



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

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

Council members in attendance were as follows:

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

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

John Abarca, Classified Representative
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative (Vice Chair)

Steve Sciaky, Student Representative
Mario de la Torre, Student Representative
Brian Phillips, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Jan Magno, Alternate Administrative Representative
Armando Mendez, Faculty Representative
Miriam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Libertad Cabrera, Student Representative

MEMBERSHIP CHANGES

The following membership changes were made: Brian Phillips was appointed as an Alternate Student Representative, Armando Mendez would be stepping down as Faculty Representative, and a new Faculty Representative would be announced once one has been appointed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 28, 2009

M/S/C John Abarca/Kevin White to approve the Minutes of September 28, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Interim Vice President for Academic Services Tina Aguirre reported the following:

- Announced that VP Kathy Berry was in Colorado, and would be back to work in the next two weeks.
- The Progress Report went to Academic Senate on October 7, 2009, and would be going to the Board of Trustees on October 14, 2009. The Progress Report summarizes what was accomplished in the 2008-09 fiscal year.
- Announced the current program review is in progress, and the first step is entering the budget which is now online. She indicated the budget would be linked to the different plans, (i.e., Staffing Plan, Professional Development Plan, Technology Plan, etc.). Interim VP Aguirre stated that divisions are being asked to look at the 08-09 actual budgets and anticipate a 10% budget cut. She stated this year's program review is designed to address absolute needs that are going forward which would include the 10% cut.

Budget Update

Vice President for Business Services John Lau reported the following:

- VP Lau handed out a budget summary of the 2009-10 "Final Budget" which would be presented to the Board on October 14, 2009.
- Reported that the recommendation of the Fiscal and Budget Planning Committee was to reduce its reserves by \$2.5 million to balance the budget, the reserves ending balance would be at 6.37%. He stated that using reserves to balance the budget in the coming years would not be possible.
- VP Lau reported that GASB45 requirements had changed, and now unfunded liability related to future medical benefits would need to be fully funded, and stated historically this benefit had never had to be fully funded and it was on a pay as you go basis which equates to about \$1.5 million dollars a year. He estimates the District will need to set aside \$3 million to cover this unfunded liability.
- VP Lau reported no growth or COLA funding is expected this year from the State, and there may be midyear cuts which would not come out of reserves, the District would have to find these cuts in operations.
- VP Lau stated he would be meeting with department heads to go over the budget, and asking them to cut 10% of their budget.

President Update

President Ed Gould reported the following:

- Reported last week he met with the Vice Presidents and Associate Dean of Human Resources to reach decisions regarding the major fiscal challenges and other changes

that the District faces. He indicated an email would be going out stating that the recommended budget cuts would impact programs and a few jobs for this year and next.

- Stated a priority had been placed on Vice Presidents and Directors to notify the appropriate union officials, and individuals whose jobs would be impacted by these recommended budget cuts. He stated the decisions were made for long term solutions, rather than opting for short term solutions.
- Reported their recommendations would be discussed through the shared governance structure.
- Stated the District would continue to maintain the District core programs to serve basic skills, English as a Second Language, occupational and transfer students.
- Stated there were discussions about space utilization and efficiencies, duplication of position, recommending reduction in those areas, recommending changing from a division chair structure to a five instructional dean structure.
- Stated it is important to separate fact from rumor, and would pledge complete transparency while the District moves forward.
- Announced he would be holding a Town Hall meeting to answer any questions.
- Indicated that Executive Council recommended that the Extended Campuses be closed and would look into the possibility of using local high schools to hold classes; he stated some positions would need to be eliminated.
- Chair Heumann asked if there has been a decision about summer school.
- President Gould stated that it would depend on whether the District meets the requirements of the State.

ASG President Update

ASG President Steven Sciaky reported the following:

- Reported that he attended a conference in Cuyamaca which addressed the budget cuts that are coming, and reported that ASG would be participating in letter campaigns, rallies, and is hoping to share resources with other community colleges.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Academic Senate, 9/16/09
2. Strategic Planning Committee, 10/8/09, 9/29/09

DISCUSSION AND INFORMATION ITEMS

1. Classroom Improvements Update - Michael Heumann

- Chair Heumann noted that split lights had been upgraded in his classrooms in the last couple of weeks. President Gould stated that Director of Maintenance Webster plans are to go through all the classrooms to install split lights.

2. 2009-10 Final Budget - John Lau

- VP Lau discussed the 2009-10 Final Budget under Budget Update. The following link was provided for the 2009-10 Final Budget: www.imperial.edu/index.php?pid=1551

3. Merging the “Environmental Health & Safety Committee,” into the “Facilities & Environmental Improvement Committee -Travis Gregory

- Associate Dean Gregory explained that after going over the organizational charts, these two committees were to be merged. He stated it made sense to merge these two committees into one super committee.
- Vice Chair Waddell stated she reviewed the Standing Rules for both committees, and they are both huge committee which are not similar at all, one has to do with building processes and the other with employees and they both have different goals. She indicated that her recommendation is not to merge the two committees since they are two huge committees and their goals are very different.
- President Gould stated that he supported Vice Chair Waddell's recommendation and does agree that these two committees are very different.
- Chair Heumann explained if these two committees are not merged then the shared governance organizational flow chart would need to be revised.
- Interim VP Aguirre stated the current Educational Master Plan is a recommendation to the 2009-10 shared governance planning process.

4. Technology Plan – Tina Aguirre

- Interim VP Aguirre stated the Technology Plan was attached for review and discussion. She explained that the Technology Plan was derived from the 2008-09 program review, as well as last year's Technology Plan, the information was then consolidated and the recommendations came from there.
- Chair Heumann explained that the goal is to tie the technology needs to the Education Mater Plan, and articulate exactly what the District needs to do to accomplish these goals.
- Chair Heumann noted that the Technology Plan would be accepted as a viable plan and tabled for action at the next College Council Meeting.

5. Marketing Plan - Bill Gay

- Director of Communication Gay handed out a draft Marketing Plan for review and discussion. He explained that the draft Marketing Plan basically ties goals to the Education Master Plan, specifically goals one, two, three and six. He stated the plan also ties into the Strategic Plan goal five which discusses the use of electronic technologies.
- Announced he would be broadcasting the first meeting of the Marketing Committee to all users.
- President Gould noted that as the District faces the pressure of meeting the accreditation requirement, he asked that these committees take the time and do these plans right. He indicated all these processes should go through the appropriate shared governance structure.
- Chair Heumann noted that the draft Marketing Plan would be accepted as a viable plan by College Council. The draft Marketing Plan would go back to the Marketing Planning Committee for approval, and then back through the shared governance process.

6. Facilities Plan- John Lau

- VP Lau discussed the Facilities Plan and stated it is a work in progress and the elements for the plan exist which include the Five-Year Plan, and the Ten-Year Master Site Plan. VP Lau indicated that the Facilities Committee was merged with the “Facilities and Environmental Improvement Committee” recently, and this committee would be developing the Facilities Plan and incorporating all plans.
- President Gould explained once the Facilities Plan is rolled out it would capture and interlock with the current Education Master Plan.

7. Budget and Fiscal Plan – John Lau

- VP Lau reported that there is a draft Resource Allocation Plan which is a formula driven way of budgeting, this plan is still under review and discussion by the Budget and Fiscal Planning Committee. VP Lau explained once the plan is completed it would tie in with the current Education Master Plan.

8. SLO Plan - Toni Pfister

- Interim VP Aguirre explained that the SLO Plan was attached for review and discussion; she indicated Professor Pfister has work closely with the SLO Committee to develop the SLO Plan and it has evolved.
- Chair Heumann stated that the SLO Plan would be accepted as a viable plan and tabled for action at the next College Council meeting.

ACTION ITEMS

M/S/C Bruce Seivertson/Steven Sciaky

1. Approval of Pandemic Influenza Trigger Guide - Travis Gregory

Discussion:

Associate Dean Gregory explained that this guide is a way of formalizing some of the things that were done last year, and tracking and taking action based on that information.

*“PANDEMIC INFLUENZA
Trigger Guide*

Imperial Community College District

Compiled 9-23-2009

Influenza Trigger Activation Guide

Disaster Resistant California Community College (DRCCC) Task Force

This guide is consistent with the DRCCC Pandemic Influenza Emergency Operation Plan and provides a list of suggested monitoring “triggers” which can be established prior to a Pandemic Influenza outbreak to facilitate a consistent and effective response within the Imperial Community College District (IVC). This Guide was developed

based on the CDC recommendations, the Department of Homeland Security, and the Center for Domestic Preparedness course titled the Pandemic Influenza Planning and Preparedness CDP 001-06. The Environmental Health and Safety Committee (EHS) is responsible for the oversight of the implementation of this plan. They represent and provide input to the following:

- Administration
- Faculty
- Classified / confidential staff
- Human Resources
- Facilities
- Parking
- Student Affairs
- Child Care Center
- Student Health Nurse
- Information Technology
- Community and Media Relations

This group will develop and provide recommended policies and response procedures to the Superintendent / President's Office beginning with a Pre-Semester or Pre-Event Prevention Planning phase as defined in Trigger #1 below. This first step is a planning educational phase which should be initiated prior to the start of semester classes in anticipation that such an event could spread to the college at any time during the semester.

Trigger #1 - Pre-Semester Prevention/Planning phase

1. Assess County Influenza impact status on H1N1 outbreak and develop a response plan to mitigate impact on the District. A Pandemic Influenza Task Force will be responsible for implementing the response plan upon direction from the President's Office.
2. Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocols.
 - a. Obtain poster information from CDC to print, distribute and post in high visibility areas.
 - b. Post available videos demonstrating proper coughing/sneezing techniques on websites and portals.
 - c. Provide disinfecting dispensers in high use areas.
 - d. Provide disinfecting wipe in offices and labs where equipment is shared.
 - e. Provide Custodial staff training on Influenza cleaning and disinfecting protocol.
 - f. Educate students on wiping keyboards and headsets with disinfecting wipes.
 - g. To the extent possible, stock small disinfecting hand gels in student center, cafeteria, library, computer centers, etc.
3. Create Absentee Surveillance Program know as the Influenza Tracking Program
 - a. Establish person responsible for monitoring changes in absenteeism in selected classes, programs and departments. Reports to be sent weekly (By Friday afternoon) to the HR office. Reference Appendix A for the report format sample.
 - b. Assign Tracking contact person for each area on campus.
 - i. Students – Student Health Nurse / Saria (6456)
 - ii. Administration – Vikki (6219)
 - iii. Instruction – Linda (6215)
 - iv. Student Services – Lou (6245)
 - v. Business /Facilities – Mary (6235)
 - vi. Coordinator of tracking data received – Angie (6194 or 6212)

- c. *Record and Report the weekly absentee status to the CHRO, EHS committee and Executive Council (HR).*
- 4. *Address mitigation strategies*
 - a. *Create and establish District-wide Policies*
 - i. *Emergency Declaration – campus specific and/or District-wide*
 - ii. *Emergency Employment HR policies*
 - 1. *Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)*
 - 2. *Use of sick-time for primary illness*
 - 3. *Extended use of sick-time for care of family member with ILI*
 - 4. *Employees sick with no sick/vacation time remaining*
 - 5. *At work social distancing for high risk employees i.e. pregnant, immune suppressed, etc.*
 - iii. *Implementation of Disaster Service Worker (DSW)*
 - 1. *Notify all District employees of state requirement and provide information via website, flyers, and training on their role as a DSW.*
 - 2. *Incorporate Academic Senate, Faculty, and Classified, etc. unions to support and disseminate this information.*
 - iv. *Initiate Distance Learning awareness with faculty, staff and students.*
 - 1. *Explore alternate makeup approaches for ill students who may miss several days or more.*
 - 2. *Give clear direction on absentee policy for students.*
 - 3. *Identify back-up process for critical classes in the event of an Instructor becoming ill.*
 - v. *Identify critical departments and their functions*
 - 1. *Have each department identify their critical functions and those that are considered non-essential.*
 - 2. *Critical departments such as Student Health Center, Maintenance & Operations, Student Services, Public Safety and Emergency Operations need to develop contingency plans for reduced workforces.*
 - 3. *Identify a back-up person for each of these functions should the primary employee become ill.*
 - 4. *Identify functions or roles that can, if needed, be done at a remote site or home – telecommuting for employees who must care for ill family member or recovering from illness but must still stay in isolation.*
- 5. *Purchase Personal Protective Equipment (PPE)*
 - i. *Standardization for N95 testing protocol*
 - ii. *Hand sanitizers*
 - iii. *Protective eye ware*
 - iv. *Gloves*
 - v. *Other PPE as determined by the District disinfecting policy*

Trigger #2 - Start of Semester

- 1. *Initiate Influenza Tracking Program*

Tracking program will begin after the second week of classes to allow for students adding and dropping courses.

 - a. *Absentee notification trigger*

- i. *More than two (2) weeks of continued rise in absenteeism.*
 - ii. *Spikes of absenteeism over your usual anticipated levels of absences from one week to the next.*
 - b. *Student attendance*
 - i. *Predetermined classes or large forums will be notified if they will be sampled as part of the tracking program.*
 - ii. *Participating faculty and students would be briefed on the purpose.*
 - iii. *Attendance should be taken on the same day of each week to maintain continuity of reporting.*
 - iv. *The goal is to identify possible outbreaks to then be able to provide specific direction and procedures to safeguard the health of both students and instructors.*
 - v. *A simple survey can be answered to allow Student Health Services and the District's Emergency Management Coordinator to provide assistance where needed.*
 - vi. *Student Health Services will provide a weekly status report to the District's Pandemic Influenza Task Force or its core Executive Committee.*
 - c. *Administration attendance*
 - i. *Multiple employees in a department or common area report ILI symptoms and/or home ill.*
 - ii. *Employee or family member(s) test positive for H1N1*
 - d. *Faculty attendance*
 - i. *If multiple faculty reports ILI symptoms or are home ill*
 - ii. *If faculty report ILI symptoms and have reported increase in student absenteeism or had a student test positive for H1N1*
 2. *Initiate District-wide awareness / communications*
 - a. *Hygiene campaign on proper coughing, sneezing and hand washing.*
 - b. *"Wipe Away" campaign to disinfect shared keyboards, telephones, and workspaces.*
 - c. *Social Isolation when ILI is present – stay home when sick campaign*
 - i. *E-mail*
 - ii. *Website*
 - iii. *Campus newsletters*
 - iv. *Department meetings*
 - v. *Flyers and/or posters*
 3. *Initiate Pandemic Cleaning and Disinfection Protocol*
 - a. *Student health*
 - b. *Maintenance and Operations*
 - c. *High use areas i.e. computer center, cafeteria, shared workstations*

Trigger #3 Absenteeism over and above normal expected rates occur

1. *Educational and Work distancing begins*
 - a. *Alternate learning options may be considered for impacted classes and programs*
 - b. *Telecommuting options may be considered, if feasible*
 - c. *Transfer of critical functions should be addressed*
2. *Social Distancing should be implemented*
 - a. *Minimize sport events*
 - b. *Cancel class field trips*

3. *Continue with hygiene and sanitation educational presentations and announcements*
4. *Media and Community Relations Office targets specific needs as defined by Committee*

Trigger #4 Absenteeism escalates to 33% of Students, Faculty, and Staff

1. *Task Force meets daily or as needed*
 - a. *Alternate learning options should be considered for impacted classes and programs*
 - b. *Telecommuting options may be considered if feasible*
 - c. *Transfer of critical functions should be addressed*
2. *Consider EOC, DOC and/or CEOC activations per District or campus*
 - a. *Alternate learning options should be considered for impacted classes and programs*
 - b. *Telecommuting options may be considered, if feasible*
3. *Social Distancing Continues*
 - a. *Minimize sport events*
 - b. *Cancel class field trips*
4. *Declare campus and/or District state of emergency*
5. *Continue absence tracking of staff, faculty and students*

Trigger #5 - No increase in Absenteeism for two (2) weeks

1. *Continue Absentee Surveillance Program until trend is confirmed*
2. *Continue hygiene campaign of hand washing and the proper way to sneeze/cough and the disinfecting protocol.*
3. *Anticipate return to normal campus functions.*
4. *Assess and debrief campus departments to determine effects of pandemic wave. Offer supportive services to affected individuals as appropriate.*

Example:

 - i. *Student/staff hospitalizations*
 - ii. *Deaths of student/staff or family members*
 - iii. *International students leaving the country*

Contingent or Isolated Triggers

1. *Areas that have been had a high exposure to H1N1 or have a high absenteeism due to Influenza like illness will immediately move to **Trigger #3***
 - a. *Departments or programs*
 - b. *Team sports*
 - c. *Allied health and nursing programs*

It is highly unlikely that the District will be requested to close campuses by its County Department of Health but may instead need to activate contingent Trigger responses to isolated H1N1 outbreaks. This Trigger Activation Guide provides the mechanism to do so. In the situation where frequent outbreaks occur, consideration for social isolation may be recommended for special need or high-risk populations and individuals on campus.

2. *Populations at high risk*
 - a. *Those with suppressed immune systems*
 - b. *Handicapped using assisted breathing apparatus*
 - c. *Pregnant women*
 - d. *Those with pulmonary or cardiac disorders*

DRCCC H1N1 Pandemic Flu Triggers				
1. Pre-Semester	2. Start of Semester or Initial reports of Influenza Like Illness	3. Absences occur over normal expected rates	4. 33% or more of students, faculty or staff are absent	5. No increase in absenteeism over 2 weeks
Action:	Action:	Action:	Action	Action:
<ul style="list-style-type: none"> Reviewed and discussed needs on EHS committee Draft a Plan & Trigger Guide Begin flu prevention & hygiene campaign Collect information into a single source (Flu info on main website) 	<ul style="list-style-type: none"> Initiate Absentee Tracking program Initiate District-wide media awareness campaign Distribute Pandemic Cleaning and disinfection protocol Request ILI individuals to stay home until well 	<ul style="list-style-type: none"> Task Force meets as needed EOC, DOC & CEOC staff on alert Social Distancing for work, class, extracurricular & sporting events begins Continue absence tracking program Consider campus and/or District emergency declaration Coordinate with local public health agency 	<ul style="list-style-type: none"> Committee or Task Force meets daily or as needed Consider EOC, DOC & ECOC activations Social Distancing continues Declare campus and/or District emergency Continue absence tracking of staff, faculty & students 	<ul style="list-style-type: none"> Continue Tracking program Continue prevention & hygiene campaign Anticipate return to normal campus life Deactivate EOC, DOC or CEOCs Debriefing and After-Action Reports

*APPENDIX A
SAMPLE ABSENTEEISM REPORT*

<i>Name Employee/Student</i>	<i>Date of Absence(s)</i>	<i>Department/Division</i>	<i>Type of Absence</i>

Motion Carried.

M/S/C Bruce Seivertson/Steven Sciaky

2. Approval of Staffing Plan - Travis Gregory

Discussion:

Member Abarca stated he had some concerns with the Staffing Plan and asked that this item be tabled for further discussion to the next College Council Meeting. Member Abarca stated the items of concern were: 1) workload distribution alternatives; 2) personnel file audits; and 3) job sharing, he stated for the record job sharing was against the law.

Associate Dean Gregory indicated that he would be happy to give a thorough explanation to any question that he may have and asked members contact him ahead of time so that he could be prepared to accurately address their questions. He stated that the District would need to stay in compliance with all applicable laws and contract provisions.

This item was tabled to the next College Council meeting.

M/S/John Abarca/Carlos Fletes

3. Approval of Professional Development Plan - Travis Gregory

(See Attachment A)

Motion carried.

M/S/C John Abarca/Carlos Fletes

4. Approval of Strategic Plan - John Lau

Chair Heumann called for a vote for the approval of the Strategic Plan. A motion was made by John Abarca, and seconded by Carlos Fletes.

The Strategic Plan is posted at the following link: <http://cms.imperial.edu/index.php?pid=4874>

Motion carried.

ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

**2009-2010 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2009		2010	
October 12 & 26	December 14	January 11 & 25	April 12 & 26
November 23		February 8 & 22	May 10 & 24
		March 8 & 22	June 14 & 28

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day members