



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 27, 2010 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Alfredo Cuellar, Administrator Representative
Jan Magno, Alternate Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Kevin White, Faculty Representative
Martha Garcia, Faculty Representative
Vacant, Alternate Faculty Representative

Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)
Martha P. Garcia, Alternate CMCA Representative

Joe Trejo, Student Representative
Daniel Ramirez, Student Representative
Jesus Gallegos, Student Representative
Vacant, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 13, 2010

AREA REPORTS/UPDATES

College Council Report
Program Review Update – Kathy Berry
Budget Update/Financial Report – John Lau
ASG President Update - Joe Trejo
President's Update- Dr. Ed Gould

COMMITTEE REPORTS

Academic Senate
Environmental Health & Safety Committee
Policy & Procedure Committee
Student Affairs Committee
Budget and Fiscal Planning Committee
Facilities and Environmental Improvement Committee
Marketing Committee
Professional Development Committee
Staffing Committee
Technology Planning Committee

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann
2. Standing Committee Membership Update - Michael Heumann
3. BP & AP 7320 Fragrance Sensitivity - Travis Gregory (Attachment 1)

ACTION ITEMS

1. Approval of the Standing Rules of the Professional Development Committee - Travis Gregory (Attachment 2)
2. Approval of Door Bloks for Campus Safety - Tim Nakamora (Attachment 3)

ADJOURNMENT

**2010-2011 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2010		2011	
September 27	December 13	January 10 & 24	April 11
October 11 & 25		February 14* & 28	May 9 & 23
November 8 & 22		March 14 & 28	June 13 & 27

Meeting Canceled

*Fall Semester Begins

*Spring Semester Begins

Overload rate for 177-day members

MINUTES



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 13, 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:

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

Michael Heumann, Faculty Representative (Chair)
Martha Garcia, Faculty Representative

Laura Hartsock, Classified Representative
Michael Boyle, Classified Representative

Jessica Waddell, CMCA Representative (Vice Chair)

Joe Trejo, Student Representative
Daniel Ramirez, Student Representative
Jesus Gallegos, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative
Kevin White, Faculty Representative
Miriam Trejo, Classified Representative
Marilyn Boyle, Alternate Classified Representative
Martha P. Garcia, Alternate CMCA Representative
Dr. Ed Gould, Ex Officio

Others Present:

Alfredo Cuellar, Rosanna Lugo, Dawn Chun, Travis Gregory, Tina Aguirre, John Lau, Tim Nakamora, Victor Jaime, Kathy Berry, Gaylla Finnell, Brian McNeece, Todd Finnell

MEMBERSHIP CHANGES

The following membership changes were made: Daniel Ramirez appointed as Student Representative, and Jesus Gallegos appointed as Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, August 9, 2010

M/S/C Sergio Lopez/Martha Garcia to approve the Minutes of August 9, 2010.

Motion carried.

AREA REPORTS/UPDATES

College Council Update

Chair Heumann welcomed back Vice Chair Jessica Waddell. Announced this was the first meeting of the fall semester.

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Announced the Educational Master Planning Committee would be meeting on Friday, September 17th.
- Announced classes are full and the fill rate is at 103%. She stated that census is this week and the District has not been able to accommodate all students. She praised the faculty and indicated that they did a tremendous job and she appreciates their efforts.
- There was discussion on the number of crashers and whether the District compiled any data.
- VP Berry stated that a majority of the faculty kept an unofficial list of crashers and would be gathering that information.

Budget Update

Vice President for Business Services John Lau reported the following:

- Announced the Final Budget would be presented to the Board of Trustees in October.
- The District is looking into the District's xeroxing needs, and ways that the District can be more effective and efficient.
- Announced the planned installation of two new stop lights.

ASG President Update

Associate Student Government President Joe Trejo reported the following:

- Announced elections for junior senators began today and hope to have a full senate by Wednesday.
- National Hispanic Heritage Day celebration will take place on Thursday, September 17th, and announced the guest speaker would be Dr. Alfredo Cuellar.
- Constitution Day is this Friday, September 18th and ASG would be handing out pocket sized constitution books.
- Announced Dean Lopez and two senators would be attending a HACU Conference this Friday in San Diego.
- Dean Lopez stated that ASG is having voting registration at every event to generate more interest among students. The deadline to register before the November elections is October 18th.

President Update

Dr. Ed Gould was not present at this meeting; he was attending a SDICCCA meeting in San Diego.

COMMITTEE REPORTS

Policy & Procedure Committee

- VP Jaime reported that the committee met last week and reviewed a Scent Policy which would go through the shared governance process.

Budget and Fiscal Planning Committee

- VP Lau reported that this committee would be meeting next month.

Facilities and Environmental Improvement Committee

- Vice Chair Waddell reported that this committee meets on Monday, September 20th.

Professional Development Committee

- Associate VP Gregory stated that this committee is in the development stage.

Technology Planning Committee

- Chair Heumann welcomed and introduced Todd Finnell as the new chair for the Technology Planning Committee.

Safety Committee

- Campus Safety Director Nakamora stated that this committee met last week and looking into revising some policies.

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann

- This item was tabled to the next College Council meeting.

2. Start of School: Impressions, Reflections - Michael Heumann

- Chair Heumann stated one issue he noticed is the number of students waiting outside classrooms in the 2700 building because the doors were locked and asked if this was the best system. He asked if there were any complaints from students, and whether the reason for the locked doors was for security purposes.
- There were discussion about the locked doors around campus and in the 2700 Building and incidents of thefts in the classrooms.
- VP Berry stated that in the 2700 Building faculty are assigned the responsibility of locking the classrooms. She stated in order to enter the classroom faculty must swipe a

card as they enter and leave the classroom and the computer log stores who has gone in and out of each classroom.

- Chair Heumann commented that he has noticed more students using laptops in the 2700 as a result of the changes made to logging onto the wireless network which is great.
- Associate Vice President Gregory stated that the Safety Committee discussed creating designated crosswalk areas.
- Campus Safety Director Nakamora reported that so far there have been at least three reported incidents involving pedestrians, and indicated if an area is designated the District may be able to minimize these types of incidents. Director Nakamora recommended putting colored bumpers on areas designated as crosswalks.

3. Evaluation of Dean Structure - Michael Heumann

- VP Jaime stated that the new dean structure was designed for a larger school, and this year would be a transition year for IVC.
- VP Berry stated the new dean structure is still in the organizational process and it is too early to tell.
- VP Lau stated the new dean structure will be a tremendous help in driving and building the budget.
- Associate VP Gregory indicated that human resources is working on fully staffing the dean structure.
- Chair Heumann stated there is still a bit of confusion that needs to be sorted out but otherwise the new system is working well.

4. Standing Rules of the Professional Development Committee - Travis Gregory

- Associate VP Gregory stated this committee was modeled after College Council and is open for recommendations and revisions.
- He announced that Professional Development Day is coming up in January.
- Chair Heumann stated this item would be voted on at the next College Council Meeting.

5. Door Bloks for Campus Safety - Tim Nakamora

- Campus Safety Director Nakamora gave an explanation of the Door Bloks. He indicated that a recommendation went to the Safety Committee as a result of the recent bomb threat on campus.
- He stated the Door Bloks serve two purposes: 1) in case of an emergency, they can be used as a hang tag indicating that the room is cleared, and the tags have the actual word "CLEAR" on it; and 2) in an active shooter scenario all doors would remain locked from the outside at all time and instructors would be able to remove the Door Bloks to secure the door.
- He addressed concerns regarding the air conditioners and a gap in the doorway, and he indicated that the air that escapes is minimal.
- He addressed concerns regarding noise coming from the outside with a Door Blok in place. He indicated the upside is faculty can hear what is going on outside in case of an emergency versus the door being closed.
- He indicated if the Door Bloks are implemented all doors would be opened by maintenance in the morning, and only maintenance, security, and parking would have keys.

- VP Lau stated as the District's buildings are renovated the doors would be brought up to standard with safety features as seen in the 2700 Building.
- Campus Safety Director Nakamora stated it is imperative that the District continue to maintain the safety of the students, faculty and staff.
- Chair Heumann stated this item would be voted on at the next College Council Meeting.

6. AP4105 Distant Education - Kathy Berry

- This Administrative Procedure has been modified and was presented to College Council for information only.

7. Standing Committee Assignments for 2010-2011 - Michael Heumann

- Chair Heumann asked the shared governance committees under College Council to review and send any updates to him or Recorder Adriana Sano.

ACTION ITEMS

1. Resolution Approving the Name Change of Parking Control to "Campus Safety & Parking Control"- John Lau

MSC Sergio Lopez/Jesus Gallegos

Discussion:

Chair Heumann read the resolution:

"WHEREAS, Vice President for Business Services, John Lau makes the following recommendations to College Council:

WHEREAS, the Parking Control Department wishes to change their department name to: Campus Safety & Parking Control;

WHEREAS, College Council discussed the proposal at its August 9, 2010 meeting; and

NOW, THEREFORE BE IT RESOLVED that College Council recommends and approves changing the name of the Parking Control Department to: Campus Safety & Parking Control."

Motion carried.

ADJOURNMENT

Chair Heumann called to adjourn the meeting at 3:30 p.m.

DISCUSSION AND INFORMATION ITEMS

BP 7320 Fragrance Sensitivity

Imperial Valley College (IVC) recognizes that employees, students, and visitors to our campus may have sensitivity and/or allergic reactions to various chemical-based products.

Individuals who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. In order to accommodate employees, students and visitors who are medically sensitive to the chemicals in scented products, the District requests that fragrance products (colognes, perfumes, sprays, lotions, powders, and other similar products) *that are perceptible to others* not be worn at work. The District further requests that other fragrance products (potpourri, chemical air fresheners, and so on) not be used in the workplace. If verification is established that someone on the campus will suffer potentially serious health consequences due to a fragrance product worn or used by an employee, student, or visitor, that person will be required to make appropriate accommodations.

New 09/10

AP 7320

Fragrance Sensitivity

Procedures:

Employees, students, and visitors will be informed of the policy (BP 7320) through normal communication methods (e.g. website, memorandums, etc.). Any complaints or violations of this policy will be addressed as follows:

1. Meeting and discussing the policy with those involved in an effort to ensure awareness and identify fragrance specifics.
2. Requesting that the person make an effort to remove the fragrance.
3. Initiating the interactive process along with HR staff, in accordance with ADAAA (when applicable). This process may lead to physician certification(s) requests and/or a variety of reasonable accommodation options to assist in resolving the issue.

Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating work environment under every conceivable set of circumstances. Even so, IVC wants to minimize, to the extent possible, barriers and difficulties experienced in the workplace by employees, students, and visitors who have chemical / fragrance sensitivities. IVC also requests that all offices and spaces used by the staff and their visitors remain free of chemical-based scented products.

Additional Informational links:

Accommodation and Compliance Series: Employees with Fragrance Sensitivity. Job Accommodation Network. <http://askjan.org/media/downloads/FragranceA&CSeries.pdf>

Pollution & Air Quality. The Lung Association. http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/scents-parfums_e.php

New 09/10

ACTION ITEMS

IMPERIAL VALLEY COLLEGE

Standing Rules of the Professional Development Committee

Access to the Professional Development Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Professional Development Committee (PDC) will set a time and place to meet. The Committee will meet at least every other month during the academic year. A schedule of the year's meetings will be provided on the PDC website.

AGENDA

1. The PDC will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the recording secretary of the PDC and distributed to the Committee members at least 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 4 members.
2. Constituent groups may designate up to three alternates who may serve during a Professional Development Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Professional Development Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The District's Chief Human Resources Officer shall chair and be a member of the PDC
2. The vice chair shall be elected for a two-year term by the PDC. In the absence of the Chair, the Vice Chair will conduct meetings of the Professional Development Committee.
3. Should an individual who is finishing his/her term be elected as Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established and approved the PDC to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Professional Development Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. The views and opinions of the Professional Development Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the Professional Development Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Professional Development Committee.
5. The Professional Development Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of Professional Development Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the PDC members.

PURPOSE

The mission of the Professional Development Committee (PDC) is to offer a comprehensive and systematic program of services and activities that will foster development of participants as educators and members of our academic community. The PDC will discuss campus-wide professional development needs, coordinate resources, compile a Professional Development Plan, and offer related recommendations to the College Council and Academic Senate. These recommendations should include: a plan and schedule of workshop / training sessions; a professional development budget; a link between the District's goals and the suggestions.

Goals: The Professional Development Plan will provide activities and services, which enhance the professional development of participants in four specific areas:

1. As a Member of an Academic Community (Goal: to enhance the quality and effectiveness of participation in the educational community at all levels).
2. As an Educator (Goal: to enhance teaching skills and understanding of the educational process).
3. As a Discipline Expert (Goal: to enhance professional competency by providing opportunities for currency and growth in a particular field).
4. As an IVC employee (Goal: to encourage meaningful personal growth as it relates to professional development at the College).

CHARGE

The Professional Development Committee will advocate for lifelong learning concepts, with the understanding that these types of programs not only lead to individual professional growth, but also promotes the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. Individual professional development goals, and institutional goals such as collegiality throughout the college and communication between departments, are best achieved by a program of diverse offerings. The committee members will solicit and contribute ways to improve the professional development plan. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's professional development efforts and on future plans.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Professional Development Committee are:
 - *2 faculty members appointed by Academic Senate and 1 alternate
 - *2 classified members appointed by CSEA and 1 alternate
 - *2 administrators (the Chair is 1) appointed by the Administrative Council and 1 alternate
 - *1 member of the CMCA appointed by CMCA and 1 alternate
 - **1 student at large appointed by ASG and 1 alternate

*Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
Following a break of at least one year, members may be reappointed.

**Terms for student representatives shall be for one year.
3. The Professional Development Committee may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.

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