

**Adopted Minutes  
Imperial Valley College  
College Council  
Wednesday, September 25, 2019**

**A. Call to Order****Procedural: 1. Call to Order**

Chair Chronister called the meeting to order at 2:41 p.m.

**Members present:**

<b>Administrative Representatives</b>	<b>Faculty Representatives</b>	<b>Classified Representatives</b>
Dr. Henry Covarrubias	Julie Craven	Melody Chronister (Chair)
Jose Carrillo		Elena Wayne (Vice-Chair)
Dr. Robert Price		
<b>Student Representatives</b>	<b>Ex-Officio</b>	<b>Consultants</b>
Moises Hernandez	Dr. Martha Garcia	Clint Dougherty
Danielle Olazaba		
Gabriel Acuna Aguilar	<b>Recording Secretary</b>	
Kylee Baker	Paula Saldana	

Others present: Deedee Garcia, Dr. Lennor Johnson, Allyn Leon, Elizabeth Espinoza, Dr. James Patterson

**B. Public Comment**

There was no public comment.

**C. Reports****Chair Report: 1. College Council Chair Report**

Chair Chronister stated that due to today's full agenda she did not have a detailed report.

**Subcommittee Reports: 2. Subcommittee Reports**

Chair Chronister stated reports were received from the Student Affairs and Public Relations & Marketing committees, and were attached to the agenda.

**Area Reports: 3. Area Reports**

Chair Chronister stated area reports had been received from the Superintendent/President, ASG President, and the Budget and Fiscal Planning Committee.

**D. Consent Agenda****Minutes: 1. College Council Minutes - August 28, 2019**

The minutes of August 28, 2019 were accepted as presented.

**E. Action Items****Action: 1. Professional Development Committee Annual Self-Evaluation**

M/S/C Wayne/Baker to approve the Professional Development Committee Annual Self-Evaluation

Discussion:

Chair Chronister presented the Professional Development Committee Annual Self-Evaluation, focusing on the goals:

- Implement Cornerstone as our Professional Development Software for Professional Tracking, documenting and scheduling;
- Improve attendance and communication;
- Establish processes for requesting and approving professional development campus wide.

**Motion carried.**

Chair Chronister stated the subcommittees would be invited in the spring to provide an update on the status of committee goals.

**Action: 2. Facilities Environmental Health & Safety Committee Annual Self-Evaluation**

M/S/C Wayne/Covarrubias to approve the Facilities, Environmental Health & Safety Committee Annual Self-Evaluation

Discussion:

Chair Chronister presented the Facilities, Environmental Health & Safety Committee Annual Self-Evaluation, which had been submitted

by Carlos Fletes prior to his retirement. She highlighted the committee's goals:

- Hold Preparedness Training Exercises and First Aid training twice per year.
- Work towards completing the Access Control System throughout the campus.
- Submit recommendation Use of Facilities AP6700.

**Motion carried.**

**Action: 3. Public Relations and Marketing Committee Annual Self-Evaluation**

M/S/C Wayne/Covarrubias to approve the Public Relations and Marketing Committee Annual Self-Evaluation

Discussion:

Chair Chronister presented the Public Relations and Marketing Committee Annual Self-Evaluation. She introduced and welcomed the new Public Information Officer, Elizabeth Espinoza.

Chair Chronister highlighted the committee's goals:

- Continue to build upon the committee created Public Relations/Marketing Plan.
- Provide student with clear, concise and timely information to help them achieve their educational goals and inform the public of education opportunities at IVC.
- Work to improve marketing efforts with appropriate fiscal resources and reestablishment of the Marketing Department with hiring of a new interim PIO.

**Motion carried.**

**Action: 4. Recommendation to the President in Support of the Library and Learning Services Redesign**

M/S/C Carrillo/Covarrubias to approve the Recommendation to the President in Support of the Library and Learning Services Redesign

IT IS HEREBY RECOMMENDED that the Superintendent/President assign the appropriate District representative(s) to move forward with the execution of the Library and Learning Services Redesign Vision as proposed to increase access to space for student studying, tutoring and research.

**Motion carried.**

**F. Discussion and Information Items**

**Discussion and Information: 1. Budget Enhancement Summary Report**

VP Lennor Johnson presented a PowerPoint entitled, "Program Review and Budget Enhancement."

He provided a recap of the process based on last fall's program review:

- President's Cabinet approved the final enhancements in July, approving 9 District enhancements at a cost of \$250,000; and 13 restricted enhancements at a cost of \$992,945. Key factors considered were risk management.
- Maintain current staffing levels.
- Holistically meeting the needs of the District and students.
- Affordability of selected items and within scope of the budget.

Dr. Johnson highlighted the Program Review Plan for 2019-2020:

- The enhanced budget requests will be tied to SLO/SAO data analysis, Vision for Success Goals, and Institutional Goals.
- The instructions for the program review process have been updated and the budget leaders are encouraged to review the instructions before completing and submitting their requests.
- Recommends that the budget leaders attend the resource committee meetings to provide clarification or additional information, if needed, and to ensure that their request is forwarded to President's Cabinet.

He reviewed the Program Review Proposed Timeline:

- Program review is to be completed in SPOL by 11/15/19
- Approved by Chairs/Deans on 12/20/19
- Approved by VP's on 1/17/20
- SPOL report on budget enhancement is produced by IR on 1/21/20
- SEMPC – review, clarify and resource committees by 1/31/20
- Join Deans Council provides input by 4/10/20
- Budget and Fiscal Planning Committee makes recommendations on 3/31/20
- Joint Deans Council rate and rank requests on 3/13/20
- Resource committees rate and rank requests on 2/28/20
- President's Cabinet makes funding decision on 4/30/20
- Administrative Services allocates funding on Banner on 6/30/20

President Garcia reminded the Council that the ACCJC Follow-Up Report is due in October 2020, and emphasized that adhering to the timelines is critical for this reason.

The PowerPoint Presentation is attached.

### **Discussion and Information: 2. Accreditation Recommendations for Compliance**

CART Committee Co-Chair Dr. James Patterson reviewed ACCJC Recommendation 2: In order to meet the standards, the Commission requires the college to improve the evaluation of processes and systems that are currently in place and ensure they are more systematic and routine.

He stated the ACCJC Evaluation Team found that processes are carried out differently in all areas, and that we don't have a consistent way of doing things across campus.

Dr. Patterson stated the CART committee has started discussing ways to address this recommendation, and are considering the possibility of creating a Coordinating Council. He stated it would be similar to the committee at College of the Desert, which is composed of department chairs and area leads. He stated the group would meet once a month to evaluate the policies and procedures across all areas of the institution.

He stated that he and ASG President Moises Hernandez would be meeting with the College Council Chair and Academic Senate President, and the Dean of Counseling to identify the key representatives to serve on the Coordinating Council.

President Garcia clarified that the Coordinating Council at College of the Desert is led by the VPs of Academic Services and Student Services, and emphasized that it would not report to the Academic Senate. It was agreed to bring this discussion back at a later meeting.

Dr. Patterson emphasized that the Follow-Up Report must be completed by the end of May due to the faculty and students being off in the summer. The report would need to go through the shared governance in September 2020.

Chair Chronister inquired as to the status of the Outcomes Committee membership and the College Council's role in that committee.

Dr. Patterson stated he would be meeting with Co-Chairs Kevin Howell and Betsy Lane to create the new membership, and would report back to the College Council.

### **Discussion and Information: 3. Survey of Entering Students Engagement (SENSE) Results**

Director Jose Carrillo presented a PowerPoint entitled, "Survey of Entering Student Engagement (SENSE) Results."

- The survey included questions and the responses addressed six key areas that provide information to colleges of what education research indicates as important to entering college students: early connections, high expectations and aspirations, clear academic plan and pathway, effective track to college readiness, engaged learning, and academic and social support network.
- The SENSE was administered in an effort to get student feedback and perspective as it relates to the Guided Pathways framework and planning.
- The survey was administered during the fifth and sixth weeks of the Fall 2018 semester to 47 randomly-selected entry-level English and Math courses.
- 384 first-year students responded.
- The majority of respondents were female.
- 91% of the respondents were Hispanic.
- 52% of the respondents were part-time students; 48% were full-time.
- Age breakdown: Two-thirds under age 24.

The PowerPoint Presentation is attached and can also be accessed at the IVC website under the Office of Institutional Research.

### **Discussion and Information: 4. ASG Goals**

ASG President Moises Hernandez and newly-elected senators Danielle Olazaba, Kylee Baker and Gabriel Aguilar, presented a PowerPoint entitled, "ASG Goals."

ASG President Hernandez stated the goals were created at the ASG Retreat which took place at Big Bear. He stated the goals were not final, and that the ASG would be working with Director Carrillo to make them SMART goals. He noted the list is long, but hopes to have everyone's support and assistance this year to achieve the goals.

A discussion ensued regarding the goal to replace at least two drinking fountains with refillable water stations, as well as the goal to change the current mascot.

VP Garcia stated Director Webster is in the process of obtaining quotes for the water stations; once the quotes were received the locations would be discussed.

Comments were made regarding previous efforts undertaken to change the mascot but with no success. The council encouraged the ASG to continue with its efforts and offered its support to help achieve that goal.

ASG President Hernandez thanked the Council for its input and stated he would provide an update at the end of the year and again in spring.

The PowerPoint presentation is attached.

#### **Discussion and Information: 5. Prerequisite Challenge Process**

Curriculum Committee Chair Allyn Leon presented a PowerPoint entitled, "Prerequisite Challenge Process." He provided an overview of the challenge process, including the current District policy and administrative procedure in place for students who wish to challenge a prerequisite course. He emphasized that the key components are drawn from Title 5. He stated that the step-by-step challenge process is also outlined in the IVC catalog.

President Garcia asked if the process in the current catalog had been updated to reflect the addition of the Associate Dean of Student Equity and Achievement. She also recommended that the forms be available on-line.

VP Johnson stated the on-line catalog would be updated to reflect the new dean information.

Allyn Leon commented that he would be meeting with Admissions and Records in the near future to discuss streamlining the process, as well as having the forms available on-line.

The PowerPoint Presentation is attached.

#### **Discussion and Information: 6. Safety/Student Affairs/HR Re-org**

CHRO Dougherty provided an overview of the proposed reorganization of the Campus Safety, Student Affairs and Human Resources departments.

##### Human Resources proposed reorg:

- The Campus Safety Department will be moved to Student Affairs
- New HR Generalist – Position would handle all student employment, including but not limited to processing live scans, TB tests, maintaining student employment/work study files, processing all employee ID cards, and fingerprinting services, as well as archiving employee files to digital format.

##### Student Affairs proposed reorg:

- The Dean of Student Affairs and Enrollment Services will take over the higher level duties of the vacated Safety Manager.
- New Director of Student Development and Activities – Will be hired to serve the ASG including all activities relating to the ASG as well as the student clubs.
- Campus Safety Department moved to Student Affairs.
- Parking Control Coordinator will be reclassified to Campus Safety Coordinator – Will handle the lower level duties of the vacated Safety Manager (coordination of drills, exercises and safety plan).
- Office Assistant III title changed to Campus Safety Specialist – Will be moved from swing shift to day shift.
- New Part-Time Safety Person – Will be hired to cover the evening shift.

CHRO Dougherty emphasized that safety is still the number one priority for the District. He mentioned other safety measures which include installing additional cameras, enhancing the alert system, a gunshot protection system, and installation of loud speakers around campus.

He stated the cost of the reorg to the general fund is \$9,000.

CHRO Dougherty stated the proposed reorganization would be presented to the Board of Trustees in October; and may be implemented by April 2020.

#### **G. For Good of the Order**

##### **For Good of the Order: 1. For Good of the Order**

President Garcia announced that she would be hosting a "President's Hour" today at the College Center quad, from 5:00 to 6:30 p.m., where she would be meeting and talking to students.

ASG representatives announced the Hispanic Heritage event will be held on Friday, September 27<sup>th</sup>, at the IVC amphitheater.

#### **H. Adjournment**

##### **Procedural: 1. Next Meeting Date**

The next College Council meeting is scheduled on October 23, 2019.

##### **Procedural: 2. Adjournment**

The meeting was adjourned at 4:02 p.m.