

refining the process into an electronic process whereby the fiscal requests for the facilities can be identified and a rationale attached. This in turn has led to more effective discussions in the Facilities Plan sub-committee meetings for recommendations on the ranking of capital projects, which are then reviewed by the Educational Master Plan Committee and the shared governance committees. (See Doc. R1.2)

A recent example of operational planning integration is the collaboration in the scheduled move of more than 50 faculty/staff, classrooms, and science laboratories into a new building. As the new building neared completion, the CBO, architect, and/or Director of Facilities met with the divisions of Science, Math and Engineering and English faculty to determine office location, furniture placement, moving needs, and final equipment needs. (See Doc. S3.28) An informal 'moving plan' was discussed to ensure timely relocation prior to the end of fall semester.

Standard III.B.1. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

### **2007 Planning Agenda**

As the building phase of the bond project begins, the campus community must be kept informed of any disruptions to services and/or the physical plant.

### **District Response**

Throughout the construction of the new 2700 building and as events arose, students and staff were kept informed through multiple media with safety / security as a core focus. For example, during summer 2009, as the parking lots were redesigned and resurfaced, continuous emails and Web alerts were sent out informing the staff and students of potential safety hazards and alternative parking arrangements. When the fall semester began in August 2009, not all of the permanent lighting had been installed, so portable lighting was set up to ensure that the parking lots would be safe for students and staff. (See Doc. S3.29)

In early 2009, an Alert-U text messaging system was set up to provide instant information in the event of an emergency. Additionally, all classrooms on campus are equipped with telephones, and these telephones have intercom capability so emergency announcements can be sent out campus-wide. Both of these systems were used in January 21, 2010 when the campus was forced to close temporarily due to severe rains, flooding, and a tornado threat in the Imperial Valley. (See Doc. S3.30)

In fall 2009, the college hired a part-time director of evening college. On April 1, 2010, this position will expand to a full-time position, and the additional hours will be devoted to improving campus security. The college's long-range plan is to develop its own security system. (See Doc. S3.31)

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Monday, July 13, 2009 4:58 PM  
**To:** All Users  
**Cc:** John Lau; Mary Carter  
**Subject:** Disabled Parking Update  
**Attachments:** Scan001.PDF

Hello Everyone,

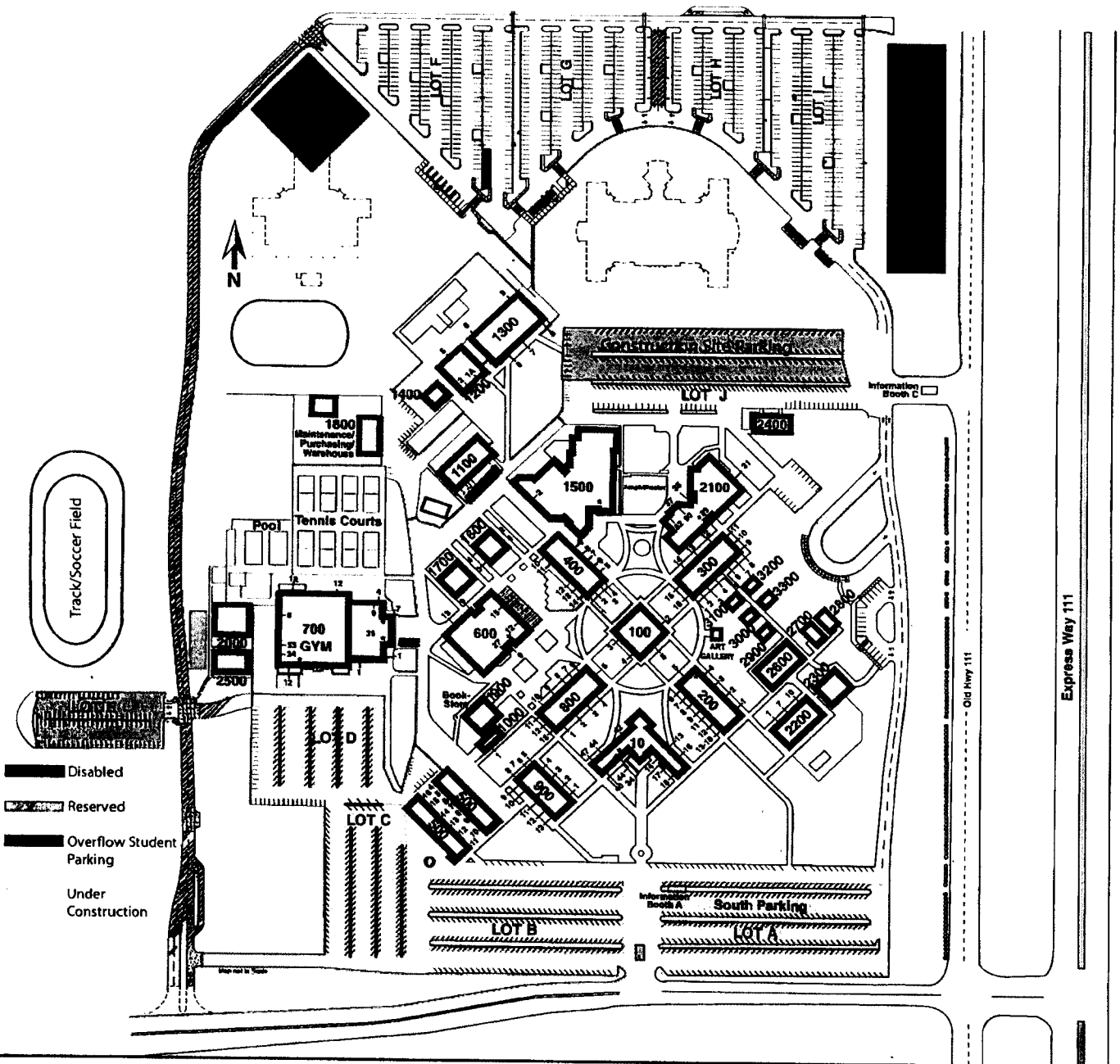
The Parking Control Office has relocated the temporarily disabled parking that was located in Lot E to the area between the 1100 (Auto Tech) and 1500 (Library) and by the gym. Please see map attached for more information to where disabled parking is available. The temporarily disabled parking in Lot E has been converted to reserved parking.

Note: The Parking Control advises all individuals utilizing the disabled parking by 1100 and gym to please be cautious when parking. Should you have any questions, please feel free to contact me at ext. 6306. Have a great day!

Gina Madrid  
IVC Parking Control  
760-355-6306

# IMPERIAL VALLEY COLLEGE

## Campus Map & Directory



- Disabled
- Reserved
- Overflow Student Parking
- Under Construction

### LEGEND

10 Administration	800 Business	1700 Workforce Development Cntr	2600 Reading/Writing/Language Lab
100 Counseling/Financial Aid	900 Meyer Business Building	1800 Maintenance/Warehouse	2700 Offices - Temporary Building
200 Social Sciences/English	1000 Student Affairs Office	1900 Bookstore	2800 Science Lab - Temporary Building
300 Fine Arts	1100 Auto Tech	2000 Test Ctr/Tal Srch/Up Bd	2900 Classroom - Temporary Building
400 Natural Science	1200 Welding	2100 Health Sci/Disabled Student	3000 Classroom - Temporary Building
500 English/Math/ Reprographics/Parking	1300 Auto Tech/Humanities	2200 Preschool	3100 Classroom - Temporary Building
600 College Center	1400 Tool Storage	2300 Infant Toddler Center	3200 Offices - Temporary Building
700 Gymnasium	1500 Library Media Center	2400 Human Resources	3300 Imperial County Office of Ed.
	1600 Technology Center	2500 Math Lab Center	● Parking/Day Pass
			★ Restroom

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Thursday, July 30, 2009 4:28 PM  
**To:** All Users  
**Subject:** REMINDER: Temporary entrance & exit  
**Attachments:** updated with temp entrance 09.pdf

REMINDER!!! (See attachment)

**From:** Gina Madrid  
**Sent:** Wednesday, July 29, 2009 3:14 PM  
**To:** All Users  
**Cc:** Rick Webster; Miriam Trejo  
**Subject:** Campus Map - Temporary entrance

Campus Community,

Please be advised that on Monday, August 3, 2009, the north entrance of the college will be closed for the next three weeks due to construction. Please see attached campus map to better illustrate temporary entrance/exit. All vehicles must enter and exit from temporary route (follow red solid line with black arrows on map).

The Parking Control Office appreciates your cooperation and understanding regarding this matter. Please print out campus map and post in your area. Should you have any questions, please feel free to contact the Parking Control Office at 760-355-6308 or ext. 6308.

Thanks!

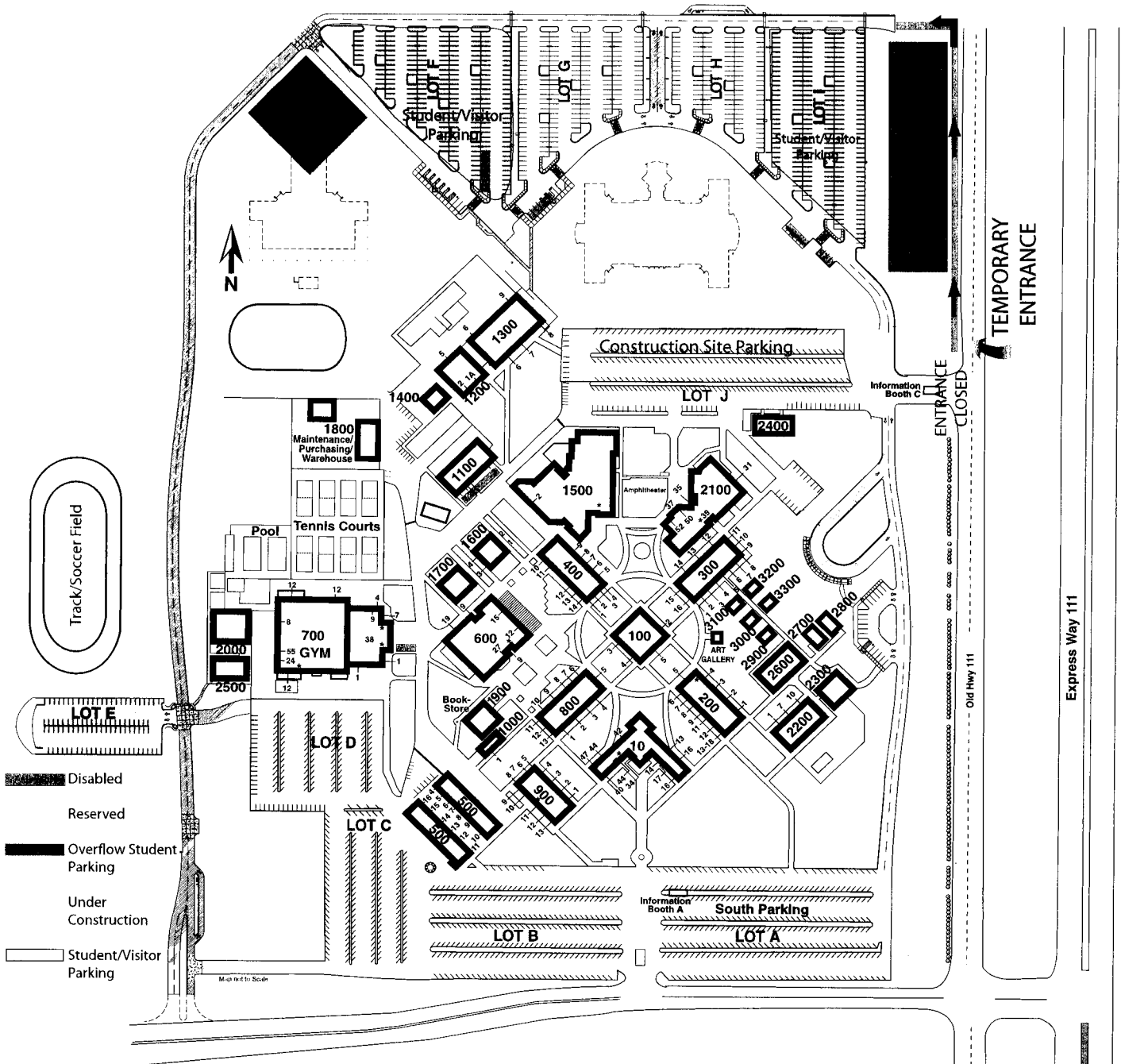
*Gina Madrid*



Imperial Valley College  
Parking Control Office  
380 E. Aten Road  
P.O. Box 158  
Imperial, CA 92251  
Phone: (760) 355-6306  
Fax: (760) 355-6309  
Email: [gina.madrid@imperial.edu](mailto:gina.madrid@imperial.edu)

# IMPERIAL VALLEY COLLEGE

## Campus Map & Directory



### LEGEND

10 Administration	800 Business	1700 Workforce Development Cntr	2600 Reading/Writing/Language Lab
100 Counseling/Financial Aid	900 Meyer Business Building	1800 Maintenance/Warehouse	2700 Offices - Temporary Building
200 Social Sciences/English	1000 Student Affairs Office	1900 Bookstore	2800 Science Lab - Temporary Building
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700 Gymnasium	1500 Library Media Center	2400 Human Resources	3300 Imperial County Office of Ed.
	1600 Technology Center	2500 Math Lab Center	● Parking/Day Pass
			★ Restroom

## Mary Carter



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**From:** Gina Madrid  
**Sent:** Wednesday, August 05, 2009 4:29 PM  
**To:** All Users  
**Cc:** Mary Carter  
**Subject:** Updated Campus Map 8/5/09  
**Attachments:** parking.pdf

**Importance:** High

Campus Community,

Please be advised that as of today, Wednesday, August 5, 2009, additional areas on campus are under construction. The previous delivery access road by the Welding and Maintenance area is no longer accessible. At this time, the only pedestrian walk-way accessible to campus is through the right side of the Nielson Construction Trailer. (For more information

see:  symbol for pedestrian walk-way on campus map). Also, individuals parking in the disabled area by the 1100 building must follow  symbol on campus map to access disabled parking.


Please see attached campus map to better illustrate temporary entrance, exit, pedestrian walk-way, access to disabled parking, etc.

The Parking Control Office appreciates your cooperation and understanding during this time of improvement. Please print out campus map and post in your area.

Should you have any questions in regards to campus map, please feel free to contact the Parking Control Office at 760-355-6308 or ext. 6308.

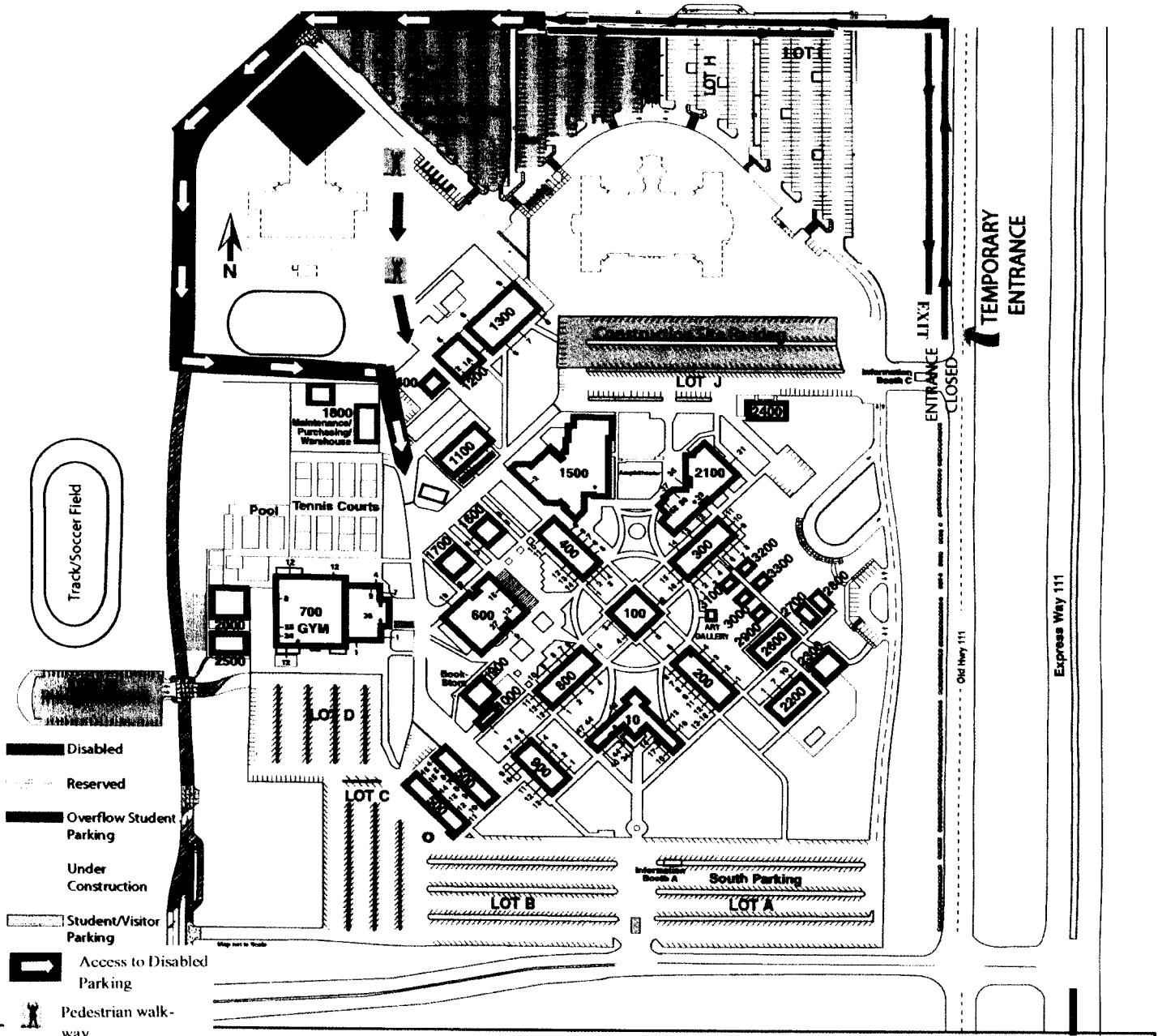
Have a great day!

*Gina Madrid*

 Imperial Valley College  
Parking Control Office  
380 E. Aten Road  
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Imperial, CA 92251  
Phone: (760) 355-6306  
Fax: (760) 355-6309  
Email: [gina.madrid@imperial.edu](mailto:gina.madrid@imperial.edu)

# IMPERIAL VALLEY COLLEGE

## Campus Map & Directory



- Disabled
- Reserved
- Overflow Student Parking
- Under Construction
- Student/Visitor Parking
- Access to Disabled Parking
- Pedestrian walkway

### LEGEND

10 Administration	800 Business	1700 Workforce Development Cntr	2600 Reading/Writing/Language Lab
100 Counseling/Financial Aid	900 Meyer Business Building	1800 Maintenance/Warehouse	2700 Offices - Temporary Building
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	1600 Technology Center	2500 Math Lab Center	● Parking/Day Pass
			★ Restroom

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Wednesday, August 05, 2009 8:03 AM  
**To:** All Users  
**Cc:** Mary Carter  
**Subject:** No parking on East end of campus


**Importance:** High

Good Morning Everyone,

It has been brought to my attention that vehicles have been parking on the dirt area on the East end of campus. **Please do not park in that area.** The Parking Control Office appreciates your cooperation regarding this matter.

Should you have any questions, please call me at ext. 6306. Again, thank you. ☺

*Gina Madrid*

 Imperial Valley College  
Parking Control Office  
380 E. Aten Road  
P.O. Box 158  
Imperial, CA 92251  
Phone: (760) 355-6306  
Fax: (760) 355-6309  
Email: [gina.madrid@imperial.edu](mailto:gina.madrid@imperial.edu)



## Mary Carter

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**From:** Mary Carter  
**Sent:** Thursday, August 20, 2009 11:43 AM  
**To:** Miriam Trejo; Gina Madrid  
**Subject:** FW: Equipment Rental Insurance  
**Attachments:** 09-10 Evidence of Insurance - Sunbelt Rentals.pdf

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**From:** Daniel Lemus [mailto:dlemus@tylerins.com]  
**Sent:** Thursday, August 20, 2009 11:40 AM  
**To:** Mary Carter  
**Subject:** RE: Equipment Rental Insurance

Hi Mary,

Attached is the evidence of property insurance covering the light towers and naming Sunbelt rentals as loss payee.

Regards,

**Daniel Lemus**  
Customer Service Representative  
[dlemus@tylerins.com](mailto:dlemus@tylerins.com)

D (760) 482-2791  
T (760) 352-2611  
F (760) 337-8428

Tyler Insurance Agency  
1225 Main Street  
P.O. Box 1866  
El Centro, CA 92244

[www.tylerins.com](http://www.tylerins.com)

---

**From:** Mary Carter [mailto:mary.carter@imperial.edu]  
**Sent:** Wednesday, August 19, 2009 5:01 PM  
**To:** Daniel Lemus  
**Subject:** FW: Equipment Rental Insurance

Here is the information on the rental towers.

---

**From:** Miriam Trejo  
**Sent:** Tuesday, August 18, 2009 3:01 PM  
**To:** Mary Carter  
**Cc:** Gina Madrid  
**Subject:** RE: Equipment Rental Insurance

Hi Mary,

We currently have 5 light towers from sunbelt and the information is as follows

60-4000-404769 \$5700

60-4000-309132 \$5600  
60-4000-404155 \$5700  
404160 \$5700  
60-4000-405152 \$5700

All of the towers are 4,000 watt tow-behind diesel light towers.

This should save us about \$400.00

Thanks,  
Miriam

---

**From:** Mary Carter  
**Sent:** Tuesday, August 18, 2009 11:28 AM  
**To:** Miriam Trejo; Gina Madrid  
**Subject:** FW: Equipment Rental Insurance

---

**From:** Daniel Lemus [mailto:dlemus@tylerins.com]  
**Sent:** Tuesday, August 18, 2009 11:23 AM  
**To:** Mary Carter  
**Subject:** RE: Equipment Rental Insurance

Hi Mary,

Here is a certificate for Liability. If they require property coverage, please give me the number of towers, model (description), and value for each.

I will ask if we can include at no charge. If there is a charge, I'll let you know so you can compare with what Sunbelt offers.

**Daniel Lemus**  
Customer Service Representative  
[dlemus@tylerins.com](mailto:dlemus@tylerins.com)

D (760) 482-2791  
T (760) 352-2611  
F (760) 337-8428

Tyler Insurance Agency  
1225 Main Street  
P.O. Box 1866  
El Centro, CA 92244

[www.tylerins.com](http://www.tylerins.com)

---

**From:** Miriam Trejo  
**Sent:** Monday, August 17, 2009 3:35 PM  
**To:** Mary Carter  
**Cc:** Gina Madrid  
**Subject:** Equipment Rental Insurance

Mary,

This morning we rented light towers from Sunbelt Rental and I was wondering if we had some sort of insurance that covers rental equipment or if I would have to pay for the one that Sunbelt has? Please let me know.

Thank you,

*Miriam Trejo*

Student Services Assistant  
Parking Control Office  
Imperial Valley College  
P.O. Box 158  
Imperial, CA. 92251  
Office: (760) 355-6308  
Fax: (760) 355-6309

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Friday, August 21, 2009 4:29 PM  
**To:** All Users  
**Cc:** John Lau; Mary Carter; Rick Webster  
**Subject:** 08/21/09: Campus Map  
**Attachments:** Parking Lot Planning-8 21 09.pdf

Welcome Back Everyone!

I hope everyone had a great relaxed summer. Here is the most updated campus map as of today 8/21/09. Please be advised that the south front entrance (Aten Road) and north entrance (Old Highway 111) of the college will reopen on Monday, August 24, 2009. You will be able to park in Lot A and Lot B. However, Lot C and Lot D (front of the gym) is still under construction and is schedule for completion by the end of September. There will not be any access to Lot E (by track field) from the South lots. You will have to enter from the North lots. I will keep you updated when Lot C and Lot D will be available.

Please see attached campus map to better illustrate reserved, disabled, and student overflow parking. Please print out campus map and post in your area.

### Additional Information:

- For safety reasons, parking will be prohibited along Old Highway 111 and along Aten Road. Area will be enforced by CHP - citations will be given to violators, so please don't park there.
- Landscaping work in the newly reconfigured areas along Parking Lots and A and B will continue through the fall.
- When the weather is optimal for planting roses, a Rose Walk will return in beds that border the sidewalk leading to the main administration building.
- When on foot in any of the parking areas, please observe caution tape and signage that direct pedestrian traffic. In the North Parking Lot, pedestrian traffic will still be restricted due to construction taking place around the new Science Building. To access the main part of the campus, follow the fence line around the Science Building to access areas near the Neilson Construction Trailers.
- There will be temporary lighting in Parking Lots A, B, E, and student overflow parking.
- All buses services will resume to regular hours of operation to and from IVC. Only buses will be allowed to enter bus drop off area. Any vehicles dropping off or pick up individuals in the bus area will be cited. Although the bus drop off area will be open, there will be construction taken place in the immediate area. Please observed all safety signage and stay within designated pedestrian walk-ways.

Note: The fall student sticker permit is \$20.00 and day pass fee \$2.00. The Parking Control Office has changed the grace period date. We will begin enforcing student parking on Thursday, September 24, 2009. Please keep in mind, we will be enforcing the reserved, 15 minute, disabled, red zones, no parking areas this coming Monday, August 24, 2009.

Should you have any questions in regards to campus map, please feel free to contact the Parking Control Office at 760-355-6308 or ext. 6308. Thank you! ☺



## Mary Carter

---


**From:** Gina Madrid  
**Sent:** Tuesday, August 25, 2009 4:54 PM  
**To:** All Users  
**Subject:** Faculty & Staff - Use south entrance

**Importance:** High

Important Message:

The Parking Control Office would like to inform you to please enter from the south entrance (Aten Road) to have access to the faculty and staff reserved spaces in Lot A and Lot B. If you have any questions, please call the Parking Control Office at ext. 6308. Thank you! ☺

*Gina Madrid*

 Imperial Valley College  
Parking Control Office  
380 E. Aten Road  
P.O. Box 158  
Imperial, CA 92251  
Phone: (760) 355-6306  
Fax: (760) 355-6309  
Email: [gina.madrid@imperial.edu](mailto:gina.madrid@imperial.edu)

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Thursday, October 08, 2009 8:00 AM  
**To:** All Users  
**Subject:** Painting parking spaces  
  
**Importance:** High

Good Morning Everyone!

Please be advised that the Parking Control Office will be converting the second roll of reserved parking located in Lot A and Lot B to student parking. Those reserved spaces have been transferred to Lot D (front of gym). Also, the Parking Control Office and Reprographics are working together to provide an update campus map with all the changes. I will forward campus map as soon as it is available.

Thank you for your cooperation and understanding.

Gina Madrid  
IVC Parking Control Office  
760-355-6306

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Monday, December 07, 2009 1:54 PM  
**To:** All Users  
**Cc:** John Lau; Mary Carter; Rick Webster; Omar E. Ramos; Rosanna Lugo; Bill Gay; Miriam Trejo  
**Subject:** Important Message from the Parking Control Office  
**Attachments:** IVC Map Spring 2010 Const.pdf

**Importance:** High


Campus Community,

If you are planning on working during December 14, 2009 through January 6, 2010. Please be advised that Parking Lots A & K will be closed from December 14<sup>th</sup> 2009 to January 6<sup>th</sup> 2010. Parking Lot B will be closed from December 21, 2009 to January 6<sup>th</sup> 2010.

There will be no access to the college from Aten Road (south entrance) from December 21<sup>st</sup> 2009 to January 6<sup>th</sup> 2010. Please use the North entrance off of Old Highway 111 for parking access during this construction/landscaping period. Please see attachment for Campus Map.

Your cooperation during this time is greatly appreciated. Should you have any questions, please contact the Parking Control Office at 760-355-6308. Have a wonderful day!

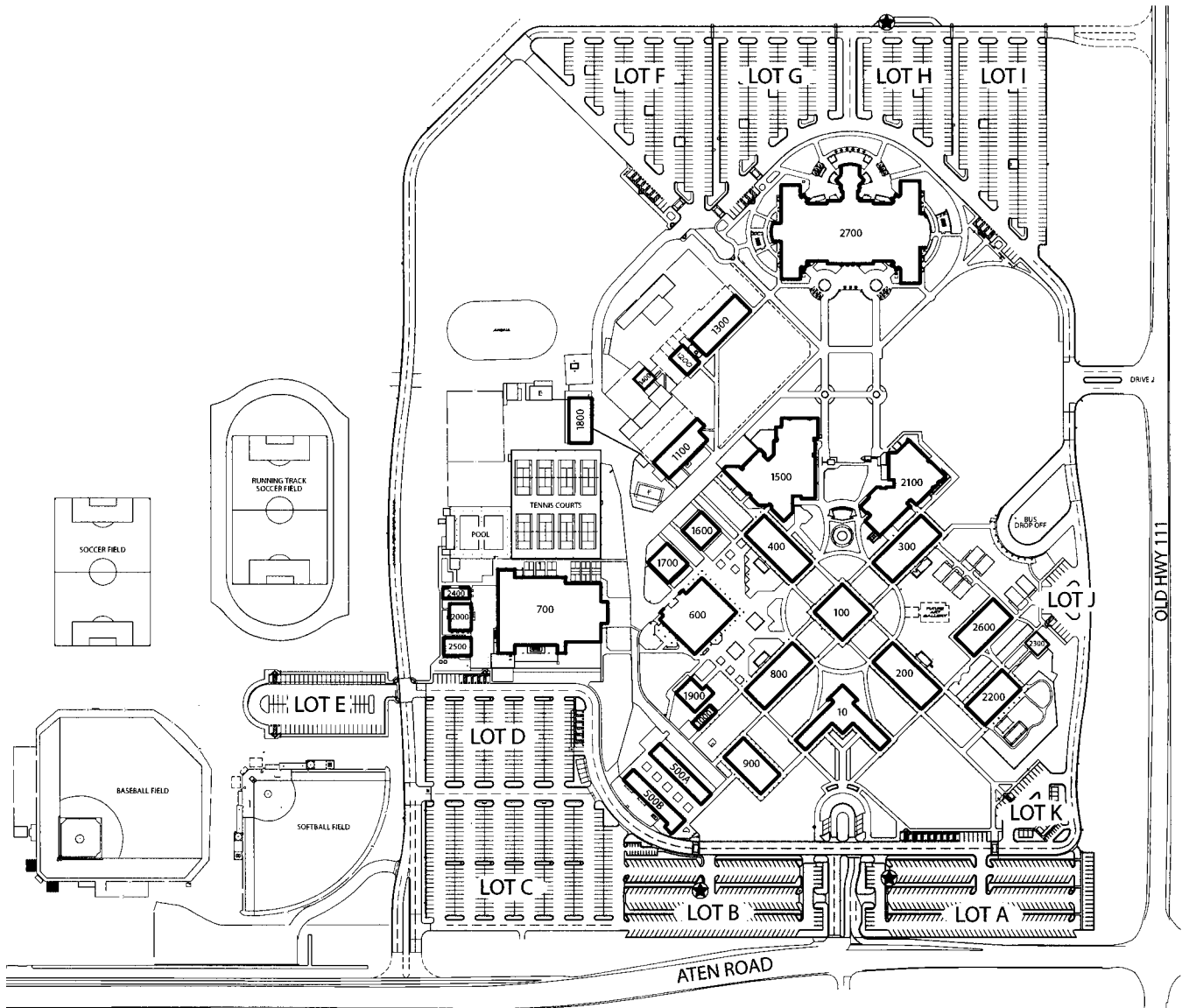
*Gina Madrid*

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# Imperial Valley College

## Campus Map & Directory



Parking Lots A & K will be closed from December 14th 2009 to January 6th 2010  
Parking Lot B will be closed from December 21st 2009 to January 6th 2010.

There will be no access to the college from Aten road from December 21st 2009 to January 6th 2010. Please use the North entrance off of Old Highway 111 for parking access during this construction/landscaping period.

## Mary Carter

---

**From:** Gina Madrid  
**Sent:** Friday, January 29, 2010 3:48 PM  
**To:** All Users  
**Cc:** John Lau; Mary Carter; Rick Webster; Miriam Trejo; Tim Nakamura  
**Subject:** Important Message from the Parking Control Office  
**Attachments:** IVC Map Spring 2010.pdf


**Importance:** High

Campus Community,

Please be advised that this evening, the Parking Control Office will temporarily close off the Preschool Parking Area (Lot J) due to the moving of the portable trailers. The parking lot will be closed from Monday, February 1, 2010 through Thursday, February 4<sup>th</sup>. The 15 minute and disabled parking spaces will be transfer to (Lot K) during this short period of time. Your cooperation and understanding during this time is greatly appreciated.

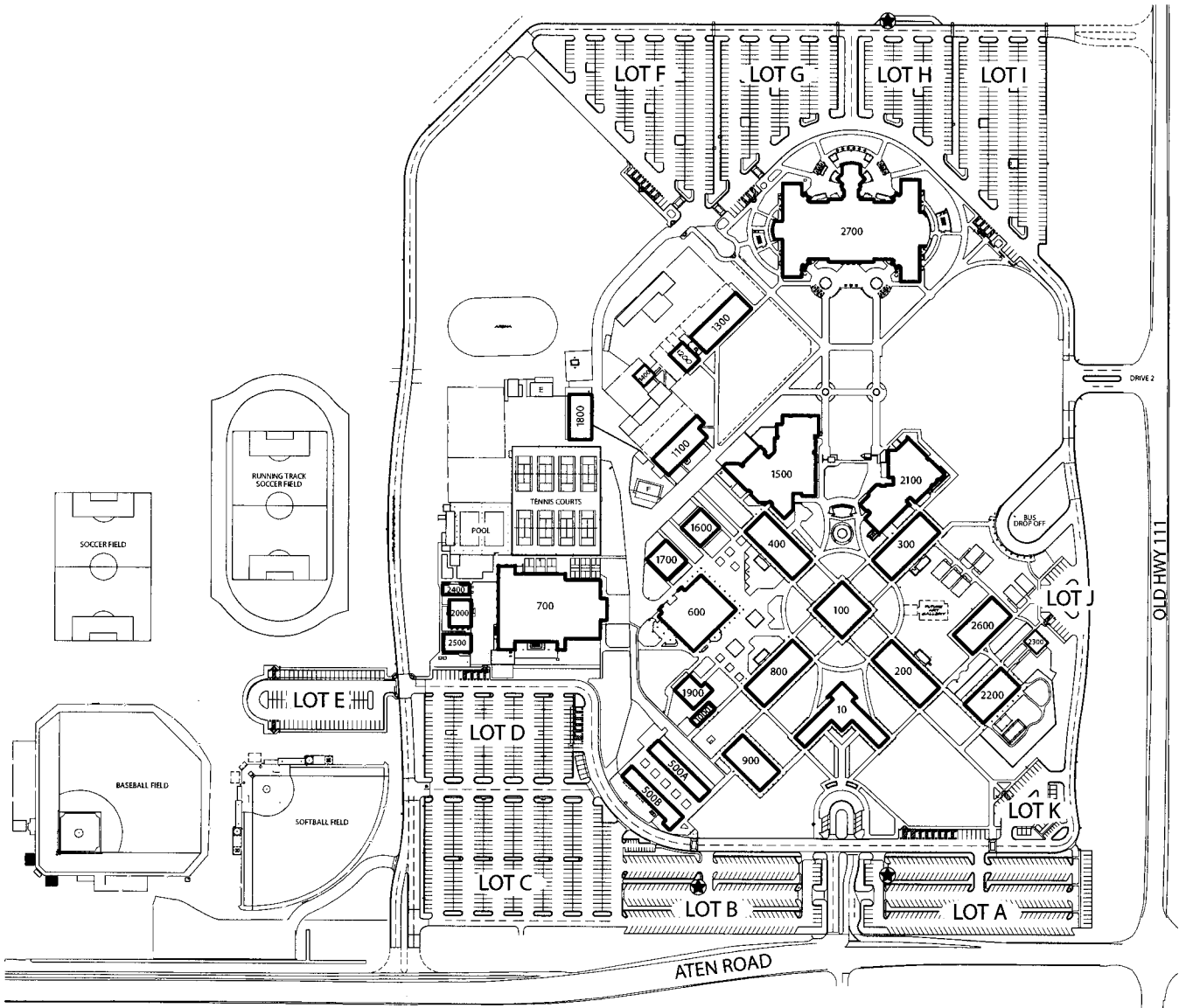
Should you have any questions, please contact the Parking Control Office at 760-355-6308. Thank you and have a wonderful weekend.

*Gina Madrid*


 Imperial Valley College  
Parking Control Office  
380 E. Aten Road  
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Imperial, CA 92251  
Phone: (760) 355-6306  
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Email: [gina.madrid@imperial.edu](mailto:gina.madrid@imperial.edu)

# Imperial Valley College

## Campus Map & Directory



### LEGEND

10 Administration	800 Business	1700 Workforce Development Cntr	2600 Reading/Writing/Language Lab
100 Counseling/Financial Aid	900 Meyer Business Building	1800 Maintenance/Warehouse	2700 Offices Sciences/English/Math
200 Social Sciences/English	1000 Student Affairs Office	1900 Bookstore	2800 Science Lab -Temporary Building
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- Doc. S3.24 Professional Development Plan Fiscal Costs
- Doc. S3.25 Sunshine Letter
- Doc. S3.26 CTA Calendar Options
- Doc. S3.27 Transfer / Reassignment Form
- Doc. S3.28 Science/Math/Engineering Division Minutes, \_\_\_\_\_
- Doc. S3.29 Parking Department Reports ? ?
- Doc. S3.30 AlertU Message from Superintendent/President
- Doc. S3.31 Board Minutes, 2/17/10
- Doc. S3.32 Communication with Calexico Extension Owner re Security
- Doc. S3.33 Superintendent/President Office Program Review
- Doc. S3.34 Original Data for 2700 Building ? ?
- Doc. S3.35 10-Year Build-Out Visioning Plan
- Doc. S3.36 IT Department Program Review
- Doc. S3.37 Sample Enlighten Report ?
- Doc. S3.38 Email: Reduce Courses but Maintain Core (i.e., Basic Skills, CTE, Transfer)
- Doc. S3.39 Postings of CCFS 311 Reports to Board

<http://www.imperial.edu/admin/Media/File Upload/44-Files/01-20-10%20Minutes.pdf>

- Doc. S3.40 Posting of Annual Budget

<http://www.imperial.edu/admin/Media/File Upload/56-Files/2009-10%20Final%20Budget%2010-6-09.pdf>

- Doc. S3.41 Budget and Fiscal Planning Minutes

<http://www.imperial.edu/admin/Media/File Upload/56-Files/PB%20agenda%20packet%2012-9-09.pdf>

- Doc. S3.42 Board Retreat Agenda, 2/6/10

<http://www.imperial.edu/admin/Media/File Upload/44-Files/02-06-10%20Board%20Retreat.pdf>

- ✓ Doc. S3.43 Audit

- Doc. S3.44 Student Portal <https://my.imperial.edu/>

- Doc. S3.45 Master Agreement Between IVC and IVC Foundation ? Vikki -

- Doc. S3.46 Cash Flow Projection

- Doc. S3.47 Debt Financing Report (TRANS) → Hard copy

- Doc. S3.48 Grant Matrix

- Doc. S3.49 IVC Foundation Audit

- Doc. S3.50 Citizens Bond Oversight Committee Minutes

- Doc. S3.51 Bond Account Audits

- Doc. S3.52 Board Minutes, \_\_\_\_\_

*Doc. R1.2  
Facilities  
Plan*

*Doc S4.2  
Budget Comm  
minutes*

*Doc TA.2  
10 year facilities  
plan*

**Standard IV Evidence**

- ✓ Doc. S4.1 Campus Briefs
- ✓ Doc. S4.2 Budget and Fiscal Planning Committee Minutes, OK
- Doc. S4.3 Board Minutes, \_\_\_\_\_