



**IMPERIAL VALLEY COLLEGE**  
*Serving Imperial County*  
PO Box 158, Imperial, CA 92251-0158 760.355.6219

Phone 760.355.6219  
Fax 760.355.6461  
www.imperial.edu



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victor.jaime@imperial.edu

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September 28, 2012

Jessica Waddell, Chair IVC College Council  
Daniel Gilison, Vice Chair IVC College Council

Dear Jessica and Daniel:

I am writing this letter to re-cap the basis and content of our last monthly meeting on Wednesday, September 19, 2012. At that meeting we discussed the reporting structure of the committees that currently report through the College Council. In the past, a standing item with the name of the committee under reports was placed on the agenda. If a member of the committee was present they may or may not report any information to the College Council. As I mentioned to both of you, I recently changed the communication process in our Administrative Council meeting to include written updates from each administrative area. When we get to that part of the agenda, the administrative representative of that area may elaborate or answer any questions on the update. This practice also serves to provide the written update as an attachment to the agenda for the campus community. I recommended that you contact the chairs of those committees reporting through the College Council and request those updates prior to posting the agenda for upcoming Council meetings. This would be in addition to sending the minutes of those committee meetings through the College Council.

In addition, we discussed a concern that without this on-going communication process in place, it would be possible for committees to take action on issues without reporting to the College Council for their action. I believe that these small changes in reporting and communication would best serve the college by providing valuable information to the campus community and reinforce the authority of the College Council through our participatory governance structure. As a result of our meeting, it is worth noting that this was reported in the Chair's report at the last College Council meeting.

I feel that our meeting was very productive and look forward to another year working with you on matters that pertain to our college community in the spirit of participatory governance. Should you have any questions, please let me know.

Respectfully,

Victor M. Jaime, Ed.D.  
Superintendent/President