



## ADOPTED MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, November 18, 2013 – 2:30 P.M.  
Administration Building Board Room

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

#### **MEMBERSHIP**

- √ Sergio Lopez, Administrative Representative
- √ Efrain Silva, Administrative Representative
- √ Tina Aguirre, Administrative Representative
- √ Ted Ceasar, Alternate Administrative Representative
- √ Brian McNeece, Alternate Administrative Representative
  
- √ Dr. Daniel Gilison, Faculty Representative (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, Bill Gay, Tim Nakamura, Omar Ramos, Betty Kakiuchi, Mike Nicholas

### **MEMBERSHIP CHANGES**

Member Chronister clarified that Steve Cook is a classified representative and not an alternate as listed on the agenda.

### **PUBLIC COMMENT**

There was no public comment.

### **APPROVAL OF MINUTES DATED OCTOBER 28, 2013**

M/S/C Chronister/Evangelist to approve the minutes dated October 28, 2013.

Chair Gilison noted the following correction to the minutes under the Accreditation/CART Committee Update as follows:

~~Final~~ *First* draft of ACCJC responses is due on October 31<sup>st</sup>.

Motion carried to approve the minutes dated October 28, 2013 with corrections.

### **AREA REPORTS/UPDATES**

#### **College Council Report – Daniel Gilison**

Chair Gilison reported as follows:

- He and Vice Chair Alonso have met with Dr. Jaime to discuss subcommittees, including membership and classified staff issues.

#### **Measure J and L Report – John Lau**

VP Lau was not present at the meeting.

#### **Program Review Update – Ted Ceasar**

Dean Ceasar reported as follows:

- The Program Review form for both academic and non-academic programs is ready and would be going out this week.
- The Program Review deadline has been extended to February 14<sup>th</sup>.
- A Program Review handbook has been developed. The handbook provides a general overview of Program Review, including the legal requirements and accreditation standards that relate to it, as well as guidelines for developing smart goals. The handbook would also be available online this week.

Member McNeece stated the Program Review form had gone through several drafts and expressed his appreciation for all the parties involved in the project.

#### **Budget Update/Financial – John Lau**

VP Lau was not present at the meeting.

#### **ASG President Update – Ricardo Ibarra**

ASG Representative Ricardo Ibarra reported as follows:

- ASG is forming a financial council to help the clubs plan events.
- Art Show and Veterans Day events were held.
- Monthly newsletter will be going out on Wednesday.
- Announced the new online Radio Program.
- Announced the IVC Sweetheart Event which would take place in February.

ASG representative Diana Ibarra stated she would be coordinating the Radio Program and would be in contact with the Marketing Committee to discuss the details. She also stated a subcommittee is being formed to change the name of the mascot and encouraged members to get involved.

### **President's Update – Victor Jaime**

President Jaime was not present but provided a written update as follows:

- Visioning Forums
  - The IVC Campus forms were completed on November 7<sup>th</sup> with visioning sessions in all the communities within Imperial County and two forums on-campus (one in the day and one in the evening). The President's Cabinet will be reviewing its findings to begin preparation for the next Strategic Plan.
- Staff Appreciation Event
  - The Administrative Council will be hosting a "Staff Appreciation Event" featuring Julian Pies and Ice Cream. The event will take place during finals week around the Campus Hour on December 3<sup>rd</sup> between 11:30 a.m. and 1:30 p.m. in the Amphitheatre. Tents, tables, and chairs will be provided; Rick Webster will provide the music.
- Board Meeting
  - IVC Board meeting will take place on Wednesday, November 20<sup>th</sup>, at 6:00 p.m.
- Campus Forum:
  - We will be holding a campus forum during the college hour on Tuesday, November 19<sup>th</sup> in Room 2734. The topic will be an update on FCMAT recommendations and an update on the Career Technical Building.
- Foundation Update
  - The Foundation will be holding an annual fund drive (AFD) this week in the evening. The Foundation is asking for volunteers to serve this week between 6:00 p.m. and 8:00 p.m. every evening. We will be contacting IVC Alumni and the IVC Ambassadors will also be participating in the phone banks.
- Wished the IVC family a Happy Thanksgiving with family and friends.

### **SUB-COMMITTEE REPORTS**

#### **Competitive Athletics Committee – Jim Mecate**

Eric Lehtonen was not present at the meeting.

#### **Environmental Health & Safety Committee – Tim Nakamura**

Director Nakamura reported as follows:

- The committee finally made quorum.
- Met last Thursday and discussed the restructure of the committee; stated the committee is in need of a faculty member.
- The committee is in the process of updating its website.
- The committee would be performing a walk-through of the campus on Tuesday, November 26<sup>th</sup>, at 6:00 p.m., to address emergency preparedness issues. The results of that walk-through would be presented at the next College Council meeting.

#### **Facilities and Environmental Improvement Committee – Jeff Enz**

Member Enz reported as follows:

- Meeting scheduled next Monday at 3:00 p.m.
- The only membership needed is from the administration.

### **Public Relations & Marketing Committee – Efrain Silva**

Dean Silva introduced Mike Nicholas as the new chair of the Marketing Committee.

Chair Nicholas reported as follows:

- The committee met on Wednesday, November 6<sup>th</sup>; discussion included the recommendation of a college-wide public relations and marketing plan, which would tie directly to the Board of Trustees goals which were approved at the February 25, 2013 retreat.
- The committee also discussed changing the mascot and would be working with the ASG to promote that change.
- The committee met last Thursday and continued its discussions on defining a marketing plan.
- Hopes to have a marketing plan to share with the College Council after the first of the year.

M/S/C Alonso/Lopez to suspend the order of business and move the Budget and Fiscal Planning Committee update as the next item.

Motion carried.

### **Budget and Fiscal Planning Committee – Martha Garcia**

Mike Nicholas reported as follows:

- The committee met on November 7<sup>th</sup> to discuss the accreditation response that is being prepared by a separate subcommittee.
- He stated Director Fletes has been providing budget training to help analyze the budget.
- The committee also discussed funding of the retirees' liability.

M/S/C Alonso/Lopez to resume the order of business.

Motion carried.

### **Student Affairs Committee – Sergio Lopez**

Member Lopez reported as follows:

- The committee had disciplinary appeals on Friday.
- The committee met and discussed its Standing Rules; changes would be presented to the College Council.

### **OTHER COMMITTEE REPORTS**

#### **Academic Senate – Daniel Gilison**

Chair Gilison reported as follows:

- The last meeting was held on November 6<sup>th</sup>.
- The committee discussed moving to online voting for Academic Senate members and revisions to how faculty evaluates administration.
- The committee also discussed faculty requirements for serving on standing committees and other options for faculty in lieu of serving on committees.

#### **Technology Planning Committee – Jeff Enz**

Chair Jeff Enz reported as follows:

- The committee met last week and approved the 2014 Technology Plan.
- The committee updated its tasks list which is based on last year's Educational Master Plan.

### **Accreditation/CART Committee – Kathy Berry**

Dean McNeece reported as follows:

- The committee has received, read, commented and provided feedback on all the accreditation responses.
- He stated Dr. Martha Garcia is working on a comprehensive planning calendar for the next year and a half, which addresses our response to Recommendation 1; progress is being made.
- The committee continues to learn how SPOL works with accreditation.
- Met with Cathy Zazueta and Terry Norris to address the information literacy issue; progress is being made.

### **Staffing Committee – Travis Gregory**

Dean Gregory was not present at the meeting.

### **START Committee – Martha Garcia**

Member Garcia reported as follows:

- START committee met on November 12<sup>th</sup>.
- The committee continues to create and update action plans.
- She stated the committee would create an action plan for each of the recommendations and would try to address them all; however, that may not be possible.
- She stated those issues dealing with contractual matters would be dealt with in negotiations; and those matters under the purview of the Academic Senate would be dealt with in the Academic Senate.

## **DISCUSSION AND INFORMATION ITEMS**

### **1. Subcommittee Update – Daniel Gilison**

Chair Gilison provided an update on each of the subcommittees. He was pleased to announce that progress had been made, and that most committees were all set. He stated that some of the websites still needed to be updated and emphasized the importance of updating those websites for accreditation purposes.

Discussion ensued regarding the membership for the Campus Hour/Professional Development and Facilities and Environmental Improvement Committees.

Chair Gilison and Vice Chair Alonso thanked the subcommittee chairs, co-chairs and everyone who had been involved in getting the committees organized.

### **2. Planning and Budget Calendar 2013-2014, 2014-2015 Draft (Attachments A & B) – Martha Garcia**

Member Garcia presented the following information:

- She stated the information contained in the current calendar 2013-2014 is depicted in the current EMP.
- The new additions to the 2013-2014 calendar pertain to the budget development process, which would begin earlier.
- Major changes in the 2014-2015 calendar are as follows:
  - The development of program review would begin early in the fall.
  - The addition of institutional goal assessment, including institutional effectiveness assessment, which is recommended under Recommendation 1.
  - The creation of a Planning and Resources Council which would be responsible for ensuring that all new funding requests are prioritized and deciding whether or not to fund such requests.

- Under Recommendation 1, all the planning activities for the major planning committees must be listed on the calendar.

Member Garcia stated the final calendar would be brought back to the College Council as an information item.

### **3. AP 7235 Employment of Professional Experts (Attachments C & D) – Travis Gregory**

Dean Gregory was not present at the meeting; VP Berry presented the following information:

- She stated there was no policy at IVC regarding the compensation for professional experts; therefore, it was important to create a policy defining a professional expert, the criteria and conditions for employment, and the compensation for the different categories.
- The AP was created based on Dean Gregory's extensive research.
- VP Berry stated any questions regarding the AP should be emailed to Dean Gregory.

### **4. AP 5055 Registration Priorities (Attachment E) – Gloria Hoisington**

Director Hoisington presented the following information:

- Reviewed the current AP with regards to how many units a student can enroll in during the primary terms.
- Introduced the changes to the AP as follows:
  - K-12 students may enroll in up to 11 units during the primary terms and 6 units during the intersessions.
  - Students on probation will be allowed to register up to 16 units during priority registration, and up to 19 units during open enrollment.
  - Priority registration is given to those students who have completed an orientation, assessment, and developed a student education plan in the following three categories:
    - Veterans, foster youth, CalWORKS
    - DSPS or EOPS
    - First time students
  - Students with 90 or more units would lose their priority.
  - Students in groups designated as performing college service, including ASG, Ambassadors, eligible athletes, ASPIRE or IVUP, would be given priority registration.

### **5. Outlook Improvements and other Office365 features – Omar Ramos**

Director Enz reminded everyone that during the winter recess, the data room would be going off line and there would be no services on campus, including email. He explained that the solution to this would entail moving the campus website to the cloud. The IT department is in the process of migrating staff to the cloud. He stated faculty would be migrated to the cloud after grades had been submitted. Director Enz demonstrated how to access Outlook email off campus.

Director Enz stated the new process for reserving a conference room would be different under the new Outlook and demonstrated how to reserve a room.

Director Enz provided a handout outlining the procedures discussed above.

## **ACTION ITEMS**

### **1. Approval of updated College Council Standing Rules (Attachment F) – Daniel Gilson**

M/S/C to approve the updated College Council Standing Rules

Discussion:

Chair Gilison presented the updated College Council Standing Rules and highlighted the following changes:

- Under Agenda 2: the agenda would be prepared and distributed 72 hours in advance of the meeting, instead of 24 hours in advance. He stated this change was due to 24 hours in advance being on Sunday, whereas 72 hours in advance is on Friday.
- Under Terms of Office: revised to clarify that the elections for the Chair and Vice Chair take place in odd-numbered years on the last regular meeting of that year, and that the term commences on July 1<sup>st</sup> of that calendar year.
- Under Terms of Office: statement was added to indicate if the Chair is unable to complete the terms of office, the Vice Chair assumes the duties of the Chair and a new Vice Chair is elected for the remainder of the term.
- He stated other minor grammatical errors were fixed.

Motion carried.

### **ADJOURNMENT**

Chair Gilison thanked everyone for their contribution this semester, and is looking forward to the spring semester. He adjourned the meeting at 3:43 p.m.



## Budget and Fiscal Planning Committee

November 20, 2013

Members present:

√John Lau, VP for Business Services, Co-Chair  
√Kathy Berry, Administrative Representative (3:38 p.m.)  
√Dr. Martha Garcia, College Council Representative  
√Eric Jacobson, Faculty Representative  
\_Dave Drury, Faculty Representative  
√Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

√Kevin White, Academic Senate Rep., Co-Chair  
√Jeff Cantwell, CMCA representative  
√Mike Nicholas, CSEA Representative  
√Matthew Thale, CSEA Representative  
√Alex Whalen, ASG Representative

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I. CALL TO ORDER

The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 3:03 p.m. on Wednesday, November 20, 2013. The meeting was held in room 1704.

II. APPROVAL OF MINUTES

***M/S/C Cantwell/Fletes to approve the minutes of the October 23, 2013 meeting as presented.***

III. ACTION

1. Budget Calendar:

***M/S/C Jacobson/Berry to approve the 2013-14 and 2014-15 Integrated Planning and Budget Calendars and to recommend to the Superintendent/President that Dr. Martha Garcia be given the authority to ensure that the deadlines are met.***

Eric Jacobson stated that in the past it has been difficult getting people to follow the budget calendar, and someone needs the authority to enforce the deadlines. He suggested Dr. Garcia for that role. Dr. Garcia stated that she did not mind sending out reminders, but she would like to discuss the matter with President's Cabinet before making any official commitment.

Dr. Garcia presented the two integrated planning calendars. She reported that the budget process will start in January for 2013-14 and still earlier in 2014-15. Budget enhancements will be prioritized by the yet to be formed "Planning & Resources Council". The details of the PRC are still being discussed by President's Cabinet. The PRC will prioritize requests in an objective manner, using criteria that is fair across the board. VP Lau stated that budget development will be a two part process, with status quo budget items being separated from new budget requests (budget enhancements). The BFPC will be responsible for ensuring that the core budget is within the constraints of on-going revenue without use of reserves.



The committee discussed why it was not the body doing the budget prioritization. It was agreed that it would be a powerful responsibility, and that controversial decisions might be required. The prioritization committee would be responsible for saying no to budget request. The make-up of the committee would be very important to ensure that all constituencies were represented. VP Lau stated that the prioritization committee should act for the good of the entire institution instead of the groups the individual members represent. Director Fletes stated that the Budget and Fiscal Planning Committee has historically been a recommending body, and he pointed out that funds may not be available for enhancements once the District starts increasing the reserve. Dr. Garcia stated that if BFPC was to take on the role of budget prioritization, it would need to meet more than once a month. VP Lau stated that the final authority has to be determined, and that the Superintendent/President will make the decision on what committee that will be.

2. Recommendation on strategy to increase reserve to 16.6%:

The committee agreed to defer action on this item until the next committee meeting.

IV. INFORMATION/DISCUSSION Due to time constraints, the following information and discussion items were deferred until the next committee meeting.

1. Accreditation Response
2. Budget update
3. Budget Training Session – financial reports (monthly, quarterly and annual)

V. NEXT MEETING: The committee agreed to meet on Wednesday, December 4, 2013 at 3:00 p.m.

VI. ADJOURNMENT: Meeting adjourned at 3:59 p.m.

# Imperial Valley College

## Academic Senate

Wednesday, 5 February 2014, 1:30p.m.

### Board Room

**Mission:** To represent the faculty in the formation of college and district policy on academic and professional matters.

#### **MEMBERSHIP**

Eric Lehtonen, Senate President

#### **Arts, Letters, and Learning Services**

Laura Mosier  
Scott Simpson  
Frank Hoppe (Proxy for Cathy Zazueta)  
David Zielinski

#### **Economic and Workforce Development**

Dave Drury  
Frank Miranda  
David Scott Sheppard

#### **Health and Sciences**

Caroline Bennett (Treasurer)  
Russell Lavery  
Rick Goldsberry  
Bradford Wright

#### **Student Services**

Ralph Marquez  
Norma Nunez

#### **Part Time Faculty**

Michael Capeci  
Mike Palacio, Jr.

#### **At-Large Senators (nine)**

Robert Baukholt  
Daniel Gilison (Vice-President)  
Michael Heumann (President-Elect)  
Allyn Leon  
Mary Lofgren  
Barbara Nilson  
Frank Rapp (Secretary)  
Christina Shaner  
Ed Wells

#### **Ex-Officio**

Kevin White (Past-President)  
Kathy Berry (Chief Instructional Officer)  
Ricardo Ibarra (ASG President)

## **A. Call to Order by the President**

Roll Call by Secretary

## **B. Visitor Comments**

At this time persons may speak to the Academic Senate either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Academic Senate. However, please note that this is an open meeting, and anyone may speak to an agenda item during discussion or debate. (Only Senators may move or second any motion, and only Senators may vote.) If you wish to be heard at this time, please stand and identify yourself to the Academic Senate President.

## **C. Consent Agenda**

1. Academic Senate Minutes of 20 November 2013
2. Curriculum Committee Minutes of 7 November 2013
3. Recommendations to the President 7 November 2013
4. Recommendations to the Board 7 November 2013

## **D. Reports – please limit your reports to 3 minutes**

1. President
2. Past President
3. Treasurer
4. Associated Student Government (ASG) President
5. Part Time Faculty Representative
6. Curriculum
7. Basic Skills
8. College Council
9. Campus Hour/Professional Development
10. Other Committee Reports

## **E. Update on Previous Discussion and Information Items**

1. Academic Senate By-Laws Review—Eric Lehtonen
2. Alternatives to Committee Requirements—Frank Rapp

## **F. New Discussion and Information Items**

1. +/- Grading—Eric Lehtonen
2. Academic Senate Election Announcement—Frank Rapp
3. College Council Revampment—Daniel Gilison
4. Academic Senate Fund Raiser—Eric Lehtonen

## **G. Action**

1. 2014 Accreditation Warning Follow-Up—Eric Lehtonen

## **H. “For the Good of the Order” - Suggestions and Identification of Achievements**

## **I. Adjournment**

# IMPERIAL VALLEY COLLEGE FOLLOW-UP REPORT

Submitted to:

Accrediting Commission for  
Community and Junior Colleges  
Western Association of Schools  
and Colleges

March 15, 2014

# THE REPORT STRUCTURE

## ○ Four Sections:

- Section 1: Certification of the Accreditation Follow-up
- Section 2: Report Preparation
- Section 3: Response to Commission Action Letter
  - Recommendation 1: Effective Planning
  - Recommendation 7: SLO's in Faculty Evaluation
  - Recommendation 8: Financial Strategy
- Section 4: Appendices

# REPORT PREPARATION

- ◉ The college formed three working groups to address the recommendations:
- ◉ Recommendation 1: 5 members
- ◉ Recommendation 7: 4 members
- ◉ Recommendations 8: 6 members:
- ◉ Editors and Readers: 10 members
- ◉ Technical/Graphic Support: 3 members

# TIMELINE OF ACTIVITIES

- ◉ Highlights the College's processes to respond to the Commission's recommendation.



# RESPONSE TO RECOMMENDATION 1

- In order to fully meet the Standard, the team recommends that the College consistently link the institutional goals and objectives detailed in the Educational Master Plan with operational plan goals and resource allocations, including technology resources, in order to assess progress toward meeting institutional goals. In addition, the College should establish a planning calendar that identifies all planning activities, committees, and the roles of various College plans, and includes institutional effectiveness assessment and improvement cycles. (I.B .3, II.C.1b, IV.A.5)



# RESPONSE TO RECOMMENDATION ONE FOLLOW-UP HIGHLIGHTS

- ◉ Revised its Educational Master Plan and Program Review to integrate all resource request and link them to institutional goals
- ◉ Purchased and provided training for a comprehensive planning system, Strategic Planning Online (SPOL)
- ◉ Reviewed all committee missions and created a tool to measure committee effectiveness
- ◉ Updated the comprehensive planning calendar
- ◉ Extended the reach of training and assessment of Information Competency/Literacy

# RESPONSE TO RECOMMENDATION 7

- ◉ In order to meet the Standard the team recommends that faculty and others directly responsible for student progress toward achieving student learning outcomes, have as a component of their evaluation, effectiveness in producing those outcomes. (III.A.1.c)

# RESPONSE TO RECOMMENDATION SEVEN FOLLOW-UP HIGHLIGHTS

- ◉ Negotiated with faculty and administrators to include SLO/SAO responsibilities in their individual evaluation processes
- ◉ Revised related evaluation forms

## RESPONSE TO RECOMMENDATION 8

- In order to meet the standard, the team recommends the College develop a financial strategy that will result in balanced budgets that have ongoing revenues to meet or exceed its ongoing expenditures without the use of reserves; maintain the minimum prudent reserve level; and address funding for its long term financial commitments and its retiree health benefits costs. (III.D.1.a, III.D.3.a, and III.D.4, IV.B.1.c, IV.B.2.d.)

# RESPONSE TO RECOMMENDATION EIGHT FOLLOW-UP HIGHLIGHTS

- ◉ College's adoption of measures to develop and maintain a balanced budget
- ◉ Adoption and Plan to maintain a Prudent Reserve FCMAT Recommendations: The College's process on adopting the Fiscal FCMAT recommendations
- ◉ Linking Institutional Goals, Planning and Assessment to Resource Allocation
  - Budget and Fiscal Planning Committee  
Commitment to allocate resources based on priority

# RESPONSE TO RECOMMENDATION EIGHT FOLLOW-UP HIGHLIGHTS (CONTINUED)

- ◉ Measure to develop fiscal Stability include:
  - Efficiencies through Raising Class Size
  - Energy Efficiency Improvements
  - Efficiencies in Compensation
- ◉ Revised Budget and Planning Calendar
- ◉ Long-Term financial commitments and Retiree Health Benefit Cost (OPEB)

# PROCESS OF APPROVAL

- ◉ CART Committee (1/31/2014) - approved
- ◉ College Council (2/3/2014) -
- ◉ Academic Senate (2/5/2014)
- ◉ Board of Trustees (2/19/2014 )

# COMMISSION ACTION AND TIME TABLE

- ◉ March 15, 2014: Follow-up Report is due to the Commission
- ◉ March 15 – May 30, 2014: Follow-up Visit by a commission appointed team is conducted
- ◉ June 2014: The ACCJC Commission Meets, reviews Follow-up report and votes to accept or to continue the college on sanction
- ◉ July 2014: College is notified of the Commission's Action