ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 14, 2013 – 2: 30 P.M.
Administration Building Board Room

Chair Gilison called the meeting to order at 2:33 p.m.

MEMBERSHIP

√ Sergio Lopez, Administrative Representative
√ Efrain Silva, Administrative Representative
√ Tina Aguirre, Administrative Representative
√ Ted Ceasar, Alternate Administrative Representative
Brian McNeece, Alternate Administrative Representative

√ Dr. Daniel Gilison, Faculty Representative (Vice Chair)
√ Dr. Martha Garcia, Faculty Representative
Kathleen Dorantes, Faculty Representative
Cathy Zazueta, Alternate Faculty Representative
√ Caroline Bennett, Alternate Faculty Representative
Mike Palacio, Jr., Alternate Faculty Representative

√ Yethel Alonso, Classified Representative
√ Silvia Murray, Classified Representative
Steve Cook, Classified Representative
Melody Chronister, Alternate Classified Representative
Lisa Cross, Alternate Classified Representative
√ Erika Aguilar, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Chair)
√ Todd Evangelist, CMCA Representative
√ Jeff Enz, CMCA Representative
Martha P. Garcia, Alternate CMCA Representative

√ Ricardo Ibarra, Student Representative
√ Alex Whalen, Student Representative
√ Diana Ibarra, Student Representative
Jonathan Carrillo, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Kathy Berry, John Lau, Tim Nakamura

MEMBERSHIP CHANGES
Member Evangelist stated Gloria Hoisington is the new CMCA alternate.

Alex Whalen introduced himself as the new alternate student representative.

PUBLIC COMMENT
VP Berry stated the 40th Year Nursing Celebration on Saturday night was a nice event.

Director Evangelist stated the event was well-attended with over 150 guests.

APPROVAL OF MINUTES DATED SEPTEMBER 23, 2013
M/S/C Lopez/Evangelist to approve the minutes as presented.

Motion carried.

AREA REPORTS/UPDATES
College Council Report – Daniel Gilison
Chair Gilison reported as follows:
- He and Vice Chair Alonso would be meeting with Dr. Jaime to continue discussions on future College Council agenda items.
- He created draft Campus Hour/Professional Development Standing Rules which have been reviewed by Executive Council. Committee to start in short time frame.

Measure J and L Report – John Lau
VP Lau reported as follows:
- Construction coming to an end this year – the new building and renovation of the 900 building would be the last projects for about four years.
- Repayment of short term TRAN due next year. He explained that due to the decline in property values, repayment of the TRAN would include raising taxes $6 a year/$.50 a month on $100,000; however, this would mean a savings of over $100 million to taxpayers.

Program Review Update – Ted Ceasar
VP Berry reported as follows:
- SPOL would be implemented for data only in November.
- SPOL Committee met today and set out the planning framework.
- SPOL training would begin in November for all other staff involved in the budget planning process.

Budget Update/Financial – John Lau
VP Lau reported as follows:
- Budget and Fiscal Planning meeting scheduled on October 23rd. Discussion would include:
  - Recommendation to President Jaime on how to fund reserves to meet the 16% target adopted by the Board of Trustees.
  - How to fund OPEB, a long-term liability related to lifetime benefits offered to retirees.
  - Creating an accelerated timeline for the budget.
  - Providing learning seminars for the committee.

ASG President Update – Ricardo Ibarra
ASG President Ibarra reported as follows:
- Held Health Fair last week; Planned Parenthood provided free STD testing.
- Dia de Los Muertos Art exhibit took place last week.
- ASG leaving for CSAU this weekend.

President's Update – Victor Jaime
Chair Gilison stated Dr. Jaime would not be attending the meeting; however, he left a written report to present, as follows:

- **Visioning Forums:**
  - To date we have had a total of seven visioning forums at the following locations:
    - On-campus during campus hour
    - El Centro
    - Calipatria
    - Imperial
    - Brawley
    - Holtville
    - Winterhaven
  - Future visioning forums scheduled through the first week in November:
    - Seeley
    - Westmorland
    - Niland
    - Calexico
    - Heber
    - On-campus in the evening

Information from these visioning sessions will drive our next three-year strategic plan.

- **CCLC Workshop**
  - Imperial Valley College proposal to provide a workshop at the CCLC (Community College League of California) conference in late November. The workshop topic is: "Imperial Valley College Achieves Collective Fiscal Vision". This workshop will focus on the work consulting with FCMAT and our own START committee in order to address many recommendations made to address our Fiscal challenges. The panel discussion will include FCMAT staff, Dr. Victor Jaime, Superintendent/President Imperial Valley College; Jerry Hart, President of the ICC Board of Trustees; Dr. Martha Garcia, Chair of the START committee.
- **President's Update**
  - You will notice something new on the President's Update. We have a section called "State Updates". This section will highlight current State issues affecting California Community Colleges.
- **Accreditation Update:**
  - Various Standards committees are meeting in order to respond to ACCJC.
- **START Committee:**
  - The START Committee charged with recommending tasks for the implementation of the FCMAT recommendations have resumed meeting after a break in summer. Updated Task sheets and timelines are forwarded to the Executive Council for review and implementation.

<u>SUB-COMMITTEE REPORTS</u>
Competitive Athletics Committee – Jim Mecate
Chair Gilison stated Eric Lehtonen, reporting for Jim Mecate, was unable to attend the meeting due to illness.

Environmental Health & Safety Committee – Tim Nakamura
Director Nakamura reported as follows:

- The committee attempted to meet two weeks ago; however, was unable to make quorum.
- The Academic Senate is helping with the recruitment of faculty membership.

Facilities and Environmental Improvement Committee – Jeff Enz
Member Enz stated the committee is in the process of restructuring and working through the recommendations provided by Chair Gilison. He said he would report back in the near future.

Public Relations & Marketing Committee – Efrain Silva
Member Silva stated he had nothing new to report; the committee would be meeting tomorrow.

Student Affairs Committee – Sergio Lopez
Member Lopez reported as follows:

- The committee met last week and reviewed its Mission Statement; elected Jeff Beckley to chair the Disciplinary Appeals Committee; reviewed the Student Complaint Policy.
- Two disciplinary hearings are scheduled this afternoon.

OTHER COMMITTEE REPORTS
Academic Senate – Daniel Gilison
Chair Gilison reported as follows:

- The Senate approved two action items at its last meeting:
  - Approval of the 2014-15 Academic Calendar.
  - Approval of the New Faculty Orientation Committee.

Budget and Fiscal Planning Committee – Martha Garcia
Member Garcia reported as follows:

- The committee would be reviewing any budget variances in a single budget of either 3% of entire budget or $10,000. If any discrepancies existed, the committee would be requesting more details concerning those changes.
- The committee would be reviewing the budget calendar at its next meeting.
- The committee would be receiving training regarding the budget.

Technology Planning Committee – Jeff Enz
Jeff Enz reported as follows:

- Committee met last week; discussion included:
  - January through December 2014 Work and Task Lists.
  - Recommendations from the STAC meeting held the week before regarding booths and posters on campus to inform students about new technology on campus.
- Hoping to approve 2014 Technology Plan at the following committee meeting.
- Announced an IT outage is planned for December 18th; due to the construction in the 900 building, the data room would need to be offline. He stated the duration of the outage is unsure at this time, but estimated five days.

VP Lau stated that a more definitive timeframe regarding the shutdown would be provided at the next College Council meeting.

Accreditation/CART Committee – Kathy Berry
VP Berry reported as follows:

- The teams are at various stages in responding to the ACCJC recommendations.
- Reiterated the importance of linking planning to institution goals.
- First drafts are due in 16 days.

- Second drafts are due in November.
- In early January, the report would begin to make its way through the various participatory governance groups.
- Final report must be at the ACCJC by March 1st.

Staffing Committee – Travis Gregory
Dean Gregory was not present at the meeting.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee reporting – Daniel Gilison
Chair Gilison stated this item would always be item No. 1. He reviewed the updated information he had received from some of the subcommittees, including a review of the College Council subcommittee websites and the lack of information therein. He reiterated that the websites must be updated for accreditation purposes.

Lengthy discussion ensued regarding an evaluation of each subcommittee, including its needs and roles in determining whether or not it is relevant.

Chair Gilison stated he would be sending an email to all subcommittee chairs asking them to update their websites and that he and Vice Chair Alonso would be discussing the matter with President Jaime.

2. Campus Hour and Professional Development Committee – Daniel Gilison
Chair Gilison presented as follows:

- Announced the new Campus Hour and Professional Development Committee which had been voted on and approved by the College Council to start in Spring of 2013.
- He created a draft of the committee Standing Rules which were presented and approved by Executive Council.
- He highlighted the Standing Rules including the committee structure, which would consist of 2 members and 1 alternate from each constituency group: faculty, classified staff, classified managers/confidential, students, and administrators. He stated the Academic Senate would appoint the faculty; CSEA would appoint classified staff; students would be appointed by the ASG; the administrators would be appointed by the Administrative Council; and CMCA/Confidentials would seek volunteers within their group.
- Hoping to have the first committee meeting by the end of November.
- The committee chair would be an administrator appointed by President Jaime.

Dean Ceasar stated that one of the functions of the committee should be to develop a Professional Development Plan, and that the plan be consistent with the Educational Master Plan.

3. Evacuation Drill and Campus Safety Awareness Day – Tim Nakamura
Director Nakamura presented as follows:

- As part of the Great California Shakeout, IVC will conduct two evacuation drills on Thursday, October 17, 2013, at 10:17 a.m. and 7:17 p.m.
- Drills should last no more than 15-20 minutes.
- Alarms would sound off, signaling everyone to evacuate.
- Everyone should take their personal belongings with them when evacuating their area.

Chair Gilison asked if the evacuation drill announcement would be heard through the classroom telephones.

Director Nakamura stated that the announcement would be heard through the classroom telephones. He stated the whole point of the drill is to find out which alarms are functioning or not functioning.

Dean Lopez asked if a message could be sent to flash on the computer monitors.

Director Nakamura stated special software is needed, and that he is working on a grant that would provide funding for that software.

Director Nakamura announced that Campus Safety Awareness Day was scheduled to take place this month; however, due to conflicting events at the local schools, many of the participating agencies were unable to attend. Therefore, the event was rescheduled for November.

ACTION ITEMS

1. 2014-2015 Academic Calendar (Attachment B) – Daniel Gilison

M/S/C Garcia/Whalen to approve the 2014-2015 Academic Calendar

Discussion:
Chair Gilison presented the 2014-2015 Academic Calendar, with VP Berry highlighting the changes as follows:

- Explained the reason Census day is on June 30th.
- No classes would be held the week of Thanksgiving; however campus would be open. She stated this is due to the item being negotiable with CSEA.
- The return of Winter Session which begins on January 5th and ends on February 5th, five days a week for five weeks.
- Explained the mandatory faculty day on January 5th.
- Spring Semester begins on February 17th and ends on June 12th, with graduation on June 13th.

Chair Gilison stated the calendar is not final as it still has to go through CTA and CSEA, as well as Executive Council.

Motion carried.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:45 p.m., and announced the next College Council meeting would be held on October 28, 2013.