



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, August 29, 2018, 2:40 to 4:00 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

Administrative Representatives

Efrain Silva
Sergio Pesqueira
Alternate: Jeff Enz
Alternate: Dr. Robert Price

Faculty Representatives

Ric Epps, *Teaching (Vice-Chair)*
Roxanne Nunez, *Non-Teaching*
Alternate: Aaron Edwards
Alternate: Julie Craven

Classified Representatives

Melody Chronister **(Chair)**
Elena Wayne
Alternate: Erika Aguilar
Alternate: Silvia Murray

CMCA Representatives

Jose Carrillo, *Manager*
Linda Amidon, *Confidential*
Alternate: Lisa Seals
Alternate: Rick Webster

Student Representatives

Matthew Limon
Vacant
Alternate: Vacant
Alternate: Vacant

Ex-Officio

Dr. Martha Garcia

Consultants

Jim Mecate
Clint Dougherty
Mike Nicholas
Victor Torres

Recording Secretary: Paula Saldana

I. Call to Order

II. Public Comment

At this time, persons may speak to the Council either on an agenda item or on other matters of interest that are within the scope of the Council. If you wish to be heard at this time, please stand and identify yourself.

III. Reports

- A. College Council Chair Report
- B. Subcommittees Reports

- 1. Competitive Athletics (Jim Mecate)
- 2. Facilities and Environmental Health & Safety (Victor Torres)
- 3. Public Relations & Marketing (Mike Nicholas)
- 4. Student Affairs (Victor Torres)
- 5. Professional Development (Clint Dougherty)

C. Area Reports

- 1. ASG President's Update

2. President's Update
3. Academic Senate
4. Budget and Fiscal Planning Committee (Attachment A)
5. Accreditation/CART Committee
6. Strategic Educational Master Plan Committee
7. Technology Planning Committee
8. EEO and Diversity Committee

IV. Consent Agenda

- A. College Council Minutes – May 23, 2018

V. Action Items

None

VI. Discussion and Information Items

- A. Student Centered Funding Formula – Deedee Garcia
- B. College Center Expansion and Additional Furniture for Building 2700 – Deedee Garcia
- C. Bond Projects – Deedee Garcia
- D. Irrevocable Trust – Deedee Garcia
- E. First Reading: Revision of College Council Standing Rules (Attachment B) – Melody Chronister
- F. Outcomes and Assessment Committee (Attachment C) – Dr. James Patterson
- G. 9/11 Event – Dr. Robert Price
- H. 2018-2019 College Council Meeting Schedule – Melody Chronister

VII. For Good of the Order

VIII. Adjournment

2018-2019 College Council Meeting Schedule

2018	2019
August 29	February 27
September 26	March 27
October 24	April 16
November 28	May 22
December (TBD)	



UNADOPTED MINUTES
IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, May 23, 2018, 12:50 to 1:50 p.m.
Administration Building Board Room

MEMBERS PRESENT:

Administrative Representatives

Tina Aguirre

Faculty Representatives

Ric Epps (**Vice Chair**)
Sergio Pesqueira

Classified Representatives

Melody Chronister (**Chair**)

CMCA Representatives

Jose Carrillo

Student Representatives

Karla Espejo-Rodarte

Consultants

Jim Mecate
Clint Dougherty

Recording Secretary: Paula Saldana

Others Present: Dave Drury, Trini Arguelles, Vikki Carr, Matthew Thale, Andrew Robinson, David Poor, Mabel Vargas, Lennor Johnson

I. Call to Order

Chair Chronister called the meeting to order at 12:50 p.m.

II. Public Comment

There was no public comment.

III. Reports

A. College Council Chair Report

Chair Chronister reported as follows:

- Congratulated Dr. Garcia for her selection as IVC Superintendent/President.
- Encouraged all members to attend the Retiree and Years of Service event tomorrow, May 24, 2018, at noon, in the gym. At the event she will be presenting the Reuben O. Lopez Community Service Award to Jim Shinn.
- Thanked the members for the many accomplishments this year.
- Wished everyone an enjoyable summer.

B. Subcommittees Reports

1. Competitive Athletics (Jim Mecate)
2. Facilities and Environmental Health & Safety (Victor Torres)
3. Public Relations & Marketing (Mike Nicholas)
4. Student Affairs (Victor Torres)
5. Professional Development (Clint Dougherty)

Chair Chronister stated all the subcommittee reports were submitted in writing and attached to the agenda and encouraged the members to review them.

C. Area Reports

1. ASG President's Update
2. President's Update

3. Academic Senate
4. Budget and Fiscal Planning Committee
5. Accreditation/CART Committee
6. Strategic Educational Master Plan Committee
7. Technology Planning Committee
8. EEO and Diversity Committee

Chair Chronister stated a few of the area reports were submitted in writing and encouraged the members to review those that had been provided.

IV. Consent Agenda

- A. College Council Minutes – April 25, 2018
- B. College Council Minutes (Special Meeting) – May 9, 2018

The minutes of April 25, 2018 and May 9, 2018 were accepted as presented.

V. Action Items

- A. College Council 2017-18 Self-Evaluation

M/S/C Carrillo/Epps to approve the College Council 2017-18 Self-Evaluation

Discussion:

Chair Chronister stated the Self-Evaluation had been reviewed at the May 9th meeting; she re-highlighted the Council's goals. There were no additional changes to the Self-Evaluation.

The motion carried.

- B. Priority Registration Change (Dr. Lennor Johnson/Trini Arguelles)

Lead Counselor Trini Arguelles presented a PowerPoint entitled, Priority Registration Proposal. He stated the proposal would add a new priority group, "Next Term Graduates" to the priority registration categories. He provided an overview of the proposal:

- Adding Next Term Graduates to Group 2 would prioritize registration for students that are nearing graduation and/or transfer.
- Students will submit an "Early Registration" application requesting early registration and submit it to Admissions and Records.
- Prospective graduates within 16 units of graduating that have completed orientation, assessment, and have a student education plan developed
- Students can apply only once during their tenure at IVC.
- The proposed group would come after the mandated priority groups.
- It is estimated that many of the identified students would come from the 45.5-59.5 units continuing students group.
- The proposed change would allow students to register before an estimated 2,000 other students in earlier priority groups.
- The proposed change would keep students on track during their final semester.

- Ensure a higher percentage of students having a completed Comprehensive Education Plan developed.
- Avoid delays by enrolling in final courses early.
- Decrease the number of extra units taken while waiting for space in a required course.

Possible concerns included:

- Will the amount of Next Term Graduates take away from all other priority groups? *It will not; it will bump group 3 up to group 2 to get priority registration, and the mandated groups that are group 1 will not lose priority.*
- What is the amount of prospective graduates? *The amount varies and seems to be increasing every year.*
- How will the new priority be handled? *By applying for graduation with priority as a Next Term Graduate.*
- How many times will students be allowed to use Next Term Graduates? *Once.*
- When will it take effect? *By spring 2019.*
- Is it limited to one degree – what if they have other degrees? *It is not limited to one degree; however, it is a one-time deal.*
- How will the courses be monitored? *They may make an unexpected change at registration. If the student applies, and chooses to register for a course other than that recommended by a counselor, the student loses on this one-shot deal.*
- Can an indicator be placed on Syosprofile? *Unsure, but will confirm with IT.*
- Graduation Application versus NTG. *Under research.*
- Our campus is too small for this type of priority. *No, it is not when compared to colleges with similar population.*

M/S Aguirre/Pesqueira to approve the priority registration change.

Dean Drury commented that those students currently in group 2 (athletes, ambassadors and ASG) are required to take 12 units each semester. For this reason, he requested that the current group 2 remain the same and the proposed Next Term Graduates be added as group 3.

Dean Johnson stated the proposed group would consist of no more than 500 students; therefore, it would not negatively impact a lot of students.

The motion carried.

Chair Chronister stated it would be helpful to see the data after the proposal's implementation for purposes of reviewing the impact and addressing potential concerns.

C. Non-Resident Tuition Waiver – Jim Mecate

Competitive Athletics Committee Chair Jim Mecate presented a PowerPoint Entitled, Non-Resident Tuition Waiver. He stated the committee is proposing a Non-Resident Tuition waiver and highlighted the benefits of the proposed waiver:

- Increase in developing competitive teams
- Increase in diversity

- Increase in student success rates
- Increase in community relations

Chair Chronister asked if the waiver would apply only to athletes, and expressed her concern regarding whether the practice is legal.

Jim Mecate clarified the waiver would also be for those students in extracurricular programs, activities or clubs; however, there would have to be a limit. He also ensured the practice is legal.

Dean Drury expressed his support for the waiver and reiterated the proposal would increase the diversity on campus.

Director Vikki Carr expressed concern in limiting non-resident tuition fees to athletes only due to equity.

A lengthy discussion ensued regarding the financial consequences.

M/S Aguirre/Epps to approve the Non-Resident Tuition Waiver

CHRO Dougherty stated he is not sure whether the proposal is legal and recommended that it be reviewed by legal counsel.

Chair Chronister suggested the motion be amended to read: Recommendation to the President to research the Non-Resident Tuition Waiver and look into the feasibility of rolling it out in the future semester to support diversity on campus.

The motion carried, as amended.

VI. Discussion and Information Items

A. 2018-19 Draft Tentative Budget (Matthew Thale/Cecilia Duron)
Budget and Fiscal Planning Committee Chair Matthew Thale provided a summary of the 2018-19 draft tentative budget, and stated that changes are occurring constantly.

The final Budget would be presented to the Board in September for final approval.

He stated the budget flat, assuming a 2% growth in FTES funding.
He commented that CTA is still in negotiations; consequently, changes will be made once negotiations are finalized.

Chair Chronister commented the deficit of \$1.2 million would be reduced as there are designated reserves to address the PERS and STRS funding.

BFP Committee Chair Thale commented, in general, a deficit of \$1 million exists every year; however, at the end of the year the budget is balanced as a result of favorable variance and designated reserves.

Chair Chronister added the approved budget enhancements had been rolled into the budget.

Dean Drury asked if the COLA increase had been added to the budget.

Thale responded it had not been added, as the budget summary document had been prepared before the release of the May Revise.

Chair Chronister stated a budget update would be presented to the College Council in the fall.

B. Update on Proposed Funding Formula (Matthew Thale)

Budget and Fiscal Planning Committee Chair Thale explained that under the proposed formula, funding would be allocated pursuant to a 60-20-20 split: 60% on enrollment; 20% on equity; and 20% on student success. He stated the formula measures FTES enrollment based on a three-year average.

Chair Chronister commented that programs and methods must be in place to ensure student success.

C. Student Affairs Committee Update (Victor Torres)

Dean Torres could not be present today but provided an update via recorded video. He presented the committee's goals:

Goal 1: To enhance student's commencement experience by transitioning from cap and gown rental to cap and gown procurement. He stated this goal has been met, as the students are now purchasing their caps and gowns.

Goal 2: To continue advocating on behalf of the students with the Imperial County Transportation Commission to address the need of additional public transportation; specifically, with the Calexico and Brawley routes. He stated this goal had been partially met; that a student survey regarding transportation needs had been completed, and that the results would be presented to the ICTC.

Goal 3: To review the student conduct and discipline procedures, and modify as needed. He stated this goal has been met with the recent update to AP 5500, relating to the Violence against Women and Jean Cleary Acts.

D. Facilities and Environmental Health and Safety Committee Update (Victor Torres)
Dean Torres, via recorded video, presented the committee's goals:

Goal 1: To update or implement a comprehensive preparedness training exercise. He stated discussions relating to the implementation of a plan are ongoing with CHRO Dougherty, and that this goal should be met by fall.

Goal 2: To complete a safety needs assessment throughout the campus. He stated this goal has been partially met with the establishment of a task force. The task force completed a safety walk, focusing on safety issues outside the buildings. A second safety walk will be scheduled to assess any safety issues inside the buildings.

Goal 3: To provide First Aid and CPR training to faculty and staff. This goal has not been met but discussions are ongoing with HR to ensure immediate implementation, and that trainings are held annually.

Dean Torres stated the committee is in the process of updating AP 6620 Naming of Buildings, as well as AP 6700 Civic Center and Other Facilities Use. He stated ad hoc committees have been created to review and update said procedures.

E. BP/AP 7110 Delegation of Authority (Clint Dougherty)

CHRO Dougherty explained that the updated BP/AP 7110 would allow the superintendent/president to delegate the CHRO the ability to approve temporary employment, to include short-term and substitute, professional experts, and student workers, prior to Board approval; the Board would then ratify the hire. This would allow the institution to be responsive in the case when a new hire is needed immediately.

F. College Council Member Term Expirations Update (Melody Chronister)

Chair Chronister announced that she would be notifying those members whose two-year terms have expired, and would be working with the CSEA and Academic Senate Presidents, as well as the Administrative Council, to confirm the member's reappointment or whether a new person would be selected.

G. Board Policies for Chapter 5 Student Services and Administrative Procedures 5055 Enrollment Priorities, 5500 Standards of Student Conduct

Chair Chronister presented the updated Board Policies for Chapter 5, as well as Administrative Procedures 5055 and 5500. She stated that most of the changes to the policies were minor changes to clean up the language. She indicated the major change was to Administrative Procedure 5055, as discussed today under Action Item B.

VII. For the Good of the Order

Chair Chronister thanked Dr. Jaime for his leadership to the college and the College Council, and wished him a happy retirement.

VIII. Adjournment

Chair Chronister adjourned the meeting at 1:51 p.m. She stated the next meeting would be scheduled for August 29th, during the new campus hour, 2:40 to 3:40 p.m.

2017-18 College Council Meeting Schedule

2017	2018
August 23	February 28
September 27	March 28
October 25	April 25
November 29	May 9 *Special Meeting
December 13 *Special Meeting	May 23

ATTACHMENT A

REPORT/COMMITTEE NAME:

Budget and Fiscal Planning Committee

Last meeting date/time/place:

August 22nd at 2pm in the Board Room

Summary of discussion, information, and action items:

- Reviewed and discussed the new student-centered funding formula
- Received and update on the bond sales (\$32.2 mil)
- Approved our self-evaluation and set our 18-19 goals:
 - Develop an improved budget variance analysis tool/process
 - Budget ownership, assign specific accountability
 - Analyze timelines/calendar and see how it integrates with the College's master calendar

Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):

The new student-centered funding formula

Next meeting date/time/place:

September 26th at 1pm in the Board Room

ATTACHMENT B

IMPERIAL VALLEY COLLEGE
Standing Rules of the College Council

Access to the College Council is available to all members of all constituencies

I. MEETINGS

- A. At the start of the fall semester, the Council shall establish the meeting calendar dates for the academic year based on past precedence of conducting meetings on the fourth Wednesdays of any given month.
- B. The Council shall be required to hold at least one regular meeting per month during the fall and spring semesters.
- C. Special meetings:
 - 1. May be called by the College Council Agenda Committee Chair or Vice-Chair;
 - 2. Shall be called by the Chair upon receipt of a written request signed by one-third of the members;
 - 3. Members will be given notice of the meeting at least twenty-four hours before the meeting, with an effort to provide at least forty-eight hours' notice, when possible.

II. AGENDA

- A. The College Council will generate its agenda from items submitted by a College Council member, College Council Subcommittee Chair, or any member of the campus community of Imperial Valley College.
- B. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members 72 hours in advance of the meeting. All requested agenda items are to be included. If an item is rejected or postponed, a written explanation must be provided to the person requesting the agenda item, prior to the agenda being released. Rejections should strictly be due to falling outside of the scope of the College Council's authority.
- C. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

III. OPERATIONS

- A. A quorum must be present to hold a meeting. For this Council, a quorum is fivefour (45) members, with at least one individual each representative groups.
- B. Constituent groups may designate one to two (1-2) alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

College Council in advance for the duration of the school year.

- C. Robert's Rules of Order will be used to conduct meetings.
- D. Council members will work to achieve consensus. If the Council 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.

IV. TERMS OF OFFICE

- A. The Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The election shall take place in odd-numbered years on the last regular meeting of that year. The term shall commence July 1st of that calendar year. Candidates for this office must have previous experience in the College Council of Imperial Valley College. The Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- B. The Vice Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council. The Vice-Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- C. If the Chair is unable to complete his or her term, then the Vice Chair will assume the duties of the Chair, and a new Vice Chair shall be elected for the remainder of the two-year term.
- D. The Chair and Vice Chair may not serve more than two consecutive terms, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
- E. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

V. DUTIES

A. Chair

It shall be the duty of the Chair:

1. To preside at all Council meetings;
2. ~~To chair the Agenda Committee and~~ Be an ex-officio member of all other Council subcommittees;
3. To issue Calls-to-Meetings of the Council and ensure timely publication of the agenda;
4. To maintain records of all committee and subcommittee memberships, activities, and reports;

5. To cast the deciding vote in the event of a Council deadlock (The Chair will not regularly vote on matters before the Council.);
6. To serve as the Council representative to the Board of Trustees;
7. To serve as the Council representative for the Budget and Fiscal Planning Committee, or appoint designee.
8. To perform such other duties as may be necessary and proper.

B. Vice-Chair

It shall be the duty of the Vice-Chair:

1. To assist and act as substitute for the Chair at the request of the Chair;
2. To oversee the implementation of governance matters as they relate to the Chair;
3. To coordinate the work of the Council ad hoc committees and task forces appointed by the Council.
4. To perform such other duties as may be necessary and proper.

VI. PROCEDURES

Since the Board of Trustees has established the College Council to ensure that faculty, classified staff, students, administrators, and classified managers/confidential staff have the right to participate effectively in college governance, the following procedures shall apply:

- The College Council will allow for discussion and recommendations to be a shared process by representatives of all ~~five~~four constituent groups (students, faculty, classified staff, ~~classified managers/confidential staff~~, and administrators). In addition, visitors will be allowed to share their opinions, suggestions and ideas.
- Copies of the minutes will be posted on the College website within thirty (30) calendar days of adoption; and available for review, with attachments, at the President's Office.
- If the Council was unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
- Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
- The views and opinions of the College Council will be expressed in written form to the College President.
- When the views and opinions by the members of the College Council 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 College Council.

Formatted: Font: 12 pt

- College Council will serve as the final recommending body to the President on committee recommendations in activities, projects, programs, and plans that have been developed or are being developed by constituent groups and administration. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

VII. REVIEW AND REVISION

These standing rules may be changed by a majority vote of a quorum of College Council members, provided the change has been proposed at a previous regular meeting of the Council.

IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510 /PROCEDURES SECTION 2510 SHARED GOVERNANCE

COLLEGE COUNCIL

I. PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible, the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

The College Council is the final recommending body on non-academic matters that go to the President and Board of Trustees, while the Board of Trustees relies primarily on the Academic Senate for academic matters as defined by AB1725.

II. PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees and campus constituents through a collaborative, integrative approach, promoting greater communication that is accessible to the college campus at large.
- To ensure that faculty, staff, students, and administrators have the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration in a timely and effective manner.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

III. FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make final recommendations to the College President on which college committees or task forces are needed.
- To make final recommendations on proposed college policies developed by the College President or other policy-recommending college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President and Board of Trustees or other policy-making college committees.
- To recommend action to the President on all committee and subcommittee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all ~~four~~five constituent groups.

IV. STRUCTURE

The following college constituencies retain all rights granted by law and/or regulations. The ~~four~~five groups represented in this shared governance structure are students, faculty, classified staff, ~~classified managers/confidential staff~~, and administrators. College Council members are representatives of their constituents. Members may poll and shall consider recommendations made by their constituents; however, no individual or group may dictate the vote of a member. **A member will always consider the good of the college community first and foremost.**

Formatted: Font: Bold

The Council shall consist of ten (~~12~~10) members, one (1) ex-officio, and five (5) consulting members; for a total of sixteen (~~18~~6). The permanent members of the College Council are:

- ~~Three~~Two faculty members appointed by the Academic Senate, one teaching and

one non-teaching faculty, with one of them being the Academic Senate President or designee.

- ~~Three~~Two classified members, with two appointed by CSEA from separate departments in absence of a Classified Senate and, with one of them being the CSEA President or designee if available, one Classified Confidential member appointed by the Administration Council in absence of a Classified Senate.
- ~~Two classified manager/confidential staff members appointed by the Administration Council, one manager and one staff member.~~
- ~~Two~~Three students appointed by the Associated Student Government, with one of them being the ASG President or designee.
- ~~Two~~Three administrators appointed by the Administrative Council, with at least one being a Classified Manager.
- The College President/Superintendent will be an ex-officio member.
- The Facilities and Environmental Health & Safety Committee Chair or designee will be a consulting member
- The ~~College Hour and~~ Professional Development Committee Chair or designee will be a consulting member
- The Competitive Athletics Committee Chair or designee will be a consulting member
- The Public Relations & Marketing Committee Chair or designee will be a consulting member
- The Student Affairs Committee Chair or designee will be a consulting member

Terms for faculty, classified, ~~classified managers/confidential staff~~, and administrators shall be for two years. There shall be no restrictions on reappointment of representatives.

Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

This committee has a critical responsibility and must adhere to strict deadlines; therefore, members who are absent three times during the academic year will be removed and replaced following the guidelines above.

The College Council may create ad hoc committees as needed to address college- wide issues and task forces to address specific (single item) issues.

~~V. AGENDA COMMITTEE~~

~~The agenda for all general, regular, and special meetings shall be prepared by the College Council Agenda Committee.~~

~~A. The Chair and Vice Chair of the College Council will represent their respective areas on the Agenda Committee. If the Chair and Vice Chair are from the same area, they will both attend, but only one will be designated as the representative from that area.~~

~~B. The Superintendent/President will be the administrative representative.~~

~~C. All members of the Agenda Committee must be current members or ex-officio members of the College Council.~~

~~D. The committee will consist of the following College Council members:~~

- ~~1. The Academic Senate President or designee.~~
- ~~2. The CSEA President or designee.~~
- ~~3. The ASG President or designee.~~
- ~~4. One member from CMCA.~~
- ~~5. The Superintendent/President of the college.~~
- ~~6. The recording secretary.~~

~~E. The Chair of the College Council will have final say in the order and inclusion of agenda items at the end of the meeting.~~

~~F. The Agenda Committee will meet the week before the College Council meeting at a time amenable to the members of the Agenda Committee.~~

VI.V. COLLEGE COUNCIL SUBCOMMITTEES

The subcommittees of the College Council shall be:

1. Competitive Athletics Committee
2. Facilities and Environmental Health & Safety
3. Professional Development Committee
4. Public Relations and Marketing Committee
5. Student Affairs Committee

A. Meetings of College Council Subcommittees

- a. Meetings shall be called by the chairperson of each committee.
- b. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by the College Council Chair or a majority of committee members, provided that all members, including the chairperson, are given sufficient notice.
- c. What constitutes a Quorum for subcommittees shall be defined in their committee standing rules.
- d. Meeting minutes shall be posted on the College website by the recording

- secretary within thirty (30) calendar days of the meeting date.
- e. If the committee was unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
 - f. Committee Self-Evaluations shall be completed by each committee at their final meeting in the Spring semesters. A special meeting shall be called, if needed, to ensure completion.
 - g. Chairpersons that are appointed via an election process shall not serve more than two (2) consecutive terms.
 - g-h. These committees have a critical responsibility and must adhere to strict deadlines; therefore, members who are absent three times during the academic year will be removed and replaced.

Formatted: Font: 11 pt, Bold

B. Charge of College Council Sub-Committees

1. Competitive Athletics Committee

- a. Charge

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

Formatted: Font: 12 pt

2. Facilities and Environmental Health & Safety Committee

- a. Charge

The Facilities & Environmental Health and Safety Committee will advocate for the health, safety, appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee also ensures that the District safety programs and procedures are in compliance with state and federal statutes and regulations. The committee members will solicit and contribute ways to improve the health, safety, appearance and environmental friendliness of the college. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses do so in a safe and healthy environment and maintain respect and pride for the buildings and grounds. 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 an improved workplace health and safety, greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. 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.

3. Professional Development Committee

- a. 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.

Formatted: Font: 12 pt

4. Public Relations and Marketing Committee

a. Charge

The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College. Its purpose is to increase the overall visibility and enhance the reputation of Imperial Valley College. The hallmarks of the college are academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development. IVC's Public Relations efforts are meant to develop two-way communication with stakeholders, highlight the excellent education and dynamic services it provides to the community, and ensure the college's growth, prosperity and future.

Formatted: Font: 12 pt, Font color: Black, Border: : (No border)

5. Student Affairs Committee

a. Charge

The function of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of student life, community services, and public relations. This Committee shall be responsible for formulating policies regarding various student activities, including clubs, assemblies, and elected student bodies, and shall make recommendations and policies concerning commencement and disciplinary matters.

Formatted: Font: 12 pt

Action to approve a change to a subcommittee's standing rules shall be submitted to the College Council for action within thirty (30) calendar days of said approval for adoption. Once adopted, the Committee Chair shall ensure that the College website is updated within thirty (30) calendar days to reflect the adopted changes.

VI. COUNCIL FUNDS

A. College Council Budget

- a. The Chair shall submit a proposed budget at the May meeting of the Council, and a budget review shall be held in February each year.
- b. The Chair may authorize expenditures from Council funds up to the amount of \$150. Expenditures of more than \$150 shall require approval by majority vote of a quorum of the Council in advance of the expenditure.

- c. Requests for reimbursement for expenses incurred in the interest of the College Council shall be submitted to the Chair accompanied by proof of prior approval of the appropriate body of the College Council and documentation of expenses, including receipts.

VIII.VII. REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees, if necessary.

Academic Senate Resolution:

Whereas, the Continuous Accreditation Readiness Team (CART) has recommended that the Academic Senate update and expand the scope and charter of the SLO Committee to oversee all institutional outcomes assessment, and

Whereas, the Academic Senate formed a task force of one Academic Senate appointee, the Accreditation Coordinator, and the SLO Coordinator to research and propose language for a new Outcomes and Assessment Committee, and

Whereas, the task force also sought to address the needs of the Guided Pathways Steering Committee, and

Whereas, the Academic Senate has had opportunity to review and discuss the task force's proposal, and

Whereas, the Academic Senate recognizes that a committee with institutional oversight will required additional review and approval of other participatory governance groups,

Therefore, BE IT RESOLVED, that the IVC Academic Senate approves the proposed Outcomes and Assessment Committee, and

BE IT FURTHER RESOLVED, that the IVC Academic Senate invites the Strategic Educational Master Planning Committee, the College Council, the Guided Pathways Steering Committee, and the President's Cabinet to review the proposed committee and provide feedback to the Academic Senate during the fall semester of 2018.

* * * * *

Imperial Valley College Outcomes & Assessment Committee (task force proposal):
[Academic Senate Discussion Item: 2 May 2018](#)

The Outcomes & Assessment Committee will support and evaluate a campus-wide process for the uniform implementation and assessment of Learning Outcomes at the course, program, and department level in addition to Operational and Service Area outcomes. The SLO Coordinator is responsible for chairing the committee and overseeing that the functions of the Outcomes & Assessment Committee are met. The committee reports to the IVC Academic Senate and advises the College Council and Strategic Education Master Plan Committee.

Function:

- provide support and training

- recommend and provide samples of effective assessment tools
- provide support in the analysis of data
- provide training and assistance to correctly and effectively use current campus Outcomes-related practices
- provide support and data in program review
- provide support and data to the accreditation reports
- ensure that Operational (OOs) and Learning Outcomes (SLOs and PLOs) are connected to Strategic Educational Master Plan Goals and Strategies.
- act as a resource group and maintain liaison to the Academic Senate

Committee Composition:

SLO Coordinator and Administrative co-chairs

Academic Senate appointees from each division on campus

- Arts and Letters
- Math and Science
- Economic and Workforce Development
- Health and Public Safety Division
- Counseling
- Student Affairs & Enrollment Services
- Library/Instructional Resources
- two Adjunct Instructors

One dean from Student Services

One dean from Academic Affairs

One representative from Institutional Research

One Classified employee

One Manager

One Confidential Employee

Two ASG representatives

Two support specialists (one Academic Services and one Student Services)

[Given the size of this committee, the SLO Coordinator and Administrator co-chair may consider forming smaller work groups such as a student learning outcomes work group and an operational outcomes work group.]