



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 14, 2013 – 2: 30 P.M.
Administration Building Board Room

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

MEMBERSHIP

- √ Sergio Lopez, Administrative Representative
- √ Efrain Silva, Administrative Representative
- √ Tina Aguirre, Administrative Representative
- √ Ted Ceasar, Alternate Administrative Representative
- √ Brian McNeece, Alternate Administrative Representative

- √ Dr. Daniel Gilison, Faculty Representative (Vice Chair)
- √ Dr. Martha Garcia, Faculty Representative
- √ Kathleen Dorantes, Faculty Representative
- √ Cathy Zazueta, Alternate Faculty Representative
- √ Caroline Bennett, Alternate Faculty Representative
- √ Mike Palacio, Jr., Alternate Faculty Representative

- √ Yethel Alonso, Classified Representative
- √ Silvia Murray, Classified Representative
- √ Steve Cook, Classified Representative
- √ Melody Chronister, Alternate Classified Representative
- √ Lisa Cross, Alternate Classified Representative
- √ Erika Aguilar, Alternate Classified Representative

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

- √ Ricardo Ibarra, Student Representative
- √ Alex Whalen, Student Representative
- √ Diana Ibarra, Student Representative
- √ Jonathan Carrillo, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Kathy Berry, John Lau, Tim Nakamura

MEMBERSHIP CHANGES

Member Evangelist stated Gloria Hoisington is the new CMCA alternate.

Alex Whalen introduced himself as the new alternate student representative.

PUBLIC COMMENT

VP Berry stated the 40th Year Nursing Celebration on Saturday night was a nice event.

Director Evangelist stated the event was well-attended with over 150 guests.

APPROVAL OF MINUTES DATED SEPTEMBER 23, 2013

M/S/C Lopez/Evangelist to approve the minutes as presented.

Motion carried.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

Chair Gilison reported as follows:

- He and Vice Chair Alonso would be meeting with Dr. Jaime to continue discussions on future College Council agenda items.
- He created draft Campus Hour/Professional Development Standing Rules which have been reviewed by Executive Council. Committee to start in short time frame.

Measure J and L Report – John Lau

VP Lau reported as follows:

- Construction coming to an end this year – the new building and renovation of the 900 building would be the last projects for about four years.
- Repayment of short term TRAN due next year. He explained that due to the decline in property values, repayment of the TRAN would include raising taxes \$6 a year/\$.50 a month on \$100,000; however, this would mean a savings of over \$100 million to taxpayers.

Program Review Update – Ted Ceasar

VP Berry reported as follows:

- SPOL would be implemented for data only in November.
- SPOL Committee met today and set out the planning framework.
- SPOL training would begin in November for all other staff involved in the budget planning process.

Budget Update/Financial – John Lau

VP Lau reported as follows:

- Budget and Fiscal Planning meeting scheduled on October 23rd. Discussion would include:
 - Recommendation to President Jaime on how to fund reserves to meet the 16% target adopted by the Board of Trustees.
 - How to fund OPEB, a long-term liability related to lifetime benefits offered to retirees.
 - Creating an accelerated timeline for the budget.
 - Providing learning seminars for the committee.

ASG President Update – Ricardo Ibarra

ASG President Ibarra reported as follows:

- Held Health Fair last week; Planned Parenthood provided free STD testing.
- Dia de Los Muertos Art exhibit took place last week.
- ASG leaving for CSAU this weekend.

President's Update – Victor Jaime

Chair Gilison stated Dr. Jaime would not be attending the meeting; however, he left a written report to present, as follows:

- **Visioning Forums:**
 - To date we have had a total of seven visioning forums at the following locations:
 - On-campus during campus hour
 - El Centro
 - Calipatria
 - Imperial
 - Brawley
 - Holtville
 - Winterhaven
 - Future visioning forums scheduled through the first week in November:
 - Seeley
 - Westmorland
 - Niland
 - Calexico
 - Heber
 - On-campus in the evening

Information from these visioning sessions will drive our next three-year strategic plan.

- **CCLC Workshop**
 - Imperial Valley College proposal to provide a workshop at the CCLC (Community College League of California) conference in late November. The workshop topic is: "Imperial Valley College Achieves Collective Fiscal Vision". This workshop will focus on the work consulting with FCMAT and our own START committee in order to address many recommendations made to address our Fiscal challenges. The panel discussion will include FCMAT staff, Dr. Victor Jaime, Superintendent/President Imperial Valley College; Jerry Hart, President of the ICC Board of Trustees; Dr. Martha Garcia, Chair of the START committee.
- **President's Update**
 - You will notice something new on the President's Update. We have a section called "State Updates". This section will highlight current State issues affecting California Community Colleges.
- **Accreditation Update:**
 - Various Standards committees are meeting in order to respond to ACCJC.
- **START Committee:**
 - The START Committee charged with recommending tasks for the implementation of the FCMAT recommendations have resumed meeting after a break in summer. Updated Task sheets and timelines are forwarded to the Executive Council for review and implementation.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Jim Mecate

Chair Gilison stated Eric Lehtonen, reporting for Jim Mecate, was unable to attend the meeting due to illness.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura reported as follows:

- The committee attempted to meet two weeks ago; however, was unable to make quorum.
- The Academic Senate is helping with the recruitment of faculty membership.

Facilities and Environmental Improvement Committee – Jeff Enz

Member Enz stated the committee is in the process of restructuring and working through the recommendations provided by Chair Gilison. He said he would report back in the near future.

Public Relations & Marketing Committee – Efrain Silva

Member Silva stated he had nothing new to report; the committee would be meeting tomorrow.

Student Affairs Committee – Sergio Lopez

Member Lopez reported as follows:

- The committee met last week and reviewed its Mission Statement; elected Jeff Beckley to chair the Disciplinary Appeals Committee; reviewed the Student Complaint Policy.
- Two disciplinary hearings are scheduled this afternoon.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

Chair Gilison reported as follows:

- The Senate approved two action items at its last meeting:
 - Approval of the 2014-15 Academic Calendar.
 - Approval of the New Faculty Orientation Committee.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia reported as follows:

- The committee would be reviewing any budget variances in a single budget of either 3% of entire budget or \$10,000. If any discrepancies existed, the committee would be requesting more details concerning those changes.
- The committee would be reviewing the budget calendar at its next meeting.
- The committee would be receiving training regarding the budget.

Technology Planning Committee – Jeff Enz

Jeff Enz reported as follows:

- Committee met last week; discussion included:
 - January through December 2014 Work and Task Lists.
 - Recommendations from the STAC meeting held the week before regarding booths and posters on campus to inform students about new technology on campus.
- Hoping to approve 2014 Technology Plan at the following committee meeting.
- Announced an IT outage is planned for December 18th; due to the construction in the 900 building, the data room would need to be offline. He stated the duration of the outage is unsure at this time, but estimated five days.

VP Lau stated that a more definitive timeframe regarding the shutdown would be provided at the next College Council meeting.

Accreditation/CART Committee – Kathy Berry

VP Berry reported as follows:

- The teams are at various stages in responding to the ACCJC recommendations.
- Reiterated the importance of linking planning to institution goals.
- First drafts are due in 16 days.

- Second drafts are due in November.
- In early January, the report would begin to make its way through the various participatory governance groups.
- Final report must be at the ACCJC by March 1st.

Staffing Committee – Travis Gregory

Dean Gregory was not present at the meeting.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee reporting – Daniel Gilison

Chair Gilison stated this item would always be item No. 1. He reviewed the updated information he had received from some of the subcommittees, including a review of the College Council subcommittee websites and the lack of information therein. He reiterated that the websites must be updated for accreditation purposes.

Lengthy discussion ensued regarding an evaluation of each subcommittee, including its needs and roles in determining whether or not it is relevant.

Chair Gilison stated he would be sending an email to all subcommittee chairs asking them to update their websites and that he and Vice Chair Alonso would be discussing the matter with President Jaime.

2. Campus Hour and Professional Development Committee – Daniel Gilison

Chair Gilison presented as follows:

- Announced the new Campus Hour and Professional Development Committee which had been voted on and approved by the College Council to start in Spring of 2013.
- He created a draft of the committee Standing Rules which were presented and approved by Executive Council.
- He highlighted the Standing Rules including the committee structure, which would consist of 2 members and 1 alternate from each constituency group: faculty, classified staff, classified managers/confidential, students, and administrators. He stated the Academic Senate would appoint the faculty; CSEA would appoint classified staff; students would be appointed by the ASG; the administrators would be appointed by the Administrative Council; and CMCA/Confidentials would seek volunteers within their group.
- Hoping to have the first committee meeting by the end of November.
- The committee chair would be an administrator appointed by President Jaime.

Dean Ceasar stated that one of the functions of the committee should be to develop a Professional Development Plan, and that the plan be consistent with the Educational Master Plan.

3. Evacuation Drill and Campus Safety Awareness Day – Tim Nakamura

Director Nakamura presented as follows:

- As part of the Great California Shakeout, IVC will conduct two evacuation drills on Thursday, October 17, 2013, at 10:17 a.m. and 7:17 p.m.
- Drills should last no more than 15-20 minutes.
- Alarms would sound off, signaling everyone to evacuate.
- Everyone should take their personal belongings with them when evacuating their area.

Chair Gilison asked if the evacuation drill announcement would be heard through the classroom telephones.

Director Nakamura stated that the announcement would be heard through the classroom telephones. He stated the whole point of the drill is to find out which alarms are functioning or not functioning.

Dean Lopez asked if a message could be sent to flash on the computer monitors.

Director Nakamura stated special software is needed, and that he is working on a grant that would provide funding for that software.

Director Nakamura announced that Campus Safety Awareness Day was scheduled to take place this month; however, due to conflicting events at the local schools, many of the participating agencies were unable to attend. Therefore, the event was rescheduled for November.

ACTION ITEMS

1. 2014-2015 Academic Calendar (Attachment B) – Daniel Gilison

M/S/C Garcia/Whalen to approve the 2014-2015 Academic Calendar

Discussion:

Chair Gilison presented the 2014-2015 Academic Calendar, with VP Berry highlighting the changes as follows:

- Explained the reason Census day is on June 30th.
- No classes would be held the week of Thanksgiving; however campus would be open. She stated this is due to the item being negotiable with CSEA.
- The return of Winter Session which begins on January 5th and ends on February 5th, five days a week for five weeks.
- Explained the mandatory faculty day on January 5th.
- Spring Semester begins on February 17th and ends on June 12th, with graduation on June 13th.

Chair Gilison stated the calendar is not final as it still has to go through CTA and CSEA, as well as Executive Council.

Motion carried.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:45 p.m., and announced the next College Council meeting would be held on October 28, 2013.



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 28, 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: Tim Nakamura

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED OCTOBER 14, 2013

M/S/C Alonso/Chronister to approve the minutes as presented.

Motion carried.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

Chair Gilison reported as follows:

- He and Vice Chair Alonso met with President Jaime to discuss the issues with the College Council subcommittees. Chair Gilison requested that Dr. Jaime email the subcommittee chairs reminding them of their roles as chair. Chair Gilison thanked Dr. Jaime for his support in that regard.
- They also discussed with Dr. Jaime the Campus Hour/Professional Development subcommittee membership.

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:

- Working to modify Program Review forms so that forms are compatible with SPOL format.
- Tentative date for completion of Program Review is January 31st.
- Training will be provided to department chairs and others involved in entering Program Review.
- Director Carrillo is working on data to load onto SPOL repository.
- Moving forward with implementation of SPOL for Program Review.

Budget Update/Financial – John Lau

VP Lau was not present at the meeting.

ASG President Update – Ricardo Ibarra

ASG Representative Diana Ibarra reported as follows:

- ASG President Ricardo Ibarra is attending the HACU leadership conference in Chicago.
- Cancer Awareness Day held last week.
- Men's and Women's Basketball Scrimmage will take place on Tuesday, October 29th; free hamburgers and drinks will be provided.
- Recruiters will be present at the College Center for Veterans Day on November 7th.
- Art Show will be held on November 20th; drinks and cookies will be provided.

President's Update – Victor Jaime

President Jaime reported as follows:

- Announced that VP Lau and Director Fletes are attending the annual CBO conference.
- Stated VP Berry is in San Diego attending a meeting related to future adult education.
- Two visioning meetings left which will occur next week: On November 5th in Heber; and on November 7th at IVC.
- START committee has resumed meeting; committee will be updating task sheets and will provide regular reports to the College Council.
- Campus Forum tentatively scheduled for November 19th to provide updates on FCMAT and the CTE Building.

- Presidential Employee Recognition Committee (PERC) has been formed; first meeting scheduled next week; committee members are as follows: Hope Davis, Dolores Diaz, Michael Heumann, Betty Kakiuchi, Rosanna Lugo, and Sandie Noel.
- The President's Update for October went out on Friday, October 25th.

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:

- Committee unable to make quorum this month; in the process of changing its composition so that quorum is met in the future.
- Provided the results of the evacuation drills held on October 17th:
 - Morning Drill, 10:17 a.m.
 - Pros:
 - Good communication amongst staff.
 - The Fire Academy assisted with the evacuation.
 - The majority of the towers sounded off, as well as the horns.
 - Evacuation completed in record time of seven (7) minutes.
 - Cons:
 - There were stragglers in 2700 building.
 - Several teachers refused to evacuate.
 - Need to work out issue with students arriving on campus at the time of evacuation.
 - Evening Drill, 7:17 p.m.
 - Pros:
 - Good communication amongst staff.
 - The vests worn by staff were highly visible in the dark.
 - Cons
 - Not all alarms went off at the same time.
 - The Alert U website was down at the time of the evacuation.
 - Uncooperative students and instructors.
 - One staff member evacuated; however went back into the building.
 - Due to the problems with uncooperative students and staff, the drill extended to fifteen (15) minutes.
- Announced Campus Safety Awareness Day would be held on November 6th at the College Center. Several agencies, including the IID, the Sure Helpline, and the Imperial County Sheriff's Office, would be participating and providing information related safety. He stated he would be sending out an update regarding the event details.

Facilities and Environmental Improvement Committee – Jeff Enz

Member Enz stated the committee's Standing Rules are an action item on today's agenda. The committee would be seeking volunteers and would schedule its first meeting thereafter.

Public Relations & Marketing Committee – Efrain Silva

Chair Gilson stated committee chair Silva could not be present; however, Chair Silva forwarded an email with his report as follows:

- As previously reported, the committee was unable to make quorum on September 12th; however the committee still met and had some constructive discussions.
- The committee met on October 15th and discussed the efficacy of the fall marketing campaign; direction was given to Bill Gay for the spring campaign. A subcommittee was created to begin considering a campus-wide PR and marketing plan.

- The old Marketing Committee webpage has been reactivated; website will be updated this week with minutes, standing rules and other pertinent information.
- The next meeting scheduled on November 14th.

Student Affairs Committee – Sergio Lopez

President Jaime stated Dean Lopez was absent due to his attendance at the HACU Conference in Chicago.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

Chair Gilison reported as follows:

- Approved the Student Complaint Policy presented by Dean Lopez.
- Area D meeting was held on Saturday, October 19th.
- Academic Senate retreat was held on Friday, October 25th.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia was not present due to her attendance at a conference.

Technology Planning Committee – Jeff Enz

Jeff Enz reported as follows:

- Student Technology Advisory Committee (STAC) would be meeting on Thursday, November 7th.
- The next regular Technology Planning Committee meeting is scheduled on November 14th.
- Hoping to approve Technology Plan on November 14th.

Accreditation/CART Committee – Kathy Berry

Dean Aguirre reported on behalf of VP Berry as follows:

- First draft of ACCJC responses is due on October 31st. Important that those reports be submitted timely for proofreading, followed by going through the participatory governance process.

Staffing Committee – Travis Gregory

Dean Gregory stated the last committee meeting had been canceled due to a lack of agenda items; the next meeting is scheduled for early November.

START Committee – Martha Garcia

Chair Gilison stated the START Committee report would be providing regular reports to the College Council.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee Update – Daniel Gilison

Chair Gilison stated he has received more information from the subcommittees. He shared the updated information he had received from some of the subcommittees. He restated the websites must get updated for accreditation purposes, and requested that it be done by November 18th, which is the last College Council meeting of the semester.

2. Campus Hour and Professional Development Update – Daniel Gilison

Chair Gilison provided the following information:

- Administrative representatives are Sergio Lopez and Tina Aguirre; with Brian McNeece as alternate.
- CMCA representative is Omar Ramos; will verify alternate.

- Faculty representatives would be appointed by the Academic Senate sometime this week.
- Vice Chair Alonso stated she would send CSEA President Frances Arce-Gomez an email requesting CSEA representation.
- Student representative Whalen stated the student representatives would be selected by next Monday, November 4th.
- Meeting date and time would be established once the committee is fully populated.
- Hoping to have the first committee meeting in November.

3. Review and update of College Council Standing Rules (Attachment A) – Daniel Gilison

Chair Gilison stated standing rules should be reviewed and updated every two years. For this reason, he requested that a small ad hoc committee be formed to review the College Council Standing Rules. In addition to himself and Vice Chair Alonso, he requested two volunteers; Members Dorantes and Chronister volunteered. He stated the ad hoc committee would be meeting soon and that the rules would be presented as an action item at the next College Council meeting.

ACTION ITEMS

1. Approval of Facilities & Environmental Improvement Committee Standing Rules (Attachment B) – Jeff Enz

M/S/C Chronister/Whalen to approve the Facilities and Environmental Improvement Committee Standing Rules

Discussion:

Director Enz presented the new Standing Rules. He stated the rules had been reformatted to be consistent with the other committees. The other significant change included a decrease in the membership. He stated in the past the committee had problems making quorum, thus the change in the composition from three to two members for each represented group, and a quorum of four.

Chair Gilison commented that the role of the chair and the committee's reporting structure should be clearly defined in the rules. He feels this would help streamline the process in times of transition. After further review of the rules, it was clarified that this language had been included.

Further discussion followed regarding membership, the required number for a quorum, and the standardization of all committee standing rules.

Motion carried.

2. Approval of Environmental Health & Safety Committee Standing Rules (Attachment C) – Tim Nakamura

M/S/C Alonso/Enz to approve the Environmental Health & Safety Committee Standing Rules

Discussion:

Director Nakamura presented the new Standing Rules. He stated only a couple of revisions had been made to the old standing rules. Those changes included the addition of the following statement under "Terms of Office":

The District's Safety Administrator or a designee shall serve as Committee Chair.

The other change included a change in the composition under Committee Members. He stated the membership was decreased to seven members, with quorum at four.

Chair Gilison ensured that language had been included to state the chair would provide regular reports to the College Council. Chair Gilison also noted the wording that the committee chair is a non-voting member. He clarified that the chair is a voting member and only votes when there is a tie. He recommended that those words be removed.

Motion carried with the change of removing the words "non-voting member" under Committee Members.

Chair Gilison requested that Director Nakamura post the new version on the website and begin the recruitment for its membership.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:33 p.m., and announced the next College Council meeting would be held on November 18th, which would be the last meeting of the fall semester.