

Academic Senate of Imperial Valley College

Minutes Adopted 15 October 2014

Wednesday, 17 September 2014

A. Call to Order

The meeting was called to order by President Heumann at 1:30p.m.

Present— Nicholas Akinkuoye, Caroline Bennett, Gilbert Campos, Dave Drury, Alex Garza, Daniel Gilison, Rick Goldsberry, Suzanne Gretz, Michael Heumann, Frank Hoppe, Russell Lavery, Eric Lehtonen, Allyn Leon, Ralph Marquez, Lorraine Mazeroll, Laura Mosier, Priscila Ortiz, Mike Palacio, Jr., Frank Rapp, Olivia Samaniego, David Scott Sheppard.

Absent—Mary Lofgren, Frank Miranda, and Cathy Zazueta.

Visitors—Tina Aguirre, Melody Chronister, Sheila Dorsey-Freeman, Jeff Enz, Gayla Finnell, Victor Jaime, Sergio Lopez, Brian McNeece, Jill Nelipovich, James Patterson, Efrain Silva, Mary-Jo Wainwright, Kevin White.

Excused— Michael Capeci, Norma Núñez, Christina Shaner, and Ed Wells.

B. Visitors' Comments

There were no Visitors' Comments.

C. Consent Agenda

1. M/S/C (Rapp/Leon) to approve the Minutes of 3 September 2014 as amended.

D. Reports

1. President—President Michael Heumann expressed his thanks to all committees (except the bookstore committee) for completing and submitting their committee self evaluations. He also expressed his support for making the Student Success & Support Task Force a regular Academic Senate committee.
2. Past President—There was no Past President's report.
3. Treasurer—Senate Treasurer Caroline Bennett reported the Academic Senate started off last time with a balance of \$8,691. \$3.40 was spent on photocopying, leaving a balance of \$8,687.60.
4. Associated Student Government— ASG President Priscila Ortiz reported that the Associated Student Government held several events: the Hispanic Heritage event on 11 Sept., and today's Constitution Day event. The ASG attended a Region 10 meeting at Grossmont College and is planning an event on 23 Sept. for National Voter Registration Day.

Nicholas Akinkuoye: The Hispanic Heritage event happened on the anniversary of the 9/11 attacks, an event that went unrecognized here at IVC. In the future, another day should be chosen for the Hispanic Heritage event.

5. Part-Time—There was no Part-Time Faculty report.
6. Curriculum Committee—Frank Rapp: We're in the process of establishing a cycle for a comprehensive review of classes that will occur at least every three years.
7. SLO Committee—Jill Nelipovich: SPOL training is underway, starting tomorrow. The SLO Committee hosted a guest speaker, the incoming SLOAC (Student Learning Outcomes and Assessment Committee) chair from MiraCosta College.
8. Basic Skills Committee—Jill Nelipovich: Reports of any funding to faculty teaching Basic Skills courses. Some faculty expressed interest in attending a Basic Skills professional development workshop in San Diego County. The Basic Skills Committee is also preparing a reading apprenticeship workshop to be held on our Service Day, 5 Jan. 2015.
9. College Council—Daniel Gilison: The Committee met last Monday and approved an action item, the new campus hour time blocks. It was unanimous.
10. Distance Education—Gayla Finnell: Two position papers were submitted. They will be on the next Academic Senate meeting's agenda. One concerns Committee membership and the other State authorization policy. The Committee is also reviewing online course development policy and faculty training policies.

CART—Brian McNeece: The Committee is preparing student opinion survey.

Tina Aguirre: Team #1 Mission & Leadership Planning. They're arranging a meeting. Same thing with Team 8. They've been notified about looming deadlines. The Midterm Report is due Dec. 2015. This might affect team composition.

Brian McNeece: Forums to familiarize CART standards to faculty. On a different matter, I'm fomenting an Art on Campus Committee to bring public art to IVC. I addressed the IVC Foundation Board about this.

E. Action Items

1. M/S/C (Núñez/Zazueta, from earlier meeting) to approve SLO Coordinator Job Description—Adoption. Motion carries.

Michael Heumann: There were some changes from the second reading to the form the job description has now. The blank portion was changed to "SLOs and SAOs." The term "stipend" was changed to "with possible off-contract work required."

2. M/S/C (Mosier/Núñez, from earlier meeting) Academic Senate Self-Evaluation—Second Reading. Motion carries.

Changes: Committee Goals: Develop a plan to address potential changes due to AB 86. Sabbatical Reform Study. Electronic Administration Evaluations. Create a complete inventory of committee members and faculty assignments

3. M/S/C (Gilison/ Mosier, from earlier meeting) to approve Resolution on Revision to College Hour/Time Blocks for 2015-2016

Dave Drury: There was no provision for exceptions mentioned. We would need one in our department. Is that in here?

Laura Mosier: Some ASL & ESL classes will be impacted. Our department has 4-hour classes beginning at 12:55pm. These are 4- and 5-unit classes.

Rick Goldsberry: EMS is also impacted.

Michael Capeci: We will also need exceptions. We can't shift our schedules in a way that would work for all.

Ralph Marquez: How many faculty are on campus on Fridays?

Michael Capeci: We used all allocated classrooms the last time we did programs on Fridays.

Suzanne Gretz: We have many Friday morning classes.

Dave Drury: Kudos to Michael Capeci and the Instruction Office for pulling this together.

Laura Mosier: What will happen during Campus Hours?

Michel Heumann: That remains to be seen. A College Council subcommittee is dedicated to utilizing Campus Hour to the fullest.

Suzanne Gretz: I've used it in the past to offer extra credit opportunities to my students. It was very popular with them.

Dave Drury: We could use an auditorium venue for larger events.

Gilbert Campos: I fear it may be underutilized.

Vote Tally on the Resolution

Ayes	Nays	Abstentions
Laura Mosier	Alex Garza	Frank Rapp
Frank Hoppe	Russell Lavery	
Dave Drury	Ralph Marquez	
David Scott Sheppard	Gilbert Campos	
Caroline Bennett		
Rick Goldsberry		
Suzanne Gretz		
Mike Palacio, Jr.		
Daniel Gilison		
Allyn Leon		
Olivia Samaniego		

11 Ayes, 5 Nays & 1 Abstention. The motion carries.

F. Old Discussion and Information Items

1. Committee Vacancies

Michael Heumann: Two College Council vacancies have been filled. Aaron Edwards and Lilia Sandoval are the new members. There is one new vacancy—Gayla Finnell’s term in the Tech Planning Committee has expired. I’ll be emailing notice of this vacancy to faculty. There are other committees on campus that just need more members; the Marketing Committee comes to mind.

Brian McNeece: The CART Committee has a need for 3 more members.

2. Academic Senate At-Large Election—Frank Hoppe

Mary Lofgren garnered 36 votes, Olivia Samaniego, 35. Write-ins in the field under Mary Lofgren’s ballot position: Robert Baukholt received 1 vote, and Tom Morell received 1 vote. Write-ins in the field under Olivia Samaniego’s ballot position: Mary Lofgren, Tom Morell and David Zielinski each received 1 vote. 38 total ballots cast.

4. Senate Retreat.

Michael Heumann: Set for October 3 from 12 noon – 4pm.

G. New Discussions and Information Items

1. Online Census Roster Submission Process

Michael Heumann: What went wrong? These rosters are incredibly important for establishing the number of FTEs.

Jill Nelipovich: How can we fix it? A confirmation email verifying the successful submission of your roster would be very helpful.

Ralph Marquez: Even after dropping a student, the roster remains the same.

Daniel Gilison: If you have no drops, there's no indication that one has successfully submitted a roster.

Nicholas Akinkuoye: There will typically be problems with new systems. Faculty should be made aware of important dates like this submission deadline at Convocation. We'll address these issues, working to improve faculty training on this process and debug the system. We need to document our improvements as evidence for ACCJC.

Mary-Jo Wainwright: The time frame was changed on us. Usually, the longer you wait before submitting your roster, the higher your FTEs will be. It also too quite a while for us to learn that we did it wrong.

Jill Nelipovich: IT should enlist non-IT people as beta testers.

Dave Drury: Training would really be helpful.

Frank Rapp & Eric Lehtonen: We only had problems submitting when we had no drops to report.

2. Extended Coverage Hours for IT Staff—Jeff Enz

Jeff Enz: This seems like not a good use for my staff's time. Comments?

Mary-Jo Wainwright: Evening classes are vulnerable to failure.

Suzanne Gretz: We're becoming more technological. Equipment is not standardized. Part-Time instructors are at even more of a disadvantage. I need that support; all teachers do.

Ralph Marquez: At high demand times, like registration and finals weeks, it's even more crucial.

Jeff Enz: Always submit Service Desk tickets for the issues you encounter. If we don't know, we can't fix it.

Michael Heumann & Laura Mosier: Response times are good. Can problematic rooms receive a regular checklist to anticipate problems?

Daniel Gilison: Instructions would be helpful.

Jeff Enz: We'll look into that.

Michael Heumann: This extends beyond IT for late class issues to include facilities and other areas.

Russell Lavery: I did get an email letting me know my classroom was not working, but that doesn't help in the short term.

3. Online Education Initiative—Gayla Finnell

Gayla Finnell: This pilot program would be a good opportunity to garner support and training. We were just a "home" campus, but it turns out we're qualified to be a "teaching" college, with 5 courses submitted for evaluation and up to 3 of them selected. We'll explore a student readiness assessment program for DE courses. The State will buy the software, etc., which helps IVC.

Ralph Marquez: How will prerequisites be handled?

Gayla Finnell: That hasn't been discussed.

Michael Heumann: So our students will be taking DE from all classes available statewide for credit to be applied to local degree and certificates.

Nicholas Akinkuoye: Who is targeted for complaints? That has to be worked out.

Mike Palacio, Jr.: Will athletic credits apply?

Daniel Gilison: We'll lose FTEs as students shift to DE classes.

Gayla Finnell: Maybe, but completion rates may improve.

Allyn Leon: The Texas Community College system has a DE program that might serve as a useful model.

Ralph Marquez: Transfer credit process in California works to IVC's disadvantage.

Michael Heumann: Online classes are the most popular, but a statewide pool would enable more specialized classes to have a shot.

4. AB 86 Adult Education Regional Planning Summit

Nicholas Akinkuoye: There are many questions that we hope may be addressed at this summit.

5. Other topics

Frank Rapp: I want to draw our attention to the historic significance of the now-to-be demolished 500 building. It used to house the Library and the Bookstore. DSPS also started there.

Tina Aguirre: Do not put graphs into your Program Reviews.

Allyn Leon: I met my future wife outside of the 500 building.

H. *For the Good of the Order*

I. Adjournment

President Heumann adjourned the meeting at 2:56 p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on Wednesday, 1 Oct. 2014 at 1:30p.m. in the IVC Board Room.



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Monday, September 8, 2014 – 2:30 to 4:00 p.m.
Administration Building Board Room

Chair Gilison commenced the meeting at 2:35 p.m.

MEMBERSHIP

- Sergio Lopez, Administrative Representative
 - ✓ Efrain Silva, Administrative Representative
 - Tina Aguirre, Administrative Representative
 - Ted Ceasar, Alternate Administrative Representative
 - Susan Carreon, Alternate Administrative Representative

 - ✓ Dr. Daniel Gilison, Faculty Representative (Chair)
 - Vacant, Faculty Representative
 - Vacant, Faculty Representative
 - Cathy Zazueta, Alternate Faculty Representative
 - ✓ Caroline Bennett, Alternate Faculty Representative
 - ✓ Mike Palacio, Jr., Alternate Faculty Representative

 - ✓ Yethel Alonso, Classified Representative (Vice Chair)
 - ✓ Melody Chronister, Classified Representative
 - ✓ Erika Aguilar, Classified Representative
 - Silvia Murray, Alternate Classified Representative
 - Sandie Noel, Alternate Classified Representative
 - TBD, Alternate Classified Representative

 - Vacant, CMCA Representative
 - ✓ Todd Evangelist, CMCA Representative
 - Jeff Enz, CMCA Representative
 - Martha P. Garcia, Alternate CMCA Representative
 - Gloria Hoisington, Alternate CMCA Representative

 - ✓ Priscila Ortiz, Student Representative
 - Alexis Soto, Student Representative
 - Edalaine Joy Tangoan, Student Representative
 - Odili Cerecedo, Alternate Student Representative
- Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: John Lau, Gilbert Campos

ACTION ITEMS

1. Approval of 2015-16 class schedule time blocks and Campus Hour – Daniel Gilison

Chair Gilison amended the Action Item to state, Approval of the 2015-16 Schedule for Campus Hour.

M/S/C Efrain Silva/Melody Chronister to approve the 2015-16 Schedule for Campus Hour.

Discussion:

Chair Gilison restated the current Campus Hour Schedule, Tuesdays and Thursdays from 11:50 a.m. to 1:50 p.m. He displayed the proposed Campus Hour Schedule, Monday through Thursday, from 12:50 to 1:50 p.m.

Dean Silva stated he was in favor of the new schedule. He believes it to be more flexible for classified staff by allowing them to attend meetings and functions without interruption to the lunch hour. However, an issue that would have to be addressed would be the impact on the 6:00 p.m. time block as it would affect those students with public transportation.

Counselor Gilbert Campos expressed Student Services concerns that four days is too many for Campus Hour and that this would take away from instruction time. He stated Campus Hour should be utilized to benefit the students and staff.

Member Chronister clarified the proposed schedule includes an increase to the time blocks available at prime hours for students.

Vice Chair Alonso agreed the new schedule is more flexible for all staff.

Student Representative Ortiz stated the ASG favors the change as it allows more students to attend meetings.

Member Palacios stated, from an athletic point of view, the new schedule would work great for athletes as it would allow more time for practices.

Further discussion ensued regarding the impact of the new schedule, as well as campus hour activities and needs.

Motion carried.

DISCUSSION AND INFORMATION ITEMS

1. 2014-15 Budget – John Lau

VP Lau presented a PowerPoint entitled, College Council Special meeting September 8, 2014, 2014-15 Final Budget. He reviewed the 2014-15 budget and projections for 2015-16, and 2016-17.

- Explained the 2014-15 deficit is due to \$700,000 one-time payment from the general fund for Certificate of Participation (COP).
- At the end of this 2014-15, reserves will be at 5%.
- 2015-16 and 2016-17 revenue projections are conservative with 1% growth and 1% COLA.
- Benefits expense is the biggest inflater due to increase in employer contributions to pension and health insurance.
- Projecting flat operational costs for the 4000/5000/6000 accounts.
- Projecting flat capital equipment expense.
- Positive variance will help grow reserves.
- Highlighted the items that will impact future budgets:
 - Increase in pension contributions.
 - Increase in health insurance.
 - Prop 30 sales tax due to phase out.
 - Income tax increase will expire in 2018-19.
 - Prop 44 would limit the reserve level to 6%.

- Explained the pending Prop “Rainy Day Fund”, excess tax monies available from the state.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:15 p.m.

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

2014	2015
	February 23
September 22	March 23
October 27	April 27
November 17	May 18

***Proposed* IVC Time Block Calendar - 16 Week Semester**

65 minutes no break	85 minutes no break	190 minutes 20 min. break	125 minutes 10 min. break	75 minutes no break	255 minutes 30 min. break	70 minutes no break	150 minutes 10 min. break	95 minutes no break	190 minutes 20 min. break	255 minutes 30 min. break
MW, TR 2 CH	MW, TR 3 CH	1 day a wk 3 CH	MW, TR 4 CH	MWF 4 CH	1 day a wk 4 CH	MTWTH 5 CH	MW, TTH 5 CH	MWF 5 CH	F or S 3 CH	F or S 4 CH
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	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50	Campus Hour 12:50-1:50		
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