



## ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL  
Monday, April 27, 2015 – 2:30 to 4:00 p.m.  
Administration Building Board Room

Chair Gilison commenced the meeting at 2:35 p.m.

### MEMBERSHIP

- Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- ✓ Susan Carreon, Alternate Administrative Representative
  
- ✓ Dr. Daniel Gilison, Faculty Representative (Chair)
- Lilia Sandoval Neidiffer, Faculty Representative
- ✓ Aaron Edwards, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- ✓ Caroline Bennett, Alternate Faculty Representative
- Mike Palacio, Jr., Alternate Faculty Representative
  
- Yethel Alonso, Classified Representative (Vice Chair)
- ✓ Melody Chronister, Classified Representative
- Erika Aguilar, Classified Representative
- Silvia Murray, Alternate Classified Representative
- ✓ Sandie Noel, Alternate Classified Representative
  
- Martha P. Garcia, CMCA Representative
- ✓ Todd Evangelist, CMCA Representative
- Gloria Hoisington, CMCA Representative
- Liz Cantu, CMCA Representative
- ✓ Rick Webster, Alternate CMCA Representative
  
- ✓ Priscila Ortiz, Student Representative
- ✓ Alejandra Vasquez, Student Representative
- Edalaine Joy Tangoan, Student Representative
- ✓ Aimee Galeana, Alternate Student Representative
  
- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. Nicholas Akinkuoye, Dr. Michael Heumann, Dr. James Patterson, Jeff Enz

### PUBLIC COMMENT

There was no public comment.

### APPROVAL OF MINUTES

1. February 23, 2015
2. March 23, 2015

M/S/C Aguirre/Chronister to approve the minutes of February 23, 2015 and March 23, 2015.

Discussion:

The minutes of February 23, 2015 were corrected to indicate Melody Chronister as the person reporting on behalf of the Budget and Fiscal Planning Committee.

**Motion carried to approve the minutes of February 23, 2015, with corrections, and March 23, 2015, as presented.**

**AREA REPORTS/UPDATES**

**College Council Report – Daniel Gilison**

Chair Gilison stated he had no report.

**ASG President Update – Priscila Ortiz**

ASG President Ortiz reported as follows:

- ASG meet and greet will be held on April 28<sup>th</sup> in the College Center, during the campus hour.
- Comedy Event, featuring four comedians on May 2<sup>nd</sup>, in the College Center, at noon.
- Sport Appreciation Day on Friday, May 8<sup>th</sup>; athletes invited to a pool party.

**President's Update – Victor Jaime**

President Jaime reported as follows:

- IVC co-sponsored a STEM Conference, a first-time event held on campus on Saturday, April 25<sup>th</sup>. The event was directed at young female students; keynote speaker was from Mexicali and employed by Boeing; thanked Dean Tina Aguirre, Carol Cortez-Ramirez and all staff involved in organizing the event.
- Due to record-breaking graduates and limited seating, Dr. Jaime announced the commencement ceremony on June 13<sup>th</sup> would be live-streamed in various classrooms.
- He stated faculty are not required to attend the commencement ceremony this year; however, they are being encouraged to attend, and is optimistic that attendance will be good.
- Reminded everyone that the ACCJC team commented that IVC had clearly met the standards. He has subsequently received the confidential report and it also indicates IVC has met the standards. The ACCJC will meet in June and issue its findings the first week in July. He is optimistic IVC will be fully reaffirmed.

Chair Gilison thanked science faculty Russell Lavery and Jim Fisher for their participation in the STEM Conference.

**COMMITTEE REPORTS**

**Academic Senate – Michael Heumann**

Academic Senate President Michael Heumann reported as follows:

- The Senate had its first reading regarding a resolution to leave the Ag Program in the science division as opposed to moving it to the CTE division; the second reading will take place on May 6<sup>th</sup>.
- Announced the Senate fundraiser scheduled on May 15<sup>th</sup>, in the 2700 building; ticket sales forthcoming.

**Budget and Fiscal Planning Committee – Melody Chronister**

Melody Chronister reported as follows:

- On March 25<sup>th</sup>, the committee reviewed the first of draft of the budget. She stated this is the first budget built using the class schedule to populate the salary figures, including overload and adjuncts.
- The committee discussed FTES target to actual for the year; and the push for summer.

- The committee discussed the financial impact in bringing back the flex calendar, and the ongoing district costs for categorically funded positions.
- On April 15<sup>th</sup>, the committee discussed the impacts of the new budget development process, and ways to improve the process in the future.
- She stated that any budget changes to the first draft must be forwarded to Director Fletes by May 1<sup>st</sup>.
- The committee passed two motions at its last meeting: 1) A recommendation to the President's Cabinet to explore implementation of a flex calendar; and 2) A recommendation to cut-off purchase orders and budget transfers by May 8<sup>th</sup>.
- The next meeting is scheduled on May 13<sup>th</sup>.
- The final recommendation on the budget will be presented to the Board of Trustees for approval on June 17<sup>th</sup>.

#### **Accreditation/CART Committee – Nicholas Akinkuoye**

Dr. Akinkuoye reported as follows:

- He attended the ACCJC Accreditation Standards Symposium last week.
- The symposium highlighted the new standards which will be effective in 2017.

Dean Aguirre stated the mid-term report must be completed by Thanksgiving in order to comply with the shared governance process.

#### **WRITTEN REPORTS (Attachment A)**

Measure J and L Report – John Lau

Program Review Update – Ted Ceasar

Budget Update/Financial – John Lau

Competitive Athletics Committee – Jim Mecate

Environmental Health & Safety Committee – Sergio Lopez

Facilities and Environmental Improvement Committee – Jeff Enz

Public Relations & Marketing Committee – Mike Nicholas

Student Affairs Committee – Sergio Lopez

Campus Hour and Professional Development Committee – Tina Aguirre

Technology Planning Committee – Jeff Enz

Staffing Committee – Shawn Larry

#### **ACTION ITEMS**

##### **1. Modification of amphitheater to include access ramp – Jeff Enz**

M/S/C Aguirre/Evangelist to approve modification of amphitheater to include access ramp.

##### **Discussion:**

Facilities Committee Chair Enz stated the item was brought to the Facilities Committee by the ASG. The ASG expressed concerns that students were unable to get onto the amphitheater. The Facilities Committee discussed the issue, and a resolution was passed to pursue funding opportunities through deferred maintenance or alternative funding sources such as grants for the purposes of making modifications to the amphitheater.

Director Webster stated the total cost is not clear at this point, as the project would require expansion of the sidewalk to accommodate the ramp; consequently, making it more expensive. He stated there is no funding available this year, but that it would be included in next year's budget. He stated Dean Patterson would be looking into outside funding sources.

President Jaime stated once the resolution passes, the President's Cabinet would look into deferred maintenance, inclusion in program review, or the use of outside funding sources.

**Motion carried.**

**2. Proposal to name classroom after Pete Mellinger – Jeff Enz**

M/S Chronister/Edwards to approve proposal to name classroom after Pete Mellinger.

Discussion:

Facilities Committee Chair Enz stated the committee received a request to honor Pete Mellinger by naming a classroom in his honor. The request also included a waiver of the one-year waiting period due to Mr. Mellinger's poor health and advanced age. The committee voted to approve the request to honor Pete Mellinger but adhere to the one-year waiting period, per Board Policy 6620. He stated the committee would be reevaluating Board Policy 6620 (Naming Buildings).

A lengthy discussion ensued regarding Board Policy 6620, and the one-year waiting period process. Comments included:

Dean Silva agreed that the Board policy should be followed, but that further review of the policy is in order.

Member Evangelist brought up the issue of limited resources and limited number of buildings in comparison to the unlimited outstanding faculty and staff. He emphasized that monetary contributions would justify naming a building in someone's honor.

Dean Aguirre suggested that all memorials be relocated and put in one place.

Director Webster commented those people honored should be making an outstanding contribution.

President Jaime stated the final recommendation would go to him; the Board of Trustees would be presented with his recommendation, including the waiver of the one-year waiting period. He commented the proposal was made in the spirit of honoring someone before he passes as opposed to after.

After much discussion, Chair Gilison clarified the motion on the table: He stated the motion is to recommend moving forward per established policy and adhere to the one-year waiting period of the proposal to name a building or classroom in honor of Pete Mellinger.

**Motion failed.**

**DISCUSSION AND INFORMATION ITEMS**

**1. Election of Chair and Vice Chair of College Council – Daniel Gilison**

Chair Gilison reminded everyone that elections for Chair and Vice Chair would be taking place on May 18<sup>th</sup>, the last meeting of the academic year.

**2. Potential meeting days/times for college Council and subcommittees – Daniel Gilison (Attachment B)**

Chair Gilison presented Attachment B, the potential meeting days and times for the campus committees. He reminded everyone that the new campus hour time block for 2015-16 would be 12:50 to 1:50 p.m. He provided the following information:

- The general committees would meet on Mondays and Thursdays.
- The faculty would have department meetings on Tuesdays, as well as the ASG.



- The major shared governance committees would meet on Wednesdays, with the Academic Senate meeting on the first and third Wednesday, the College Council meeting on the fourth Wednesday, and all other committees meeting on the second Wednesday.
- Those committees involving department chairs or department coordinators would meet on Fridays.
- Those committees with little to no teaching faculty were not included in the calendar.

Chair Gilison emphasized the meeting schedule is just a proposal and welcomes any feedback.

Michael Heumann commented that the meetings would be shortened to one hour.

Dean Aguirre stated the schedule would need to be finalized before the end of May and requested the item be returned as an action item at the next meeting.

Chair Gilison stated the proposed calendar allows for faculty and staff to attend professional development activities.

Michael Heumann suggested the calendar be approved for 2015-16 only. This would give an opportunity to review and assess whether the calendar is working or not.

Chair Gilison requested that any other suggestions and/or changes be forwarded to him as soon as possible, and that the item would be returned on May 18<sup>th</sup> as an action item.

### **3. Learning Lab Reorganization Plan – James Patterson (Attachment C)**

Dean Patterson presented a PowerPoint entitled, "Reorganization Plan for Learning Services Department." He provided a background history on the tutoring/language labs on campus, and highlighted the plan as follows:

- The reorganization plan seeks to improve student success by centralizing all tutoring services under one department structure; centralize budget oversight; and standardize policies and procedures for hiring and training tutors.
- The proposed reorganization plan considers a new position – a Learning Services Specialist.
- This position has a particular job description with specific minimum qualifications.
- The Learning Services Department would include a Staff Secretary II, four Microcomputer Lab Assistants, as well as tutors and student workers. This would eliminate the need for the 4.5 classified positions.
- The reorganization plan rolls out in four phases:
- Phase 1 takes place this semester with plan development; would be presented to the Board of Trustees on June 17<sup>th</sup>.
- Phase 2 will take place during the 2015-16 academic year; the Human Resources office will work with affected employees.
- Phases 3 and 4 activities will be entered into the program review process for the 2016-17 school year.
- This year, the combined salaries for the affected employees is just over \$403,000; with step increases, the combined salaries for next year will be almost \$434,000.
- In the reorganized plan, for the 2016-17 academic year, the combined salaries will run about \$336,000.
- The reorganization would yield a savings to the District of at least \$88,000 each year.
- During the first year, 2016-17, the savings would be used to pay for remodeling and reconfiguration of the labs.
- The reorganized Learning Services Department will initiate services in Fall 2016.



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### MEMBERSHIP

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- ✓ Aimee Galeana, Alternate Student Representative
  
- Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. James Patterson, Dr. Michael Heumann, Bill Gay, Jeff Enz, Mary-Jo Wainwright

### PUBLIC COMMENT

There was no public comment.

### APPROVAL OF MINUTES

1. April 27, 2015

M/S/C Chronister/Alonso to approve the minutes of April 27, 2015.

**Motion carried.**

### **AREA REPORTS/UPDATES**

#### **College Council Report – Daniel Gilison**

Chair Gilison announced today's meeting would be his last meeting as the chair. He thanked the members for their contribution during his two-year term.

#### **ASG President Update – Priscila Ortiz**

ASG President Ortiz reported as follows:

- ASG would be providing snow cones on Thursday, May 28<sup>th</sup>, 11:30 a.m. to 1:00 p.m., in the quad area.
- Announced the Spring Awards event would be taking place on Friday, June 5<sup>th</sup>.
- ASG has two meetings left for the 2014-15 academic year.

#### **President's Update – Victor Jaime**

President Jaime was not present at the meeting; no update was provided.

### **COMMITTEE REPORTS**

#### **Academic Senate – Michael Heumann**

Academic Senate President Michael Heumann reported as follows:

- The Casino Night Fundraiser held on Friday, May 15<sup>th</sup>, raised a lot of money for transfer students.
- At its last meeting, the Academic Senate had one action item – to keep the agriculture program in science. The motion failed.
- Stated the Senate would have several action items at its next meeting, including changing its meeting schedule; approving the Learning Services Reorganization; changes to the wait lists; and formation of a Student Success and Equity Committee.

Chair Gilison stated a record-breaking \$2,000 was raised at the Academic Senate Casino Night Event.

#### **Budget and Fiscal Planning Committee – Melody Chronister**

Melody Chronister reported as follows:

- The committee met on April 29<sup>th</sup>.
- The 2015-16 budget deficit is up to \$400,000.
- The committee started discussions regarding categorical programs
- The next meeting discussion will include variance allowances.

#### **Accreditation/CART Committee – Nicholas Akinkuoye**

Dr. Akinkuoye was not present at the meeting.

Dean Patterson reported as follows:

- The CART committee reviewed the writing team assignments for the Midterm Report.
- The writing teams will be using GLIP as possible tool to prepare the Midterm Report.

### **WRITTEN REPORTS (Attachment A)**

Measure J and L Report – John Lau

Program Review Update – Ted Ceasar

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Competitive Athletics Committee – Jim Mecate

Environmental Health & Safety Committee – Sergio Lopez

Facilities and Environmental Improvement Committee – Jeff Enz

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Campus Hour and Professional Development Committee – Tina Aguirre  
Technology Planning Committee – Jeff Enz  
Staffing Committee – Shawn Larry

Member Chronister inquired as to next step for the program review process.

Dean Ceasar stated there would be an ongoing review of those tasks and goals completed and those not completed.

### **ACTION ITEMS**

#### **1. Election of Chair and Vice Chair of College Council – Daniel Gilison**

Chair Gilison reminded everyone his term ends on June 30, 2015, as well as that of Vice Chair Alonso. He stated the new two-year terms would start July 1, 2015 and end on June 30, 2017.

M/S/C Ceasar/Ortiz to nominate Yethel Alonso as College Council Chair.

Abstention: Gloria Hoisington

**Motion carried.**

M/S/C Alonso/Chronister to nominate Todd Evangelist as College Council Chair.

**Motion carried.**

#### **2. Approval of Learning Lab Reorganization Plan (Attachment B) – James Patterson**

M/S/C Evangelist/Carreon to approve the Learning Lab Reorganization Plan.

#### Discussion:

Chair Gilison read the proposed resolution aloud.

Dean Patterson stated the plan had been revised and provided a brief update.

- The plan would be included in the Learning Services Program Review in August-September 2015.
- The plan will include better data collection throughout the 2015-16 academic year.
- The data collected would be reviewed by the Vice President for Academic Services and the Dean of Arts, Letters, & Learning Services.
- Room 2609 would be broken up into smaller study areas.

Dean Patterson commented the plan is a working document, and its intent is to centralize the student tutoring services into a single location under one dean.

**Motion carried.**

#### **3. Approval of Committee meeting schedule for 2015-2016 (Attachment C) – Daniel Gilison**

M/S/C Alonso/Chronister to approve the committee meeting schedule for 2015-2016.

#### Discussion:

Chair Gilison presented the meeting schedule and stated the schedule would be effective for the academic year 2016-16 only; it would be reevaluated at the end of 2016.

**Motion carried.**

#### **4. Approval of update to College Council Standing Rules (Attachment D) – Daniel Gilison**