



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, June 9, 2008 – 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 (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative

Dr. Ed Gould, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, MAY 12, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Learning Services – Kathy Berry
Business Services/Bond Projects/Parking and Facilities Plan Update – John Lau
Student Services – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President’s Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 05/07/08
2. Campus Operations Committee, 05/01/08, 05/15/08
3. Curriculum & Instruction, 05/15/08, 05/29/08
4. Insurance Committee, 04/28/08
5. Planning and Budget, 04/23/08

DISCUSSION AND INFORMATION ITEMS

1. Standing Committees Review – Dr. Ed Gould
2. 2008-2009 Budget Overview – John Lau
3. Computer and Network Policy – John Abarca

ACTION ITEMS

ADJOURNMENT

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

2008
June 9** & 23

** Monday after Graduation

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, May 12, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:34 p.m.

Council members in attendance were as follows:

Robin Ying, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

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

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative

Dawn Chun, CMCA Representative

David Lopez, Student Representative
Itzel Bejarano, Student Representative
Chantilee Mendenhall, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Kathy Berry, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
Patty Robles, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Gene Hill, Ex Officio

Others present:

Marilyn Boyle, John Lau, Diedre Pollock-Blevins, Lianna Zhao

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, APRIL 28, 2008

M/S/C Sergio Lopez/Armando Mendez to approve the minutes dated April 28, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Accreditation Process

Learning Services

Vice President for Academic Services, Kathy Berry, was not present at the meeting.

Business Services/Bond Projects Update

Vice President for Business Services, John Lau, reported the following:

- Construction bids for the Science Building were held last week and would be awarded at the next Board meeting.
- Construction of the Science Building is on schedule.
- The parking committee will be meeting regularly to create a plan which would address the needs of faculty, students, visitors, and disabled citizens. The proposed plan would be presented to the President and the various committees for their input.

Member Sergio Lopez stated that during this construction period, there would be a lot of moving around, as some areas would need to be blocked off to make room for new construction. He asked for everyone's patience during this transition.

- VP Lau is in the process of putting numbers together which will be presented to the Planning and Budget Committee. He stated the State has been quiet with regard to the budget, but he anticipates a deficit. He noted that September would be the final date for submission of the budget. He stated that a cash flow problem may be a concern, as the State will not fund when there is no budget. He stated that starting in July, IVC may not get funds until October. IVC will have the added expense of financing costs this summer. This issue is being investigated.

Student Services

Vice President for Student Services, Dr. Victor Jaime, was not present, but provided an attachment with April updates for Student Services.

ACCESO

Project Director Dawn Chun reported the following:

- ACCESO is in the process of evaluating seven newly offered Distance Education classes this spring semester. She stated Member Armando Mendez would be teaching one of the classes.
- The deadline to submit applications for 2008 Summer Technology Camp was on Friday, May 9th. ACCESO received 8 applications, and the department is looking forward to working with the applicants. She stated the applicants would be attending an Etudes class before Technology Camp.

- She stated the ACCESO Program would end in less than 1 ½ years, and the college is in the process of planning the future of ACCESO.

Chair John Abarca inquired into the length of Project ACCESO.

Vice Chair Michael Heumann indicated the grant was for five years, and that it would end in September 2009. He stated the plan would be to transition into a district funded program.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- IVC has developed a new course, CS 170 - Introduction to Unix/Linux, which is going through the approval channel.
- “Come Fly with Us”, the High School Aerial Robotics (Helicopter) Competition, and the IVC robotic demonstration were held on May 3, 2008 at the Imperial Valley Mall. It was a powerful outreach event which was reported in the IV Press. The CEO’s from IVC and SDSU were present. Thirteen additional IVC and SDSU staff worked or attended the event. Four local high schools have been participating in the training workshops for the past year. Three of them competed at this time. The kids were excited, happy and proud of themselves, and asked us when we would do it again. The public asked questions, got the flyers, and observed the flying and robotic demonstrations.
- There are eleven applications from IVC for the Fall 2008 SDSU-IV CS program.

Nursing Program

- Seventeen students originally enrolled in BSN program at SDSU-IV. All originated from IVC. Fourteen students currently remain in the program, of which eight are on track to graduate Spring 09 from SDSU-IV with BSN degree.
- Seventeen applications were received for Fall 08 SDSU-IV transfer.

Student Services

- IVC continues to work with faculty, staff, and students at IVC and SDSU-IV to ensure that students transferring for Fall 2008 are be able to submit applications for the CS scholarship; continues to advise IVC students in the CS and BSN programs; and continues to provide outreach for both the CS and BSN programs at local career and college fairs.

Learning Services

Dean of Technology, Dr. Robin Ying, reported the following:

- The college recently acquired a campus-wide license for Oracle. A new application, “Degreeworks”, uses Oracle and would benefit from this campus-wide license. By implementing this new application, counselors would be able to help students structure their curriculum plan.

Associated Student Government

ASG President David Lopez reported the following:

- ASG attended the Annual Student Assembly held on May 2-4, 2008 in Los Angeles. He stated there were three senators from San Diego, representing Region X. The conference focused on several resolutions: Extension of library hours; extra credit for students voting.
- ASG elections were held on May 7-8, 2008 and eight senior senators were elected.
- He announced that IVC would be hosting its first Region X meeting on Friday, May 16, 2008. He stated there would be 30 members attending, and that the meeting would either be held in the Administration Building Board Room or the Student Affairs Conference Room.
- The ASG Spring Banquet will take place on May 30th, at the Barbara Worth Resort in Holtville, starting at 6:30 p.m.

Chair John Abarca stated it had been a pleasure working with David Lopez and extended his best wishes.

President's Update

- Dr. Gould stated he continues to learn new things regarding IVC – some are wonderful, some are not. He specifically mentioned parking and how the college operates.
- He stated he has been out in the community the past three weeks, and learned that the college is well-respected and well-liked by the community. However, he noted the community is unaware of what is going on inside the college. He found out the community assumes the college is still doing what it did 15 years ago. He stated the college must focus on elevating IVC's stature by letting the public know what is going on inside the college.
- He learned that the community has a strong connection to IVC.
- He attended the End of Year EOPS banquet on May 7th, and heard many success stories. He stated that many of the graduates start off at level one ESL classes. He stated this is not typical in California, in that these students usually drop out. He told the story of an EOPS student who started off as an ESL student, earned a high grade point average, and is now graduating from IVC.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 04/02/08, 04/16/08
2. Campus Operations Committee, 04/17/08
3. Citizens Oversight Committee for Measure L, 04/04/08
4. Curriculum & Instruction, 03/20/08, 04/17/08
5. Insurance Committee, 04/14/08

DISCUSSION AND INFORMATION ITEMS

1. College Council Agenda and Minutes Distribution (Update from 04/28/08 College Council Meeting) – John Abarca

Chair John Abarca stated the College Council is looking into the possibility of going paperless, meaning that the agenda would only be distributed via email. He stated he is researching the subject and would bring the item back once he gets more information.

He stated another subject for discussion at the next College Council meeting would be the Standing Committees Flow Chart. He stated that in reviewing the flow chart, he noted that at least six committees should be reporting to College Council, according to the shared governance process, but have not. He and Vice Chair will be discussing the matter in detail, specifically whether some of the committees are active/inactive.

He reiterated that information regarding the College Council Agenda and Minutes Distribution and Standing Committees Flow Chart would be available at the next meeting.

Vice Chair Michael Heumann noted the next College Council meeting is scheduled in June due to the Memorial Day holiday.

ACTION ITEMS

There were no action items.

ADJOURNMENT

M/S/C Sergio Lopez/Armando Mendez to adjourn the meeting at 3:01 p.m.

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

2008
June 9** & 23

**Monday after Graduation
Overload rate for 177-day members

IVC Academic Senate

Approved Minutes

May 7, 2008

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call**
Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Barbara Nilson, Norma Nunez, Toni Pfister, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez
Excused: Carol Lee, Mary Lofgren, John McClain
Absent: Armando Mendez
Visitors: Victor Jaime, John Lau, Deidre Pollock, Frank Rapp, Val Rodgers, Mardjan Shokoufi
- III. **Treasurer's Report**
\$7,722.41
- IV. **Visitor Comments**
None
- V. **Consent Agenda**
 1. Minutes of April 2 and April 16, 2008.
 2. C&I Committee's Recommendations dated March 20, 2008.
M/S/C (Nilson/Zhao) to approve both of the above items as corrected.
- VI. **Reports**
 1. President – trying to send all information electronically.
 2. Past President – next Tuesday there is an SLO meeting.
 3. VP of Instruction –
 - Library Science and Technology has been reorganized.
 - Working on accreditation report, developing the program review. Division chairs and deans will prioritize the budget from this review. As planning goes forth, the questions that need to be address are: How is the institution working? What are our needs? Are we meeting those needs?
 - A student survey is planned for next week. Instructors will be informed if their course has been chosen randomly. In the future the staff and faculty will also be surveyed.
 - Finishing the catalogue. Have until June 30 to correct non-compliant degree programs.
 - Perkins plan is due May 15th. This covers the area of career technical education

4. VP AS Pres. – Plenary session
 - Passed
 - Informational computing requirement for graduation
 - Recommend change in Title 5 to allow specific BA to be listed in non-MA list of equivalencies (currently says “any BA”)
 - Support rights of faculty to determine final grade in absence of mistake, fraud, bad faith, or incompetency
 - New specialized grant requirements for nursing expansion requiring “double program within 6 months” without regard for cost of expansion, instruction, or clinical
 - Failed
 - Changes to Title V can only occur after the information is disseminated to local senates and returned to the next plenary meeting
5. ASG President –
 - Senate elections today and tomorrow.
 - State ASG meeting in Los Angeles
 - extension of library hours,
 - community college should be free
 - IVC will hold the next regional meeting
 - Life’s a Beach May 21st
 - Spring Awards banquet May 30th
6. CFO: Parking and Traffic Flow –
 - Parking task force has been formed, John Lau, Bruce Seivertson, Rick Webster, Jimmy Sanders, Sergio Lopez. They will look at the following:
 - flow before and after the Science building is finished
 - safe circulation
 - middle ground that is best for everyone.
6. SLO Coordinator- working with departments, concentrating on academic side first, meeting next week. SLO site on IVC web page.
7. Spring Fund/Fun Committee –\$4619 was added to the transfer scholarship fund. Thanks were given to Deidre Pollock for the use of her house and to the committee for a well planned and successful event.

VII. **Academic and Professional Matters**

1. Santos Award – Committee was formed, Kevin White (Chair), Cesar Guzman, Lianna Zhao, Rosa Pitones. Barbara Nilson will send out notice calling for nominations. The award is for a faculty member who has shown outstanding interest in the students. A report is to be given on May 21st
2. Student Transfer Awards – Barbara Nilson, Norma Nunez, Tom Paine. Russell Lavery, and Mary Lofgren are on the committee. They will give a report on May 21st.
3. SLO Committee and Equivalency Committee Resolutions – First reading. Second reading will be on May 21st.

VIII. Discussion

1. By-Laws – On the Academic Senate web page with changes. Please look this over and make comments.
2. Meeting Dates Next Year – moved to May 21st meeting.
3. Elections – Next Year' s Officers: Secretary, Treasurer, VP – discussed and determined that if these positions were elected this year, it has to be done by this year' s senate, but should be elected by next year' s senate.
4. End of Year Function – date to be announced.

IX. **Committees**

1. Budget and Planning – budget is still being worked on. We won't receive funding on our total growth this coming year.
2. C and I – purchasing CurricuNet, the most awesome thing on the planet, at a cost of \$50, 000
3. College Council –
4. Equivalency – meeting set next week, AS has to decide whether to change the form
5. Policies and Procedures Review
6. Administrative Council – meeting at 1:30 on Tuesday

X. M/S/C (Guzman/Heumann) to adjourn the meeting at 3:05 pm.

**IMPERIAL VALLEY COLLEGE
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes

May 1, 2008

Present:	Not Present:	Visitors:
Sergio A. Lopez, Chair Claudia Aguilar Saria Cardoza Rick Castrapel Zula Hartfield Nannette Kelly John Lau Georgina Madrid Bertha Ortega David Lopez, ASG Rep. Itzel Bejarano, ASG Rep. Chantilee Mendenhall, ASG Rep	Travis Gregory, <i>Excused</i> Carol Hegarty, <i>Excused</i> Gonzalo Huerta Jose Lopez Jose Velasquez Maria Trejo, <i>Excused</i> Rick Webster, <i>Excused</i> Raymond Kim, <i>ASG Rep.</i>	Ted Ceasar Dr. Ed Gould Mary Jo Wainwright

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:06 p.m. on Thursday, May 1, 2008 in the Administration Board Room.

Approval of Agenda: *M/S/C Castrapel/Ortega to approve the agenda of the May 1, 2008 meeting as amended with an addition under "Unfinished Business, letter E" – Shade Structure*

Approval of Minutes: *M/S/C Aguilar/D. Lopez to approve the minutes of the April 17, 2008 meeting as amended. Jose Lopez was present at the last meeting.*

UNFINISHED BUSINESS

Automated Teller Machine (ATM) Update

Mr. Lau stated that the current Higher One ATM located in the College Center foyer area is now working. The second Higher One ATM will be installed in the 2100 building and he stated that the second machine might not be in by the next disbursement. Mr. Lopez stated that approximately 109 students have not activated their IVC Debit cards making this a large number of students who have already activated their cards. Students who have not activated their debit cards still have to wait 21 days to get paid. No other information was given.

Construction Update

Construction updates will soon be placed on the IVC website according to Mr. Lau. The foundation of the Science building will be done this week. Mr. Lau stated that weekly meetings are held to ensure that everything is on task. Soon IVC will have a 70,000 square foot building. Mr. Lau stated that the college will soon conduct a study on the parking flow.

Mr. Lopez stated that the College Center's main entrance from the Quad will soon have electrical sliding glass doors.

Mr. Lau also stated that the college will be granted 1.3 million dollars towards upgrading the bus stop area in the East side of campus. He hopes that construction begins sometime in June. More information will follow when it becomes available.

At this time Mr. Lopez asked to move up item "E" for discussion. There was a consensus to discuss the shade structure at this time.

Shade Structure

Mr. Lopez has already secured the monies for the shade structure that will temporarily be placed in the bus stop area and once the Science building is completed the shade will be taken to the swimming pool area. The original quote was at approximately \$45,000 for a 40x60' shade structure but Mr. Lopez contacted the company for a second quote on a 20x40' shade and the cost was reduced at approximately \$26,000. The shade structure will be ordered within the next two weeks. More information will followed at the next meeting.

Animals/Pets on Campus

Mr. Lopez invited Ted Ceasar, Associate Dean of Disabled Students Programs & Services to review the draft policy of animals/pets on campus for IVC. Mr. Ceasar was present and stated that there are several loops when drafting a policy and such loops need to be covered. He stated that students might show up to class claiming that they need their animal for multiple reasons. Service dogs (guide dogs, dogs to help with disabilities such as to carry items, etc.) also need to be included in the policy. Mr. Ceasar stated that the college also needs to include the following:

- Evidence that the animal(s) has been trained
- Immunization records (up to date)
- The policy should also covered non-students
- And/or students who are not part of the DSP&S program, etc.

Mr. Ceasar volunteered to draft a policy covering all the above items. More information will be released once it becomes available.

Bicycle Racks on Campus

Maintenance recently installed a bicycle rack by the Human Resources and 2100 building. Another bicycle rack will be installed between the library and the 1600 building. Both locations are shaded most of the day. Mr. Lopez does not recommend bicycle racks in the interior due to liability. There was no further discussion.

NEW BUSINESS

Relocation of Reserved Parking Spaces

Mr. Lopez stated that eighteen (18) additional reserved parking spaces were added in the south parking lot (lot "B") creating the first row all reserved parking spaces with the exception of three 15-minute parking in front of the Parking Control office. Two reserved parking spaces over by the Preschool were removed and made into handicap parking spaces.

Mr. Lopez stated that on Thursday, April 24th the Parking Control office had to block off the reserved parking spaces located in front of the gym (lot "D") due to the annual Applied Sciences Expo. Several complaints about the blockage went straight to the President's Office. Most of the complaints came from faculty and staff who questioned why they have to give up their reserved parking spaces for special events. Mr. Lopez met with Dr. Gould and it was suggested to take out all of the reserved parking spaces located in front of the gym. Therefore, when there are special events and Parking Control foresees the need to block parking lot "D," the blockage will no longer affect faculty and staff. The reserved parking spaces in lot "D" will be converted into regular spaces as of tomorrow, Friday, May 2nd.

Mr. Lopez stated that the college is looking forward in moving reserved parking into three sections of the campus once the Science building is completed. Mr. Lopez distributed copies of the proposed plan. The three sections will be gated and should total an approximate 350 reserved parking spaces; the areas are as follow:

- By the Gymnasium where the Math Lab & Assessment buildings are currently located.
- South parking lot "A" (the parking lot will be reconfigured)
- Part of North parking lot "G"

Mr. Lopez stated that the college has to provide parking for all employees but does not have to provide convenient parking.

Mary Jo Wainwright, History Instructor asked if the parking lots will be resurfaced which Mr. Lopez stated that the parking lots will soon be resurfaced.

INFORMATION ITEMS

Mr. Lopez stated that the footing for the surveillance cameras has been poured in the north parking lot. Surveillance cameras should be installed within the next two weeks.

Mr. Lopez informed the committee that he is currently working on having a dispatcher for the college instead of calling the different departments at different times of the day. More information will be released once it becomes available.

Announcements

None

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, May 15, 2008 at 2:00 p.m. in the Administration Board Room.

Adjourn

M/S/C Madrid/Hartfield to adjourn the meeting at 2:38 p.m.

Recording Secretary: Saria Cardoza

**IMPERIAL VALLEY COLLEGE
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes

May 15, 2008

Present:	Not Present:	Visitors:
Sergio A. Lopez, Chair Claudia Aguilar Saria Cardoza Rick Castrapel Zula Hartfield Carol Hegarty Nannette Kelly Georgina Madrid Bertha Ortega Maria Trejo Rick Webster David Lopez, ASG Rep. Chantilee Mendenhall, ASG Rep	Travis Gregory Gonzalo Huerta John Lau Jose Lopez Jose Velasquez Itzel Bejarano, ASG, <i>Excused</i> Raymond Kim, <i>ASG Rep.</i>	Ted Ceasar Mardjan Shokoufi

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:11 p.m. on Thursday, May 15, 2008 in the Administration Board Room.

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

Approval of Minutes: *M/S/C Ortega/Madrid to approve the minutes of the May 1, 2008 meeting as submitted.*

UNFINISHED BUSINESS

Construction Update

Mr. Webster stated that the Science building (previously lot “C”) is going as scheduled. Walls should be up the first two weeks of June. A bid for the third phase of the Science building will be soon and according to Mr. Webster the bid will be under ½ (half) a million dollars from what originally was budgeted. Construction updates are now being sent via e-mail by the Business Services Department.

Mr. Webster stated he had to contact Granite Construction in regards to the major cracks on the new parking lot located in the North side. Geologists were on campus last week to inspect the area and identify what is causing the major cracks. Hopefully more information will be released at the next meeting.

Mr. Lopez asked Mr. Webster whether the Bus Stop/Drop-off Area will go out to bid. Mr. Webster is in understanding that the drop off area will be fully funded by the State. Construction might begin sometime in July.

Plastic Owl Decoys

Mr. Castrapel stated that an IVC employee placed a plastic owl decoy by the 1600 building to help with the pigeon droppings and so far it has worked. Mr. Webster stated that there are several birds in the Spring and is very common to see bird droppings everywhere. Mr. Webster stated that Maintenance scrubs bird droppings every Friday but on Monday the droppings are all over again. Mr. Webster stated that the college has five (5) plastic owl decoys on campus but once the birds realize that the owl is not real the birds then “hang out” with the fake owl. A plastic owl is currently in the following areas:

- 2100 building facing the 300 building
- 2100 building facing toward the 2400 (HR) building
- Outside the Library
- Two (2) plastic owl decoys in the Quad area

Mr. Webster stated that trees are trimmed away from walkways to help with the problem. However, there is not a lot he can do to help from keeping the campus clean of bird droppings. Mr. Webster stated that there is something called “crazy corn” which has not been utilized. “Crazy corn” apparently makes the birds sick, it will not harm or kill the bird but eventually they will link the area with feeling ill and this will keep them away. However, he knows that several individuals might complain of the procedure and therefore, he is not contemplating the use of “crazy corn” to alleviate the problem of bird droppings. There was no further discussion.

Automated Teller Machine (ATM) Update

Mr. Lopez once again informed everyone that the second Higher One ATM machine will be placed in the 2100 building foyer area. No timeline was given.

Shade Structure

The Shade Structure will be ordered by next week.

Animals/Pets on Campus Policy

In the last meeting Mr. Ceasar volunteered to draft the Animals/Pets on Campus Policy to be in compliance with ADA (Americans with Disabilities Act). Copies of the draft were distributed (refer to attachment “A”) and were discussed. Mr. Lopez would like for everyone to review the document before the next meeting. Suggestions may be submitted by Mr. Lopez or Saria Cardoza via e-mail.

NEW BUSINESS

None

INFORMATION ITEMS

Parking Update

Mr. Lopez announced that the surveillance cameras will soon be installed in the North parking lot.

Mr. Lopez stated that once construction begins at the bus/drop area in the East side of campus the reserved parking behind the 300 building will have to be removed. The removal of the 72 reserved parking spaces is beyond the college’s control. However, Mr. Lopez stated that the Parking Control Department will be adding another row in the South parking lot and expects that it will create an approximately 70 parking spaces to compensate for the lost parking spaces.

According to Mr. Lopez, the new Science building will house approximately sixty (60) faculty offices therefore; a large number of faculty will be parking in the North lots. Once the building is completed 100 reserved parking spaces will be created to accommodate those individuals.

Ms. Shokoufi, Math instructor asked if the college has a timeline as to when the 500 or the Human Resources (2400) building will be removed. A set timeline was not given.

Mr. Lopez stated that once the Science building is completed he would like to see the college designate secure gated parking lots for employees. He would also like to see going from the reserved parking hang tags to swipe cards for some type of stability.

Handicap parking in lot "J" (previously lot "C") will have to be removed. An alternate location will be decided.

Mr. Lopez stated that in order to resurface the existing South parking lots it is necessary to open the second entrance on Aten Road. No timeline has been given as to when the second entrance will be open. The South parking lot will also be reconfigured. Mr. Lopez stated that closing, blocking off and removing parking spaces will inconvenience several individuals at the beginning but will benefit everyone in the long run. Dr. Kelly emphasized that distance is a real concern among faculty. She stated that faculty has to carry heavy equipment from the parking lots to their offices and is really a "long drag" when carrying so many items. She clarified that is not because faculty is lazy to walk the long distances but rather a hardship.

Ms. Shokoufi asked where the Math lab will be moved to. Mr. Lopez stated that the relocation of the Math lab is still in the works. He emphasized that not everything goes through this committee for recommendation. He stated that the relocation of the Math lab might go through the Bond Oversight Committee.

Dr. Kelly once again emphasized the need of additional parking by the 300 building.

Announcements

None

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, May 29, 2008 at 2:00 p.m. in the Student Affairs Conference Room.

Adjourn

The meeting was adjourned at 2:45 p.m.

Recording Secretary: Saria Cardoza

BOARD POLICY

ANIMALS OR PETS ON CAMPUS

Part 1. Purpose

Imperial Valley College (IVC) is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. Recognizing animals may cause a nuisance, have the potentials to be a safety hazard, can be unpredictable, have uncontrollable behavior and may contribute to accidents in the workplace, with the exception of those animals that are specifically exempted by this policy, animals are not allowed on campus. Domestic animals or pets of any kind are not allowed upon the campus of any college except as described herein: this restriction also applies to animals or pets confined in any vehicle parked within a college boundary (Penal Code Section 597a).

Part 2. Exempted Animals

The following animals are permitted on IVC property:

- Service animals while performing their duties (see attached):
- Fish in containers of ten gallons or less, at the discretion of the Director of Maintenance and Operations:
- On-duty police dogs;
- Animals used for instructional purposes in approved programs of the College;
- One-time exceptions may be granted for events involving animals. Exceptions must be requested through the Associate Dean of Student Affairs;
- Any other animals as prescribed or protected by law

When exceptions are made, pets (such as dogs, cats, etc.) that are allowed on campus must be on a leash and under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

Part 3. Responsibilities

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, Security should be notified. Security staff will request the owner to remove or will call the local authorities for the animal to be impounded.

Service Animals

Definitions

Service Animal: Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs but may be monkeys or other animals.

Dog in training: A dog being trained; however, has the same rights as a fully trained dog when accompanied by a trainer and is identified as such.

Partner/handler: A person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler.

Team: A person with a disability, or a handler, and his or her service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

Companion Animal: Some animals have been prescribed as treatment for some disabilities for their calming influence, affection, stability or even a feeling of security. They are not trained and not afforded the legal protection of service animals.

Therapy Animal: A therapy animal does not assist an individual with a disability in the activities of daily living. Therefore, they are not offered the legal protection of service animals.

Types of Service Dogs (Animals)

Guide dog is a carefully trained dog that serves as a travel tool by persons who are blind or have severe visual impairment.

Hearing dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

Service dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service dogs are sometimes referred to as assistance dogs.

Sig dog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

Seizure response dog is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help.

Documentation Requirements

The handler of the service animal may be asked to show proof that the animals have met the following regulations:

Licensing: The animal must meet the licensing requirements of the city and wear the tags designated by the county. (For nonresidents, home state tags may be accepted in lieu of the county as long as the requirements are met.)

Health records: The animal must have a health statement, including vaccinations from a licensed veterinarian dated within the past year. A veterinarian's statement within the past 12-15 months as to good health is necessary. Preventive measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

Minimum training standards: Verification that the animal meets those minimum training requirements as prescribed by Assistance Dog International or any other service animal training organization have been met.

Identification: The animal should wear some type of commonly recognized identification symbol.

Control Requirements

The animal must be on a leash at all times; never is it allowed to wander around off a leash.

The handler must be in full control of the animal at all times.

The animal must be as unobtrusive as possible.

Exclusion for behavior: A service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Although the college may excuse any service animal that is out of control, it will give the individual with a disability who uses the service animal the option of continuing to remain on campus without having the service animal on the premises.

Consequences for behavior: When a service animal is determined out of control as reported by students, staff or administration, the infraction will be treated on an individual basis. If it is determined that the animal poses a threat to the safety of others, consequences may include

but not be limited to muzzling a barking animal, refresher training for both the animal and the partner, or exclusion from college facilities.

Public Etiquette by the Animal

The animal must not be allowed to sniff people, equipment, or the personal belongings of others.

The animal must not initiate contact with someone without the handler's direct permission. The animal must not display any behaviors or noises that are disruptive to others such as barking, whining, growling, or rubbing against people while waiting in lines. This includes aggressive behaviors.

The animal must avoid personal grooming in public settings such as excessive scratching or licking its genital area.

The animal must not block an aisle or passageway.

The animal must never be more than 12 inches from the handler's leg or side of the chair.

The animal must be trained to not be attracted to food that may be sitting around.

Relief Areas

Relief area will be designated throughout the campus and will be maintained by campus ground's personnel. Their locations will be included in mobility and orientation of new students to the campus.

It is the student's responsibility to be aware of the dog's need to relieve himself and act accordingly. In the event that the student does not get the animal to the designated relief area, it is the student's responsibility to remove the waste and properly dispose of the feces by flushing or burial.

Areas of Safety

There are certain instances when it may be considered unsafe for animals in such places as health facilities, laboratories, mechanical rooms or any other place where the safety of the animal or partner/handler may be threatened. Each place will be considered as to its safety potential by a team of individuals, including the laboratory director, faculty and college risk management personnel.

When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.

Emergency Situations

In the event of an emergency, the responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell or smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may become confused from the stressful situation. The responders should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The responders should make every effort to keep the animal with its partner. However, the responders' first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

Conflicting Disabilities

It is possible for persons to have a disability that precipitates an allergic reaction to animals. Persons making an asthmatic/allergy/medical complaint are to be directed to make that complaint with Disabled Student Programs and Services. The person making the complaint must show medical documentation to support that complaint. Action will be taken to consider the needs of both persons and to resolve the problem as efficiently and expeditiously as possible.

Complaint Procedures

A service animal is used by individuals with disabilities to facilitate access.

If a student is consistently seen on campus with an animal that is identified by a jacket or some other symbol that it is a service animal, that student should be encouraged to meet with the Disabled Student Programs and Services.

If there is a complaint regarding the animal and its behavior, the Associate Dean of Student Affairs will contact the student and, in collaboration with the Associate Dean of Disabled Student Programs and Services, inform the student of the policies regarding service animals.

If the student fails to act in accordance with the above, student conduct actions may be taken.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MAY 15, 2008
3:00 p.m. – Board Room**

Present: Kathy Berry Melani Guinn Val Rodgers
Krista Byrd Gonzalo Huerta Lianna Zhao
Ted Ceasar Carol Lee David Zielinski
David Drury David Lopez

Consultants: Frances Beope Michael Heumann Efrain Silva

Absent: Victor Jaime Diedre Pollock-Blevins Robin Ying Taylor Ruhl

Visitors: Frank Rapp Jessica Waddell Mardjan Shokoufi Toni Pfister
Frank Miranda Jose Lopez Sara Gaddis (*student*)

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:10 p.m. on Thursday, May 15, 2008.

B. Approval of the Minutes of May 1, 2008

M/S/C Drury/Guinn to approve the C & I meeting minutes of May 1, 2008, with typographical corrections. The motion carried.

II. ACTION ITEMS

A. CREDIT COURSES

1. Revised Courses

- a. **AHP 060 – Health Assistant (6.0)**

ITEM WAS TABLED

2. Deleted Courses

- a. **APEL 101 – Electrician I (4.0)**
- b. **APEL 102 – Electrician II (4.0)**
- c. **APEL 103 – Electrician III (4.0)**
- d. **APEL 104 – Electrician IV (4.0)**
- e. **APGN 101 – Generation Mechanic I (4.0)**
- f. **APGN 102 – Generation Mechanic II (4.0)**
- g. **APGN 103 – Generation Mechanic III (4.0)**
- h. **APGN 104 – Generation Mechanic IV (4.0)**
- i. **APLN 101 – Power Lineman I (4.0)**
- j. **APLN 102 – Power Lineman II (4.0)**

- k. APLN 103 – Power Lineman III (4.0)
- l. APLN 104 – Power Lineman IV (4.0)
- m. APMT 101 – Meter Technician I (4.0)
- n. APMT 102 – Meter Technician II (4.0)
- o. APMT 103 – Meter Technician III (4.0)
- p. APMT 104 – Meter Technician IV (4.0)
- q. APRL 101 – Relays Technician I (4.0)
- r. APRL 102 – Relays Technician II (4.0)
- s. APRL 103 – Relays Technician III (4.0)
- t. APRL 104 -- Relays Technician IV (4.0)
- u. APSB 101 – Substation-Electrician I (4.0)
- v. APSB 102 – Substation-Electrician II (4.0)
- w. APSB 103 – Substation-Electrician III (4.0)
- x. APSB 104 – Substation-Electrician IV (4.0)
- y. APSC 101 – SCADA/Telecommunications I (4.0)
- z. APSC 102 – SCADA/Telecommunications II (4.0)
- aa. APSC 103 – SCADA/Telecommunications III (4.0)
- bb. APSC 104 – SCADA/Telecommunications IV (4.0)

ALL ITEMS WERE WITHDRAWN

C. MAJORS AND CERTIFICATES

1. Revised Majors and Certificates

a. Business Marketing Major and Certificate

M/S/C Rodgers/Guinn to approve the revisions to the Business Marketing Major and Certificate to reduce the number of required units in Section II, Acceptable Courses, to 6 units and the number of units required overall to 26 units, and to delete "CR" from the opening, effective with the 2008 - 2009 academic year, as presented. The motion carried.

2. Deleted Majors and Certificates

b. Transfer Studies Major

M/S/C Guinn/Drury to approve the deletion of the Transfer Studies Major, effective with the 2008 - 2009 academic year, as presented. The motion carried.

D. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION

- 1. BUS 132, Business Management (3.0)
- 2. BUS 144, Principles of Marketing (3.0)

M/S/C Rodgers/Guinn to approve the Distance Education Addendums for BUS 132 and BUS 144, effective with the 2008 - 2009 academic year, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

III. DISCUSSION ITEMS

A. SLO's

SLO Coordinator Toni Pfister announced she would be making a presentation at the adjunct faculty orientation in August, and she asked committee members if there was anything they would like included in the presentation. Discussion took place regarding the SLO deadlines and members expressed confusion regarding the process, the

definition of certain terms, and the deadlines. The process was clarified to the committee's satisfaction and the deadlines were agreed upon as follows:

1. Identify SLO + Assessment

50% by September 30

50% by March 15

2. Collect Data

Fall 2008

Spring 2009

3. Evaluate Data and Develop Improvement Plan

Spring 2009 for data collected Fall 2008

Fall 2009 for data collected Spring 2009

B. Non-Compliant Certificates

Carol Lee distributed certificate documentation to affected division chairs/deans and explained the process for obtaining approval from the Chancellor's Office to offer the certificates. She explained that if the application for approval was not submitted, it would be necessary to exclude the certificates from the catalog since they would not be authorized. Carol further explained that any award made by the District must be identified in the catalog, including any low-unit certificates. She suggested the committee decide at its next meeting whether to use the term, "Skill Certificate" to identify low-unit certificates. Carol informed the committee that the Chancellor's Office would allow submission of applications without Board approval in order to get them in the queue followed by email indicating the Board's approval.

Members recognized that low-unit certificates couldn't be posted on transcripts and agreed that maintaining a record of the award was not the issue; the real issue is how the records would be maintained and who would maintain them. It was suggested that this item return to the committee for further discussion and a vote.

IV. INFORMATION ITEMS

A. History Major

Carol Lee announced that the History Major was finally approved by the Chancellor's Office.

V. OTHER ITEMS

Carol announced that the Academic Senate would be calling a special meeting on May 30 to review and act upon curriculum items for recommendation to the Board.

VI. NEXT REGULAR MEETING

Next meeting: 3:05 P.M., Thursday, May 29, 2008, Board Room.

Materials Due: 5:00 P.M., Wednesday, May 21, 2008, Instruction Office.

VII. ADJOURNMENT

The meeting was adjourned at 3:58 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MAY 29, 2008
3:00 p.m. – Board Room**

Present:	Kathy Berry Krista Byrd Ted Ceasar David Drury	Jessica Waddel (for M. Guinn) Gonzalo Huerta Victor Jaime Carol Lee	David Lopez Diedre Pollock-Blevins Val Rodgers Robin Ying	Lianna Zhao David Zielinski
Consultants:	Frances Beope	Michael Heumann	Efrain Silva	Kathie Westerfield
Absent:	Norma Nunez			
Visitors:	Frank Rapp Jose Lopez Taylor Ruhl	Sara Gaddis (student) Frank Miranda John Lau	Toni Pfister Sergio Lopez	Patrick Pauley Mardjan Shokoufi
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:10 p.m. on Thursday, May 28, 2008.

B. Approval of the Minutes of May 15, 2008

M/S/C Huerta/Zhao to approve the C & I meeting minutes of May 15, 2008, as presented. The motion carried.

C. Presentations

1. Patrick Pauley, Agriculture Instructor

Patrick Pauley distributed to committee members a copy of an article titled, "Should a Liberal Education Include an Agricultural Education." He explained his intention is to pose an idea to the committee and to give members something to think about. He provided a brief summary of the article and encouraged members to read it.

2. Toni Pfister, SLO Coordinator

Toni Pfister thanked division chairs and department heads for allowing her to speak to their divisions in an effort to motivate faculty to develop SLO's. She reminded divisions to keep track of the courses for which SLO's are developed; she asked that faculty submit SLO's to division chairs for forwarding to her. Toni stated she is willing to help faculty on an individual basis, but due to her schedule she preferred to work with groups of instructors. She encouraged faculty to help others in their divisions. Toni reported she had reviewed an online demonstration of TaskStream Accountability Management System, which has some features that would help with SLO's. Kathy Berry stated she had also reviewed the software demonstration and discovered the system is not compatible with Banner.

II. ACTION ITEMS

A. APPROVAL OF 2008 – 2009 MEETING CALENDAR

M/S/C Byrd/Zhao to approve the C & I Committee meeting calendar for the 2008 – 2009 academic year, with revisions. The motion carried.

Noting that the 2007 – 2008 meeting calendar included a June 19 meeting, Carol Lee asked members whether the meeting should be rescheduled since the meeting falls during the first week of summer school. Brief discussion followed during which concern was expressed regarding whether the scheduled catalog print deadline would be met, since curriculum changes were still being submitted. The committee agreed to meet June 12, 2008, at 9:00 a.m., which would be the last date to submit curriculum changes.

B. CERTIFICATES

1. IVC Certificate

M/S/C Rodgers/Drury to approve the change to the title “Certificate” to “Certificate of Achievement”, as per Chancellor’s Office requirements, effective with the 2008 – 2009 academic year, as presented. The motion carried.

2. “Skill Certificate”

M/S/C Berry/Drury to establish the category of “Skill Certificate” for programs of less than 12 units, pending Chancellor’s Office approval, effective with the 2008 – 2009 academic year, as presented. The motion carried.

Carol Lee provided a brief explanation of the Title 5 regulations, stating that small unit certificates must be published in the catalog. Kathy Westerfield pointed out that a “Skill Certificate” could not be posted on transcripts according to the revised Title 5 regulations, which she read aloud to the committee. Carol Lee offered to contact the Chancellor’s Office for clarification.

3. “Certificate of Completion”

M/S/C Rodgers/Zhao to establish the category of “Certificate of Completion” for noncredit programs to define a document that confirms a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses, effective with the 2008 – 2009 academic year, as presented. The motion carried.

Efrain Silva briefly explained the difference between the Certificate of Completion and Certificate of Competency: Certificates of Competencies involved short-term vocational noncredit courses. Certificates of Completion could be awarded for completion of a sequence of ESL courses, for example, which allows students to progress to degree or nondegree-applicable credit courses.

4. “Certificate of Competency”

M/S/C Rodgers/Byrd to establish the category of “Certificate of Competency” for noncredit programs to define a document that confirms a student enrolled in a program or sequence of noncredit courses has demonstrated achievement of a set of competencies that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses, effective with the 2008 – 2009 academic year, as presented. The motion carried.

D. CREDIT COURSES

1. Revised Courses

a. **AHP 060 – Health Assistant (6.0)**

M/S/C Zhao/Drury to approve the revision of the course description to replace ENGL 088 with AHP 100, Medical Terminology, as the recommended preparation for the AHP 060 course, effective with the 2008 - 2009 academic year, as presented. The motion carried.

b. **PE 210 – Introduction of Physical Education (2.0)**

M/S/C Drury/Rodgers to approve the revision of the course content, the addition of distance learning to the instructional methodology, and textbook updates, effective with the 2008 - 2009 academic year, as presented. The motion carried.

c. **BUS 210 – Principles of Financial Accounting (4.0)**

d. **BUS 220 – Principles of Managerial Accounting (4.0)**

M/S/C Rodgers/Drury to approve the revision of the course scope and content and textbook upgrades, effective with the 2008 - 2009 academic year, as presented. The motion carried.

Carol Lee explained that revisions are necessary in order to comply with SDSU mandates.

2. New Courses

a. **CS 170 – Introduction to Unix/Linux (3.0)**

M/S/C Zhao/Rodgers to approve the addition of CS 170 to the credit curriculum, effective with the 2008 – 2009 academic year, as presented. The motion carried.

b. **EDUC 240 – Understanding Exceptional Students (3.0)**

c. **EDUC 242 – Practicum Experience to Work With the Disabled Person (2.0)**

d. **EDUC 250 – Working With Autistic Children (3.0)**

M/S/C Ceasar/Jaime to approve the addition of EDUC 240, 242 and 250 to the credit curriculum and the cross-reference with DSPS 240, 242 and 250, effective with the 2008 – 2009 academic year, as presented. The motion carried.

Ted Ceasar stated the courses are being added to make them more visible in the class schedule. Val Rodgers stressed the importance of adding cross-referenced courses to the schedule at the same time before registration begins; otherwise, double enrollment will occur.

E. MAJORS AND CERTIFICATES

1. Revised Majors and Certificates

a. **Computer Science Major**

M/S/C Zhao/Byrd to approve the revision to the Computer Science Major to add CS 170 to Section II, effective with the 2008 - 2009 academic year, as presented. The motion carried.

b. Disability Services Technician Major and Certificate

M/S/C Ceasar/Jaime to approve the revision to the Disability Services Technician Major and Certificate (title change [formerly Rehabilitation Technician for the Physically Limited], addition of courses and cross-references to the major and certificate), effective with the 2008 - 2009 academic year, as presented. The motion carried.

2. Skill Certificates

- a. Emergency Medical Technician Skill Certificate (7.5 Units)**
- b. Health Assistant Skill Certificate (6.0 Units)**
- c. Home Health Aide Skill Certificate (1.5 Units)**

M/S/C Byrd to approve the Skill Certificates for Emergency Medical Technician, Health Assistant, and Home Health Aide, effective with the 2008 - 2009 academic year, as presented. The motion carried.

F. NONCREDIT COURSES

1. New Noncredit Courses

- a. DSPS 801 – Critical Thinking (32 Seat Hours)**
- b. DSPS 803 – Arts and Crafts for the Disabled (72 Seat Hours)**
- c. DSPS 804 – Accessing Social/Recreational Resources (32 Seat Hours)**

M/S/C Ceasar/Jaime to approve the addition of DSPS 801, 803 and 804 to the noncredit course curriculum to increase noncredit course offerings for the disabled, effective with the 2008 - 2009 academic year, as presented. The motion carried

- c. PE 802 – Tai Chi Chuan (36 Seat Hours)**
- d. PE 803 – Zumba Gold (36 Seat Hours)**
- e. PE 804 – Balance and Mobility (48 Seat Hours)**

M/S/C Drury/Zhao to approve the addition of PE 802, 803 and 804 to the noncredit course curriculum, effective with the 2008 - 2009 academic year, with corrections. The motion carried.

G. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION

1. SPCH 100 – Oral Communication

M/S/C Rodgers/Zhao to approve the Distance Education Addendum for SPCH 100, effective with the 2008 - 2009 academic year, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

In response to inquiry, it was explained that the online course is a hybrid course where speeches are given face-to-face in class on scheduled meeting dates.

H. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

1. Transcript Fees Policy (2007 – 2008 Catalog, p. 21)

M/S/C Jaime/Zhao to approve the revision of the Transcripts Policy (2007 – 2008 Catalog, page 21), to increase the fee for subsequent copies of transcripts and to add a fee for rush service, effective with the 2008 – 2009 catalog, as presented. The motion carried.

2. Spanish Translated Text (2007 – 2008 Catalog, pp. 39 – 52)

*M/S/C Berry/Zhao to approve the deletion of Spanish translated text (2007 – 2008 Catalog, pages 39 - 52), from the printed catalog and to move to a Web-based presentation of the catalog, effective with the 2008 – 2009 catalog, as presented. **THE ITEM WAS TABLED.***

Discussion included explanations of the rationale for the recommendation; suggestions which included posting the translated text on the Web and making printed copy (i.e., addendum) available later; inquiries regarding whether the text translations actually serve a purpose; and concern that not all students have computer access. Efrain Silva informed members that the duties of two of his staff positions included translating duties; he indicated he would check with his staff regarding the feasibility of completing the task timely and report back to the committee via email. It was recommended that this item be submitted to the committee for an electronic vote following Efrain's report.

III. DISCUSSION ITEMS

IV. INFORMATION ITEMS

V. OTHER ITEMS

Carol Lee reported that Gonzalo Huerta had presented a list of career technical programs that had recently undergone the required bi-annual review.

VI. NEXT REGULAR MEETING

**Next meeting: 9:00 A.M., Thursday, June 12, 2008, Board Room (pending confirmation of availability)
Materials Due: 5:00 P.M., Wednesday, June 4, 2008, Instruction Office.**

VII. ADJOURNMENT

The meeting was adjourned at 4:18 p.m.

Curriculum and Instruction Committee
Email Voting Correspondence for 2008-09 Catalog Copy

H. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

1. Spanish Translated Text (2007 – 2008 Catalog, pp. 39 – 52)

M/S/C Berry/Zhao to approve the deletion of Spanish translated text (2007 – 2008 Catalog, pages 39 - 52), from the printed catalog and to move to a Web-based presentation of the Spanish portion of the catalog, effective with the 2008 – 2009 catalog, and to consider the reimplementation of the Spanish portion of the catalog for the 2009-10 catalog, as presented.

The motion carried via email vote. Voting Members (14): 11 Ayes 1 Nay 2 No Response cel

2. IVC General Education Requirements (2007-08 Catalog, pp. 32)

a. MATH 119

M/S/C Zhao/Lee to approve the addition of MATH 119, Elementary Statistics, to IVC General Education graduation requirements, Section A2., Communication and Analytical Thinking, effective with the 2008-2009 catalog, as presented.

The motion carried via email vote. Voting Members (14): 10 Ayes 4 No Response cel

b. CHEM 160

M/S/C Zhao/Lee to approve the addition of CHEM 160, to IVC General Education graduation requirements, Section B., Natural Science, effective with the 2008-2009 catalog, as presented.

The motion carried via email vote. Voting Members (14): 10 Ayes 4 No Response cel

Close of Email Voting: C. Lee, Co-Chair, C&I Committee June 3, 2008



IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE

Monday, April 28, 2008

Members Present:

√ John Lau, VP for Business Services
√ Travis Gregory, Associate Dean of HR Resources
√ Carlos Fletes, Director of Fiscal Services
√ Frances Beope, CTA Representative
_ Gloria Carmona, CTA Representative
√ Lorraine Mazeroll, CTA Representative

√ Chris Mays, CSEA Representative
√ Marilyn Boyle, CSEA Representative
√ Gail Parish, CSEA Representative
√ Zula Hartfield, CMCA Representative
_ Jim Pendley, Certificated Retiree Representative
_ Shirley Hofer-Bell, Classified Retiree Rep

Recorder: Mary Carter

Consultants: Julie Revoir, Bob Quellmalz, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator

Call to order: The regularly scheduled meeting of the Insurance Committee was called to order at 1:05 p.m. on Monday, May 28, 2008 by John Lau, committee chair.

1. Approval of minutes, April 14, 2008 meeting: ***M/S/C Parish/Hartfield to approve the minutes of the April 14, 2008 meeting as presented.***
2. Medical Renewal: Julie Revoir reported that the final Blue Cross renewal is a 9% increase, which is good compared to the original 13.32% renewal. The total cost of the 9% increase is \$372,974 (including retirees). However, claims are up in January, February and March. The Medicare D option will be implemented, with a \$97,000 potential savings if everyone eligible enrolled. John Lau stated that if participation is not high in the first year, the committee will need to evaluate the program and possibly make a recommendation. The committee discussed the fact that some retirees are confused regarding Medicare D and fearful of making a change. Education and clear communication will be necessary.
3. Final Marketing Results: SISC made no formal response, because of the short time frame but indicated that they could be competitive, especially in the area of administrative expenses on a future renewal. The committee discussed the need to begin discussing renewal very early in the year. John Lau stated that negotiations will be from a total cost standpoint, and the global discussion will include insurance costs. In two years (2010) both union contracts will be open for negotiation.
4. Action Items
 - a. Delta Dental: ***M/S/C Fletes/Gregory to maintain the current dental plan funding rate, add the PPO overlay with the lifetime deductible of \$50 waived, and make no plan changes.*** Keenan estimates that the PPO overlay may save the plan 10%.
 - b. VSP: ***M/S/C Fletes/Parish to maintain the current vision plan funding rate, and make no plan changes.***
5. Misc. Items
 - a. Anthem Blue Cross Classified Outpatient Benefits: Julie Revoir confirmed that the classified co-insurance is 15% for out-patient services ,
 - b. Anthem Blue Cross Classified Inpatient Benefits: For classified employees, the co-insurance is 10% for services at in-patient facilities.
 - c. Open Enrollment: Open enrollment will be done in conjunction with the Health Fair.

- d. Health Fair: A mini health fair is scheduled for May 28, with representatives from Blue Cross, Delta Dental, VSP, American Fidelity and Keenan Financial to attend. The time will be from 1:00 to 4:00 p.m., and the suggested location is the Faculty Lounge.

6. Next Meeting Date: June 23, 2008.

Meeting adjourned at 2:05 p.m.



Planning and Budget Committee
Wednesday, April 23, 2008

Members Present:

John Lau, VP for Bus Svcs, chair
Dr. Victor Jaime, Admin. Rep.
Dr. Bruce Seivertson, Academic
_ Senate President
John Abarca, College Council Chair

Eric Jacobson, Faculty Rep.
Dr. Lianna Zhao, Faculty Rep.
Carlos Fletes, Director of Fiscal Svcs
_ Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Rep.

Recorder: *Mary Carter*

_ *Gail Parish*, CSEA Representative
_ *ASG Representative*

Non-Voting

Kathy Berry, VP Academic Services

Visitors: Dr. Ed Gould, Suzanne Gretz, Jessica Waddell, Frances Beope, Travis Gregory, Dr. Robin Ying

Call to order: The regularly scheduled meeting of the Planning and Budget Committee was called to order by John Lau, committee chair at 1:30 p.m. on April 23, 2008.

Dr. Ed Gould, Superintendent/President was asked to say a few words to the committee on his budget philosophy. Dr. Gould stated that budget is one of the most difficult discussions to have. Everyone has different priorities, which all are important and legitimate; however, the College does not have infinite resources. The College needs to ask what we can do with the resources we have and are there other revenue sources we can access. We need to plan on how to benefit students. His philosophy is to have a balanced budget, with 1% over the reserve minimum. His preference is not to see the reserve erode with on-going costs. He believes that the budget manager is the manager once the allocation is made. The budget manager makes the decisions, but must live within that budget without enhancements. Dr. Gould plans on reviewing financial data every week, and will be discussing cash flow needs with John Lau. The State will be very late with apportionment payments next fiscal year. The first payments may not occur until September or October, and have happened as late as November in the past.

I. ACTION:

- a. Approval of minutes: ***M/S/C Zhao/Seivertson to approve the minutes of the March 19, 2008 meeting as presented.***

II. DISCUSSION

- a. IVC budget development: Carlos Fletes reported that Friday is the deadline for departments to input their budgets. He suggests holding a committee meeting around May 14 to discuss the preliminary budget numbers. Kathy Berry reported that divisions are prioritizing their needs based on three objectives and expenditures are tied to those objectives.
- b. Collection of student accounts receivable: John Lau and Carlos Fletes reported that while the College has been supporting enrollment growth, the College now has \$1.7 million in student accounts receivable. Unpaid health fees account for \$187,000 of the new debt, \$470,000 is for out-of-state tuition. The College must assign a true cost to its enrollment policy. The bulk of the fees owed are for the last three years. About \$800,000 should be considered bad debt. The amount of debt gives a false sense of cash flow, because the amount owed is not really revenue. The plan is to send out an RFP for a collection agency, with

the preference being for a local agency. The responses will be brought to the committee for review. The cost may be 30% of the amount collected. The College's collection policy will also be revisited, with a draft policy to be brought back to the committee.

- c. Procedure for funding requests: The committee discussed the need for a procedure for addressing funding requests that occur outside the budget process. Currently there is no procedure. In the past, funding requests have been brought to the Planning and Budget Committee. Eric Jacobson stated the College should not continue to do business by exception and requests should be checked against the Master Plan. Kathy Berry stated that requests should go through the vice presidents and be tied to objectives. John Lau will work on a draft procedure to bring back to the committee.
- d. Classified hiring (prioritization procedure, open positions, request for new positions): John Lau stated that there are a number of open Classified positions, some unfilled for a number of months, that tie up budget money. In addition, there is no prioritization procedure for Classified hiring such as the one in place for faculty hiring. John Abarca stated that there are currently nine vacancies, which is a concern to the union. Vacancies create workload issues. Some positions have been vacant for nine months. There is also the issue of using temporary agency employees, which the union considers contracting out. The committee agreed to re-visit the sub-committee that was discussed in June for the purpose of coming up with a priority procedure and addressing unfilled positions. John Abarca and Dr. Victor Jaime will co-chair the sub-committee.
- e. Meeting schedule over the summer (June, July, August): John Lau stated that there will be a lot of work over the summer on budget issues due to the State budget situation. The committee made a commitment to meet as needed.

III. INFORMATION

- a. Feasibility of Student Services building (public private partnership): John Lau reported that Parsons made a presentation to the Board regarding a public/private partnership to build a student center. Dr. Gould stated that the board wanted to explore alternatives. John Lau stated that public/private partnerships are rare in California. There is a need for the Student Center, but the College will have to be creative and the project must make good business sense.
- b. Update on Flex summer schedule for Classified : John Lau reported that due to different departmental needs and pay issues, such as overtime, the College will not be doing a campus-wide 4/10 schedule. Dr. Gould said the College will look at consolidating facility use to save energy and will plan for next summer by looking at different options.
- c. Chapter 6 of the Procedures Manual (Business and Fiscal Services) is currently being updated: The Committee will be receiving copies of procedures that need to be updated or reviewed from Chapter 6. Dr. Jaime reported that as chapters of the revised Procedure Manual are completed, they will be posted to the web.

OTHER:

Parking: John Lau reported that there will be an upcoming discussion on parking and traffic flow to summarize traffic issues, meet with the architect, assign costs, and talk about funding. There are limited Bond Funds available because of the \$32 million committed to the Science Building. Bruce Seivertson offered his expertise as a planner and member of a local Planning Commission.

Career Technical Building: John Lau reported that the College is pursuing State funding for the Career Technical building. The other alternative is to downsize the project.

Bus Transit Center/Cal Trans Funding: Mr. Lau reported that the College is on track to receive a \$1.3 million Cal Trans grant for enhancements to the bus area, with the possibility of an additional \$1 million next year.

Cash Flow/Financing: Mr. Lau distributed a timeline for TRANS financing to address cash flow for the first few months of fiscal year 2008-09. He will bring back financing scenarios for the next meeting so the Committee can understand the issues and costs involved.

Categorical Program: It was brought to the committee's attention that some categorical programs are at 50% or less expenditure for the year. John Abarca asked if there is a policy to use categorical funds first, if possible. Kathy Berry stated that categorical funds cannot be used to supplant district funded expenses. She also reported that next year VATEA funding will be very different, funds cannot be used in the same way for salary and equipment, which will have an impact on the District budget.

2008-09 Budget/Next Meeting: The committee will focus on the 2008-09 budget and the general financial environment. The first budget will be the baseline budget, and may be as much as 40% over revenue. The College will then need to make a priority list and discuss guidelines for cuts.

Meeting adjourned at 2:30 p.m.