



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 24, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative

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

Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Norma Nunez, Alternate Faculty Representative
Patty Robles, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Jonathan Balint, Student Representative
Itzel Bejarano, Student Representative

Others Present:

Tina Aguirre, Gloria Carmona, Lianna Zhao, Gaylla Finnell, Gerardo Ruano, Frank Gutierrez (UFW Post), Joe Lucio (UFW Post), Rick Partridge (UFW Post).

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 27, 2008

M/S/C Armando Mendez/Michael Heumann to approve the minutes dated October 27, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Reported registration is underway for winter and spring semesters. There were a few glitches but the problems were corrected.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- Announced that the institution received notice that two members of the Accreditation Team would be visiting on Monday, December 1st to review progress since last year's visit.

Dr. Gould stated that the team is scheduled to be on campus from 8:00 a.m. to 4:00 p.m. He indicated their main focus would be on the six recommendations, and what the college has done since the last accreditation visit, and how the college has reacted to the six recommendations.

Dr. Gould indicated the team will first meet in his office, and then they will meet with the planning group to reviewing SLOs, the Technology Plan, the Education and Master Plan, the Strategic Plan, and changes made to the schedules, financial aid, and the college's Sexual Harassment Policy. He stated these have all been accomplished and the college should get a favorable review.

Dr. Gould reported that the two members of the Accreditation Team are Dr. Marie Smith, Former Vice-Chancellor of Instruction & Technology at Los Rios Community College District, and Dr. Kimberlee Messina, Dean of Instruction, Science, Technology, Engineering & Math at Santa Rosa Junior College. He stated the team would be looking for improvements made by the college, and improvements scheduled to be made.

Learning Services

Dr. Taylor Ruhl reported the following:

- Reported he is currently working on the review of the Library Technician Program, working on the curriculum, teaching assignments and marketing. He indicated this program is an important part of staffing most of the public libraries in the County, and provides a good career start for many people.

Business Services/Bond Projects/Parking and Facilities Plan Update

Vice President for Business Services John Lau was not present; Dr. Gould reported the following on his behalf:

- Announced that next week the administration would be meeting with two bond councils to gather information on whether to extend Measure L to 11 years, and add \$60 million dollars to the district, or whether the district goes after a new bond campaign. He indicated if the district decides to go after a new bond campaign in November 2010, it would probably be for \$180 to \$200 million dollars, but a lot depends on the assessed valuation of the County.
- Announced the district will be bringing in a bond expert in January to make an assessment. He indicated he hopes to have a recommendation to the Board of Trustees by the end of January about which direction the institution plans to take.
- Reported that seven bond campaigns were passed in November. He indicated the most notable were Victor Valley with a \$297 Million dollar bond and Southwestern with a \$382 Million dollar bond. He further reported that 28 bonds passed across the State. He stated this was surprising considering the turn in the economy.

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at this meeting.

ACCESO

Project Director Gloria Carmona reported the following:

- Reported ACCESO held their last Tech Camp on November 14, 2008.
- Reported the committee has decided to utilize SunGuard/Banner Event and Room Scheduling Program. She indicated this program has the functionality the college needs and it will save the college money if the same vendor is used.
- Announced the Winter Online Courses are offering 18 classes with 27 sections, and hopes to bring in 845 students.
- Announced the Spring Online Courses are offering 37 classes with 54 sections, and hopes to bring in 1701 students.
- Reported ACCESO will be working on completing data this month for Title V Annual Performance Report which is due at the end of December.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- On Oct. 14, 2008, as a part of the outreach effort, Title V CS consultant and SDSU CS faculty Bill Root held a meeting for over 20 grade 7-16 students and teachers about his series of spring 2009 CSI-themed workshops that will teach students to write fingerprinting and tire tread programs to solve crimes.
- The Project Director requested that more effort go into computer science articulation issues. Zhao and SDSU VP Singer approved increasing SDSU-IV computer science coordinator Dunn's time from 5% to 10%, and added summers to his job.

Nursing Program

- Dean Roeder met with SDSU School of Nursing Director Toderro to discuss having the SDSU School of Nursing pay for the percentage of Hoyt's time spent working as RN-BS in Nursing Coordinator in San Diego, and for the portion of her teaching assignment spent teaching San Diego students.

Student Services

- Gomez continued work with advising students and helping them with admissions applications. She also continued to work on outreach for Computer Science and Nursing at the Sunbeam Lake Community Event.

Management

- In late September the Project Director asked SDSU-IV Activity Co-Director Shumaker to attend the weekly Title V staff meetings at IVC. These meetings are allowing Shumaker to be a more effective liaison between IVC and SDSU-IV Title V staff, as seen this month with deciding on when to hold the CSI workshops, the specifics of the nursing database that Hoyt and Wong created, and how to address computer science articulation issues, for example.
- Year 3 evaluation was conducted.
- Internal Monitoring Team (IMT) meeting was held on 10/29/2008. The accomplishment of the Year 3 goals, the activities at each of the institutions, the challenges encountered, and Year 4 goals were the topics discussed.
- The External evaluator, David Trujillo, was among those in attendance at IMT meeting.
- Nursing and computer science students attended the annual IMT meeting, making valuable suggestions. One suggestion nursing students made was to have Title V buy equipment to improve the San Diego interactive TV rooms so students don't have to press a button before they speak; SDSU students often don't remember to press the button before speaking, so SDSU-IV students can't hear their questions and comments. Also, SDSU-IV nursing students requested that faculty be trained to use interactive TV equipment better and that they come more often to teach live at SDSU-IV for a class session.
- SDSURF administrator Whittemore attended the IMT meeting and has been working on budget issues, including those from Years 1-3, and in Year 4.
- The Year 4 SDSU Contract was approved by John Lau and mailed to SDSURF.

Technology Services

Dean of Technology Robin Ying was not present at the meeting; Dr. Gould reported on his behalf:

- Reported the college is working with ICOE to determine why there is a slowdown at the College. ICOE will provide their analysis next week. He stated ICOE thinks the problem may be the router that comes into the campus and into the firewall. A new router will be installed next week to see if that speeds up the process.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

- ASG is hosting the President's Marine Corp Concert Band which is scheduled for Thursday, October 29, 2009. The Marine Corp Concert Band only tours every four years and needs to be booked one year in advance.

- Reported ASG held the Great American Smoke-out last week, students were asked to comment on the new smoking policy.

President's Update

Dr. Gould reported the following:

- Reported that last week he attended the Accreditation meeting at the CCLC Conference in Anaheim, learned the institution needs to do a few more things to ensure that the Student Learning Outcomes go into the student evaluations. Dr. Gould stated that accreditation has changed, it use to be a validation of what you say you are doing for students and now it is validation plus accountability.
- Reported he attended the CCLC Luncheon in which Robertta Burns, retired Chief Executive Officer for the County of Imperial was honored and received a Distinguished Alumnus Award. He indicated an article in the Imperial Valley Press would be forthcoming in the next couple of weeks.
- Reported he attended the statewide CEO meeting while at the CCLC Conference, the discussion was mainly on the budget.
- Reported that the unemployment rate has gone up to 27.8%, the highest in the nation, 7.8% higher than last year.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Campus Operations Committee, 10/2/08
2. Citizen Oversight Committee for Measure L, 10/17/08
3. IVC Academic Senate, 10/15/08
4. Planning and Budget Committee, 10/22/08

Sergio Lopez, Assoc. Dean of Student Affairs, stated he would like to discuss the installation of the shade structure that was addressed in the Campus Operation Committee Minutes. He indicated that the installation of the shade was to be installed in October at the bus stop, but the order was lost, thereby delaying the installation by a month and a half. He indicated since the original resting place of the shaded structure was to be at the swimming pool, the Committee decided at their last meeting to have the shade installed at this location. He stated the shade would be installed on Wednesday, November 26th.

DISCUSSION AND INFORMATION ITEMS

1. **Veteran's Memorial Location - Sergio Lopez (PowerPoint Presentation by SPA Advisor Gaylla Finnell)**

Associate Dean Lopez stated there have been ongoing discussions with Gaylla Finnell and SPA (Students for Political Awareness) about the possibility of placing a Veteran's Memorial on campus. Associate Dean Lopez indicated that at the October 2nd Campus Operations Committee meeting this topic was discussed, the only item pending was to decide on the location. He indicated there were two proposed locations being considered, the open area between the Library and the 2100 Building, and the knoll on the north side of campus.

Associate Dean Lopez indicated there was further discussion at the last Campus Operations Committee Meeting held on November 20th and the committee voted to have the Veteran's Memorial placed in the middle of the walkway between the Library and the new Science Building.

Associate Dean Lopez indicated he and SPA Advisor Finnell thought the consensus at the October 2nd Campus Operations Committee Meeting was to place the Memorial at the open area between the Library and the 2100 Building; he indicated they both thought it was a better location.

Associate Dean Lopez stated the proposal recommended by the Campus Operations Committee is to place the Veterans Memorial in the middle of the walkway between the Library and the new Science Building.

Associate Dean Lopez stated SPA Advisor Finnell has requested that College Council reconsider the recommendations of the Campus Operations Committee.

Chair Abarca asked if there was an agreed location.

Associate Dean Lopez stated the Campus Operations Committee has recommended the Memorial be placed in the middle of the walkway between the Library and the new Science Building. Associate Dean Lopez stated the reason this location was chosen was the Committee wanted to have a focal point in the middle of the area where the flag pole is located, where it could be viewed from all areas at a 360 degree angle.

Rick Webster stated he was not present at the meeting, but would have voted for the northern location. He indicated the flag would not be visible because of the eucalyptus trees in that area, and it would only be visible from certain directions.

PowerPoint Presentation by SPA Advisor Gaylla Finnell:

- The idea was brought by a veteran student who served in the U.S. Marine Corp.; he suggested placing a flag pole with a base and plaque. She indicated there are several around the County of this type. She further stated the approximate cost for this type of project would be around \$6,000.00.
- The idea was presented to the Campus Operations Committee who suggested that since the campus was being renovated, it would be good idea to include it as part of the new design of the campus with a more centered location.
- She announced Designer Jennifer Hensiek would be designing the Memorial; she is a former IVC Student, and is LEED Certified. She indicated that Ms. Hensiek is her daughter and would be designing the Memorial for free.
- She reported that a forum was held on July 3rd which several veterans and students attended; Designer Hensiek shared her visions of the Memorial. She stated the designer's vision is to include a flag pole with a water feature base that has a reflecting pool with walkways around it.
- She received the site plan recommendation from Architects; they recommended the open area between the 1500 and 2100 Building.
- She met and showed the site plan recommendations to SPA (Students for Political Awareness) and the Campus Operations Committee on 10/02/08.

- The Campus Operation Committee voted on 11/20/08 in support of the smaller site in the middle of the walkway. She indicated she was surprised that the committee chose this location.
- Asked for College Council's support of the site between the library and 2100 Building.
- She stated the cost for the Memorial would be paid for by fundraising done by the students, and all students' clubs would be asked to participate.
- She stated that she is hoping that the Memorial will be very unique to IVC, and indicated this is an opportunity to do something outstanding and different to honor our veterans.

Member Seivertson asked if the open area adjacent to the new Science Building was considered.

SPA Advisor Finnell stated that these open areas could be considered and she is open to suggestions.

There was further discussion regarding a centralized location, and whether there would be enough shade.

Chair John Abarca recommended that this item be taken back to their groups and brought back as an action item to the next College Council.

ACTION ITEMS

M/S/C Bruce Seivertson/Chantilee Mendenhall

1. Approval of Greening Committee Mission Statement – Dr. Gould

Motion Carried.

Discussion

Jessica Waddell reported that the Greening Committee met unofficially to discuss the Committee's mission statement. She indicated IVC is new to going green, the committee will be looking at the campus first, and any committee recommendations would go to College Council and then to the President.

Dr. Gould reported that statewide two things are happening, 1) the utility companies are being asked to convert a minimum of 20% to solar energy by the year 2030; and 2) the public sector is being asked to go green with all their buildings, new or old. Dr. Gould indicated in the near future IVC will be looking into bringing solar energy to the campus, such as solar shade, or a solar farm at the roof tops of the buildings.

Dr. Gould stated IVC is doing a good job at recycling, and is looking at the possibility of installing a computer lab in the Board Room to help with the process of going paperless. Dr. Gould indicated he would like to see IVC go paperless by the year 2012.

Rick Webster reported that in 2000 an Integrated Management Board was created requiring the campus to divert 25% of waste from the landfill, and two years later the campus was required to divert 50% of waste from the landfill. He indicated currently the campus is at 58%, and he files a report with the State once a year. He indicated the campus has been audited twice and both times have passed with flying colors. He stated students from 3300 building are running the recycling program and go around campus on a daily basis and collect recycling.

Dr. Gould stated that the campus would be looking into recycling bins in every office.

Resolution

“Greening” Committee Mission Statement:

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Greening Campus Committee recognizes the importance of this and aims to lead by example. As a shared governance committee our goal is to educate and model through our own practices the beneficial value of campus-wide recycling, conservation, and hazardous waste disposal. In addition the committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Greening Committee will provide momentum and guidance to IVC administration, faculty, staff, and students to achieve environmentally and socially responsible living. The committee’s purpose is to raise awareness of environmental stewardship within the community.

“Greening” Committee Charge

To identify and recommend to the College President specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability in its operations, teaching, and service/outreach functions. 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 “greening” efforts and on future plans for increased environmental sustainability.

M/S/C Bruce Seivertson/Armando Mendez

2. Approval of Campus Beautification Committee Mission Statement – Dr. Gould

Motion carried.

Campus Beautification Committee Mission Statement:

One of the most important factors in successful learning in community colleges is the look and feel of the learning environment including classrooms, service areas, common areas and buildings, parking lots, and the campus grounds. The Campus Beautification Committee Mission is to advise the College President on ways to maintain and improve the campus appearance.

The Campus Beautification Committee Charge

The Campus Beautification Committee will advocate for the appearance of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance of the college’s physical plant. The College is extremely concerned with issues of public safety on our campuses and we recognize our public responsibility in this regard. Members should facilitate open communication with all students, faculty, staff, and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for buildings and grounds. The committee shall establish a mechanism to assess the attitudes of stakeholders on a periodic basis. For evaluating and prioritizing proposals, a set of criteria will be developed and applied to potential endeavors to improve our campuses.

M/S/C Bruce Seivertson/Chantilee Mendenhall

3. Approval of Process Improvement Task Force Mission Statement – Dr. Gould
Motion carried.

Process Improvement Task Force Mission Statement:

It is incumbent upon Community Colleges, as publicly supported institutions, to play a leading role in providing quality, efficient education, excellence in policy development, superior communications, outstanding programs, and services developed to improve the opportunities for students to meet their educational, career, and life's goals. It is particularly important that efficiency and effectiveness be paramount in difficult economic and financial times. It is the purpose of the Process Improvement Task Force to promote the efficient use of fiscal and people resources by surveying faculty and staff to determine what programs, operations, or other activities could be improved by using the collective wisdom created by developing Process Improvement Teams to address critical college issues.

Process Improvement Task Force Charge

To identify and recommend to the College President specific actions and strategic plans the College community can pursue to move the College towards greater effectiveness and efficiencies in its operations, teaching, and service/outreach functions. It is further the charge of the Task Force to determine the guidelines and processes to be used by the Process Improvement Teams appointed by the College President with input from the Academic Senate, Associated Student Government (when appropriate), College Council, Confidential and Classified Management Association, and the Executive Council.

4. Approval to move “Hall of Fame Display” case into the College Center’s dining area – Sergio Lopez

Associate Dean Lopez reported there have been discussions about moving the “Hall of Fame Display.” The general consensus is that it is “ugly” and in a bad location. He reported ASG would be putting in a new display. He indicated after receiving approval to move the display ASG found a better location, the walkway in the entrance of the student center. He stated this location would be a focal point for anyone going in and out of the student center, and there would be areas designated for the foundation and administration. He indicated there would be a case for the clubs and associated students.

Dr. Gould asked about the four members currently displayed in the “Hall of Fame Display,” suggested that the college ask these families if these displays can be taken out, and create a new Wall of Fame around these members and reinstate the idea of looking back at graduating classes from 1963 and on.

Rick Webster stated that he has attended some of the Foundation Committee meetings, and does not know what the procedure is to nominate an individual or where to start.

Associate Dean Lopez stated the Hall of Fame nominations go back to the Foundation; the Foundation is the entity that receives the nomination and votes on it.

Associate Dean Lopez stated that ASG has the money to purchase one of the displays, and his department would purchase the second display. He stated they would not be asking the foundation for any funds.

Dr. Gould suggested that this Hall of Fame be taken down in order to reconstitute it, and ask the foundation to go back and look at IVC's graduating classes and see if there are individuals from each class that should be in the "Hall of Fame Display." He stated this would be a good place to start and each year IVC could host a dinner from that point on.

Dr. Gould stated that ASG needs to take it to the Foundation for approval.

Chair John Abarca agreed that the Hall of Fame needs to be revamped.

Dr. Gould indicated that the old case can be taken down.

Associate Dean Lopez asked that this action item be pulled.

ADJOURNMENT

M/S/C Michael Heumann/ John Abarca motioned to adjourn the meeting at 3:50 p.m.

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

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*