

3. Merging the “Environmental Health & Safety Committee,” into the “Facilities & Environmental Improvement Committee -Travis Gregory

- Associate Dean Gregory explained that after going over the organizational charts, these two committees were to be merged. He stated it made sense to merge these two committees into one super committee.
- Vice Chair Waddell stated she reviewed the Standing Rules for both committees, and they are both huge committee which are not similar at all, one has to do with building processes and the other with employees and they both have different goals. She indicated that her recommendation is not to merge the two committees since they are two huge committees and their goals are very different.
- President Gould stated that he supported Vice Chair Waddell's recommendation and does agree that these two committees are very different.
- Chair Heumann explained if these two committees are not merged then the shared governance organizational flow chart would need to be revised.
- Interim VP Aguirre stated the current Educational Master Plan is a recommendation to the 2009-10 shared governance planning process.

4. Technology Plan – Tina Aguirre

- Interim VP Aguirre stated the Technology Plan was attached for review and discussion. She explained that the Technology Plan was derived from the 2008-09 program review, as well as last year's Technology Plan, the information was then consolidated and the recommendations came from there.
- Chair Heumann explained that the goal is to tie the technology needs to the Education Mater Plan, and articulate exactly what the District needs to do to accomplish these goals.
- Chair Heumann noted that the Technology Plan would be accepted as a viable plan and tabled for action at the next College Council Meeting.

5. Marketing Plan - Bill Gay

- Director of Communication Gay handed out a draft Marketing Plan for review and discussion. He explained that the draft Marketing Plan basically ties goals to the Education Master Plan, specifically goals one, two, three and six. He stated the plan also ties into the Strategic Plan goal five which discusses the use of electronic technologies.
- Announced he would be broadcasting the first meeting of the Marketing Committee to all users.
- President Gould noted that as the District faces the pressure of meeting the accreditation requirement, he asked that these committees take the time and do these plans right. He indicated all these processes should go through the appropriate shared governance structure.
- Chair Heumann noted that the draft Marketing Plan would be accepted as a viable plan by College Council. The draft Marketing Plan would go back to the Marketing Planning Committee for approval, and then back through the shared governance process.

From: [Jessica Waddell](#)
To: [All Users](#)
Subject: Facilities & Environmental Improvements Committee Agenda
Date: Saturday, March 13, 2010 7:18:40 PM
Attachments: [FEIC Agenda 3-15.pdf](#)

The Facilities & Environmental Improvements Committee will be having the first meeting on March 15, 2010 at 3:00 pm in the Board room. The agenda is attached and also available on the website at <http://www.imperial.edu/index.php?pid=5362>. Please let me know if you have questions. Thank you.

Jessica Waddell

IMPERIAL VALLEY COLLEGE
Facilities & Environmental Improvements Committee
Minutes
March 15, 2010

Committee Members Present:

Jessica Waddell, Chair
Gordon Bailey, Vice-Chair
Rick Castrapel, Faculty Representative
John Lau, Administrative Representative
Sergio Lopez, Administrative Representative
Jan Magno, Administrative Representative
Mike Nicholas, Classified Representative
Steven Sciaky, ASG Student Representative
Dr. Ed Gould, Ex-Officio

Committee Members Absent:

Jeff Cantwell, CMCA Representative
Lisa Cross, Classified Representative
Jane Higginson, Faculty Representative
Susan Moss, Faculty Representative

Consultants Present:

Rick Webster

Visitors:

Jimmy Sanders

Recorder:

Jessica Waddell

Call To Order:

Jessica Waddell, Chair, called the Facilities & Environmental Improvements Committee meeting to order at 3:10 pm.

Action Items:

M/S/C Sergio Lopez/Rick Castrapel

1. Voting of Chair – Jessica Waddell and Vice Chair – Gordon Bailey

Jessica Waddell was unanimously voted for Chair. Gordon Bailey was unanimously voted for Vice-Chair.

Motion Carried.

Information Items:

Signage Plan – Presentation by Jimmy Sanders

1. **LED Signs:** 2 signs will be purchased.

- 1.1 **Location:** Five locations were discussed. Committee reviewed all locations after meeting and made recommendations to be voted on and submitted to College Council. The five locations discussed were:

- Current main entrance – along Aten Road
- Current north entrance – along old Highway 111
- Future north entrance – along old Highway 111
- Future south-west entrance – along Aten Road

The two locations chose to be voted on were:

- Current main entrance – along Aten Road
- Current north entrance (in open area) – along old Highway 111

An electronic vote will be sent out to vote on chosen entrances.

1.2 Size: The signs will be approximately 4'x12'

1.3 Purpose: Signs will be used to display brief college information and upcoming events.

2. **Monument Entrance Signs**: 2 cement-based signs will be purchased.

2.1 Location: Two locations discussed:

- Current main entrance – in current median
- Current north entrance – in current median

2.2 Size: The signs will be approximately 13' tall with IVC logo.

2.3 Purpose: Signs will be used to establish main entrances to college.

3. **Pedestrian Signs**: 6 pedestrian signs will be purchased.

3.1 Location: 6 locations discussed:

- Current main entrance
- Current north entrance
- Future north entrance
- Future south-west entrance
- North side of 2700 building
- In front of College Center

3.2 Size: The signs will be approximately 6'x4'x3'.

3.3 Purpose: Signs will be used to give information to people visiting campus.

- Parking Lots
- Buildings (Numbers only)
- Perimeter Roads

3.4 Other: More research is going to be done and brought back for review on what material the signs should be made from. There were 4 materials discussed.

- Imprinted Steel
- Painted Steel
- UV
- Paper/Plastic

4. **Vehicular Signs**: Number of signs to be discussed at future meeting.

4.1 Location: located at each entrance after entering campus.

4.2 Purpose: The signs will be simple and direct and used to direct visitors to the campus to 3 major points on campus:

- Information Booths
- Visitors Parking (Free 30 minute parking)
- Drop off area

5. **Parking Lot Designation Signs:** Number of signs to be discussed at future meeting.

5.1 Location: each parking lot will have a sign with designated parking lot letter.

5.2 Purpose: To designate each parking lot.

5.3 Other: The future parking lots have been included in plan to prevent changes and confusion in the future.

6. **Emergency phones in parking lots:** Number of phones to be discussed at future meeting.

6.1 Location: location to be discussed at future meeting

6.2 Purpose: phones used for security purposes. Calls will be sent directly to sheriff's office and copied to local security.

Next Meeting:

The next Facilities & Environmental Improvements Committee meeting will be held on Monday, April 19, 2010 at 3:00 pm in the Board Room.

Adjournment:

The meeting was adjourned at 4:09 pm