

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

February 23, 2010, 1:30 p.m.

MEMBERS PRESENT:

Dr. Ed Gould, Superintendent/President [2:00 p.m.]
Kathy Berry, VP of Academic Services
Dr. Victor M. Jaime, VP of Student Services
Jan Magno, Dean of Financial Aid
Efrain Silva, Dean of Extended Campus
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
Carlos Fletes, Director of Fiscal Services
Gloria Carmona, Director of Admissions and Records
Gordon Bailey, Director of Technical Services
Jeff Cantwell, Director of Application Services
Bill Gay, Director of Community and Media Relations [2:20 p.m.]
Todd Evangelist, Executive Director of IVC Foundation

ABSENT:

John Lau, VP of Business Services
Dr. Robin Ying, Dean of Technology
Dawn Chun, Interim Director of Research, Planning & Grants Administration
Becky Green, Director/CFCS
Rick Webster, Director of Maintenance & Operations
Ted Ceasar, Associate Dean/DSP&S

RECORDER:

Adriana Sano

The Administrative Council meeting started at 1:40 p.m.

Vice President of Student Services Victor Jaime conducted the meeting.

1. Announcements

- There were no new announcements.

2. Review of Action Items

- There were no action items to review.

3. Area Updates

- Associate Dean Gregory reported he is working on Standard III of the Accreditation Report. He reported that negotiations with CSEA had begun, but there is still no word from CSEA. He announced Martha P. Garcia would be sending out an evaluation report by the end of the week, and the deadline to turn in the completed forms is April 1st. He noted that classified employees are evaluated every two years.
- Associate Dean Aguirre reported that nursing and EMS have begun discussions with Helina Hoyt regarding multidisciplinary and multi skill-level simulations with two levels of nursing students and paramedic students. She stated SDSU has purchased a ventilator and a pyxis machine for the simulation lab and is consulting with the simulation coordinator on the next steps to maintain IVC as the simulation center for the county. She announced that SDSU is looking into holding a countywide conference on May 8th in the new IVC lecture hall auditorium. She announced that Rick Goldsberry spent two weeks volunteering in Haiti, and stated for someone who has worked as a paramedic and an ER nurse, he was deeply moved by the experienced.
- VP Berry stated that she has asked Rick Goldberg to do a presentation to the campus community in the spring on Haiti.
- Director Fletes reported that he received an email from CCLC Scott Lay saying that there would be further deferrals on the State Budget. He stated the District is waiting for the first principal apportionment. He announced the Budget and Fiscal Planning Committee meets tomorrow February 23rd to discuss the budget calendar.
- Director Chun announced she would be going out to Grossmont/Cuyamaca District for a Grant Management and Auxiliary Organization meeting.
- Dean Magno asked who was in charge of the 2010 student survey which is done every two years. She indicated that this needs to be included in Standard IV of the Midterm Report.
- VP Jaime stated that the student, faculty, and staff surveys would be housed with Dawn Chun, Director of Research Planning and Grant Administration and administration would provide input and direction on the surveys. He indicated each department's VP would be responsible for updates in their area. He stated that the faculty and staff survey would be conducted again this year.
- Dean Ruhl reported that as a result of the reorganization that is taking place he is finding there is better use of human resources and is now able to have departments work together to fill the needs of the division instead of just a department.
- Dean Silva reported that VP Berry, Directors Bailey and Caldwell and he met with Cisco to discuss implementing a Cisco Network Academy at IVC and a follow-up conference call is scheduled for next Tuesday, March 2nd.
- Dean Magno reported her department has finished their high school outreach curriculum. She stated financial aid applications have doubled since last year and is attempting to reorganize financial aid to try to do more applications with less time and less staff. She reported that she has received \$70,000 in extra CalWorks funds for student workers. She asked administrators to make their request as soon as possible. She stated the

- money will be for students who are running out of money, students that have run out of hours, students that have been terminated, and new students.
- Director Carmona reported that enrollment and census is up for spring semester, enrollment is at 3,030 FTES compared to last year 2,925 FTES. She indicated student headcount is at 8,633 compared to last year which was 8,238. She stated admissions is processing more adds and drops and have been assisting students and instructors.
 - Associate Dean Lopez noted one of the issues encountered this week was lack of signage throughout campus, and stated he was able to put temporary signs up in the 2700 building.

Action: Signage throughout campus needs to be addressed. Follow-up from John Lau

- Associate Dean Lopez announced that due to lack of student workers the schedule for Student ID Cards has been changed. He announced that graduation commencement deadline is March 1st for students to petition for June graduation.
- There was discussion about ways to communicate this deadline to students and VP Jaime suggested that a message be put on the student portal and on the student marquees.
- Dean Magno stated she could send out an email to students through the financial aid database.
- Associate Dean Lopez reported that this year there is no money for diploma covers. He stated in the past the students were charged \$10.00, but found out that this was not legal. He indicated he is still looking for funds to cover the cost of the graduation covers that runs around \$5.50 each.
- Foundation Director Evangelist suggested that the Foundation could figure out a way to help out, he indicated the Foundation is always looking for ways to promote.
- Foundation Director Evangelist reported that the fundraising database software has been purchased and training is scheduled for March 1st and 2nd. He announced the program would be used to track donors and donor donations. He indicated that the alumni association would be entered into the database, and the Foundation would be able to provide ongoing database support to the campus community.

Action: Ways to communicate deadlines to students. Communication Director Gay asked Director Carmona to meet to discuss some other ways to get the message out to the students.

4. Accreditation Midterm Report – Kathy Berry

- VP Berry reported she continues to work on the accreditation Midterm Report. She announced that the first draft of the report is 90% complete. She stated that she was concerned the District was still on warning status on shared governance since the District had been working on structuring shared governance and the District had accomplished what had been asked by the ACCJC. She indicated that over the weekend she reviewed some of the

committee websites and found that although we have come a long way and our website has improved since 2007, we still have work to do to make the website uniform and organized.

- VP Berry passed around an excel spreadsheet that was created by the Recording Secretary for College Council, which outlines the topics, which College Council had discussed and taken action on throughout the year. She indicated this was very useful when doing research of when a certain topic was discussed or approved. She stated she hopes that this can be done for all committees on a yearly basis and posted on the website.

5. Foundation Welcome Back Event – Todd Evangelist

- Foundation Director Evangelist announced the Spring Semester Welcome Back Event would take place on February 25th from 10:00 am to 11:00 am, and stated there would be a couple of speakers and a soft tour of the 2700 Building would take place.

6. Book Assistance Scholarships (formerly Book Loans) – Todd Evangelist

- Foundation Director Evangelist explained that he has put together the funds that made up various book loan accounts, which total about \$68,000.00. He explained that instead of book loans the Foundation would be giving book scholarships and the book scholarships would be paid out of the interest drawn which is about 17%.
- Dean Magno informed Director Evangelist that there were a number of accounts which were in a trust that were converted into book loans such as EOPS Care, DSP&S which would need to go back to the program since those funds were designated to and stated she would provide a list to the Foundation.

7. Manage Stress for Success – Travis Gregory

- Associate Dean Gregory announced the first on-campus EAP (Employee Assistance Plan) program titled *Manage Stress for Success* will take place on Thursday February 25th from 9:30 am to 11:00 am.

8. President's items:

➤ Bond Update

- Caldwell Flores and Winters gave a presentation to the Board of Trustees at the Board Retreat on February 6th, they presented the results of the second bond survey:
 - Survey results were very positive.
 - Met with community leaders and they agreed that the District should go out for an extension of the current bond, but felt the District needs to communicate more with the public and go out for a bond in November.
 - Would be making a recommendation to the Board of Trustee at the next Board Meeting, and stated he is inclined to recommend to the Board to go out for a bond in November contrary to what the Caldwell Flores and Winters have recommended.

- Tina Aguirre commented that talking points should include data, which would inform the public of what is happening at the college.
- President Gould reported that the Board would make their decision at the March 8th Board Meeting. He stated August 28th is the next deadline for the November election.

➤ **Campus Reorganization**

- President Gould reported that the reorganization would be effective as of July 1st:
 - VP Berry has completed job descriptions for her division chairs. He indicated the six-dean structure would be reevaluated in a year.
 - VP Jaime is working on his reorganization and would be going to College Council and Academic Senate for approval.
 - CART Committee would be looking at what the District needs to accomplish throughout the year and would be creating a calendar of processes.
 - Stated that the proposals so far are cost neutral, except for student services. He stated all three of the proposals on the instruction side are cost neutral.

➤ **Assembly Member Perez Bill Proposal**

- Announced he received an email from Assembly Member Perez who would like to discuss a bill proposal requiring community colleges to implement a degree audit system, the degree audit system would identify students who are eligible for associate degrees based on their work completion. He stated students would be notified and possibly awarded degrees automatically.
- Dean Magno stated that she is very much opposed to giving automatic degrees, and indicated that degree works is a great tool in identifying and notifying students of their degrees, but does not agree with forcing community colleges to confer degrees automatically to students without their consent or participation in the application process. She stated there are issues with financial aid if you automatically confer a degree after you complete your major, and attempt to go out for a second degree. She stated given the limitations of the Degree Audit program the District would still need to have students apply for degrees.
- President Gould stated that Degree Works sounds like a great program but that this bill is not yet practical. He stated he would respond to Assembly Member Perez.

11. Adjournment at 3:15 p.m.

Next Meeting: Tuesday, March 9, 2010 at 1:30 p.m.