



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 27, 2010 – 2:30 P.M.
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Taylor Ruhl, Administrative Representative
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Kevin White, Faculty Representative
Jessica Waddell, CMCA Representative (Vice Chair)

Joe Trejo, Student Representative
Daniel Bermudez, Student Representative
Jesus Gallegos, Student Representative

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Alfredo Cuellar, Administrator Representative
Jan Magno, Alternate Administrative Representative
Michael Heumann, Faculty Representative (Chair)
Martha Garcia, Faculty Representative
Martha P. Garcia, Alternate CMCA Representative
Laura Hartsock, Classified Representative
Miriam Trejo, Classified Representative
Michael Boyle, Classified Representative
Marilyn Boyle, Alternate Classified Representative
Dr. Ed Gould, Ex Officio

Others Present:

Kathy Berry, John Lau, Dawn Chun, Lianna Zhao, Victor Jaime, Travis Gregory, Tim Nakamora, and Rosanna Lugo

MEMBERSHIP CHANGES

There were no membership changes. The following correction was made: Student Representative's name was changed from Daniel Ramirez to Daniel Bermudez.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 13, 2010

M/S/C Sergio Lopez/Kevin White to approve the Minutes of September 13, 2010.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Vice President for Academic Services Kathy Berry reported the following:

- Reported that the Educational Master Planning Committee met for the first time on Friday, September 24, 2010 to review the EMP timeline.
- Announced training is scheduled for the Annual Program Review on Friday, October 1, 2010 at 10:00 a.m. in the board room. She indicated this is the beginning process of the budget cycle for next year.

Budget Update

Vice President for Business Services John Lau reported the following:

- Reported that the Final Budget would be presented to the Board of Trustees at a Special Board Meeting on October 14, 2010. He stated that \$500,000 from the general fund would be used to balance the budget.

ASG President Update

Associate Student Government President reported the following:

- Health Fair would take place on October 5, 2010, from 10:00 until 1:00 p.m.
- IVC Idol would take place on October 6, 2010 at 2:00 p.m.
- Dean Lopez reported that the Blood Bank would be on campus in October.
- Reported that Hispanic Heritage Day was well attended and successful.

President Update

President Gould was not present at this meeting.

- Vice Chair Waddell announced on behalf of the President's Office, two Town Hall meetings for students is scheduled for Tuesday, September 28, 2010 in the College Center at 9:00 a.m. and 6:00 p.m.

COMMITTEE REPORTS

Academic Senate – Kevin White

- Reported a committee was created to look into establishing a Martin Luther King holiday and a Cesar Chavez holiday.
- Looking to renaming a scholarship to the Dennis Carnes Transfer Center Scholarship.
- Announced the Senate would like to advocate a fitness program for staff and students to coincide with the insurance wellness program.

Environmental Health & Safety Committee – Tim Nakamora

- Announced that an in-house campus safety program has been created and would commence October 1, 2010. He reported this would limit the use of Desert Security.

Facilities and Environmental Improvement Committee

- Vice Chair Waddell reported the next meeting is scheduled for October 18, 2010 at 3:00 p.m.

Marketing Committee – Bill Gay

- Reported school tours are scheduled every Friday.
- Reported the committee is working on the IVC Open House which will take place on October 30, 2010.

Technology Planning Committee – Dawn Chun

- Next meeting is scheduled for October 6, 2010.

DISCUSSION AND INFORMATION ITEMS

1. Funding Priority List - Michael Heumann

- This item was tabled to the next College Council meeting.

2. Standing Committee Membership Update - Michael Heumann

- Vice Chair Waddell stated that Chair Heumann sent out an email to each committee chair and secretary under College Council to request an update of their membership.

3. BP & AP 7320 Fragrance Sensitivity - Travis Gregory

- Associate Vice President Gregory stated the Safety Committee drafted the Fragrance Sensitivity Policy and stated this policy came about because of a recent issue which came up due to medical problems. He stated the administrative procedure requires the District to make accommodations. He stated this policy would provide the District with guidelines that the District can follow if another issue were to arise.

ACTION ITEMS

M/S/C Kevin White/Jesus Gallegos

1. Approval of the Standing Rules of the Professional Development Committee - Travis Gregory

“IMPERIAL VALLEY COLLEGE

Standing Rules of the Professional Development Committee

Access to the Professional Development Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Professional Development Committee (PDC) will set a time and place to meet. The Committee will meet at least every other month during the academic year. A schedule of the year's meetings will be provided on the PDC website.

AGENDA

1. The PDC will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the recording secretary of the PDC and distributed to the Committee members at least 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 4 members.
2. Constituent groups may designate up to three alternates who may serve during a Professional Development Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Professional Development Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The District's Chief Human Resources Officer shall chair and be a member of the PDC
2. The vice chair shall be elected for a two-year term by the PDC. In the absence of the Chair, the Vice Chair will conduct meetings of the Professional Development Committee.
3. Should an individual who is finishing his/her term be elected as Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established and approved the PDC to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Professional Development Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. The views and opinions of the Professional Development Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the Professional Development Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Professional Development Committee.

5. The Professional Development Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above. It is not within the purview of Professional Development Committee to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the PDC members.

PURPOSE

The mission of the Professional Development Committee (PDC) is to offer a comprehensive and systematic program of services and activities that will foster development of participants as educators and members of our academic community. The PDC will discuss campus-wide professional development needs, coordinate resources, compile a Professional Development Plan, and offer related recommendations to the College Council and Academic Senate. These recommendations should include: a plan and schedule of workshop / training sessions; a professional development budget; a link between the District's goals and the suggestions.

Goals: *The Professional Development Plan will provide activities and services, which enhance the professional development of participants in four specific areas:*

1. *As a Member of an Academic Community (Goal: to enhance the quality and effectiveness of participation in the educational community at all levels).*
2. *As an Educator (Goal: to enhance teaching skills and understanding of the educational process).*
3. *As a Discipline Expert (Goal: to enhance professional competency by providing opportunities for currency and growth in a particular field).*
4. *As an IVC employee (Goal: to encourage meaningful personal growth as it relates to professional development at the College).*

CHARGE

The Professional Development Committee will advocate for lifelong learning concepts, with the understanding that these types of programs not only lead to individual professional growth, but also promotes the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. Individual professional development goals, and institutional goals such as collegiality throughout the college and communication between departments, are best achieved by a program of diverse offerings. The committee members will solicit and contribute ways to improve the professional development plan. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's professional development efforts and on future plans.

STRUCTURE

1. *The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.*

2. *The permanent members of the Professional Development Committee are:*
 - **2 faculty members appointed by Academic Senate and 1 alternate*
 - **2 classified members appointed by CSEA and 1 alternate*
 - **2 administrators (the Chair is 1) appointed by the Administrative Council and 1 alternate*
 - **1 member of the CMCA appointed by CMCA and 1 alternate*
 - ***1 student at large appointed by ASG and 1 alternate*

**Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.*

Following a break of at least one year, members may be reappointed.

***Terms for student representatives shall be for one year.*

3. *The Professional Development Committee may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.”*

Motion carried.

M/S/C Sergio Lopez/Joe Trejo

- 1. Approval of Door Bloks for Campus Safety - Tim Nakamora**

Discussion:

Campus Safety Director Nakamora stated the Door Bloks were recommended by the Safety Committee as a safety mechanism and due to the recent bomb threat on campus. He stated this is a temporary fix to insure that the District stays in compliance with safety standards. He stated as the campus is renovated, all classrooms would be equipped with safety standards as in the 2700 Building.

Motion carried.

ADJOURNMENT

Vice Chair Waddell called to adjourn the meeting at 3:00 p.m.