



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, December 8, 2008 – 2:30 P.M.  
Administration Building Board Room

College Council Chair John Abarca was not present at this meeting, Vice Chair Michael Heumann called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative  
Robin Ying, Administrative Representative  
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)  
Armando Mendez, Faculty Representative  
Norma Nunez, Alternate Faculty Representative

Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative  
Betty Kakiuchi, Alternate Classified Representative

Chantilee Mendenhall, Student Representative  
Johathan Balint, Student Representative  
Itzel Bejarano, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Efrain Silva, Administrative Representative  
Bruce Seivertson, Faculty Representative  
John Abarca, Classified Representative (Chair)  
Carlos Fletes, CMCA Representative  
Patty Robles, Alternate Classified Representative  
Rick Webster, Alternate CMCA Representative  
Steven Scicky, Alternate Student Representative  
Josasat Trejo, Alternate Student Representative

Others Present:

Ted Ceasar, Dr. Victor Jaime, Tina Aguirre, John Lau, Travis Gregory, Frank Rapp

### **MEMBERSHIP CHANGES**

There were no membership changes.

### **PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 24, 2008**

M/S/C Armando Mendez/Chantilee Mendenhall to approve the Minutes dated November 24, 2008 with the corrections on pages 5, 6, 9 and 10, changing all references made to Dean Lopez to the correct title of Associate Dean Lopez.

Motion carried.

**ANNOUNCEMENT BY VICE CHAIR**

Vice Chair Heumann announced Chair Abarca would be contacting the committee chairs to work on streamlining the committee agenda/minutes, and making sure that the committees are following the same processes.

**AREA REPORTS/UPDATES**

**Instruction/Academic Services/Accreditation**

Vice President for Academic Services Kathy Berry reported the following:

- Announced class enrollment for winter and spring are 56% full. She indicated there are some classes in winter enrollment that are very low and starting Wednesday, December 10<sup>th</sup> classes with single digit enrollment would be canceled. She stated due to crisis in the State no new classes have been added.
- Reported this is finals week.
- Reported that faculty was asked to turn in grades by Thursday December 18<sup>th</sup> at 5:00 p.m., but are not due until Friday, December 19<sup>th</sup> at 5:00 p.m.
- Reported that registration is closed during winter break, and winter session begins January 8<sup>th</sup>.

**Accreditation**

- Reported the Accreditation team visited on Monday, December 1<sup>st</sup>, and IVC has not received any communication from them yet.
- Reported the Accreditation team found the institution had successfully completed recommendation number three which addressed publications. She indicated that due to limited time in evaluating IVC's planning processes, recommendations related to IVC's processes did not pass.
- Reported the Town Hall Meeting with Dr. Gould is scheduled for Tuesday, December 9<sup>th</sup>, and Dr. Gould would be discussing the Accreditation visit in more detail.
- Reported College of the Desert canceled all of their winter sessions. She stated some community colleges are reducing their spring offering by 15%.

**Business Services**

Vice President for Business Services John Lau reported the following:

- Reported during the next couple of years the District is going to have some financial issues to deal with, internal issues as well as the State financial issues. He indicated the fund he is most concerned about is the unrestricted General Fund.

- He announced that Carlos Fletes created a General Fund Monthly Budget Report which would be provided to College Council and the Board of Trustees on a monthly basis. VP Lau handed out a copy of the report to College Council members and went over it in detail.
- Reported that at the time this report was created 33% of expenditures were expended on a straight line spending. Most expenses should be around 33%. He stated the key emphasis of the report is whether these percentages should alarm IVC in any way; he further stated any variance above or below the 33% will be investigated.
- Reported that one of the goals in working to manage the budgets is to meet with division chairs and budget managers on a monthly or quarterly basis; he stated that there are some elements of Banner that are not being fully utilized. He indicated he would be talking a lot about cost containment, and would be helping managers monitor their budget more closely.
- He stated Dr. Gould has emphasized that next year the budget would need to be balanced.

### **Student Services**

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

- Reported Students Services are busy with spring registration.
- Announced Student Services would be going out in the community assessing students.
- Announced that financial aid would be out at the school sites servicing students.

### **Technology Services**

Dean of Technology Robin Ying reported the following:

- Reported his department continues to work with ICOE to determine why there is a slowdown at the College. ICOE has located the problem which he indicated was an old router. This router has been eliminated.
- Reported that this past weekend his department attempted to upgrade Banner Oracle from 9I to 10G and they encountered some problems with the upgrade. He indicated the purpose for the upgrade is that the Financial Aid module requires the upgrade by October of next year.

### **Associated Student Government**

ASG President Chantilee Mendenhall reported the following:

- Reported ASG next meeting will be in February when spring semester starts.

### **President's Update**

Dr. Ed Gould reported the following:

- Reported that he attended a SDICCCA meeting this morning, and the main discussion was the State budget and what the new legislature is going to do. He indicated there are rumors that there would be a budget decision within the next two weeks.

- Reported that the Governor's proposal remains the same prior to the end of the last legislation. He stated that is a \$332 Million impact to community colleges. He reported that the Governor has not given increase in fees to students in his proposal.
- Reported that College of the Desert has canceled their winter sessions; none of the other colleges have made these kinds of changes.

### **MINUTES FROM STANDING AND AD HOC COMMITTEES**

Minutes from the following committee meetings were received:

1. Campus Operations Committee, 11/20/08.
2. Curriculum and Instruction Committee Minutes, 10/16/08.
3. Environmental Health & Safety Committee Meeting, 9/15/08.

### **DISCUSSION AND INFORMATION ITEMS**

1. Budget Overview – John Lau (Under Area Reports/Updates)
2. Approval of Veteran's Memorial Location – Sergio Lopez

Vice Chair Heumann reported that SPA Advisor Gaylla Finnell was not able to attend this meeting; discussions are still ongoing and will leave it for next meeting.

### **ACTION ITEMS**

**M/S/C Kathy Berry/Armando Mendez**

1. **Recommendation to Approve BP6450 & AP6450 Wireless or Cellular Telephone Use- John Lau**  
**Motion carried.**

#### **Discussion**

VP Lau stated the policy was created primarily for the tax benefit passed on to the employee, and the IRS requirement that the District require employees to keep records of business and personal calls. He indicated that most District employees have their own cell phones and all that is required of each employee is a certification signed by the employee and their supervisor.

#### **Resolution**

**BP 6450 Wireless or Cellular Telephone Use**

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

The District shall require employees to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular telephones provided by the District are classified by the Internal Revenue

Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

AP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly services charges for personal wireless or cellular telephone use. Failure to document such usage will result in the classification of the value of the wireless or cellular telephone and the monthly service charges as employee income.

The District shall monitor the wireless or cellular telephone usage of its employees to ensure their compliance with this policy. These rules do not apply to wireless or cellular phones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

**M/S/C Kathy Berry/Armando Mendez**

**2. Recommendation to Approve the Formation of a Strategic Planning Committee**

**– John Lau**

**Motion carried.**

**Discussion**

VP Lau stated the purpose of the Strategic Planning Committee is to assess where the college should be in one, two, or three years. He indicated that the Strategic Planning Committee is a recommending body. He stated that the committee will begin meeting in January.

Vice Chair Heumann indicated that at the next College Council meeting a representative from College Council would be elected.

Associate Dean Lopez made a motion recommending that a representative from Student Affairs be added to the Membership list.

Vice Chair Heumann asked that the resolution be modified to include a representative from Student Affairs.

### **Resolution**

**Committee's Purpose:** to develop the District's Strategic Plan after receiving input from the Educational Master Plan on the prioritized goals of the institution, both short-term and long-term. The committee will assess the stated priorities and the college resources for achieving those priorities. The Strategic Plan will address how the District can best implement the planned improvements based on the institutional resources, required and desired timeframes, and final recommendations and strategies of the Educational Master Plan, all in line with the District's mission and vision. The Strategic Plan will be formally submitted every six (6) years to the Superintendent/President, corresponding with the college accreditation cycle. The committee will review and update the Strategic Plan annually.

### **Membership:**

Vice-President for Business Services, co-chair  
Elected co-chair  
Academic Senate representative  
Academic Senate/C&I Representative  
Administrative representative  
Admissions/Registration representative  
Campus Operations Committee representative  
College Council representative  
Environmental Health & Safety Committee representative  
Executive Council representative  
Extended Campus representative  
Staff Development Committee representative  
Planning and Budget Committee representative  
Student representative  
Student Affairs representative  
Technology Planning Committee representative

### **M/S/C Armando Mendez/Sergio Lopez**

#### **3. Recommendation to Approve "AlertU" Services – Travis Gregory**

**Motion carried.**

### **Discussion**

Associate Dean Gregory reported that AlertU Services is being offered to IVC at no cost to the District which delivers text message alerts to participants who voluntarily register through the internet. He indicated it is a great opportunity, cost free, and may help in an emergency. He further stated there are 18 other districts that are participating in this alert.

### **Resolution**

BE IT RESOLVED that College Council approves the recommendation of the Environmental Health and Safety Committee to contract the services of Waterfall "AlertU" Services. Waterfall delivers text message alerts to registered users via mobile SMS (text) messaging.

NOW, THEREFORE, BE IT RESOLVED that Imperial Valley College participates in the Foundation for California Community Colleges system-wide contract with Waterfall for the use of AlertU.

BE IT FURTHER RESOLVED that AlertU has been offered to Imperial Valley College at no cost through a California Community College System-wide corporate sponsorship for CCC Member College's use of AlertU.

**ADJOURNMENT**

M/S/C Michael Heumann and Armando Mendez motioned to adjourn the meeting at 3:15 p.m.

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

<b>2009</b>	
January 12 & 26	April 27
February 9 & 23	May 11
March 9 & 23	June 8 & 22*

Meeting Canceled

\*\*Fall Semester Begins

\* Summer Session Begins

Overload rate for 177 day members