

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

SPECIAL MEETING – New Building Move

Unapproved Minutes
December 3, 2009
Room 2721

CALL TO ORDER

The meeting was called to order at 4:47 p.m.

FULL TIME MEMBERS PRESENT

R. Castrapel, E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Higginson, J. Kitzmiller, R. Lavery, E. Lehtonen, A. Leon, K. Marty, T. Morrell, S. Moss, B. Nilson, M. Shokoufi, A. Voldman, and L. Zhao, Chair.

FULL TIME MEMBERS ABSENT

S. Alvarado (excused), J. Nelipovich, P. Pauley, and B. Riehle (excused)

ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, and N. Everly

STAFF ABSENT

A. Galeana (excused) and R. Marin (excused)

COUNSELING LIAISONS

None

GUESTS

G. Bailey, K. Berry, J. Lau, Pioneer's Moving Company Representatives, J. Sanders Jr., R. Webster, and R. Ying

APPROVAL OF MINUTES

The minutes for October 8, 2009 were approved unanimously, as presented, (MSC-M. Shokoufi/D. Gilison).

DIVISION MATTERS

Move to 2700 Building: L. Zhao opened the meeting which covered the following areas:

Move of Chemicals and Lab: L. Zhao stated that after the general moving issues are discussed at this meeting, the Science Department will be staying to discuss the move of the chemicals and the move of the Science Lab.

Packing and Tagging: J. Lau stated that there will be a process for the packing and tagging of computers (desktops, laptops, printers, keyboards, and telephones). G. Bailey requested that all of the computer equipment be tagged (with yellow self-stick notes). He also asked that they designate one box with their information on it to be used to put in all of the wires from the computer. He also suggested for those that have laptops, that it would be better if they would take them home during the break and bring them back at the beginning of the Spring semester. He also stated that he had already received a list of the names of faculty and their new office numbers from L. Zhao. K. Berry stated that M. Thale had the most recent and updated list for the whole new building. The moving company will not install the computers, they will only move them. The IT Department will be installing all of the computers. Pioneer's did state that if they do get a waiver agreed on, they will unplug and move the computers and their equipment. L. Zhao summarized the whole process to make sure everyone was on the same page: before faculty and staff leave for the winter break, they need to pack their office; label with name and room

number the monitors, printers, and pc; IT will install computers. R. Webster added that the Maintenance Department will be providing color coded box labels (yellow = Science and green = Math). He demonstrated how to assemble and disassemble the moving boxes. He added that the boxes provided by the moving company are loaners and they need to be returned or they will charge the District for them. R. Webster stated that as of now, no furniture will be brought in from the old office. He informed the faculty that dumpsters will be available upon request and that if there are any boxes of material to be shredded, to label the box with a destroy date. B. Nilson asked if personal refrigerators would be moved. Rick stated that as long as it's labeled, it would be moved. K. Berry stated that those who share an office should coordinate with their office mate on the need for a refrigerator for each person and a microwave for each – due to the limited space in the offices. She also added that the lounge will have a microwave and a refrigerator. R. Webster stated that boxes are now available by request. He also added that the move will begin on the 14th of December including Pioneer's and Alliance (for the equipment chemical movers). They are hoping to complete the move within 2 weeks. Discussion on the specs of each office was discussed to determine how much room each member has in the new office. B. Nilson asked about window coverings for the windows and doors on the offices for privacy. K. Berry stated that there will be no coverings due to safety issues.

Computer Access for Grades: T. Morrell asked about computer access during the move since grades need to be submitted. B. Nilson mentioned that she has been e-mailing her grades and rosters so that she has access to them from home. K. Berry stated that if anyone needs to borrow a laptop, to make arrangements with the Instruction Office. L. Zhao suggested putting their information on a USB drive. K. Berry added that the Math Lab will also be available for computer use. D. Gilison asked about getting Easy Grade Pro installed on some of the Math Lab computers. E. Lehtonen will talk to R. Marin about that.

Keys and Access Cards: R. Webster informed those present that keys and access cards will be available starting on January 4th. The keys and access card need to be picked up in the Maintenance Department. He will be out here during the winter break for all those that would like access to their offices during the break. K. Berry explained why master keys will not be issued to the Division members.

Smart Classroom, Science Lab, and Planetarium Trainings: R. Webster stated that there will be scheduled trainings. Tentatively the trainings are scheduled for December 11th for the Science Labs in the morning; and Smart Classroom training that afternoon. The trainings will be filmed for those that can't make it – to be later used as trainings by peers. The second Science Lab training will take place on January 5th which will be done using the video taken from the first training and given by peers. The second Smart Classroom training will take place on January 6th which will also include the lecture hall training. The trainings for the Planetarium will be held on February 9th and 10th. The final trainings will be held for Science Labs, Lecture Hall, and Smart Classrooms on February 11th (no time has been set yet). R. Webster will be e-mailing all of the training dates. J. Lau stated that Division members not hesitate to call R. Webster with any questions or issues.

Winter Session Classes: B. Nilson asked about the room scheduling for the Winter classes, particularly the BSI classes. K. Berry stated that M. Thale is still working on the room scheduling and that some BSI classes will be scheduled in the new building – she wasn't sure which ones. Information should be available by tomorrow.

Specs of the Offices: J. Sanders stated that he has the specs of the floor plan with office layouts, book case, vertical and lateral files, the layouts of the desks, and 3D drawings provided by the manufacturer of the furniture.

Break: L. Zhao announced that there will be a 10 minute break to give individuals time to look at the specs and also to take a look at their office. NOTE: The second floor was not accessible due to the master key not being available.

Alliance and Pioneer's: L. Zhao asked about the moving of hazardous and non-hazardous materials from the Science Lab, Prep Room, and Storage Room. R. Webster stated that the hazardous materials and special equipment (microscopes and glassware) will be moved by Alliance. All other equipment and materials will be moved by Pioneer's. L. Zhao asked who is going to pack the items to be moved by Pioneer's. R. Webster stated he assumed the faculty would be doing the packing. J. Lau stated that a meeting on the 7th will be set up to meet with Alliance first to see what items they will pack and move and then meet with Pioneer's. R. Webster

announced that there will be a meeting at 6:00 a.m. in room 409 with Alliance and Science faculty. L. Zhao suggested that all materials be moved to the Physics Lab (unless tagged otherwise) and then materials would be moved to the right lab. R. Webster also mentioned that the autoclave training will be done on the 10th of December – he just wants a time to meet. N. Everly suggested any time during the day to include B. Gonzalez, Temporary Science Lab Tech, in the training. R. Webster will confirm the time.

Science Faculty Volunteers for Packing: K. Berry suggested possibly providing the funding to have Science faculty pack the materials in the classrooms. The following Science faculty have agreed to help pack the week of the 16th (K. Marty, D. Gilison, E. Chang, A. Cozzani, T. Morrell, S. David, and J. Fisher).

Secondary Order: J. Lau stated that the only open item there is in purchasing is with equipment. J. Sanders stated that as of 7:00 a.m. the supplemental list will be ready for the faculty to see. K. Berry stated that if anything, as far as equipment was left out of the list, now is the time to add that. J. Sanders added that a final list showing all those items ordered and not ordered will be sent to K. Berry.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

cc: E. Gould, Superintendent/President
K. Berry, Vice President for Academic Services

*Approved on December 3, 2009
Recorder: Carol Cortés-Ramirez*