

**IMPERIAL VALLEY COLLEGE
ADMINISTRATIVE COUNCIL MEETING NOTES
BOARD ROOM**

October 27, 2009, 1:30 p.m.

MEMBERS PRESENT:

Dr. Ed Gould, Superintendent/President
Dr. Victor M. Jaime, VP of Student Services
Dr. Robin Ying, Dean of Technology
Jan Magno, Dean of Financial Aid
Travis Gregory, Associate Dean of Human Resources
Tina Aguirre, Interim VP/Associate Dean of Nursing
Sergio A. Lopez, Associate Dean of Student Affairs
Dr. Taylor Ruhl, Associate Dean of Learning Services
Ted Ceasar, Associate Dean/DSP&S
Gloria Carmona, Director of Admissions and Records
Gordon Bailey, Director of Technical Services
Jeff Cantwell, Director of Application Services
Rick Webster, Director of Maintenance & Operations
Becky Green, Director/CFCS
Dawn Chun, Interim Director of Research, Planning & Grants Administration
Bill Gay, Director of Community and Media Relations

ABSENT:

Kathy Berry, VP of Academic Services
John Lau, VP of Business Services
Carlos Fletes, Director of Fiscal Services
Efrain Silva, Dean of Extended Campus
Gonzalo Huerta, Dean of Applied Sciences
Todd Evangelist, Executive Director of IVC Foundation

RECORDER:

Adriana Sano

The Administrative Council meeting started at 1:30 p.m.

1. Announcements

- President Gould announced the Employee Town Hall Meeting is scheduled for November 5th, 2009 at 2:00 P.M.
- Associate Dean Lopez announced tickets are still available for the Marine Band Concert to take place on October 27, 2009 at 7:00 P.M.
- Dean Magno reported that the season's celebration is set for December 12, 2009, and she is asking all group to donate gift prizes for the season's celebration to be raffled off.

2. Review of Action Items

- **Emergency Plan** - Associate Dean Gregory was to create a tree to keep people informed and provide benchmarks as to what triggers communication; he indicated he is working on it.
- **Performance Management Tools** - Associate Dean Gregory to bring back a proposal to perform a climate survey. This action item was tabled for a later date.
- **Student Issues** - VP Jaime to follow-up on what the procedure are in verifying student's residency; this information has been provided.

3. Area Updates

- Associate Dean Aguirre reported that the County has received a partial supply of the H1N1 vaccine and would be meeting with the County tomorrow to follow-up on the status. She indicated the vaccine would be distributed to the highest at risk first. The County has asked IVC to participate in adopting a district and IVC would be adopting Imperial. The vaccine would be distributed to elementary and junior high schools first and then after Thanksgiving to high schools and colleges. She reported that the County did not receive all the vaccines that they had planned on.
- Associate Dean Aguirre announced she had received the RN pass rate for students that graduated in June 2009; 30 students out 40 took the exam and all 30 students were at a 96% pass rate except for one.
- VP Berry added that this increase was due to toughening up accountability, and getting industry partners not to hire graduates until after they passed their exam.
- Associate Dean Lopez reminded administrators that events need to be put on the Master Calendar to avoid conflicts.
- Director of Communications Gay passed out data on the fans that interact on the IVC 50th Anniversary Facebook web page and IVC web page. Director Gay stated as this media grows, in his opinion, he can see in the future a possibility of saving in advertising dollars for future promotions.
- Associate Dean Gregory announced he is working with Larry Valenzuela and putting together a technology needs assessment survey; Larry Valenzuela would be contacting each department to find out what each department's needs are.
- Associate Dean Aguirre brought up the discussion on whether to include the step increases in the 2010-11 Program Review; she indicated that most divisions had already entered them.
- President Gould indicated that this should be an automatic calculation and divisions should not have to input these calculations. He asked administrators to enter status quo from 2009-10 in Program Review.

Action: President Gould to ask John Lau and Omar Ramos about revisions to program review to take out all step increase columns.

Reorganization - Progress Report from VPs and HR

- VP Berry reported that she met with Division Chairs and gave them a draft of the reorganization charts, discussed moving to a five dean structure and eliminating

most coordinator positions except for those required by law. She indicated Division Chairs were very receptive and thought it was a good idea.

- VP Berry reported there would be a C&I meeting on Thursday, October 29th to discuss the reorganization.
- President Gould talked about the classified staff rumors that are going around campus. He indicated that the District would not know what our staff needs would be until after the dean structure is completed. He stressed that the District is not eliminating any clerical positions across the board, but attempting to equalize workload across the board.
- Associate Dean Gregory announced that Dixie Krimm had requested a voluntarily lateral transfer to the Curriculum Specialist position in Academic Services, and Marcia Reyes asked to transfer to the Business Office.

5. 2700 Building Move and Update of Secondary Effects of Move

- Director Rick Webster reported that boxes are being distributed to those that are moving. The furniture would arrive the first week of December, and installed the first two weeks of December. The week of December 14th is the scheduled move date.
- Director Webster indicated that secondary effects to the move would result in a large amount of surplus furniture.
- President Gould stated other related effects include the following.
 - The remodeling of the 400 building;
 - Trailer Cluster which would include Admission, and Financial Aid one-stop shop.
 - Parking issues need to be resolved.
 - Building 10 would be changed to President's Administration offices.
 - Academic Services would move to the English Division which also needs to be remodeled.
 - Looking at combining all the labs together, this may take place first because the trailers in the east side will be moved in January.
 - The cost due to the effects of the 2700 Building would come out of Measure L Bond money.
 - No dates have been set for any other moves other than the 2700 Buildings.

Action: VP Berry, Director Webster and Dr. Gould to meet to talk about excess furniture. Director Webster to bring in company to inventory surplus and take to the Board.

4. Status of Extended Campus - Dr. Gould

- President Gould stated it was a business decision to close the El Centro Extended Campus and SBDC. He indicated that notice to the El Centro Extended Campus had been given, and a letter had gone out to SBDC.
- Reported the Calexico Campus would remain open until the end of the academic school year, after that the lease would be severed and the District would be looking into moving classes to high school locations.

- Announced that once these extended campuses are closed, there still would be class offerings in these areas (i.e., Calexico and El Centro).
- Custodian from off campus would be brought on campus; He indicated Director Webster is short staffed and would need three custodians for the 2700 Buildings.
- Reported that the El Centro Unified School District is talking about dropping the Adult Education Program.
- Associate Dean Ceasar reported that part of the agreement with ICOE was that the District would have access to ICOE facilities throughout the county for free.

Action: Follow-up Agreement with ICOE to have access to ICOE facilities throughout the county. VP Berry to follow-up with Efrain Silva/John Lau.

7. Budget Update - Dr. Gould

President Gould gave the following budget update:

- The State budget is only valid through December, and there would be mid-year cuts. He stated this year's budget minus ARRA monies is what the District would have for next year.
- Stated the Budget and Fiscal Planning Committee made a decision to pass the budget with a \$2.5 million cut in reserves without making cuts, and asked administration to continue to look for cuts. He indicated the District would still be \$1.4 million out of balance next year even if the District were to remain status quo with step increases.
- Asked administrators to spread this information to the campus community so that everyone is aware of the budget crisis.

8. CIO Meeting Highlights – Kathy Berry

- VP Berry gave a PowerPoint presentation highlighting her CIO Meeting that she attended last week:
 - Chancellor Scott was present and spoke about the revised mission which would be going to the Board of Governors; he talked about the three areas affected: transfers, career technical and basic skills; cautioned community colleges to be careful with recreation classes; cautioned community colleges that graduation requirements need to mirror transfer requirements so that Districts are not keeping students longer than needed.
 - There was discussion on the ARRC Report and the new requirement CB21 Coding due March 1, 2010; she announced there would be three webinar trainings scheduled November 17-18, and December 3rd, and encouraged administrators to attend.
 - There was discussion about the basic skills outcomes. She indicated that basic skills money may taper off in the next few years.
 - Talked about what other colleges are doing to address the budget crisis: 1) reverse resource allocation; 2) increase workloads; 3) capped overloads; 4) increasing class sizes and fill rates; 5) cancelling Intersession, keeping summer; 6) reducing categorical services; 7) working on layoff list and; 8) using enrollment management tools.

- President Gould asked VP Berry what her recommendations were.
- VP Berry stated the next logical step would be to look at the FTES/FTEF efficiency ratio and what that efficiency level should be for the different level of classes that are offered. She stated transfer should have one efficiency level; career technical should have a second; and basic skills should have a third.
- Associate Dean Gregory asked about data driven course reductions.
- VP Berry explained when data driven course reduction is being looked at data should be examined carefully, the implications of the reduction should be evaluated, and what the course means to the community. She stated that programs that overtime are dying off are the programs that should be eliminated.
- President Gould asked what the impact would be if Physical Education would be eliminated.
- VP Berry stated that this topic is a really hot topic in Sacramento.

Action: President Gould asked VP Berry to make this presentation to Academic Senate and come back with a recommendation to address this issue.

9. Grant Update

- President Gould announced IVC has been awarded six grants.
- Director Chun reported that she is working on a Clean Energy Grant which would match over \$100,000 from WIB. She reported she is working on a Power Sector Grant for \$2.5 million for five years; this application is due at the end of November.
- The Title V Language Institute Grant is due in May or June next year. The current Title V Grant is due to expire next year. She stated a team would be formed to start discussions. The Intense Language Institute would be offered for the next five years.

10. Salaries to be transferred from General Fund to Grants

- President Gould talked about moving the Construction Program which was scheduled for elimination to the new Green Construction Grant. This would be a savings of salary to the general fund.
- The District is looking at how salaries can be offset with grant money from the general fund.
- Director Chun would be creating a form to be used when a position is to be transferred from the general fund to grants.

11. Adjournment at 4:04 p.m.

Next Meeting: Tuesday, November 10, 2009 at 1:30 p.m.