

"This is a qualified approval; the blocks are only to be used in case of an emergency such as a bomb scare. They are not to be used on a day-to-day basis because of the amount of air from the air conditioning that might escape and the potential to be locked out of the room. The District will be modernizing all locking mechanisms in the remodeling of campus facilities and new locks and doors will be installed that will be more efficient and effective."

- Recommended that Committees under "Area Reports and Updates" only report once a month, at the second meeting of the each month. He asked that committees submit their minutes to College Council.
- There was discussion on creating a committee repository.
- Todd Finnell reported that Omar Ramos is working on a new committee website and the goal is to have a repository for all Committee. He indicated the purpose is to have a single repository for all processed documents, minutes, agendas, anything related to the committee structure.
- Chair Heumann recommended that this topic be referred to the Technology Planning Committee to bring back a plan to implement a process.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported she attended the CIO Conference in October and stated that accountability needs to be a priority for the District, how data is analyzed, and what that data means for accreditation purposes and funding.
- Attended an Accreditation workshop with speaker Barbara Beno. She reported that half of the day was spent on what data to collect for accreditation, and the importance of submitting substantive change requests to accreditation. She reported that the DE Committee is in the process of developing a substantive change for the Distant Education program, she indicated that our program is currently at 50%.

Budget Update

Vice President for Business Services John Lau was not present at this meeting.

ASG President Update

Associate Student Government Joe Trejo reported the following:

- Veteran's Day celebration included a couple of speakers with a small group in attendance.
- Hands Across California will take place in April 2011 and is for all California Community Colleges to come together.

President Update

President Gould was not present at this meeting.

COMMITTEE REPORTS

Academic Senate – Michael Heumann

- Reported that at last week's Academic Senate meeting the Academic Calendar was discussed and approved, and one of the issues brought up by the students was making sure that spring break falls after Good Friday. He indicated the calendar includes two summer sessions.

Facilities and Environmental Improvement Committee – Jessica Waddell

- This committee met on November 15, 2010, Jan Magno is now the new chair of this committee.
- Reported that signage would be going up around campus during winter break.
- Reported the entrances are on schedule and projected to open by spring semester.
- Reported that the remodeling of the 400 building is on schedule and completion is expected by the end of summer or start of the fall semester.
- A study is being conducted on the installation of surveillance cameras and a PA system.

Technology Planning Committee – Todd Finnell

- This committee met on November 11, 2010 and discussed topics for Professional Development Day.
- Discussed ATLAS Grant opportunities.
- Discussed new Board Policies BP3720 Computer and Network Use, and the revising of AP3720.
- Discussed the implementation of the E-mail Distribution List.
- Announced that on December 6th a group of administrators and IT staff will visit Kern Community College to look at their data store model that IVC can implement.
- Discussed Microsoft E-Learning opportunities.

DISCUSSION AND INFORMATION ITEMS

1. Measure J Report – Michael Heumann

- Chair Michael Heumann asked College Council members whether a Measure J Report should be added to "Area Reports and Updates."
- The consensus was that this item be included in the December agenda under Area Reports and Updates.

ACTION ITEMS

M/S/C Ted Ceasar/Miriam Trejo

1. **Approval of Resolution Recommending Student Duplicate Degree/Transcript Fees – Gloria Carmona**

Chair Heumann read the following resolution:

“STUDENT DUPLICATE DEGREE/TRANSCRIPT FEES:

WHEREAS, Imperial Valley College is authorized by Education Code 76223 to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record; provided, however no charge shall be made for furnishing (1) up to two transcripts of students’ records or (2) up to two verifications of various records of students; and

WHEREAS, Imperial Valley College has in the past provided up to two transcripts free of charge to students; and

WHEREAS, Imperial Valley College effective Spring 2011 will contract with Docufide, an electronic transcript provider to furnish copies of transcripts; therefore

BE IT RESOLVED that the Board approves, with the recommendation from the Vice President of Student Services, Dean of Enrollment Services and the Director of Admissions & Records the following student fees effective Spring 2011;

1. Degree/Transcript Fees:

- *A \$20.00 fee for the issuance of a duplicate degree or duplicate certificate.*
- *Two copies of enrollment verifications will be free of charge in lieu of two transcripts as authorized by Education Code 76223.*
- *Student Ordered Transcript Delivery Fees by Docufide:*

Electronic Data (XML) or Image (PDF) \$8.00

USPS – delivered Hardcopy \$10.00

Expedited Hardcopy \$35.00

Docufide will pay \$5.00 of each transcript charge to the district for the actual cost of college services and materials used in the provision of the transcript.

BE IT FURTHER RESOLVED that the revenue collected from these fees will be used solely to meet the costs of providing these services and materials.

Motion carried.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 3:00 p.m.