



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, August 27, 2007 – 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
Patti Biley, Faculty Representative
Bruce Seivertson, Faculty Representative
Vacant, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol C. Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative
Francisco Mariscal, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, JULY 23, 2007

AREA REPORTS/UPDATES

Instruction – Kathy Berry

Accreditation Process – Kathy Berry

Business Services/Bond Projects Update – John Lau

Student Services (July attachment) – Dr. Victor Jaime

ACCESO – Dawn Chun

Title V Cooperative Grant – Dr. Lianna Zhao

Learning Services – Dr. Robin Ying

Associated Student Government – David Lopez

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Administrative Council, 6/26/07, 7/10/07
2. Campus Operations Committee, 06/21/07
3. Planning and Budget Committee, 7/2/07

DISCUSSION AND INFORMATION ITEMS

1. College Housing – Dr. Bruce Seivertson

ACTION ITEMS

1. College Wide Institutional Code of Ethics Statement – Jan Magno

Proposed statement:

All employees of Imperial Valley College embrace a code of conduct in which we recognize the value and dignity of each individual within the framework of the campus community. We strive to:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- As appropriate, use effective teaching practices and teach our students with rigor and compassion
- As appropriate, maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues.

ADJOURNMENT

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2007		2008	
August 27	October 8 & 22	January 14 & 28	April 14 & 28
September 10 & 24	November 26	February 11* & 25	May 12
	December 10	March 10	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



IMPERIAL VALLEY COLLEGE COUNCIL

MINUTES

MONDAY, JULY 23, 2007

College Council Chair, John Abarca, called the meeting to order at 2:35 P.M.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative
Patti Biley, Faculty Representative [2:37 p.m.]

John Abarca, Classified Representative (Chair)
Carol C. Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Dawn Chun, Alternate CMC Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative

Victor Jaime, Acting Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Vacant, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Francisco Mariscal, Alternate Student Representative

Others present were:

Marilyn Boyle; Ted Ceasar; Jan Magno; Beth Smith; John Lau; Frances Beope

CHANGES TO MEMBERSHIP

Chair Abarca announced the addition of the following new student representatives:

Ingrid Soto, Student Representative

Francisco Mariscal, Alternate Student Representative

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

M/S/C Sergio Lopez/Michael Heumann to approve the minutes dated June 25, 2007.
Motion carried.

AREA REPORTS/UPDATES

INSTRUCTION/ACADEMIC SERVICES

Vice President for Academic Services Kathy Berry reported the following:

- Finals are taking place this week.
- Final grades are due on August 2nd.
- Summer enrollment increased this year.

ACCREDITATION UPDATE

Vice President for Academic Services Kathy Berry reported the following:

- Area leads are working on updating Accreditation Standards and stated an update is needed for the technology area.
- The Accreditation visit will consist of the same team as was scheduled to attend in the spring.

BUSINESS SERVICES

Vice President for Business Services John Lau reported the following:

- The fiscal year closing process is taking place.
- A revised budget will go to the Board in September.
- He has an open door policy for anyone wishing to discuss finances with him.
- The Board approved the 5-year construction plan and it will be updated as planning continues throughout the year.
- The science building will go out to bid towards the end of August.
- Emergency repairs will be done to Feeder One and it appears the remaining three feeders will need to be replaced before the end of the year. He stated he hoped to have those repairs done during the winter break.

Dr. Biley asked when the 500 and 800 buildings would be renovated. VP Lau stated it could be a few years before those buildings were worked on.

Dawn Chun stated the District has been paying a consultant to design our proposed buildings and the consultant should be designing the new ones so the college does not wait until the last minute to start from scratch. VP Lau stated the consultant's scope will be revised and it may not include the design of the buildings.

Chair Abarca asked the retention period for the consultant. VP Lau stated the consultant firm was a benefit to the college and the scope would be reduced.

STUDENT SERVICES

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

- Student Services has moved into registration and the trend is showing our FTEs are increasing for the fall.
- Financial Aid is assisting with student enrollments.
- He stated an attachment with June's activities was included for review.

ACCESO

Project Director/ACCESO Dawn Chun reported the following:

- The recording studio will be set up with the necessary equipment and material to setup and enable instructors to record lectures for Etudes.
- ACCESO is preparing for the 15 instructors attending the 2007 Technology Camp on August 14-16, 2007. The facilitators for the camp will be Andres Martinez, MaryJo Wainwright and Allen Leon.

TITLE V COOPERATIVE GRANT

Tabled due to Dr. Lianna Zhao's absence.

LEARNING SERVICES

Tabled due to Dean of Technology/Learning Services Dr. Robin Ying's absence.

ASSOCIATED STUDENT GOVERNMENT

ASG President David Lopez stated there was no report at this time.

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Administrative Council, 6/12/07
2. Curriculum and Instruction Committee, 5/17/07, 5/31/07
3. Planning and Budget Committee, 6/8/07, 6/14/07

DISCUSSION AND INFORMATION ITEMS

1. College Wide Ethics Statement – Jan Magno

Dean Magno stated she chaired the Policies and Procedures meeting in which the Institutional Code of Ethics was reviewed. She stated AP 3050 is designated as the Institutional Code of Ethics and this statement is a campus wide statement with the purpose of going through the shared governance process.

She stated the Community College League of California (CCLC) has recommended the college to adopt an Institutional Code of Ethics. She stated the statement is a requirement of an Accreditation standard.

Dean Magno passed out a draft copy which included the faculty code of ethics and stated the following seemed appropriate for the campus community:

The Proposed Institutional Code of Ethics would read:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- Use effective teaching practices and teach our students with rigor and compassion
- Maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues.

Dean Magno stated the statement should be a professional statement that the campus community aspires to. She also stated the last two bullets could pertain to staff working with students.

Chair Abarca stated he agreed with the proposed statement.

Ted Ceasar stated the College Council had already adopted a campus wide code of ethics.

Dr. Biley suggested the last two sentences start with, "as appropriate,...".

Dean Magno stated she would like the College Council to act on this item at their next meeting.

Discussion ensued and it was discussed and agreed that the adopted campus wide code of ethics previously adopted by College Council be emailed to the members by the recording secretary.

ACTION ITEMS

1. Finalized emergency vote - Increase in parking citation fines – Sergio Lopez

Motion by Sergio Lopez, second by David Lopez to finalize the emergency vote conducted via email on July 10th, 2007.

Dr. Biley stated her concern to the increase was due to students coming from impoverished backgrounds.

Vote was taken and it passed with one No Vote (Dr. Biley).

Email Vote

The regularly scheduled College Council meeting of July 9, 2007, was canceled and therefore an emergency email vote needed to take place in order that the Parking Control Department

meet the July Board meeting agenda deadline and include the recommendation from the College Council.

A motion was made by Sergio Lopez, second by David Lopez to approve the increase of fines to \$20.00 for the initial citation and \$40.00 after 21 calendar days effective fall 2007.

Membership: 16 voting members, 1 vacant position, 2 Ex Officios

Vote on July 10, 2007 via email: 13 Yes, 1 No, 2 did not vote, the 2 Ex Officios were not included in the vote, 1 vacant position

The motion was approved.

Chair Abarca asked how Council felt about conducting an e-vote.

Michael Heumann stated an e-vote was appropriate under extenuating circumstances.

VP Kathy Berry stated an e-vote should be a true emergency and have a finalized vote at the next meeting.

Chair Abarca stated he would look into changing the bylaws to allow for future e-voting.

2. Request for Waiver on Naming of Building Procedure (Hector L. Lopez Student Services Center and Raul Aragon Soccer Field) – Dr. Victor Jaime

A motion was made by Sergio Lopez, second by Michael Heumann to approve the request for waiver on naming of building procedure for the Hector L. Lopez Student Services Center and the Raul Aragon Soccer Field.

Dr. Victor Jaime stated this request has gone to and received the recommendation of the Campus Operations Committee. He stated he is requesting waiver to AP6620 2.c. which states:

“There shall be a period of one year from the time a proposal is submitted for a final decision is made.”

Dr. Jaime stated the reason for the waiver is due to Raul Aragon’s health. He stated the unveiling of the names would be done in a small ceremony for both honorees in late October or early November.

The motion was approved unanimously.

ADJOURNMENT

Chair Abarca announced the next meeting agenda items would include:

- Discussion – Update on the IVC Website. He stated there were concerns on incompatibility.
- Discussion – Clarification on faculty supervising classified and classified supervising other classified staff.
- Action – Adoption of Institutional Code of Ethics

Dr. Jaime stated he understands faculty do evaluations of classified as division chairs supervise classified staff. Dr. Jaime suggested a meeting be set with Human Resources to discuss. Chair Abarca stated College Council will only discuss this item.

M/S/C Sergio Lopez/Dr. Patti Biley to adjourn the meeting at 3:21 p.m.

**2007-2008 College Council Meeting Schedule
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September 10 & 24	December 10	March 10	June 9** & 23

* Spring Semester Begins

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**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE
July 2007**

District Counseling

- We have been able to handle the majority of all counseling through our counseling appointment system. We opened up several days to handle walk-in sessions but otherwise everything seemed to work smoothly with the additional part-time help that was hired.
- Additional evening counseling has been added in July and August to the Calexico & El Centro Extended Campus Office sites to handle the increased demand in counseling services.
- The Transfer Center Director and the District Head Counselor held an informational meeting where we invited over 26 IVC students (current & former) who are eligible to apply to participate in the first cohort of the NAU-Yuma Child Development BS program for fall 2007. We assisted them with admission application information, financial aid, cost of attendance/fees, and when /where the first two classes will be taught. We have evaluated and reviewed over 60 potentially interested students and will be calling a general informational meeting for everyone sometime in late August. We foresee this program continuing to add students on a term by term basis as they complete their transfer admission requirements.
- The District Head Counselor assisted the Financial Aid Outreach counselor for 3 days in providing an orientation to ACE students from ROP who will be attending IVC for the first time.
- One of our District Counselors will be providing an orientation to 25 Foster Care/ILP students about IVC and career information.
- The District Head Counselor hosted and coordinated career workshops for 40 Heber Jr High students who really enjoyed learning about geological science, solar power & air-conditioning, automotive tech, and how to use the library as a student.

Matriculation

- Counselors have been booked with appointments for fall 2007 course recommendations.
- Director reviewed files for Norma Scott, Emily Bill, Lisa Ragland, Maria Andrade. See attached list.

Assessment Center

511 students took the ACCUPLACER Test

134 students took CELSA

21 students took GED

Transfer Center/Articulation Services

- Student appointments
- Aspire Program – follow-up on students who failed to register and those who turned in recent AP scores
- UC TCA report completed and submitted 07/27/07
- Folder review - Transfer Center - file review of students in program (in progress)
- College Going Initiative Conference - UCSD

Student Support Services

- Worked on 2006-07 exit files
- On-going recruitment for academic year 2007-08
- Updating continuing student files
- On-going academic advising for Fall 2007

Disabled Students Programs and Services (DSPS)

Test Proctoring	12
Sign Language Interpreters	6
Notetakers	6
Appointments	193

Workability III

Appointments	9
Placements	1

CalWORKS Assessment and Counseling

- We were fortunate to welcome Isabel Sigala to our staff as a full-time Assessment Counselor on July 30, 2007.

EOPS

- 459 EOPS student appointment were completed by EOPS staff.
- 27 EOPS students were provided bus passes.

Financial Aid

No updates to report this month.

Educational Talent Search

- Azusa Pacific University on July 20 for jr and high school students
- ETS Bridge field trip to Art Institute of SD on July 20
- College Prep workshops on Tuesday and Thursdays
- ETS Bridge luncheon on July 27
- IV Counselor Retreat July 30, 31, and Aug 1st; the Project Director attended attend on the second day, and the Outreach Counseling Specialist attended three days.

Admissions and Registrar

- Students Served:

Worked intensively on:

Processing over 600 requests for official transcripts and GE certifications to be sent to other institutions and employers, averaging 38.5 requests fulfilled per work day.

Processing over 100 enrollment verifications and 20 degree verifications.

Evaluating records and documents for 150 requests to change students' status from nonresident to resident tuition and fee purposes.

Downloaded applications approximately 100 times (3-4 times/day).

900 applications for admission were processed.

Errors were corrected on approximately 300 applications so the download could be completed.

Evaluated 250 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 100 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Processed, evaluated, determined admission status, and sent letters to 4 Special K-12 Students seeking concurrent enrollment for Fall.

Processed, made determinations, and sent letters to 90 students petitioning for exception to repeat laws.

- Registration:

Processed over 150 instructor drops for Summer.

Processed 120 late adds from faculty for Summer.

Facilitated registration for over 7,000 students for Fall.

- Rosters:

Processed 230 grade rosters for Summer.

- Graduation:
236 final degree evaluations completed, degrees input in Banner, grad database updated, and diplomas printed.

4 duplicate diplomas printed.
- Microfilming:

Intensive work continuing on separating active from inactive student files, preparing jackets for 2002 student records to be microfilmed, filing jackets for 2001, and separating Class 1 from Class 3 records for destruction.

Student Affairs

- Fridays – Weekly Student Affairs Staff meeting (Student Affairs Conference Room, 9:00 a.m.)
- July 4th – Future Leaders of America Club participated during the Freedom Fest activity.
- July 10th – Parking Control Appeal Hearings – Eleven (11) cases were reviewed. Four (4) cases were found liable and eleven (11) were not liable.
- July 27 – The Associate Dean of Student Affairs was named the Amnesty International Club Advisor during the Special Board Meeting.
- July 29 – The Associate Dean of Student Affairs and seven (7) Amnesty International Club students departed to London for an approved educational field trip. The club is scheduled to arrive Sunday, August 5, 2007.

Upward Bound

- Completed a successful Summer Residential Program at UCSD with 52 students participating and 19 staff in attendance.

**IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING
June 26, 2007
8:30 a.m., Board Room
Unadopted Minutes**

Members Present:

Dr. Pai, Superintendent/President
Gary Rodgers, Interim Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Kathy Berry, Vice President for Academic Services
John Lau, Vice President for Business Services
Richard Fragale, Interim Vice President for Business Services
Jan Magno, Dean Financial Aid
Gonzalo Huerta, Dean Applied Sciences
Efrain Silva, Dean Extended Campus
Kathie Westerfield, Associate Dean A&R
Ted Ceasar, Associate Dean DSP&S
Gene Hill, IVC Foundation Director
Bill Gay, Public Relations Officer
Dr. Bruce Seivertson, President Academic Senate

Others: Dawn Chun, Project Director ACCESO

Absent: Travis Gregory, Sergio Lopez, Dr. Robin Ying

Recorder: Mary Carter

Call to Order: The meeting was called to order at 8:30 a.m. by Dr. Paul Pai.

Approval of Minutes: M/S/C Jaime/Fragale to approve the minutes of the June 12, 2007 meeting as presented.

Emergency Preparedness Training: Dr. Pai reported that the Chancellor's Office has obtained a grant and will be offering system-wide emergency preparedness training. A session will be offered August 9 at Grossmont College. It was suggested that Gary Rodgers, Travis Gregory, Sergio Lopez, Rick Webster, Kathy Berry (or her designee) attend.

Alcohol and Drug Dependency Program Grant: Dr. Pai reported on a grant opportunity through the Chancellor's Office; he will follow-up with Kathy Berry and respond on behalf of the College.

Department Updates:

Business Services: John Lau reported that he will be having a meeting July 5 with the architect and others regarding capital projects, and he will have a schedule of services, uses, bidding and funding to share at the next Administrative Council meeting.

John Lau and Richard Fragale reported that they will be recommending to the Planning and Budget Committee that the College go with a turnkey GASB 45 program. Two of the firms responding to the College's RFP for GASB 45 services are full service, and the other two are more hands on and do not offer assistance with the "substantive plan" required by GASB. The College has limited staff and expertise to develop its own substantive plan, and having a plan will be a critical point for Accreditation.

Extended Campus: Efrain Silva reported that the State needs 5,000 new correctional officers annually, and can only train (produce) 3,600. The State is looking at community colleges to provide correctional officer training. The plan is still in the works, and there is no timeline yet. Mr. Silva and Gonzalo Huerta met with Calipatria prison staff to talk about the concept, and the response was very favorable.

Mr. Silva reported that Extended Campus is moving forward on relocating to the El Centro Center (old Sears store). More space has become available, so Mr. Silva will be asking for supplemental funding for the additional rent. The additional space will be used to provide a dedicated facility house the Paramedic, EMT and Health Assistant programs. These are very popular programs and will generate additional courses and sections. This will open up space in the Nursing Building for RN and LVN courses, which are at capacity. The facility will house seven classrooms, a reception area, conference room, four offices and a break room, and there will be an ambulance bay. The SBDC will also be moving to this new location. Mr. Silva reported that he has submitted a floor plan to the developer, and is waiting for approval. He hopes to have a signed agreement by the next board meeting, with occupancy planned for Spring 2008.

Academic Services: Kathy Berry reported that all Spring grades are in; hiring of replacement faculty is going on; the fall schedule and the catalog are out and her office is in the process of gathering data for enrollment management.

Admissions and Records: Kathie Westerfield reported that census rosters went out Monday, and are due Thursday. Enrollment numbers are fluctuating but the drop in enrollment is not as severe as last year.

High school transcripts are coming in; local high schools send all transcripts unless the student specifies not to send them to IVC. The council discussed electronic transcript and the costs and problems involved. The council also discussed the difficulty in tracking high school students after graduation.

A summer school enrollment report was distributed showing 474.12 FTE, which will drop more when no-shows are processed with census. Not as many classes have been

cancelled as last summer, the fill rate is down a little, but more classes are being offered. There are more students, more classes and the FTE is still showing a net gain. Efrain Silva noted that there is also a larger non-credit summer program.

Student Services: Dr. Victor Jaime reported that Summer Outreach is in its final phase, but it is a year round activity that starts with Higher Ed week in September. All high school seniors are contacted. He stated that the outreach efforts touch whole families due to the home visits by counselors. The Counseling Center is currently doing mostly walk-in appointments in order to meet student needs. Next week will be very hectic with the start of Fall registration.

Project ACCESO: Dawn Chun reported that Project ACCESO is buying "Degree Works" software from SunGard which provides degree audit and education plan.

Foundation: Gene Hill reminded the council of the Farewell Reception this afternoon and expressed appreciation for the services of Dr. Pai, Gary Rodgers and Richard Fragale.

Academic Senate: Bruce Seivertson, Academic Senate President stated that this is his first meeting. He reported that the Academic Senate web page is up and running with current information on minutes, constitution and bylaws.

DSP&S: Ted Ceasar reported that DSP&S has purchased laptop computers, cameras and microphone in order to use a remote interpreter service (real-time); however, there is a problem getting the service established (network/firewall issue). Mr. Ceasar is working with Dr. Ying to get this problem resolved. There is only one nationally certified American sign language interpreter in the Valley. A group of deaf students is requesting a certified interpreter and a lawsuit is possible. DSP&S is trying to meet their needs with the remote interpreter service.

Applied Sciences: Gonzalo Huerta reported that the WIB (Workforce Investment Board) is being reorganized by the County of Imperial, and board members are needed. It was noted that IVC must be a part of the new WIB. Mr. Huerta reported on SB 413 which (if passed) would waive open enrollment for community college classes held at prisons; the Preschool is full; National Steel and Shipbuilding Company (NASSCO) made a pre-visit for the 16 IVC students who are going to try to certify as welders; there is an \$800,000 grant requiring a 50% industry match that address after-hour training for welders, he is going to approach NASSCO to see if they would be interested. Mr. Huerta stated that retiring baby boomers are going to impact many industries and business, including community colleges. There was a discussion of academy apprenticeship program, such as the Fire Academy and IID lineman training. Gary Rodgers stated that job placement is an area that IVC could expand in order to market graduates.

Public Relations: Bill Gay reported that Frank Fernandez, outgoing ASB President, is interning with Reliance Communications. The Fall registration campaign will kick off

July 1 with theater ads, mall kiosk, and direct mail. There is SDICCA meeting on July 16 and the Proposition 98 split between K-12 and community colleges will be discussed. The County of Imperial will be celebrating its centennial, and there is the possible of \$100,000 for a centennial park, structure or facility. Mr. Gay suggested that the college pursue the opportunity for funds to assist in the rebuilding of the IVC art gallery. Bruce Seivertson asked about having IVC radio spots on the local NPR (national public radio) station in Calexico; Mr. Gay will follow-up.

Financial Aid: Jan Magno reported that all student employment ends Friday, June 29, students working next fiscal year must do new application. She noted that the job placement office needs a sign, because students don't know the service is available. Financial Aid is going to offer a debit card as another avenue of delivering funds to financial aid students. There will be a twice a month payday. The debit card will be at no cost to the College. Financial Aid has purchased "Extender Software" for imaging of documents and attaching to Banner student id or vendor id. There are five licenses which will be made available to Financial Aid, Admissions, Instruction, Business and Human Resources. The software is separate from, but integrated with Banner.

Electrical System: John Lau reported that the four electrical feeders to the campus are over 30 years old, and one needs to be repaired as soon as possible. The best case scenario is replacing the wire inside the conduit for \$300,000; if there is damage to the conduit repairs could be \$1 million. There will be a planned outage after summer school ends to repair the critical feeder, and repairs to the other feeders over the next two years. There is a possibility of 60% of campus being affected if the feeder goes out. The contingency plan is to bring in generators.

Meeting adjourned at 10:40 a.m.

**IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING
July 10, 2007
8:30 a.m., Board Room
Unadopted Minutes**

Members Present:

Gary Rodgers, Interim Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Kathy Berry, Vice President for Academic Services
John Lau, Vice President for Business Services
Jan Magno, Dean Financial Aid
Gonzalo Huerta, Dean Applied Sciences
Efrain Silva, Dean Extended Campus
Kathie Westerfield, Associate Dean A&R
Ted Ceasar, Associate Dean DSP&S
Gene Hill, IVC Foundation Director
Sue Gay on behalf of Bill Gay, Public Relations Officer
Travis Gregory, Associate Dean of Human Resources
Dr. Robin Ying, Dean of Technology/Learning Services
Dr. Bruce Seivertson, President Academic Senate

Recorder: Martha P. Garcia

On Tuesday, July 10, 2007, at 8:30 am, Gary Rodgers, Interim Superintendent/President called the Administrative Council meeting to order in the Board Room.

Approval of Minutes:

Efrain Silva, Associate Dean of Extended Campus, announced the following amendments to the minutes dated June 26, 2007:

Department Updates/Extended Campus section, should state that Mr. Silva is "awaiting plan from the Architect."

Bruce Seivertson petitioned to approve the amended minutes. Travis Gregory abstained. Motion Carried.

Report from the President:

Gary Rodgers informed that he will be on vacation commencing Monday July 16th, 2007 and returning on August 7th, 2007.

Mr. Rodgers stated that he will be serving as an Interim President for a period of six months. Mr. Rodgers has an open door policy and encouraged administrators to discuss projects and ideas they believe are relevant to their departments and should be accomplished during his tenure.

During his tenure as Interim President, Mr. Rodgers would like to accomplish the following goals:

- A. Hire a permanent President by January 2008.

Kathy Berry and Travis Gregory had outlined a feasible plan to search for the President.

Travis Gregory mentioned that a request for proposals has been submitted to five or six different executive consultant firms. A presidential search brochure has been created and a tentative timeline to fill out this vacancy by January 2008 has been established. It has been proposed to advertise the position for a period of six (6) weeks. A package will be submitted to the Board of Trustees for their review and consideration.

A discussion followed regarding the search committee. The Presidential search committee is composed of nine (9) members and two (2) community representatives. Kathy Berry, Vice President for Academic Services will be serving as the search committee chair. It was recommended to include one (1) representative from the Student Services Department. Sergio Lopez was nominated to represent this department.

- B. Accreditation Review

The Accreditation Review team is scheduled to be on campus during the week of October 21st - 23rd.

Gary Rodgers urged administrators to review the last accreditation report and to write a summary/updates pertaining to their respective departments. Summaries are due to Kathy Berry's office by August 31st, 2007.

Emergency Planning and Preparedness Workshop

Gary Rodgers informed that an Emergency Planning & Preparedness Workshop will be held on August 9, 2007 at Grossmont College. Gary Rodgers, John Lau, Travis Gregory, Sergio Lopez, and Rick Webster will be in attendance.

Electrical Power Outage

A power outage has been scheduled for Friday, July 27, 2007 to replace one of IVC high voltage feeders. A total of six (6) generators will be available to supply power to the affected buildings.

Dr. Ying requested a generator to back-up the computer room. John Lau emphasized that generators will be available to everyone who needs it. He also asked department heads to submit requests for generators as soon as possible. Rick Webster will develop a master plan to efficiently accommodate all requests for generators. It was agreed to schedule a follow-up meeting next Tuesday at 8:30 a.m.

A brief discussion followed regarding an email received from John Abarca, CSEA President. In his email, he inquired if the District will pay wages to those employees unable to work due to the power outage.

Department Updates:

Extended Campus: Mr. Silva reported that a space problem was encountered in the large electrical room. It might take space from the initial design, but he is trying to maintain the planned number of classrooms.

Financial Aid: Jan Magno inquired when the new website will be launched and requested clarification regarding the new health care benefits. A discussion followed regarding Medicare eligibility for employees hired after/before July 2004.

John Lau stated that an Insurance meeting will be scheduled during the month of September. He will provide additional information/clarifications after this meeting.

Academic Services: Kathy Berry requested to include the Evening Dean position in next Academic Senate agenda.

Business Services: John Lau stated that his department is working on the current fiscal year budget. It is expected to be finalized by September 2007.

Rick Webster reported that the second phase of the parking lot construction will be completed tomorrow.

Student Services: Sergio Lopez expressed concerns regarding insufficient lighting and the need for additional walkways on the northern parking lots. A meeting should be arranged to discuss these issues with Business Services.

DSP&S: Nothing to report.

Applied Sciences: Mr. Huerta provided a brief update on the Correctional Academy project.

Information Systems: Dr. Ying reported that the Conveyor Group provided him with a copy of the website user manual. Larry Valenzuela, Technology Center Technician will review the guide and start training IVC staff by Monday, July 16, 2007.

Dr. Ying stated that bus tickets are sold at the Library. He expressed concern regarding this practice. He said that Library employees are accountable for collected money. Dr. Ying asked for input and would like to see other department(s) or the transportation agency to take upon this responsibility.

Kathy Westerfield recommended selling bus tickets at the Cashiers office (Business Services). It was also suggested to utilize automated machines.

John Lau requested additional information such as numbers of tickets sold per month. It was also discussed the need to determine operations hours for bus ticket sales. There was a consensus that this service needs to be provided to IVC students. John Lau and Dr. Robin Ying will schedule a meeting to discuss this issue in more detail.

Academic Senate: A discussion followed regarding the need to maintain a campus-wide calendar. Sergio Lopez mentioned that all room reservation requests should go through his office. At this moment, three different calendars are utilized: Board Room, Room 2131 and the Master Calendar.

According to the new CTA contract, faculty will receive monetary compensation for participating on equivalency committees and IVC meetings. It was recommended to maintain unnecessary meetings to the minimum and concentrate on student enrollment.

Human Resources: A discussion was held regarding paycheck distribution. Travis Gregory proposed to decentralized check disbursement to departments. The verbal proposal was rejected by a majority of attendees.

A follow-up meeting on Banner training (time-keeping options) will be held at the Board Room on Tuesday, July 17, 2007.

Meeting adjourned at 10:15 a.m.

**IMPERIAL VALLEY COLLEGE
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes

June 21, 2007

Present:	Absent:	Visitors:
Sergio A. Lopez, Chair	Benny Andres	Mary Bell
Zula Hartfield	Dave Drury	
Gonzalo Huerta	Travis Gregory	
John Lau	Carol Hegarty, <i>Excused</i>	
Bertha Ortega	Jose Lopez	
Maria Trejo	Georgina Madrid	
Jose Velasquez	Judy Santistevan	
Rick Webster		
David Lopez, ASG Rep.		

Chairman, Sergio A. Lopez, called the regular meeting of Campus Operations Committee to order at 2:05 p.m. on Thursday, June 21, 2007 in the Administration Board Room.

Approval of Agenda: *M/S/C Webster/Trejo to approve the agenda as submitted*

Approval of Minutes: *M/S/C Hartfield/Ortega to approve the minutes of the May 31, 2007 meeting as amended. Under "Opposition to the Proposed Memorial Flagpole," 2nd sentence should read "Students for Political..."*

OLD BUSINESS

Construction Update

Mr. Webster stated that bids for the North Parking lot will open soon. Mr. Webster stated that a generator might not be needed for lot "C" since the library has sufficient power to light the entire new parking lot.

Mr. Webster also stated that Phase II is about to be completed in lot "B." The lot will be paved out before the Freedom Fest Celebration however; the lanes/stripes will not be completed by then.

Mr. Lau stated that the bid for the Science Building will be at the end of July and is a two year plan. The increase in cost has gone up and funds will need to be matched.

The bid for the new track was approved for resurface in the amount of \$385,000.

Mr. Lau will meet with IID representatives to see if they can donate services for the athletic fields. Mr. Lau will have more information at the next meeting.

Naming of the Art Gallery the "Domingo O. Ulloa Memorial Art Gallery"

Mr. Webster e-mailed the CMCA (Classified Managers and Confidential Association) members regarding the naming of the Art Gallery. Not everyone responded to his email but those who did brought up Ms. Juanita Lowe as a possible candidate to name the Art Gallery after her. Ms. Lowe taught Art from 1961 to approximately 1992. Ms. Lowe was the first art instructor and was instrumental in the building of the Art Gallery.

Armando Mendez was not present at the meeting.

After some discussion there was a consensus among the Committee not to move forward with the naming of the Art Gallery until there is more information on the table.

Mr. Huerta once again stated that procedures need to be followed when naming a building. Mr. Huerta stated that his Building and Construction Department was contacted to be part of the project which he is adamantly against. He did state that his department "might help here and there" with the project but that is all. Jimmy Sanders, IVC Architect was told by someone at IVC (the committee did not mention names) to work closely with the Art Gallery Committee. Mr. Lau will wait for Mr. Gary Rodgers' directive on this issue. There was a consensus among the committee members to table the item until Mr. Lau meets with Mr. Rodgers.

INFORMATION ITEM

Policy for Charging Groups on Campus

Mr. Lopez met with Mr. Lau and Mr. Webster and discussed the possibility of the college to charge outside groups for utilizing the college's facilities. According to Mr. Lopez there was an incident where a religious community group requested the College Center for a Friday, Saturday and Sunday. The group's event was actually on Sunday but reserved the room since Friday in order to avoid set-up charges over the weekend. The committee agreed that the policy needs to be consistent and applied to every group.

The concert scheduled for Friday, June 30th in the gymnasium should have not gone through the Athletics Department to avoid charges. The Athletic Department did not follow procedures and ended giving themselves permission to utilize the gym without realizing the cost to the college.

The issue will once again be revisited.

Security

Mr. Lopez stated that the college might contract out with the Imperial County Sheriff's Department for security services before the college implements their own police force. More information will be release when it becomes available.

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, September 6, 2007 at 2:00 p.m. in the Administration Board Room.

Adjourn

The meeting was adjourned at 2:39 p.m.

Recording Secretary: Saria Cardoza



**Planning and Budget Committee
Unadopted Minutes
10:00 a.m., IVC Board Room
Monday, July 2, 2007**

Recorder: Raquel Gonzalez

√Present

– John Lau, Chair

– Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

√Dr. Bruce Seivertson, Academic Senate President

– John Abarca, College Council Chair

√Eric Jacobson, Faculty Representative

√Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

√Dawn Chun, CMCA Representative

√Betty Kakiuchi, CSEA Representative

√Gail Parish, CSEA Representative

– ASG Representative

Visitors: Gary Rodgers, Travis Gregory and Efrain Silva

The meeting was called to order at 10:00 a.m. by Carlos Fletes, Director of Fiscal Services, acting chair.

- I. Approval of Minutes: ***M/S/C Jaime/Parish (abstain: Seivertson) to approve the minutes of the June 8 and June 14, 2007 meetings, as presented.***
- II. Comparison of GASB proposals: The committee discussed the four proposal proposals received; CCLC and SISC are hands-on programs and Keenan and PARS are turn-key programs.
- III. Recommendation regarding GASB 45 plan: ***M/S/C Jacobson/Seivertson to recommend that SISC, Keenan, and PARS be brought back for presentations outlining services and pricing.***
- IV. Extended Campus Funding Request: ***M/S/C Seivertson/Chun to approve the request for additional funding by Extended Campus, 2007-08 budget augmentation in the amount of \$75,000.***
- V. Next meeting: Wednesday, August 22, 2007.

Meeting adjourned at 10:57 a.m.