



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 28th in the College Center, during the campus hour.
- Comedy Event, featuring four comedians on May 2nd, in the College Center, at noon.
- Sport Appreciation Day on Friday, May 8th; 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 25th. 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 13th 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 6th.
- Announced the Senate fundraiser scheduled on May 15th, in the 2700 building; ticket sales forthcoming.

Budget and Fiscal Planning Committee – Melody Chronister

Melody Chronister reported as follows:

- On March 25th, 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 15th, 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 1st.
- 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 8th.
- The next meeting is scheduled on May 13th.
- The final recommendation on the budget will be presented to the Board of Trustees for approval on June 17th.

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 18th, 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 Gilson 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 Gilson 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 Gilson 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 18th 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 17th.
- 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.

- The reorganization plan is posted on the IVC website on the Documents page for the Learning Services Department.

4. AV refresh – Jeff Enz

CTO Enz stated the IT department is working on an AV refresh in the 2700 building due to equipment failure. Changes will include moving from analog to digital. The item will be returned to the Academic Senate and College Council for further discussion.

5. Review of Student Affairs Committee – Sergio Lopez (Attachment D)

Chair Gilson displayed the self-evaluation form for the Student Affairs Committee. He highlighted the major obstacles or problems with the committee; specifically attendance at disciplinary hearings and composition of the Disciplinary Appeals Subcommittee. He believes the committee has addressed these issues by revising the subcommittee's composition.

He stated an issue with this committee has been the lack of submitting written reports to the College Council.

6. Review of BP 6750 and 6800 – John Lau (Attachment E)

Chair Gilson stated BP 6750 and 6800 were pulled at the last meeting because they were going to be removed from Chapter 6 and added to Chapter 5. Subsequently, it was decided to keep the two policies in Chapter 6. He highlighted the minor changes, which included changes in the legal references cited.

7. Campus Moves update – Victor Jaime (Attachment F)

Chair Gilson stated the memorandum from President Jaime is included in the agenda packet for informational purposes only. He stated the committee meets and discusses changes to facilities and/or areas on campus.

ADJOURNMENT

Chair Gilson announced the next meeting would take place on Monday, May 18th, and adjourned the meeting at 4:01 p.m.

**2014-2015 College Council Meeting Schedule
2:30-4:00 p.m. in the Board Room**

2015
April 27
May 18