



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 8, 2013 – 2: 30 P.M.
Administration Building Board Room

Chair Waddell called the meeting to order at 2:39 p.m.

MEMBERSHIP

- ✓ Taylor Ruhl, Administrative Representative
- ✓ Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- ✓ Tina Aguirre, Alternate Administrative Representative

- ✓ Daniel Gilison, Faculty Representative (Vice Chair)
- Martha Garcia, Faculty Representative
- ✓ Kathleen Dorantes, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Vacant, Alternate Faculty Representative

- Yethel Alonso, Classified Representative
- ✓ Silvia Murray, Classified Representative
- ✓ Steve Cook, Classified Representative
- ✓ Melody Chronister, Alternate Classified Representative

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

- ✓ Lisa Tylanda, Student Representative
- ✓ Claudia Armenta, Student Representative
- ✓ Kian Counce, Student Representative
- Ricardo Ibarra, Alternate Student Representative

- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MARCH 25, 2013

M/S/C Gilison/Murray to approve the minutes dated March 25, 2013, with changes as follows:

Discussion:

Vice Chair Gilison stated he had changes to the minutes as follows:

Vice Chair Gilison stated that it is strongly recommended that the administrator on the College Council's FCMAT Committee not be on the START Committee, however, because it may be difficult to find an administrator who is not on the START committee to be on the College Council's FCMAT Committee, we should not mandate that the administrator not be on the START committee.

Motion carried.

AREA REPORTS/UPDATES

College Council Report

Chair Waddell stated she had nothing to report.

Measure J and L Report

VP Lau was not present at the meeting.

Program Review Update

Dean Ceasar reported the resource requests were being reviewed by the resource committees.

Budget Update/Financial

VP Lau was not present at the meeting.

ASG President Update

ASG President Tylanda reported as follows:

- Elections are taking place today and tomorrow for election of senate members and new president.
- Campus Clean-Up scheduled on Friday, April 12th, 8:00 am – 12:00 p.m.; lunch to be served from 12:00 p.m. – 1:00 p.m. She invited all to participate in the clean-up.
- Comedy Show scheduled on April 16th, during Campus Hour.

President's Update

Dr. Jaime reported as follows:

- Reminded everyone about the Board of Trustees meeting scheduled on Wednesday, April 17th.
- Announced a Special Board of Trustees Retreat scheduled on Saturday, April 27th; more details to follow.
- Announced the events scheduled on Thursday, April 18th:
 - Retiree Celebration and Years of Service/Tenure Recognition, to be held at the College Center, 2:30-4:30 p.m.
 - Juanita Salazar Lowe Plaque Dedication, immediately following the Retiree/Years of Service/Tenure Recognition, 5:00 – 6:30 p.m., to take place in the Juanita Salazar Lowe Art Gallery.
 - Student Art Exhibit, taking place concurrently with the plaque dedication, in the Juanita Salazar Lowe Art Gallery.
- Informed the Council about the passing of former Calexico Trustee Bob Noble. Mr. Noble passed away last Saturday evening, April 6th. He stated memorial services would be held on Saturday, April 13th, in Alpine. Mr. Noble served on the Imperial Community College Board of Trustees, representing Calexico. He stated more information would be forwarded as it is received.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee
Environmental Health & Safety Committee
Facilities and Environmental Improvement Committee
Marketing Committee
Student Affairs Committee

Chair Waddell stated no sub-committee minutes had been received.

OTHER COMMITTEE REPORTS

Academic Senate

Vice Chair Gilson stated the Senate had not met during Spring break; the next Senate meeting is scheduled next week.

Budget and Fiscal Planning Committee

VP Lau was not present at the meeting.

Technology Planning Committee

Member Enz stated the committee would be meeting on Thursday, April 11th. The committee would be discussing Program Review; and then moving forward with technology planning items.

CART Committee/Accreditation

VP Berry reported as follows:

- The committee would be meeting on April 18th, and would be evaluating the accreditation process, including the visit, the self-study, and begin the process of planning for a response to the Commission's findings.
- Attended a CIO meeting last week in San Francisco.
 - Barbara Beno discussed the new accreditation standards which would be coming out in 2014.
 - Dr. Beno stated there would be little changes, with the exception of getting rid of duplication.
 - Emphasis would be stronger on student achievement data, including how the data is analyzed, the interventions and evaluation of those interventions.

Staffing Committee

Dean Gregory reported as follows:

- Stated that the recommendations from the Staffing Committee would be discussed in today's College Council meeting. He apologized for the late addition of the action item, but explained that the Executive Council felt it was important the Staffing Committee recommendations be brought before the College Council for recommendations to President Jaime.
- Committee has reviewed the reclassification requests.
- Committee is beginning its work on the annual staffing plan, which will be presented to the EMPC.
- The Committee will be reviewing the EEO policy.
- The next meeting is scheduled on Monday, April 15th.

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS:

1. Nomination/Election of College Council Chair

Chair Waddell stated nominations for College Council Chair would be accepted.

Member Enz asked if, historically, the Vice Chair has replaced the Chair, and the starting and ending dates of office.

Chair Waddell stated that historically the Vice Chair has replaced the Chair, but that was not necessarily how it had to happen. She stated her term ends on June 30th; therefore, the new chair would begin his/her term on July 1st.

M/S/C Silva/Dorantes to nominate Daniel Gilison as the College Council Chair.

Vice Chair Gilison accepted the nomination.

There were no other nominations.

Motion carried.

Chair Waddell congratulated Vice Chair Gilison.

2. Nomination/Election of College Council Vice Chair

Chair Waddell stated nominations for the College Council would be accepted.

M/S/C Gilison/Silva to nominate Yethel Alonso as the College Council Vice Chair.

Due to Member Alonso's absence from today's meeting, Vice Chair Gilison added that he had talked to Member Alonso about the nomination and that she was amenable to her nomination.

There were no other nominations.

Motion carried.

Chair Waddell announced Yethel Alonso as the new College Council Vice Chair.

3. Ad Hoc Committee to Review FCMAT Recommendations – Committee Chairperson

Chair Waddell stated she had sent an email to CTA President Jacobson and CSEA President Arce-Gomez, requesting faculty/staff membership for the FCMAT Ad Hoc Committee. To date, she had received no response.

Vice Chair Gilison reiterated the discussion that took place at the last College Council meeting with regard to the preference that the Ad Hoc Committee Chair be a member of the College Council. He stated since the ad hoc committee would report to the College Council, it would make it easier than if the chair was someone not on the College Council.

Member Silva inquired as to the committee composition.

Vice Chair Gilison stated the composition would consist of five members: one student, one faculty, one administrator, one classified, and one CMCA.

Vice Chair Gilison restated his opinion from the last College Council meeting that those members already on another FCMAT subcommittee, i.e. Senate subcommittee or START, not

be required to serve on this subcommittee, but that this may be difficult due to all administrators already serving on the START committee.

Member Silva suggested that each member ask their respective group and seek membership.

Chair Waddell stated the item would be returned to the next meeting.

4. Creation of the Campus Hour Subcommittee

Chair Waddell stated she met with Academic Senate President Eric Lehtonen to discuss the Campus Hour Subcommittee, in which it was determined the subcommittee should fall under the College Council, as it affects faculty, staff and students on campus. She stated the composition would consist of 10 members: 2 administrators, 2 faculty, 2 classified, 2 confidentials, and 2 students.

Member Lopez stated he would like to volunteer for the committee.

M/S/C Silva/Gilison to approve creation of the Campus Hour Subcommittee.

Discussion:

Chair Waddell clarified the committee's role would be to review the current campus hour, including maintaining a calendar of events, and looking at ways to improve it. She stated that since the fall schedule had already been created, the committee's primary focus for the fall would be to plan events at the current time slot. However, for the spring semester the committee would be able to examine and possibly recommend a change to the campus hour time.

VP Berry stated the spring schedule would be completed by the end of September, so any changes to the schedule and/or campus hour time would have to be done quickly.

VP Finnell stated he recently received information regarding campus hour at different community colleges, and has compiled the data for anyone interested in reviewing it.

Dean Ceasar asked if the subcommittee would also be responsible for overseeing the professional development activities, as this was going to be a function of the Academic Senate subcommittee. He stated that due to the Student Success Act taking effect, it was critical that some committee assume the responsibility.

VP Berry stated the ACCJC would be looking at our staff development plan and believes it will be one of the recommendations; therefore, it is imperative that some group take charge of professional development.

Chair Waddell suggested that the motion be amended to change the name of the committee to Campus Hour/Professional Development Subcommittee.

Member Silva accepted the change to the motion to approve creation of the Campus Hour/Professional Development Subcommittee.

Vice Chair Gilison accepted the change to the motion as well.

Motion carried.

5. Approval of Staffing Committee Reclassifications

Chair Waddell provided a background, stating the reclassification requests had been reviewed by the Staffing Committee; the committee provided its recommendations; and now those recommendations were before the College Council for recommendation to President Jaime.

Dean Gregory stated the Executive Council believed it was appropriate to bring these recommendations to the College Council. He explained the Staffing Committee would report to the EMPC with matters relating to the annual staffing resource plan; and would report to the College Council with matters relating to staff matters.

VP Berry stated that during the accreditation visit, some of the staff interviewed were uncertain about our processes. She stated the college needed to ensure the right processes were followed before taking any matter before the Board.

Chair Waddell provided a brief description of the four reclassification requests.

Discussion followed regarding the reclassification request for Senior Enterprise Systems Specialist, including the job description, increase in salary range, fiscal impact, and its effect on the FCMAT recommendations.

Member Silva asked if the increase in salary was due to the lack of qualified applicants for the position.

VP Finnell stated the salary increase was due to the difficulty in recruiting a qualified person and the recent reorganization of technology into student services. He stated the duties are currently being performed by a consultant.

Member Dorantes asked if the position is in line with the FCMAT recommendations.

Dean Gregory clarified the position is a classified and not administrative position. He stated the FCMAT report does not discuss reclassifying a position. He stated IVC followed the FCMAT recommendation to have three vice presidents instead of four; thus an increase of duties to one vice president.

Member Enz stated this reclassification affects him directly as the position would report to him. He stated as a result of the recent department restructure, his duties as director have also changed; thus the necessity for someone with more responsibility and seniority to manage projects. He stated the reason for the title change and salary increase was to stay consistent within the department.

M/S/C Silva/Enz to accept all the recommendations from the Staffing Committee.

Motion failed.

M/S/C Dorantes/Chronister to approve the Staffing Committee recommendation requests individually.

Discussion:

Member Chronister commented with regard to the reclassification for Continuing Education Technician, that most technicians on campus are at a range 14, but that this position was at a 13. She stated the duties are similar to those of an A&R technician, with the addition of coordinating duties.

Dean Silva stated the position was a range 13 because that was the previous range of the position.

Motion carried.

M/S/C Dorantes/Silva to approve recommendation #1 – Continuing Education Technician.

Motion carried.

M/S/C Dorantes/Gilson to approve recommendation # 3 and #4 – Technology Support Specialist.

Discussion:

Member Chronister asked if both positions were currently filled.

Chair Waddell stated both positions were currently filled.

Opposed: Silvia Murray
Steve Cook

Motion carried.

Motion by Member Dorantes to table #5 – Senior Enterprise Systems Specialist, due to lack of information.

Member Silva inquired of Member Dorantes as to what information was needed.

Member Dorantes was unclear as to her request for further information.

VP Finnell commented the reclassification requests had been reviewed and discussed at length by both CSEA and the Staffing Committee; therefore the request for further information needed to be clear and specific.

Member Dorantes withdrew her motion to table #5.

M/S/C Silva/Murray to approve recommendation #5 – Senior Enterprise Systems Specialist.

Discussion:

Vice Chair Gilson asked if anyone was on the CSEA Reclassification Committee or familiar with the reclassification recommendation, as this would be helpful information in making a decision.

Member Murray stated she was a member of the CSEA Reclassification Committee. She stated Director Enz and VP Finnell spoke to the committee and explained that due to the recent structural changes within the department, the position would be assuming more responsibility, including managing special projects. Due to the additional duties, the committee agreed to the reclassification.

Opposed: Kathleen Dorantes

Motion carried.

ADJOURNMENT

Chair Waddell announced the next College Council meeting would take place on April 22nd.

Member Aguirre expressed concern that not enough information had been provided to the College Council by the Staffing Committee to make a decision. She requested that hereafter a synopsis, whether financial or structural, be included as back-up material.

Dean Gregory stated all back-up material reviewed by the Staffing Committee would be included in the agenda packet.

Chair Waddell adjourned the meeting at 3:35 p.m.



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.

SUB-COMMITTEE REPORTS

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.