



**IMPERIAL VALLEY COLLEGE**  
**STANDING COMMITTEE ASSIGNMENTS FOR 2012-2013**  
*Last Revised: October 2, 2012*

The Standing Committees of IVC, irrespective of their compositions, are formed to deal with designated subject matters that they are required to discuss and make recommendations through the Academic Senate and/or the College Council's recommendation to the Board of Trustees with the Superintendent/President's approval or support.

**IF ANY FACULTY MEMBER WISHES TO MAKE A REVISION TO THEIR COMMITTEE APPOINTMENT INDICATED ON THIS LIST PLEASE CONTACT ERIC LEHTONEN AT [eric.lehtonen@imperial.edu](mailto:eric.lehtonen@imperial.edu) or Ext. 6522. The faculty appointments to the committees are subject to the ratification by the Academic Senate.**

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**PLEASE SEE THE  
PARTICIPATORY GOVERNANCE PLANNING PROCESS  
FLOW CHART ON NEXT PAGE**

Chart from the IVC Educational Master Plan for 2012-2013



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**CONTINUOUS ACCREDITATION READINESS TEAM (CART)**

**STRATEGIC PLANNING COMMITTEE**

**ACADEMIC SENATE SUB COMMITTEES**

Admissions, Records, & Petitions Committee  
Basic Skills Committee  
Curriculum & Instruction Committee  
Distance Education Committee  
Equivalency Committee  
Faculty Orientation Committee  
Learning Support Services Committee  
Matriculation Committee (3/18/09 Academic Senate approved NOT to report to them)

**COLLEGE COUNCIL SUBCOMMITTEES**

Competitive Athletics Committee  
Customer Service Committee  
Environmental Health & Safety Committee  
Policy & Procedures Committee  
Student Affairs Committee  
Financial Aid, EOPS, Veterans Committee (3/9/09 College Council approved to remove under them but still on the 3/15/10 Midterm Report)

**EDUCATIONAL MASTER PLANNING SUBCOMMITTEES**

Budget & Planning Committee  
Facilities & Environmental Improvement Committee  
Marketing Committee  
Professional Development Committee  
Staffing Committee  
Student Learning Outcomes/Service Area Outcomes Committee  
Technology Planning Committee

**ACADEMIC SENATE (Elected Positions)**

*(Meeting time: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday at 1:30 P.M.)*

***Purpose***

It shall be the purpose of the Academic Senate to:

1. Represent the faculty of Imperial Valley College to ensure a formal and effective procedure for participating in the formation of policies and procedures on Academic and Professional matters.
2. Promote and preserve the integrity of the educational program.
3. Facilitate communication between the faculty, the Board of Trustees, and the administration.
4. Develop policies and procedures related to Academic and Professional matters and to promote their implementation.

5. Assist the members of the faculty of Imperial Valley College in exercising their voice on Academic and Professional matters.
6. Develop, communicate, and encourage ethical and professional conduct.
7. Advise the Board of Trustees and administration on Academic and Professional matters.
8. Represent Imperial Valley College to other faculties and to the Academic Senate of California Community Colleges.
9. Reach mutual agreement with the College President on matters relating to equivalency, hiring procedures, administrative retreat rights, and Academic and Professional matters pursuant to the provisions of the Education Code.

#### Senate Composition

- A. The Academic Senate shall consist of twenty-one (21) members.
- B. The Academic Senate shall be composed as follows:
  1. Academic Senate President, elected at large.
  2. Nine (9) senators, elected at large.
  3. Division senators, elected by the members of each respective division.  
For the purpose of this document, divisions include:
    - Science, Math & Engineering
    - Arts & Letters
    - Behavioral & Social Sciences
    - Health & Public Safety
    - Economic & Workforce Development
    - Learning Services & Technology
  4. Two Part-time Faculty Members, elected by the part-time faculty.
- C. Ex officio participants:
  1. Immediate Past President
  2. Chief Instructional Officer
  3. Student Representative

For the purpose of this document, ex officio participants are non-voting members of the Academic Senate.

#### **MEMBERSHIP**

- Eric Lehtonen, Senate President

#### **Arts, Letters, and Learning Services**

- Frank Rapp (Secretary)
- Deirdre Rowley
- Cathy Zazueta
- David Zielinski

#### **Economic and Workforce Development**

- Dave Drury
- Todd Hansink

- Frank Miranda

**Health and Sciences**

- Caroline Bennett
- Russell Lavery
- Rick Goldsberry
- Mary Jo Wainwright

**Student Services**

- Lorraine Mazeroll
- Norma Nunez

**Part Time Faculty**

- Mike Palacio, Jr.
- Vacancy

**At-Large Senators (nine)**

- Robert Baukholt
- Daniel Gilison (Vice-President)
- Michael Heumann
- Allyn Leon
- Mary Lofgren
- Barbara Nilson
- Christina Shaner
- Krista Byrd
- Ed Wells

**Ex-Officio**

- Kevin White (Past-President)
- Kathy Berry (Chief Instructional Officer)
- Lisa Tylenda

**ADMISSIONS, RECORDS, AND PETITIONS COMMITTEE**

*Academic Senate Sub Committee*

*(Meeting time on an as needed basis)*

***Purpose***

The function of the Admissions, Registration and Petitions Committee is to interpret and administer state regulations and college policies on admission, registration, graduation, and student records. Action will be taken on student petitions for exceptions to policies and procedures. The chairperson shall be the Chief Admissions and Records Officer with an indefinite number of faculty and classified personnel appointed by the President/Superintendent. Two student members shall be appointed by the Associated Student Government.

***Composition***

The chairperson shall be the Chief Admissions and Records Officer with an indefinite number of faculty and classified personnel appointed by the President/Superintendent. Two student members shall be appointed by the Associated Student Government.

***Members***

***Gloria Carmona, Chair***

***TBA, Recording Secretary***

**Faculty**

David Sheppard  
Dolores Diaz  
Fonda Miller  
Janeen Kalin  
Manfred Knaak  
Norma Nava  
Olga Artech  
Raquel Garcia  
Robin Staton  
Rosalba Jepson  
Alex Cozzani  
College Co

**Administrators**

Kathy Berry

**Classified**

Bertha Ortega  
David Poor

**CMCA**

Betty Kakiuchi

2 students-appointed by ASG

## **BASIC SKILLS COMMITTEE**

*Academic Senate Sub Committee*

*(Meeting time: 4<sup>th</sup> Wednesday of each month)*

### **Purpose**

The mission of the Basic Skills Committee for Imperial Valley College is to find ways to increase student success and retention rates in basic skills classes involving reading, writing, ESL, and math; to increase student skill levels in these areas so that students are better prepared for their academic and career goals; to provide training for IVC instructors so that they can better understand and teach basic skills students; and to generally support best practices to achieve these ends.

### **Function**

The function of the committee is to develop policies necessary to the implementation of the Basic Skills Initiative mandated by the State.

### **Composition**

Committee is composed of Basic Skills Coordinator, Faculty Representative from Math, Faculty Representative from reading, Faculty Representative from writing, Faculty Representative from ESL, Faculty Representative from Career Technical, Faculty Representative from a non-basic skills discipline, Representative from counseling, English Department Chair, Math Department Chair, VP of Academic Services, Instructional Support Assistant and any other faculty who wishes to participate.

### **Members**

Frank Rapp, Basic Skills Coordinator

Betsy Riehle, Faculty Representative for Math

David Zielinski, Faculty Representative for writing

Allen Leon, Faculty Representative for Math

Kseniya Gregory, ESL Department Chair

Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline

Michael Heumann, English Department Chair

Norma Nunez, Representative for Counseling

Nancy Lay, English/A&L

## **CURRICULUM COMMITTEE (Appointed)**

*Academic Senate Sub Committee*

*(Meeting time: 1<sup>st</sup> & 3<sup>rd</sup> Thursday at 3:05 P.M.)*

### **Purpose**

The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies.

In addition, graduation requirements, general education requirements, transfer requirements, articulation agreements and other matters relating to the curriculum may be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum Committee shall also serve in an advisory capacity to the Academic Senate and the Chief Executive Officer, as the Board of Trustees designee, on academic and professional matters on areas where mutual agreement must be reached before being submitted to the Board of Trustees. The eight areas that the Curriculum Committee shall provide policy recommendations procedures to the Academic Senate and the Chief Executive Officer are:

1. Educational Program development
2. Standards of policies regarding student preparation and success
3. College governance structures, as related to faculty roles
4. Faculty roles and development in accreditation processes
5. Policies for faculty professional development activities
6. Processes for program review
7. Processes for institutional planning and budget development
8. Other academic and professional matters as mutually agreed upon

In addition, community needs assessments, instructional methodologies, catalog and schedule development, and other matters relating to programs and instruction may also be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate and the Chief Executive Officer.

### **Composition**

The voting members shall be the Chief Instructional Officer (CIO); Academic Senate Representative (Chair); Department Chairpersons; World Languages and Speech Communication Coordinator; Mathematics/Engineering Coordinator; Distance Education Coordinator; Disabled Student Programs and Services Director; Counseling Representative; Articulation Officer; Assistant Librarian; and Associated Student Government Representative.

The consulting members shall be the Division Deans; Basic Skills Coordinator; Vice President for Student Services; Director of Admissions and Records; Matriculation Director; Child, Family and Consumer Sciences Director; Transfer Center Director; Non-Credit Coordinator; and SLO Coordinator.

### **Voting Members**

- Kathy Berry, Chief Instructional Officer
- Michael Heumann, Academic Senate Representative (Chair)
- Kevin White, Behavioral/Social Science Department Chair
- Tina Aguirre, Nursing and Allied Health Department Chair
- David Drury, Exercise Science/Wellness/Sport Department Chair
- Daniel Gilison, Science/Math and Engineering Department Chair
- Carol Hegarty, Humanities and World Languages Department Chair
- James Patterson, English Department Chair
- Leticia Pastrana, ESL Department Chair
- Jose Lopez, Industrial Technology Department Chair



- Craig Blek, Business Department Chair
- Jose Ruiz, World Languages and Speech Communication Coordinator
- Rick Castrapel, Mathematics/Engineering Coordinator
- David Zielinski, Distance Education Coordinator
- Veronica Soto, Articulation Officer
- Norma Nava, Disabled Student Programs and Services Director
- Norma Nunez, Counseling Representative
- Cathy Zazueta, Assistant Librarian
- Lisa Tylenda, Associated Student Government Representative

**Consultants**

- Tina Aguirre, Dean of Health and Sciences
- Ted Cesar, Dean of Counseling
- Taylor Ruhl, Dean of Arts, Letters and Learning Services
- Efrain Silva, Dean of Economic and Workforce Development/Non-Credit Coordinator
- Victor Jaime, President/Superintendent, Interim Vice President for Student Services
- Gloria Carmona, Director of Admissions and Records
- Veronica Soto, Transfer Center Director
- Norma Nunez, Matriculation Director
- Becky Green, Child, Family and Consumer Sciences Director
- Frank Rapp, Basic Skills Coordinator
- Sydney Rice, SLO Coordinator

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**DISTANCE EDUCATION COMMITTEE***Academic Senate Sub Committee****Purpose***

The purpose of the Distance Education Committee will be to advise the Senate on designs, implementation strategies, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining and enhancing high standards of academic quality, at a level appropriate to the students for which the content is developed.

***Function***

The function of the Distance Education Committee is to develop and evaluate policies and procedures necessary to the implementation of distance education at Imperial Valley College.

***Composition***

The Committee shall be comprised of the following: Dean of Instruction or designee (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative

All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

***Members***

TBA, Co-Chair  
David Zielinski, Co-Chair

***Voting Members***

Gaylla Finnell, Faculty Representative  
Allyn Leon, Faculty Representative  
Andres Martinez, Faculty Representative  
Mary Jo Wainwright, Faculty Representative  
Ralph Marquez, Faculty Representative  
Martha Olea, Classified Representative  
Paige Lovitt, DSPS Representative

***Consultants***

Omar Ramos  
Deirdre Rowley

**EQUIVALENCE COMMITTEE***Academic Senate Sub Committee****(Meeting time is as needed)*****Equivalence Committee shall be made up of five (5) members as follows:**

- Three (3) faculty members, plus one (1) alternate appointed by the Academic Senate for two (2) year terms; and
- Two (2) discipline faculty members assigned by discipline department chair for each applicant, which can include the department chair, (or if not available, then reasonably related discipline faculty members will be appointed by the Department Chair or Division Dean responsible for that discipline);
- The Vice President of Academic Services or Student Services or a designated educational administrator will have oversight of the process but does not have a vote and cannot grant equivalence. The Vice President of Academic Services or Student Services or an educational designated administrator can call a meeting of the Equivalence Committee to discuss a decision made by the committee.

**Emergency Procedures:**

- An administrator cannot assign a class to an applicant lacking minimum qualifications. In an emergency situation, the Vice President of Academic Services may call an emergency meeting of the Equivalence Committee to determine if the candidate meets equivalence. If the Equivalence Committee is unable to meet, the Vice President of Academic Services shall determine equivalence based on the Academic Senate's guidelines. If the Vice President of Academic Services assigns a class (substitution) to an applicant due to the Equivalence Committee being unable to meet, the Equivalence Committee must meet and review the application within 14 days of the appointment. If the applicant does not pass equivalence, the applicant must be replaced.
- Any applicant granted equivalence to teach a subject, must have gone through the IVC equivalence review process and a written record of the decision to grant equivalence, clearly stating the criteria and evidence used in making the determination shall be produced and shall be reflected in the governing board's action employing the individual. (Education Code section 87358)

**Human Resources Responsibilities:**

1. Ensure information on minimum qualifications and application for equivalence procedures are available to all applicants before applications are processed. Information is posted on IVC Human Resources webpage.
2. Review all applications and either reject for incompleteness or present them to hiring committees or the Equivalence Committee to ensure:
  - A. Supplemental Questionnaire for Equivalency was completed when applicable;
  - B. Packets are complete and include transcripts from **accredited** institutions and any other documentation necessary to complete the review for equivalence.
3. HR contacts discipline department chair for appointment of two (2) discipline faculty members to the Equivalence Committee for that application, or if not available, the Division Dean for appointment of two reasonably related discipline faculty members to review the application before the application is presented to entire Equivalence Committee for review.

**Equivalence Committee and Faculty Responsibilities:**

1. Review all applications for equivalence in a timely manner.
2. Any member assigned to the committee must first be fully educated on equivalency criteria as established by the Education Code, California Community College Board of Governors, State Academic Senate and Imperial Valley College local policy.
3. Face to face meetings shall be held to determine outcome of any conflicted vote.
4. Committee will provide a clear statement listing the degrees, education, and experience and evidence that committee relied on to grant applicant equivalency so that governing Board of Trustees can approve the hiring action;
5. Recommend a review of the equivalence procedures and update of IVC policy, procedures, and criteria for granting equivalence be done every three to five (3-5) years.

**Department Chair (or when necessary the Division Dean) Responsibilities:**

1. Appoint two discipline faculty members or reasonably related discipline faculty members when two discipline faculty members are not available to the Equivalence Committee to review any application for equivalence in a timely manner;
2. Ensure any discipline faculty member appointed has familiarized themselves with the literature on granting equivalence before the appointment;
3. Ensure that any faculty member granted interim equivalence fulfill requirements within the established time period or the faculty member does not receive another assignment;
4. Any faculty applications needing equivalence evaluation received directly by the Division Dean or Department Chair should be turned over to the appropriate Human Resources personnel to begin the equivalence process.
5. Recommend faculty member granted equivalence to teach is evaluated during the first semester of teaching by appropriate tenured discipline faculty, including review of student evaluations.

***Members***

Mary-Jo Wainwright, Chair

Tom Morrell

Laura Mosier

Two faculty members from the discipline/division to be reviewed

Alternates: Norma Nunez, Cathy Zazueta, and Eric Lehtonen

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**FACULTY ORIENTATION COMMITTEE**

*Academic Senate Sub Committee*

Kathy Berry, Co-Chair  
Kevin Marty, Co-Chair

***Members***

TBA

**LEARNING SUPPORT SERVICES COMMITTEE**

(Language Lab and Learning Supportive Services Subcommittees)  
(Meeting time: Once a semester, meeting time to be arranged)

***Purpose***

The purpose of the Learning Support Services Committee is to communicate about and provide support for the various aspects and programs of the Learning Services Division.

The function for the Learning Supportive Services and Library/Media Center Committee is to evaluate and make recommendations concerning the various aspects and programs of the current library and learning supportive services program and be instrumental in developing new programs and expansion.

***Composition***

The chairperson of the committee shall be the Dean of Learning Services; one student appointed by the ASG; and an indefinite number of faculty representing various disciplines.

***Members***

***Taylor Ruhl, Chair***

***Toni Gamboa, Recording Secretary***

***Faculty***

1. Walid Ghanim

***Classified***

1. TBA
2. Josue Verduzco

1 Student – Appointed by ASG

- No service dates for current members (Same individuals have been members for years)
- No designated term limits for member positions
- Composition of committee indicates an indefinite number of faculty representing various disciplines.

**END OF ACADEMIC SENATE SUBCOMMITTEES**

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**COLLEGE COUNCIL**

(Meeting time: 2<sup>nd</sup> & 4<sup>th</sup> Monday at 2:30 P.M.)

For the complete Rules, please refer to the

**Standing Rules of the College Council posted on the website**

<http://www.imperial.edu/index.php?pid=79>

Board Approval December 11, 1996, Resolution No. 11062

Revision Approval June 19, 2004, Resolution No. 13010

Revision Approval June 21, 2005, Resolution No. 13281

College Council Revision Approval May 8, 2006

**Purpose**

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

**Functions**

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make recommendations to the College President on which college committees or task forces are needed or should be activated.
- To make recommendations on proposed college policies developed by the College President or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

**Composition**

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance Composition are faculty, classified staff, students, and administrators.
2. The permanent members of the College Council are:
  - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
  - Three classified at large appointed by CSEA.
  - One member of the Classified Managers/Classified Confidentials appointed by CMCA.
  - Three students at large appointed by ASG.
  - Three administrators: appointed by the Administrative Council.
  - The College President will be an ex-officio member.
  - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

- Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. A Chair and Vice-Chair will be elected by the members of the College Council.
  4. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

***Jessica Waddell (Chair), CMCA Representative***  
***Daniel Gilison, Faculty Representative (Vice Chair)***  
***Paula Saldana, Recording Secretary***

***Administrative Representatives:***

Taylor Ruhl  
Sergio Lopez  
TBA (Alternate)  
Ted Ceasar (Alternate)

***Faculty Representatives:***

Martha Garcia  
Daniel Gilison

***Classified Representatives:***

Laura Hartsock  
TBA  
TBA (Alternate)

***Classified Manager/Confidential Representatives:***

Jessica Waddell  
Martha P. Garcia (Alternate)

***Student Representative:***

ASG President  
2 Student Representatives  
1 Rotating (Alternate)

Victor Jaime, Ex-Officio

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**COMPETITIVE ATHLETICS COMMITTEE**

*(Meeting time to be established)*

***Purpose***

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations, and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports. The chairperson shall be the Director of Athletics and the following members shall be appointed by the Superintendent/ President: three head coaches, two students, an indefinite number of faculty members, and two persons from the community.

***Composition***

Athletic Director, three head coaches, two students, and indefinite number of faculty members, and two persons from the community.

***Members***

***Jim Mecate, Chair***

***Sandie Noel, Recording Secretary***

**Faculty**

David Drury

Eric Lehtonen

Jeff Deyo

Jill Tucker

Kevin Marty

Sidne Horton

Tyson Aye

Bradford Wright

James Mecate

**Classified**

Chris Mays

2 students-appointed by ASG



**CUSTOMER SERVICE COMMITTEE**

*(Monthly meeting on a Friday at 1:00 p.m.)*

***Mission***

To promote and improve good customer service practices among faculty and staff to assure a productive, courteous, respectful, and responsive campus environment that benefits the students, the staff, and the community at large.

***Function***

To recognize outstanding services by employees, recommend the improvement of customer service, make contributions to the community at large, and contribute in any way to building and maintaining a positive campus environment at IVC.

**This is an action-based committee.** This committee reports to College Council.

***Activities***

Orientation Involvement  
Welcome Wagon Tours  
Staff Appreciation BBQ  
Staff Appreciation Ice Cream Social  
Weeks of Thanks & Giving Food Drive  
Holiday Toy Drive  
Season's Celebration Involvement  
Employee of the Month Awards  
Employee of the Year Award  
Years of Service Recognition

***Composition***

Membership of this committee is open to any campus employee or student who is interested in working to improve customer service to students, staff, and community.

***Members***

***TBA, Co-Chair***

***TBA, Co-Chair***

***TBA, Recording Secretary***

***Faculty***

Maria Esquer  
Myriam Fletes  
Ricardo Pradis  
Frank Miranda  
Susan Moss  
Sidne Horton

**CMCA**

Sheila Dorsey-Freeman  
Martha Sanchez

**Classified**

Erika Aguilar  
Yethel Alonso  
Lisa Cross  
Mary Ann Smith  
Patty Robles

Mike Nicholas

**Students**

ASG, Student Representative

**Administrators**

Todd Evangelist  
Victor Jaime, Ex-Officio

## **ENVIRONMENTAL HEALTH & SAFETY COMMITTEE**

*(Meeting time to be established)*

### ***Purpose***

The function, activities, and membership of the committee are as follows:

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

### ***Functions***

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

### ***Activities***

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

### ***Composition***

The Environmental Health and Safety Committee shall be composed of the District's Safety Administrator, representatives from all major departments/areas, collective bargaining unit representatives, and student representatives. The committee shall meet regularly, not less than quarterly, and report to College Council.

### ***Members***

***Tim Nakamura, Chair***

***Jessica Waddell, Recording Secretary***

#### **Faculty**

Andrew Chien  
Alex Cozzani  
Hope Davis  
Jim Fisher  
Richard Fitzsimmons  
Russell Lavery  
James Patterson

Deidre Pollock  
Jean Stroud  
Jose Velasquez  
Jack Williams

#### **Administrators**

VP, Kathy Berry

#### **Classified**

TBA  
TBA

#### **CMCA**

Becky Green  
Rick Webster

1 student-appointed by ASG

**POLICY AND PROCEDURES COMMITTEE**

(The committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.)

***Purpose***

The *Policies and Procedures Review Committee* is a task force to review all board policies and administrative procedures for accuracy, clarity, and currency.

***Composition***

- Student Services Representative
- Academic Services Representative
- Business Services Representative
- Human Resources Representative
- ASG Representative
- CSEA Representative
- CTA Representative

***Administration***

TBA, Student Services Representative (Chair)  
 Kevin White, Academic Services Representative  
 John Lau, Business Services Representative  
 Travis Gregory, Human Resources Representative

**STUDENT AFFAIRS COMMITTEE**

(Meeting time: 1<sup>st</sup> Monday at 3:00 P.M.)

***Purpose***

The purpose of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of Student Affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, and assemblies, elected student bodies, commencement, disciplinary matters and other student activities.

***Composition***

The chairperson of the committee shall be the Associate Dean of Student Affairs.

The Superintendent/President shall appoint the following members: at least four faculty members and at least four classified members.

The ASG President shall appoint at least four students.

The committee shall select a faculty member to serve as the chairperson of the Discipline Referral Subcommittee.

***Members***

***Sergio Lopez, Chair***

***Saria Cardoza, Recording Secretary***

Robert Baukholt

Rosalie Lopez

Terry Norris

**Faculty**

Betsy Reihle

Carey Fristrup

Jeffrey Beckley

Krista Byrd

Lorraine Mazeroll

**Classified**

Gail Parish

Claudia M. Aguilar

Maria Trejo

4-students-appointed by ASG

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**END OF COLLEGE COUNCIL SUB COMMITTEES**  
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**EDUCATIONAL MASTER PLANNING COMMITTEE**

ASG President
Becky Green
Bill Gay
Carol Hegarty
Cathy Zazueta
Craig Blek
Daniel Gilison
David Drury
David Zielinski
Ed Wells
Efrain Silva
James Patterson
Jill Nellipovich
John Lau
Jose Lopez
Jose Ruiz
Kathy Berry
Kevin White
Leticia Pastrana
Linda Amidon
Michael Heumann
Rick Castrapel
Rick Goldsberry
Sergio Lopez
Sydney Rice
Taylor Ruhl
Ted Ceasar
Terry Norris
Tina Aguirre
Todd Finnell
Travis Gregory
Trini Arguelles
Victor Jaime

**BUDGET AND FISCAL PLANNING COMMITTEE (Appointed Positions)**

Meeting time: 4th Wednesday of the month during the Fall and Spring semesters

**Purpose**

Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President.

Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.

Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy.

**Educational Master Plan Goal Three:**

The college will maintain programs and services which support student success and the attainment of student educational goals.

**Accreditation Standard III: Financial Resources**

Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

**COMPOSITION**

Vice President for Business Services, Co-chair  
 One Administrative Representative appointed by the Superintendent/President  
 Academic Senate President  
 College Council Chairperson  
 Director of Fiscal Services  
 Two Faculty Representatives appointed by the Academic Senate  
 Two Classified Representatives  
 One CMCA Representative  
 One Student Representative

**Members**

John Lau, VP Business Services, Co-chair  
 Kevin White, Academic Senate Representative, Co-chair  
 Kathy Berry, VP Academic Services, Administrative Rep.  
 Eric Jacobson, Faculty Representative  
 Dave Drury, Faculty Representative  
 Carlos Fletes, Director of Fiscal Services  
 Student Representative  
 Kevin White, Co-chair, Academic Senate  
 Frances Arce-Gomez, CSEA Rep.  
 Matthew Thale, CSEA Representative  
 Jeff Cantwell, CMCA Representative  
 Jessica Waddell, College Council

## **FACILITIES & ENVIRONMENTAL IMPROVEMENT COMMITTEE**

*(Building and Grounds/Food Service/ Bookstore Subcommittees)*

*(Meeting time: 1<sup>st</sup> & 3<sup>rd</sup> Thursday at 2:00 P.M., September-May)*

### **PURPOSE**

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

### **CHARGE**

The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. 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 "greening" efforts and on future plans for increased environmental sustainability.

### **COMPOSITION**

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance Composition are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Facilities & Environmental Improvement Committee are:
  - Three faculty members appointed by Academic Senate: and 1 alternate
  - Three classified members appointed by CSEA: and 1 alternate
  - Three administrators: appointed by the Administrative Council: and 1 alternate
  - One members of the CMCA appointed by CMCA: and 1 alternate
  - One student at large appointed by ASG: and 1 alternate
  - Consultant Representative will be the Director of Maintenance and Operations.

### **MEMBERSHIP**

Sergio A. Lopez, Chair

Saria Cardoza, Recording Secretary

### **Consultants:**

Rick Webster     Jimmy Sanders

### **IVC Foundation:**

Todd Evangelist

### **Faculty:**

Dave Drury

Jose Velasquez

Rick Goldsberry

Alfredo Estrada Jr.

Ed Wells

**Classified:**

Yethel Alonso  
Saria Cardoza

**MARKETING COMMITTEE**

Bill Gay, Chair  
Rosanna Lugo, Recording Secretary  
Frances Beope  
Todd Evangelist

**PROFESSIONAL DEVELOPMENT COMMITTEE**

TBA

**STAFFING COMMITTEE****PURPOSE:**

The purpose of the Staffing Committee is to afford the campus community a chance to provide input and make recommendations about staffing-related issues and activities, and to take action upon recommendations from feeder subcommittees. The committee will make recommendations to the shared governance committees and/or the Superintendent/President and has four broad categories of scope within its purview:

- Analysis and Planning of District Staffing Needs.
- Equal Employment Opportunity /Diversity Policies and Procedures.
- Classification and Reclassifications of District Staff.
- Organizational Structure and Function

**MEETINGS:**

At its first meeting of each academic year the Staffing Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month during the school year. A schedule of the meetings will be provided on the website.

**AGENDA:**

1. The Staffing Committee 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 Co-Chair of the Staffing Committee and distributed to the Committee members 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.

**MEMBER 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 voting members of the Staffing Committee are:
  - 2 faculty members appointed by the Academic Senate and 1 alternate.
  - 2 classified members appointed by CSEA and 1 alternate.
  - 2 administrators: The Chief Human Resources Officer (CHRO) and one other appointed by the Administrative Council and 1 alternate.
  - 1 member of the Classified Management and 1 alternate
  - 1 member of the Classified Confidential and 1 alternate
  - 2 students appointed by the ASG and 1 alternate.

Non-voting members include:

The HR Administrative Assistant will be the recording secretary.

The Human Resource Analysts will be available for consultation purposes.

3. A Co-Chair will be elected, from within the voting membership, by the members of the Staffing Committee.
4. The Staffing Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

#### **TERMS OF OFFICE:**

1. Other than the chair, terms for faculty, classified, classified managers/confidential, and administrators shall be for 2 years. A member may be reappointed to the committee after a period of at least 2 years of non-membership.
2. In order to stagger replacement members versus a new slate every 2 years, the initial appointment terms shall be as follows: 1 faculty member will serve a 2 year term and the other faculty member for 3 years; 1 CSEA member will serve a 3 year term and the other will serve for 2 years; the classified manager will serve for 3 years; the classified confidential member will serve for 2 years. Following this initial period, terms will remain at 2 years.
3. Terms for student representatives shall be for 1 year.
4. The Chair of the Staffing Committee shall be the Chief Human Resources Officer (CHRO), who is also a voting member (for purposes of tie breaking, etc. as outlined in Robert's Rules of Order) .
5. The Co-Chair of the Staffing Committee shall be elected for a two-year term by the committee and be a voting member. In the absence of the Chair, the Co-Chair will conduct meetings of the Staffing Committee.
6. Should an individual who is finishing his/her term be elected as Co-Chair he/she shall serve the two years of the term of office.

#### **OPERATIONS:**

1. A quorum must be present to hold a meeting. For this Committee a quorum is 5 members, and must include the Chair (or Co-Chair if the Chair is absent) and recording secretary.
2. Constituent groups may designate an alternate who may serve during a Staffing Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Staffing 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.

#### **PROCEDURES:**

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

1. The Staffing 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 actions and recommendations of the Staffing Committee will be expressed in written form to the College Council, with informational reports also provided to and from the Academic Senate and the Educational Master Planning Committee (depending on the subject matter). For example, issues that fall within the purview of the Academic Senate as outlined in Assembly Bill 1725 (1988).
4. The Staffing Committee will serve as a centralized forum to share information and discuss activities, projects, programs, and plans that have been developed, or are being developed, within its purview, and reserves the right to express its views and opinions to the Superintendent /President on any of the above.



**MEMBERS:**

Travis Gregory, Administrative Dean of HR, Co-Chair  
Norma Nunez, Faculty Rep, Co-Chair  
Todd Finnell, Administrative Rep  
Lorraine Mazeroll, Faculty Rep  
Silvia Murray, Classified Rep  
Frances Arce-Gomez, Classified Rep  
Silvia Murray, Alt Classified Rep  
Vikki Carr, Confidential Rep  
Jeff Cantwell, Management Rep  
Rudy Robles, ASG Rep  
Student, ASG Rep  
Jill Kitzmiller, Alt Faculty Rep  
TBA, Alt Administrative Rep  
Linda Amidon, Alt Confidential Rep  
Becky Green, Alt Management Rep  
Recorder: Jessica Waddell

**STUDENT LEARNING OUTCOME (SLO)/SERVICE AREA OUTCOME (SAO) COMMITTEE**

*(Meeting time: 2<sup>nd</sup> Tuesday at 3:15 P.M.)*

***(Appointed by the Academic Senate)***

***Mission***

The vision of Imperial Valley College's Student Learning Outcomes Committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.

In effort to further its vision, the SLO Committee will strive to

1. Educate the campus community about outcomes and assessments
2. Provide outcome and assessment tools and resources to the campus community
3. Manage outcome data and the evaluation processes
4. Assess and improve the outcome cycle

We will conduct an annual review of the outcomes process and implement improvements based on our findings.

***Composition***

In order to compose a campus-wide committee made up of teaching faculty, non-teaching faculty, and staff representatives, the SLO Committee shall be comprised of the following:

1 SLO Coordinator - Chair

1 Dean of Instruction

4 At-large Teaching Faculty Representatives, each from a different division

2 At-large Non-Teaching Faculty Representatives, each from a different division

2 Classified Representatives, each form a different division

***Training***

At this time, all new committee members are requested to use the IVC SLO Committee website as a self-study in which to learn more about the outcomes process at IVC and other campuses. Books on outcomes are also available in the Library "Reserve" section.

***Members***

Sydney Rice, Chair

Sandie Noel, Recording Secretary

Daniel Gilison

Mary Lofgren

Sidne Horton

Lisa Solomon

Mirtha Galindo

Jose Ruiz

Romano Sanchez-Dominguez

**TECHNOLOGY PLANNING COMMITTEE**

*(Meeting time: Every Other Wednesday starting September 5, 2007 ~ 8:30 A.M.-10:00 A.M.)*

***Purpose***

The purpose of the Technology Council is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Council has four broad categories of responsibilities:

- Campus technology policy and procedure planning
- Instructional technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

**Composition****Todd Finnell, Co-Chair****Jim Fisher, Co-Chair, Faculty Member (Appointed by the Academic Senate)****Adriana Sano, Recording Secretary**

3 administrators (including co-chair) appointed by Administrative Council  
 3 faculty members (including co-chair) appointed by the Academic Senate  
 1 classified manager/confidential appointed by CMCA  
 3 classified members appointed by CSEA  
 1 student appointed by ASG  
 Chair of Banner Users' Group

**VOTING MEMBERS:**

<b>Administrators</b>	<b>Faculty</b>	<b>CMCA</b>	<b>Classified</b>	<b>ASG</b>
Kathy Berry	Jim Fisher	Angie Gallo		
Vacant	Mary-Jo Wainwright	Linda Amidon (Alternate)		
Vacant	David Zielinski			
	Gaylla Finnell			

Consultants (No Voting Rights): Michael Heumann, Andres Martinez, Jeff Cantwell

Ad Hoc Committees dealing with specific issues will be appointed by the Technology Council, from the following:

**Administrators**

Kathy Berry  
 Sergio Lopez

Toni Pfister  
 Deirdre Rowley  
 Aleksandr Voldman

**CMCA Representatives**

Angie Gallo  
 Linda Amidon (alternate)

**Faculty**

Craig Blek  
 Samuel David  
 Dolores Diaz  
 Tom Gilbertson  
 Michael Heumann  
 Paige Lovitt  
 Ralph Marquez  
 Don Martini  
 Barbara Nilson  
 Norma Nunez

**Classified Representatives**

Jose Alarcon  
 Mirtha Galindo  
 Javier Gutierrez  
 Alfonso Sanchez

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**END OF EDUCATIONAL MASTER PLANNING SUB COMMITTEES**  
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**STRATEGIC PLANNING COMMITTEE**

*(Meeting time: TBA)*

**Mission**      **TBA**

**Composition** **TBA**

**Members**     **TBA**

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**END OF STRATEGIC PLANNING SUB COMMITTEES**  
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**CHARTERED CLUBS:  
FOR A CURRENT LIST OF CHARTERED CLUBS, PLEASE CONTACT  
STUDENT AFFAIRS AT EXT. 6456**