



IMPERIAL VALLEY COLLEGE COUNCIL

MINUTES

MONDAY, JULY 23, 2007

College Council Chair, John Abarca, called the meeting to order at 2:35 P.M.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative
Patti Biley, Faculty Representative [2:37 p.m.]

John Abarca, Classified Representative (Chair)
Carol C. Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Dawn Chun, Alternate CMC Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative

Victor Jaime, Acting Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Vacant, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Francisco Mariscal, Alternate Student Representative

Others present were:

Marilyn Boyle; Ted Ceasar; Jan Magno; Beth Smith; John Lau; Frances Beope

CHANGES TO MEMBERSHIP

Chair Abarca announced the addition of the following new student representatives:

Ingrid Soto, Student Representative

Francisco Mariscal, Alternate Student Representative

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

M/S/C Sergio Lopez/Michael Heumann to approve the minutes dated June 25, 2007.
Motion carried.

AREA REPORTS/UPDATES

INSTRUCTION/ACADEMIC SERVICES

Vice President for Academic Services Kathy Berry reported the following:

- Finals are taking place this week.
- Final grades are due on August 2nd.
- Summer enrollment increased this year.

ACCREDITATION UPDATE

Vice President for Academic Services Kathy Berry reported the following:

- Area leads are working on updating Accreditation Standards and stated an update is needed for the technology area.
- The Accreditation visit will consist of the same team as was scheduled to attend in the spring.

BUSINESS SERVICES

Vice President for Business Services John Lau reported the following:

- The fiscal year closing process is taking place.
- A revised budget will go to the Board in September.
- He has an open door policy for anyone wishing to discuss finances with him.
- The Board approved the 5-year construction plan and it will be updated as planning continues throughout the year.
- The science building will go out to bid towards the end of August.
- Emergency repairs will be done to Feeder One and it appears the remaining three feeders will need to be replaced before the end of the year. He stated he hoped to have those repairs done during the winter break.

Dr. Biley asked when the 500 and 800 buildings would be renovated. VP Lau stated it could be a few years before those buildings were worked on.

Dawn Chun stated the District has been paying a consultant to design our proposed buildings and the consultant should be designing the new ones so the college does not wait until the last minute to start from scratch. VP Lau stated the consultant's scope will be revised and it may not include the design of the buildings.

Chair Abarca asked the retention period for the consultant. VP Lau stated the consultant firm was a benefit to the college and the scope would be reduced.

STUDENT SERVICES

Vice President for Student Services Dr. Victor Jaime reported the following:

- Student Services has moved into registration and the trend is showing our FTEs are increasing for the fall.
- Financial Aid is assisting with student enrollments.
- He stated an attachment with June's activities was included for review.

ACCESO

Project Director/ACCESO Dawn Chun reported the following:

- The recording studio will be set up with the necessary equipment and material to setup and enable instructors to record lectures for Etudes.
- ACCESO is preparing for the 15 instructors attending the 2007 Technology Camp on August 14-16, 2007. The facilitators for the camp will be Andres Martinez, MaryJo Wainwright and Allen Leon.

TITLE V COOPERATIVE GRANT

Tabled due to Dr. Lianna Zhao's absence.

LEARNING SERVICES

Tabled due to Dean of Technology/Learning Services Dr. Robin Ying's absence.

ASSOCIATED STUDENT GOVERNMENT

ASG President David Lopez stated there was no report at this time.

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Administrative Council, 6/12/07
2. Curriculum and Instruction Committee, 5/17/07, 5/31/07
3. Planning and Budget Committee, 6/8/07, 6/14/07

DISCUSSION AND INFORMATION ITEMS

1. College Wide Ethics Statement – Jan Magno

Dean Magno stated she chaired the Policies and Procedures meeting in which the Institutional Code of Ethics was reviewed. She stated AP 3050 is designated as the Institutional Code of Ethics and this statement is a campus wide statement with the purpose of going through the shared governance process.

She stated the Community College League of California (CCLC) has recommended the college to adopt an Institutional Code of Ethics. She stated the statement is a requirement of an Accreditation standard.

Dean Magno passed out a draft copy which included the faculty code of ethics and stated the following seemed appropriate for the campus community:

The Proposed Institutional Code of Ethics would read:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- Use effective teaching practices and teach our students with rigor and compassion
- Maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues.

Dean Magno stated the statement should be a professional statement that the campus community aspires to. She also stated the last two bullets could pertain to staff working with students.

Chair Abarca stated he agreed with the proposed statement.

Ted Ceasar stated the College Council had already adopted a campus wide code of ethics.

Dr. Biley suggested the last two sentences start with, "as appropriate,...".

Dean Magno stated she would like the College Council to act on this item at their next meeting.

Discussion ensued and it was discussed and agreed that the adopted campus wide code of ethics previously adopted by College Council be emailed to the members by the recording secretary.

ACTION ITEMS

1. Finalized emergency vote - Increase in parking citation fines – Sergio Lopez

Motion by Sergio Lopez, second by David Lopez to finalize the emergency vote conducted via email on July 10th, 2007.

Dr. Biley stated her concern to the increase was due to students coming from impoverished backgrounds.

Vote was taken and it passed with one No Vote (Dr. Biley).

Email Vote

The regularly scheduled College Council meeting of July 9, 2007, was canceled and therefore an emergency email vote needed to take place in order that the Parking Control Department

meet the July Board meeting agenda deadline and include the recommendation from the College Council.

A motion was made by Sergio Lopez, second by David Lopez to approve the increase of fines to \$20.00 for the initial citation and \$40.00 after 21 calendar days effective fall 2007.

Membership: 16 voting members, 1 vacant position, 2 Ex Officios

Vote on July 10, 2007 via email: 13 Yes, 1 No, 2 did not vote, the 2 Ex Officios were not included in the vote, 1 vacant position

The motion was approved.

Chair Abarca asked how Council felt about conducting an e-vote.

Michael Heumann stated an e-vote was appropriate under extenuating circumstances.

VP Kathy Berry stated an e-vote should be a true emergency and have a finalized vote at the next meeting.

Chair Abarca stated he would look into changing the bylaws to allow for future e-voting.

2. Request for Waiver on Naming of Building Procedure (Hector L. Lopez Student Services Center and Raul Aragon Soccer Field) – Dr. Victor Jaime

A motion was made by Sergio Lopez, second by Michael Heumann to approve the request for waiver on naming of building procedure for the Hector L. Lopez Student Services Center and the Raul Aragon Soccer Field.

Dr. Victor Jaime stated this request has gone to and received the recommendation of the Campus Operations Committee. He stated he is requesting waiver to AP6620 2.c. which states:

“There shall be a period of one year from the time a proposal is submitted for a final decision is made.”

Dr. Jaime stated the reason for the waiver is due to Raul Aragon's health. He stated the unveiling of the names would be done in a small ceremony for both honorees in late October or early November.

The motion was approved unanimously.

ADJOURNMENT

Chair Abarca announced the next meeting agenda items would include:

- Discussion – Update on the IVC Website. He stated there were concerns on incompatibility.
- Discussion – Clarification on faculty supervising classified and classified supervising other classified staff.
- Action – Adoption of Institutional Code of Ethics

Dr. Jaime stated he understands faculty do evaluations of classified as division chairs supervise classified staff. Dr. Jaime suggested a meeting be set with Human Resources to discuss. Chair Abarca stated College Council will only discuss this item.

M/S/C Sergio Lopez/Dr. Patti Biley to adjourn the meeting at 3:21 p.m.

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2007		2008	
July 9 & 23	October 8 & 22	January 14 & 28	April 14 & 28
August 13 & 27	November 26	February 11* & 25	May 12
September 10 & 24	December 10	March 10	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members