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)
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
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
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
P.O. Box 158
Imperial, CA 92251
Phone: (760) 355-6306
Fax: (760) 355-6309
Email: gina.madrid@imperial.edu
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. 😊

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**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
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

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

Here is the information on the rental towers.

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

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

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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

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

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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
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 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! 😊
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
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
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 14th 2009 to January 6th 2010. Parking Lot B will be closed from December 21, 2009 to January 6th 2010.

There will be no access to the college from Aten Road (south entrance) 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. 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

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
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.
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 4th. The 15 minute and disabled parking spaces will be transferred 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
P.O. Box 158
Imperial, CA 92251
Phone: (760) 355-6306
Fax: (760) 355-6309
Email: gina.madrid@imperial.edu
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,

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


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


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

Cash Flow Projection

Debt Financing Report (TRANS)

Grant Matrix

IVC Foundation Audit

Citizens Bond Oversight Committee Minutes

Bond Account Audits

Board Minutes, 

Standard IV Evidence

Doc. S4.1 Campus Briefs

Doc. S4.2 Budget and Fiscal Planning Committee Minutes

Doc. S4.3 Board Minutes