



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 10, 2014 – 2:30 P.M.
Administration Building Board Room

MISSION STATEMENT

The IVC College Council ensures that all students, faculty, staff, and administrators have equal opportunity to express their opinions and ideas at the campus level. Its members work to facilitate decisions that support student learning and improve institutional effectiveness. All recommendations by this Council are directed to the Superintendent/President.

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 (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 (Vice Chair)
Silvia Murray, Classified Representative
Steve Cook, Classified Representative
Melody Chronister, Alternate Classified Representative
Sandie Noel, Alternate Classified Representative
Erika Aguilar, Alternate Classified Representative

Jessica Waddell, CMCA Representative
Todd Evangelist, CMCA Representative
Jeff Enz, CMCA Representative
Martha P. Garcia, Alternate CMCA Representative
Gloria Hoisington, Alternate CMCA Representative

Ricardo Ibarra, Student Representative
TBD, Student Representative
Diana Ibarra, Student Representative
Jonathan Carrillo, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED JANUARY 27, 2014

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison
Measure J and L Report – John Lau
Program Review Update – Ted Caesar
Budget Update/Financial – John Lau
ASG President Update – Ricardo Ibarra
President’s Update – Victor Jaime

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Eric Lehtonen
Environmental Health & Safety Committee – Tim Nakamura
Facilities & Environmental Improvement Committee – Jeff Enz
Public Relations & Marketing Committee – Mike Nicholas
Student Affairs Committee – Sergio Lopez
Campus Hour and Professional Development Committee – Tina Aguirre

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison
Budget & Fiscal Planning Committee – Martha Garcia
Technology Planning Committee – Jeff Enz
Accreditation/CART Committee – Kathy Berry
Staffing Committee –
START Committee – Martha Garcia

DISCUSSION AND INFORMATION ITEMS

1. Subcommittees Update – Daniel Gilison
2. Changes to College Council – Daniel Gilison
3. Budget Calendar Update (Attachments A & B) – John Lau and Martha Garcia

ACTION ITEMS

1. Approval of Campus Hour/Professional Development Committee Standing Rules (Attachment C) – Tina Aguirre

ADJOURNMENT

**2013-2014 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2014	
February 10 & 24	April 14 & 28
March 10 & 24	May 12

MINUTES



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 27, 2014 – 2:30 P.M.
Administration Building Board Room

Chair Gilison called the meeting to order at 2:35 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 (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 (Vice Chair)
- √ 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
- √ Todd Evangelist, CMCA Representative
- √ Jeff Enz, CMCA Representative
- Martha P. Garcia, Alternate CMCA Representative
- Gloria Hoisington, 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, Tim Nakamura, Eric Lehtonen

MEMBERSHIP CHANGES

Vice Chair Alonso stated Lisa Cross, Alternate Classified Representative, would be replaced with Sandie Noel.

ASG Representative Diana Ibarra stated Alex Whalen was no longer a member, and that a replacement would be announced at the next meeting.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED NOVEMBER 18, 2013

M/S/C Garcia/Enz to approve the minutes dated November 18, 2013.

Motion carried.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

Chair Gilison reported as follows:

- Welcomed everyone back; looking forward to a productive spring semester, including accreditation and the College Council's participation in that process.
- He and Vice Chair Alonso met with Dr. Jaime to discuss College Council agenda items for the spring semester.

Measure J and L Report – John Lau

VP Lau reported as follows:

- All construction after May will stop for a period of approximately three years.
- The next construction projects will include the renovation of the 200, 300 and 800 buildings, which carries a cost of \$12 million. The start of these projects will depend on whether the state school bond passes.

Program Review Update – Ted Ceasar

Dean Ceasar reported as follows:

- Program Review forms went out.
- Program Review deadline is February 21st.
- SPOL training would be provided for the service area program reviews.

Budget Update/Financial – John Lau

VP Lau reported as follows:

- The next State budget indicates a 3% growth, with COLA just under 1%.
- All deferrals will end by next year, which means a TRANS will not be needed.

ASG President Update – Ricardo Ibarra

ASG Representative Ricardo Ibarra reported as follows:

- Welcome back barbecue to take place on Thursday, January 30th; expecting 800 students.
- Nominations for the Sweetheart event are taking place; deadline to submit nomination is Friday, January 31st.

President's Update – Victor Jaime

President Jaime was not present at the meeting.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Jim Mecate

Eric Lehtonen reported as follows:

- The committee met in December to approve its new structure and Standing Rules which are slated to be voted at today's College Council meeting.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura reported as follows:

- The committee would be having its first meeting of the spring semester on February 13th, at 1:30 p.m. in the Board Room.
- Announced the Campus Safety & Parking Control Department has moved to Room 902.

Facilities and Environmental Improvement Committee – Jeff Enz

Member Enz reported as follows:

- He had nothing to report as the committee had not met since the last meeting.
- The next meeting is scheduled for Friday, January 31st.

Public Relations & Marketing Committee – Efrain Silva

Vice Chair Alonso stated the committee had not met since the last meeting.

Student Affairs Committee – Sergio Lopez

Chair Gilison announced Dean Lopez was out of town.

Campus Hour and Professional Development Committee – Tina Aguirre

- The first meeting was held in November; the next meeting is scheduled on Tuesday, January 28th.
- Agenda will include final revision of purpose, charge, standing rules, and goals of the committee; setting of a routine meeting date and time; review of the surveys completed at the end of the fall semester; review of the ASG list of planned Campus Hour Events.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

Chair Gilison reported as follows:

- The Senate would be approving the ACCJC follow-up report at its next meeting on Wednesday, February 5th.

Budget and Fiscal Planning Committee – Martha Garcia

VP Lau reported as follows:

- Committee challenges include:
 - Developing a strategy to increase reserves to 16.6%.
 - Developing a strategy to fund the OPEB (Other Post Employment Benefits), a long-term funding process.
- Ensuring the committee understands the budget process.

Technology Planning Committee – Jeff Enz

Chair Jeff Enz reported as follows:

- The first meeting of the semester was canceled due to it being the first week of classes; the meeting was rescheduled to February 13th.

Accreditation/CART Committee – Kathy Berry

VP Berry provided the following timeline for submission of the ACCJC follow-up report:

- The draft report has been completed; final revisions would be presented to the CART Committee on Friday, January 31st.
- The College Council would hold a special meeting to accept the report.
- The report would be presented to the Academic Senate on February 5th.
- The report would be presented to the Board of Trustees on Wednesday, February 19th, for final approval.
- The report would then be forwarded to the ACCJC, to be received prior to March 13th.

- The ACCJC team would visit the college sometime in March or April to discuss the report and make its recommendation to the commission.

Staffing Committee – TBA

Chair Gilison stated he would inquire as to who would be reporting on behalf of the Staffing Committee.

START Committee – Martha Garcia

Member Garcia stated the committee would be meeting tomorrow.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee Update – Daniel Gilison

Chair Gilison provided an update on each of the subcommittees. He stated the subcommittees are continuing to make quorum and meet as scheduled. He reiterated the importance of updating the websites with committee agendas and minutes for accreditation purposes.

2. Special Meeting to approve accreditation follow-up report – Daniel Gilison

Chair Gilison stated a special College Council meeting would be held for purposes of approving the Accreditation follow-up report. The special meeting has been tentatively scheduled for Monday, February 3rd; confirmation forthcoming. He stated it was important that quorum be made, so he asked that any members unable to attend the special meeting notify their area alternate representatives.

3. Nighttime campus walk results – Tim Nakamura

Director Nakamura provided the following information:

- A campus safety walk occurred in December with Tim Nakamura, Gina Madrid, Becky Green and Rick Webster to inspect potentially hazardous areas. The results of the walk were as follows:
 - Found areas near the 2700 building and behind the gym which were poorly lit.
 - Found places where the sidewalk was curved.
 - The hazardous and poorly lit areas were noted and would be addressed by Director Webster.

ACTION ITEMS

1. Approval of Competitive Athletics Committee Standing Rules (Attachment A) – Eric Lehtonen

M/S/C Alonso/Garcia to approve the Competitive Athletics Committee Standing Rules

Discussion:

Eric Lehtonen stated minor changes had been made to the committee composition. He stated the committee made quorum in December; however, there were no community members present. He stated the community members are appointed by President Jaime.

He stated the committee's scope is to evaluate and make recommendation regarding the various athletic programs, including the approval of new sport programs that are in compliance with Title IX.


Further discussion ensued regarding the condition of the tennis courts, the expense associated with resurfacing the courts, and other issues related thereto.

Motion carried.

ADJOURNMENT

Chair Gilison stated the next regular meeting is scheduled on February 10th, with a special meeting scheduled on February 3rd to approve the ACCJC follow-up report. The meeting adjourned at 3:24 p.m.

DISCUSSION AND INFORMATION ITEMS

 Imperial Valley College July 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day- Holiday	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>Process /Activity</u>	<u>EMP Timeline (pg. 17)/ Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting • Board Activity • Academic Senate (AS) and Meeting • College Council (CC) and Meeting 	<ul style="list-style-type: none"> • Board schedules retreat. • Board Revises and/or affirms EMP, resource plans, and strategic plan. • Board sets goals for next fiscal year based on the recommendations in the EMP, strategic plan, environmental scan, and other pertinent data. • Administration previews electronic format improvements to the program review process.



Imperial Valley College

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 IVC Orientation	17
18	19 Fall Classes Begin	20	21	22	23	24
25	26 CC Meeting	27	28 B&FPC Meeting	29	30	31

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • EMPC meets to plan the orientation for the 2013-2014 planning process after a review of Board goals/direction, EMPC goals and objectives for 2013-2014, and electronic and format improvements for the program review process. • EMPC approves final format for the program review processes. • EMPC outlines the 2013-2014 planning process, the program review timeline, and the formats to be utilized for the College Council, Academic Senate, programs, and departments. • Researcher works with EMPC to develop data.



Imperial Valley College September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day- Holiday	3	4 B&FPC Meeting AS Meeting	5	6	7
8	9 CC Meeting	10	11	12 Board Adopted 2013-2014 Final Budget	13	14
15	16	17	18 AS Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • EMPC works with administration to provide training to all staff involved in completing annual and comprehensive program review forms. • Business Office and IT provide budget template and guidelines to campus community for development of the Annual Program Review for the 2014-2015 budget. • Faculty and staff begin development of SLO program grids and program review.



Imperial Valley College

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 AS Meeting	3	4	5
6	7	8	9	10	11	12
13	14 CC Meeting	15	16 AS Meeting	17	18	19
20	21	22	23 B&FPC Meeting	24	25	26
27	28 CC Meeting	29	30	31		

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • Programs/departments continue development of SLO grids and program review.



Imperial Valley College

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 AS Meeting	7	8	9
10	11 Veterans Day- Holiday	12	13	14 New Program Review Process Training	15	16
17	18 CC Meeting	19	20 AS Meeting B&FPC Meeting	21	22	23
24	25	26	27	28 Thanksgiving Day- Campus Closed	29 Campus Closed	30

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • Programs/departments continue development of SLO grids and program review. • 11/14/2013-Training will be provided regarding new program review template, data and data analysis and timeline)



Imperial Valley College

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 <i>AS Meeting</i>	5	6	7 Fall Term Ends
8	9	10	11	12	13	14
15	16 Winter Recess- Campus Closed	17 Winter Recess- Campus Closed	18 Winter Recess- Campus Closed	19 Winter Recess- Campus Closed	20 Winter Recess- Campus Closed	21
22	23 Winter Recess- Campus Closed	24 Winter Recess- Campus Closed	25 Winter Recess- Campus Closed	26 Winter Recess- Campus Closed	27 Winter Recess- Campus Closed	28
29	30 Winter Recess- Campus Closed	31 Winter Recess- Campus Closed				

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • Programs/Departments submit Program Review to CBO, CIO, CSSO, and CEO.



Imperial Valley College

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day (Holiday) Winter Recess- Campus Closed	2 Winter Recess- Campus Closed	3 Winter Recess- Campus Closed	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 M L King Day- Holiday	21 Spring Semester Begins	22	23	24	25
26	27 CC Meeting	28	29 B&FPC Meeting	30	31	

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> ● Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting ● Program Review Process ● Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity ● Board Activity ● Academic Senate (AS) and Meeting Date ● College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> ● Designated programs/departments submit printed and/or electronic Program Reviews and forward summary and complete reviews to EMPC. ● 1/29/14-Discuss and approve distribution of budget guidelines and instructions



Imperial Valley College

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 <i>AS Meeting</i>	6	7	8
9	10 <i>CC Meeting</i>	11	12	13	14 Lincoln's B-Day- Holiday	15
16	17 President's Day- Holiday	18	19 <i>AS Meeting</i>	20	21 <i>Finalized Program Review budgets due</i>	22
23	24 <i>CC Meeting</i>	25	26 <i>B&FPC Meeting</i>	27	28 <i>B&FPC Meeting</i>	

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • CBO, CIO, CSSO review Program Reviews and forward summary and complete reviews to EMPC. • EMPC asks the resource plan committees to begin review of program reviews, summarize, and make recommendations of prioritization. • EMPC evaluates the resource plan committee reports. • EMPC assigns two subcommittees to evaluate existing program review processes for viability. • 2/21/14- Finalized program review budgets are due



Imperial Valley College

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 <i>AS Meeting</i>	6	7	8
9	10 <i>CC Meeting</i>	11	12	13	14	15 <i>Planning Board Retreat</i>
16	17	18	19 <i>AS Meeting</i>	20	21	22
23	24 <i>CC Meeting</i>	25	26 <i>B&FPC Meeting- Review draft of 2014-2015 budget</i>	27	28	29
30	31					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • Budget and Fiscal Planning Committee re-evaluates the criteria for prioritization and updates fiscal plan based on input from program review budgets. • March 2014- B&FPC will prioritize resource requests and submit to President’s Cabinet for review. • 3/5/14-Planning Board Retreat. • 3/26/14- Review “draft of 2014-2015 budget.”



Imperial Valley College

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 AS Meeting	3	4	5
6	7	8	9 B&FPC Meeting- Continue review of 2014-2015 Budget Draft	10	11	12
13	14 CC Meeting	15	16 AS Meeting	17	18	19
20	21 Spring Recess- Campus Closed	22 Spring Recess- Campus Closed	23 Spring Recess- Campus Closed	24 Spring Recess- Campus Closed	25 Spring Recess- Campus Closed	26
27	28 CC Meeting	29	30			

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • EMPC updated and submitted to the campus community through the shared governance process. Resource plans and Strategic Plan updated through shared governance process based on EMP input. • Business office compiles “Draft” of 2014-2015 tentative budget. • EMPC meets to evaluate 2013-2014 program review processes. Assigned subcommittees submit recommendations for improvement in the process for the 2014-2015 cycle.



Imperial Valley College

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 <i>AS Meeting</i>	8	9	10
11	12 <i>CC Meeting</i>	13	14 <i>B&FPC Meeting- Continue review of 2014-2015 Budget Draft</i>	15	16 <i>Spring Term Ends</i>	17 <i>Commencement</i>
18	19	20	21	22	23	24
25	26 <i>Memorial Day- Holiday</i>	27	28 <i>B&FPC Meeting- Approve Preliminary 2014- 2015 Budget</i>	29	30	31

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • CBO makes available “Draft” tentative budget to the college community through shared governance process. • Budget and Fiscal Planning Committee submits recommendations for the tentative budget strategic planning committee and CEO through the shared governance process. • Strategic plan is reviewed and finalized through shared governance process. • EMPC meets to assess status of EMP goals and objectives from 2013-2014, to establish goals and objectives for 2014-2015, and to improve final recommendations for process improvements for the 2014-2015 cycle. • All committees will complete committee self-evaluation to evaluate the performance of the committee and determine effectiveness of committee. • 5/28/14- B&FPC will approve the preliminary 2014-2015 budget.



Imperial Valley College

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Summer Term Begins	17	18 Board approves 2014-2015 Tentative Budget and EMP	19	20	21
22	23	24	25	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • Board of Trustees approves EMP and preliminary 2014-2015 budget.

DISCUSSION AND INFORMATION ITEMS



Imperial Valley College

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Independence Day- Holiday	5
6	7	8	9	10	11	12
13	14	15	16 Board Meeting	17	18	19
20	21	22	23 Summer Term Ends	24	25	26
27	28	29	30	31		

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date/Activity • College Council (CC) and Meeting Date/Activity 	<ul style="list-style-type: none"> • CBO and Business office continue to modify the 2014-2015 tentative budget. • Institutional Researcher is preparing data that will be distributed for program review.



Imperial Valley College

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Orientation	16
17	18 Fall Semester Begins	19	20 Board Meeting	21	22 B&FPC-New Member Orientation	23
24	25 Program Review Data is Distributed	26	27 B&FPC Meeting- Review 2014-2015 Final Budget	28	29	30
31						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 8/25/14-Program review data is distributed to all individuals responsible for completing comprehensive program review. • 8/27/14-B&FPC will review 2014-2015 final budget, then forward it to President's Cabinet for action and other councils for information. Discuss and approve 2015-2016 budget guidelines and instructions.



Imperial Valley College

September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day- Holiday	2	3 AS Meeting	4	5	6
7	8	9	10	11	12	13 Board Retreat- 2014-2015 Budget Workshop
14	15 CC Meeting Special Board Meeting to approve 2014- 2015 Budget	16	17 AS Meeting Board Meeting	18	19	20
21	22	23	24 B&FPC Meeting	25	26	27
28	29	30				

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • September 2014, 2016, 2018, 2020-Conduct Institutional Effectiveness Assessment • 9/2/14- Academic Senate and College Council will commence <u>review</u> of committee self-evaluations for all committees that report directly to these two bodies (this will be one of the mechanisms utilized to measure institutional effectiveness). • 9/13/14- Board Retreat (2014-2015 Budget Workshop). • 9/15/14-Special Board Meeting to approve 2014-2015 budget. • Faculty and staff begin development of SLO program grids and program review months of September and October annually. • 9/30/14-Academic Senate and College Council will develop a report that depicts their evaluation of the committees that report directly to them (this will be one of the mechanisms utilized to measure institutional effectiveness).



Imperial Valley College

October 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 AS Meeting	2	3	4
5	6 CC Meeting	7	8	9	10	11
12	13	14	15 AS Meeting	16	17	18
19	20 Program Reviews Due to Area Leaders	21	22 B&FPC Meeting Board Meeting	23	24	25
26	27 CC Meeting	28	29	30	31	

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 10/20/14- Programs/Departments submit Programs Reviews to Division Deans and Area Leaders for review. • 10/30/14- Resource committees submit resource requests to CBO.



Imperial Valley College

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Program Reviews Due to VP's	4	5 AS Meeting B&FPC Meeting	6	7	8
9	10 CC Meeting	11 Veteran's Day- Holiday	12	13	14 Finalized Program Review budgets due	15
16	17	18	19 AS Meeting B&FPC Meeting Board Meeting	20	21	22
23	24 CC Meeting	25	26	27 Thanksgiving Day- Campus Closed	28 Campus Closed	29
30						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • November each year, based on the recommendations from Curriculum Committee and the Staffing Committee, the Superintendent/President makes final decision on ranking of FT faculty and staff positions and the number of positions that can be opened. • November each year, Institutional Effectiveness assessment results are compiled and analyzed. • 11/3/14- Division Deans submit Program Review to CBO, CIO, CSSO, and CEO. • 11/5/14-B&FP will review prior year's resource allocation. • 11/14/14- Finalized program review budgets are due.



Imperial Valley College

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 AS Meeting B&FP Meeting	4	5	6
7	8	9	10	11	12	13 Fall Term Ends
14	15	16	17 Board Meeting	18	19	20
21	22 Winter Recess- Campus Closed	23 Winter Recess- Campus Closed	24 Winter Recess- Campus Closed	25 Winter Recess- Campus Closed	26 Winter Recess- Campus Closed	27
28	29 Winter Recess- Campus Closed	30 Winter Recess- Campus Closed	31 Winter Recess- Campus Closed			

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 12/3/14- B&FP will commence reviewing program review resource requests and resource committees funding requests.



Imperial Valley College

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day (Holiday) Winter Recess- Campus Closed	2 Winter Recess- Campus Closed	3
4	5	6 Winter Session Begins	7 AS Meeting	8	9	10
11	12 CC Meeting	13	14	15	16	17
18	19 M L King Day- Holiday	20	21 AS Meeting Board Meeting	22	23	24
25	26 CC Meeting	27	28 B&FPC Meeting	29	30	31

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • January each year, conduct assessment of progress on District Institutional Goals • January each year, B&FP will prioritize resource allocations for enhanced budget requests. • 1/28/15- B&FP reviews the 2015-2016 budget draft.



Imperial Valley College

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Winter Session Ends	7
8	9 CC Meeting	10	11 B&FPC will hold interactive Dialogue Meeting	12	13 Lincoln's B-Day-Holiday	14
15	16 President's Day-Holiday	17 Spring Semester Begins	18 AS Meeting Board Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • February 2015, 2017, 2019 Institutional Effectiveness Report with recommendations for changes (if necessary) is due to the Superintendent/President. • 2/11/15- B&FP will hold interactive dialogue meeting. • 2/25/15- B&FP will have prioritized resource requests and submit to President's for review. B&FP continues to review the 2015-2016 budget draft.



Imperial Valley College

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 AS Meeting	5	6	7
8	9 CC Meeting	10	11	12	13	14
15	16	17	18 AS Meeting Board Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting- continue review of 2015-2016 budget draft	26	27	28
29	30	31				

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • <u>March each year</u>, complete Institutional Goals progress report. • 3/17/15- The President/Superintendent meets with President’s Cabinet makes final budget allocation decisions. • 3/25/15- B&FP continues discussing the 2015-2016 budget draft.



Imperial Valley College

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 AS Meeting	2	3	4
5	6 Spring Recess- Campus Closed	7 Spring Recess- Campus Closed	8 Spring Recess- Campus Closed	9 Spring Recess- Campus Closed	10 Spring Recess- Campus Closed	11
12	13	14	15 AS Meeting Board Meeting	16	17	18
19	20	21	22 B&FPC Meeting	23	24	25
26	27 CC Meeting	28	29	30		

<p style="text-align: center;"><u>Process/Activity</u></p> <ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<p style="text-align: center;"><u>Important Planning Information</u></p> <ul style="list-style-type: none"> • April each year, draft report on district institutional is due to the Superintendent/President. • 4/15/15- CBO will provide a presentation to the Board regarding 2015-2016 budget assumptions. • 4/22/15- B&FP continues discussing the 2015-2016 budget draft.
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Imperial Valley College

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 AS Meeting	7	8	9
10	11 CC Meeting	12	13	14	15	16
17	18	19	20 AS Meeting Board Meeting	21	22	23
24	25 Memorial Day- Holiday	26	27 B&FPC Meeting- Review Tentative 2015-2016 Budget	28	29	30
31						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • May each year, EMPC meets to assess status of EMP goals and objectives from 2013-2014, to establish goals and objectives for 2014-2015, and to improve final • May each year, Superintendent/President reviews final report on district institutional goals and presents to the Board for information. • 5/27/15- B&FP reviews and approves the 2015-2016 tentative budget.



Imperial Valley College

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 AS Meeting	4	5	6
7	8	9	10	11	12 Spring Semester Ends	13
14	15	16	17 Board approves 2015-2016 Tentative Budget and EMP	18	19	20
21	22	23	24 Summer Session Begins	25	26	27
28	29	30				

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 6/17/15- Board of Trustees approves 2014-2015 Tentative Budget EMP.

ACTION ITEMS

IMPERIAL VALLEY COLLEGE
Standing Rules of the Campus Hour & Professional Development Committee
*Access to the Campus Hour and Professional Development Committee is available to all
members of all constituencies*

MEETINGS

At its first meeting of each academic year the Campus Hour and Professional Development (CHPD) Committee will set a time and place to meet agreeable to its members.

The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA

1. The CHPD 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 of the CHPD 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.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is **5** members.
2. Constituent groups may designate one alternate who may serve during a CHPD Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the CHPD Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings as necessary.
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.

TERMS OF OFFICE

1. The chair of the CHPD Committee shall be elected, by the members of the committee, at the last meeting of the academic year and shall assume the office at the first meeting of the academic year.

PROCEDURES

Since the Board of Trustees has established the Campus Hour and Professional Development (CHPD) Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The CHPD 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 views and opinions of the CHPD Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the CHPD Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the CHPD Committee.
5. The CHPD Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above.

REVIEW AND REVISION

1. These standing rules may be changed by a majority vote of the 10 CHPD Committee members.

PURPOSE

Campus Hour is an opportunity for students, faculty, staff, and administration to attend a wide variety of events or enriching activities on campus. Professional development is important to help employees enhance their job skills; obtain job-related knowledge and information; and increase productivity and efficiency. The CHPD's purpose is to:

1. Develop and maintain the campus Plan for Professional Development and plan activities that would be beneficial for all campus groups
2. Oversee the Campus Hour calendar of events
3. Schedule Campus Hour events that have been brought to the committee from other individuals or other committees
4. Schedule professional development activities that have been brought to the committee for specific campus groups (i.e., CSEA, CTA, Academic Senate, etc.)

5. Act as the Professional Development Resource Planning Committee for the Educational Master Plan and Program Review processes.

CHARGE

The CHPD Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. 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 better use of the Campus Hour and towards improved professional development activities. 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.

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 permanent members of the CHPD Committee are:
 - Two faculty members appointed by Academic Senate, and 1 alternate
 - Two classified members appointed by CSEA, and 1 alternate
 - Two administrators: one appointed by the Administrative Council and one appointed by the President/Superintendent, and 1 alternate
 - Two members of the CMCA appointed by CMCA, and 1 alternate
 - Two students at large appointed by ASG, and 1 alternate
3. Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
4. Terms for student representatives shall be for one year.
5. The CHPD Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.