

**Unadopted Minutes
Imperial Valley College
College Council
Wednesday, March 24, 2021**

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

Chair Chronister called the meeting to order at 2:40 p.m.

Members Present (X):

	Administrative Representatives		Faculty Representatives		Classified Representatives
	Dr. Henry Covarrubias	X	Ric Epps	X	Melody Chronister (Chair)
X	Jose Carrillo, Manager	X	Roxanne Morales, Non-Teaching	X	Elena Wayne (Vice-Chair)
	Alternate: Efrain Silva		Julie Craven		Martha Bandivas, Confidential
X	Alternate: Jeff Enz		Alternate: Aaron Edwards		Alternate: Erika Aguilar
					Alternate: Silvia Murray
	Student Representatives		Ex-Officio		Consultants
X	Jorge Silva	X	Dr. Martha Garcia	X	James Dalske
X	Aileen Sanchez			X	Clint Dougherty
	Javier Melara		Recording Secretary	X	Jim Mecate
	Alternate: Daniela Hernandez	X	Paula Saldana	X	Mike Nicholas

Others Present: Christina Tafoya, Deedee Garcia, Lennor Johnson, Gail Warner, Yolanda Catano, Becky Green, Stacey Browning, Maria Lockas

B. Public Comment**Public Comment, Procedural: 1. Instructions to the Public**

There was no public comment.

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

Chair Chronister reported as follows:

- The announcement for the Reuben O. Lopez Community Service Award will be made in April.
- The Board of Trustees approved the change to the mascot at the March meeting.
- The Task Force will discuss next steps for selection of the new mascot.
- Attended a meeting for the Comprehensive Educational Plan yesterday.

Subcommittee Reports: 2. Subcommittee Reports**2.1 Competitive Athletics Committee (Jim Mecate)**

Written report submitted and was attached to the March 24, 2021 College Council Agenda.

2.2 Facilities and Environmental Health & Safety Committee (James Dalske)

Dean Dalske reported as follows:

- Committee met on March 4, 2021.
- Had presentation from two potential vendors for wayfinding, design of signage, and recommended one of the vendors.

2.3 Public Relations and Marketing Committee (Elizabeth Espinoza)

Mike Nicholas reported as follows:

- The committee met on Thursday, March 18, 2021 to discuss and act on the prioritization of the budget enhancement requests.
- Commented that staff who submitted a budget enhancement request were in attendance to answer questions, which was helpful in prioritizing the requests.
- Recommended that in the future those people submitting budget enhancement requests attend the committee meetings, as he believes this helped with the prioritization process.

2.4 Student Affairs Committee (James Dalske)

Dean Dalske reported as follows:

- The Committee met on March 11, 2021.
- Discussed website update and the rollout.
- The Mascot Identity Task Force presented survey results;

- The committee voted in favor of the mascot resolution.
- Discussed return to campus, needs and issues.
- Discussed commencement – the commencement committee has been meeting and planning a virtual commencement this year; a new vendor will assist with the virtual ceremony;
- There will also be an in-person car parade graduation ceremony on Saturday, June 12, 2021, at 8:30 a.m. The parade will consist of one of two scenarios:
 - Students will be allowed to get out of their car, have their names read as they walk across the stage touchless; or
 - Students will stay in their car and have their names read.

He stated the deadline for submission of graduation petitions is April 30, 2021.

2.5 Professional Development Committee (Clint Dougherty)

CHRO Dougherty reported as follows:

- The committee met and completed prioritization of budget enhancement requests; the requests have been submitted to Yolanda Catano.
- Voted to change committee structure – Yolanda Catano is now co-chair of the committee.

Area Reports: 3. Area Reports

3.1 ASG President's Update

The link to the ASG President's Update was included in the March 24, 2021 College Council Agenda.

3.2 President's Update

The link to the President's Update was included in the March 24, 2021 College Council Agenda.

3.3 Academic Senate

Ric Epps reported the Academic Senate met and approved the 2022-2023 Academic Calendar, and will finalize the 2023-2024 in the beginning of Fall.

3.4 Budget and Fiscal Planning Committee

Chair Chronister reported as follows:

- The committee met today, reviewed auditor's report which had no findings this year.
- Discussed the email from Director Browning regarding the purchase order deadlines. Encouraged all to review email and follow guidelines, as this will provide an understanding of budget projections for the remainder of this fiscal year.

3.5 Accreditation/CART Committee – No report

3.6 Strategic Educational Master Plan Committee

Associate Dean Catano reported as follows:

- The committee is reviewing the budget enhancement process, which will be updated at the next SEMPC meeting.
- Working with CART regarding accreditation recommendations; specifically, improving the communication between the two committees and the timeline.
- Discussions are ongoing regarding the program review software which will be replacing SPOL. Information will be presented at the next SEMPC meeting.

3.7 Technology Planning Committee

CTO Enz reported the committee met last Friday to approve budget enhancement requests. The requests have been submitted to the SEMPC.

3.8 EEO and Diversity Committee

CHRO Dougherty reported the committee met and completed budget enhancement prioritization for staffing requests. He will be forwarding the results to Yolanda Catano today.

3.9 Pathways to Student Success Committee – No report

D. Consent Agenda

Minutes: 1. College Council Minutes - February 24, 2021

The minutes of February 24, 2021 were accepted as presented.

E. Discussion and Information Items

Presentation: 1. Proposed Participatory Governance Structure

Dr. Garcia presented a PowerPoint Presentation entitled, "Proposed Participatory Governance Structure," and provided an overview:

- The presentation is a draft and campus community input is requested.
- IVC will need to address ACCJC recommendations relating to Standards I.B.7 and I.B.9. Critical that we simplify, integrate and systematically evaluate our planning efforts.
- ACCJC Follow-up Report is due November 1, 2021; a virtual follow-up visit will occur in November or early December 2021.

- We will transition from SPOL to another platform; further discussions will occur.
- We will implement the 2030 Comprehensive Master Plan, which will be implemented in Fall 2021.
- The new participatory governance structure will retire the College Council and replace it with the Integrated Consultation Council (ICC).
- ICC leadership structure – Tri-Chairs (Superintendent/President, Academic Senate President or designee and Classified Representative)
- ICC will be our primary committee for participatory governance and institutional planning. The committee will provide recommendations based on input from all constituent groups and communicate those recommendations to all constituents in four areas: 1) strategic planning; 2) policy, procedure development and recommendation; 3) problem management, and 4) campus communication.
- We will limit Standing Committees that will report directly to ICC:
 - CART; EEO and Diversity Committee; Technology Planning Committee;
 - Facilities will be removed from the Environmental Health & Safety Committee and will be integrated with the Budget and Fiscal Planning Committee;
 - Institutional Effectiveness and Development Committee
- Subcommittees Structure:
 - Competitive Athletics – may report to Academic Senate or the ICC
 - Environmental Health & Safety Committee
 - Professional Development Committee – this committee will be eliminated and will be discussed under the Institutional Effectiveness and Development Committee
 - Public Relations & Marketing Committee
 - Student Affairs Committee
 - Outcomes and Assessment
 - New Program Review and Learning Outcomes Committee – need to make sure efforts with Outcomes and Assessment are not duplicated.
- All planning committees need to report to ICC, whether as a standing committee or subcommittee.
- Input is requested on the meeting frequency as well as the composition.
- The proposed structure will be presented to the following groups for input: Academic Senate, ASG, College Leadership Council, CART, and SEMPC.
- If approved by the participatory governance committees, a resolution will be presented to the Board of Trustees for the May 19, 2021 meeting.

Chair Chronister commented the Student Affairs Committee and the ASG may have overlapping functions and suggested that future discussions be held regarding changing the name of the Student Affairs Committee.

ASG President Silva suggested that the student representation include students from other groups outside the ASG.

Dr. Garcia asked that any additional feedback be submitted to Paula Saldana before the next College Council meeting.

The PowerPoint Presentation and Integrated Consultation Council documents are attached.

Information: 2. Board Policy 4010 Academic Calendar

VP Tafoya stated the BP was revised pursuant to the request of Academic Senate to identify those groups that provide input in developing the academic calendar. Those groups include the Academic Senate, CTA, PTFA, CSEA, Academic Services, Student Services, Admissions and Records, and Human Resources.

Chair Chronister inquired as to why Information Technology and Administrative Services had not been included in the group, as she feels those departments participate in the discussions relating to the academic calendar.

Discussion ensued and it was decided that the policy would be revised to list Information Technology and Administrative Services as resources.

Information: 3. Administrative Procedure 7120 Recruitment and Hiring

CHRO Dougherty highlighted the changes to AP 7120:

- DEI Task Force outcomes incorporated into the AP.
- Definitions have been added.
- Recruitment methods: open houses, workshops, increase efforts by using social media.
- Other recruitment sites will be contacted to target highly specialized applicants and ensure adequate and diverse pool of applicants.
- Recruitment period for temporary employment revised to open/continuous, instead of two weeks.
- Student added to screening committee.
- Clarification regarding conflict of interest for screening committee member.

- Training process for committee members explained more fully.
- Incorporated the commitment to equity and cultural competence.
- Clarification regarding temporary employment.
- Travel reimbursement limited to a total of \$500, inclusive of the mileage reimbursement, and will only be provided for travel greater than 200 miles.

If any questions and/or feedback, please email CHRO Dougherty.

Information: 4. COVID-19 Prevention Plan

CHRO Dougherty provided an overview of the COVID-19 Plan.

- The plan sets forth the guidelines required by Cal/OSHA
- The plan is required for employees, but was updated to include students.
- The draft plan will be presented to the Facilities and Environmental Health & Safety Committee tomorrow for approval; the final document will be brought back to the College Council.
- The plan will be posted on the IVC COVID-19 webpage for easy access.

CHRO Dougherty stated the plan is a living document and will reviewed and modified, as necessary.

The link to the COVID-19 Prevention Plan is attached.

Information: 5. COVID-19 Recovery/Return to Campus

CHRO Dougherty stated the COVID-19 Recovery/Return to Campus Plan had not yet been finalized; therefore, the item was tabled.

Information: 6. Campus Signage/Wayfinding Design Contract

VP Tafoya provided a brief background as to how the campus signage issue came about. As part of a strategic enrollment management project it was learned that one of the issues that could be affecting enrollment was related to the difficulty that students have finding their way around campus.

The issue was taken to the Facilities and Environmental Health & Safety Committee; the committee recommended that a consultant be hired for purposes of developing a comprehensive plan for campus signage and wayfinding. The FEHS Committee reviewed two proposals for contractors and recommended the Gensler company. The Gensler proposal includes a process that would allow for renumbering or renaming buildings, pedestrian parking signage, as well as main entry monuments.

VP Tafoya stated the Gensler proposal would be presented to the Board of Trustees for approval in April.

F. For Good of the Order

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

Director Browning reminded the Council that the Purchase Order cut-off date for the Unrestricted General Fund is Friday, April 16, 2021. She emphasized the importance of meeting the deadline in order to project expenditures through June 30, 2021. She stated there would be no negative impact to the budgets in FY 2021-2022 if departments do not spend their budget this year. Please contact her via email or phone, if any questions.

Dr. Garcia thanked everyone for their hard work, and asked that everyone be patient - Administration is doing their best to keep students and employees safe.

Chair Chronister wished everyone a restful Spring Break.

G. Adjournment

Procedural: 1. Next Meeting Date

The next College council meeting is scheduled on April 28, 2021.

Procedural: 2. Adjournment

The meeting adjourned at 4:03 p.m.

**Unadopted Minutes
Imperial Valley College
College Council
Wednesday, April 28, 2021**

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

Chair Chronister called the meeting to order at 2:44 p.m.

Members Present (X):

	Administrative Representatives		Faculty Representatives		Classified Representatives
	Dr. Henry Covarrubias	X	Ric Epps	X	Melody Chronister (Chair)
X	Jose Carrillo, Manager	X	Roxanne Morales, Non-Teaching	X	Elena Wayne (Vice-Chair)
	Alternate: Efrain Silva	X	Julie Craven		Martha Bandivas, Confidential
X	Alternate: Jeff Enz		Alternate: Aaron Edwards		Alternate: Erika Aguilar
					Alternate: Silvia Murray
	Student Representatives		Ex-Officio		Consultants
X	Jorge Silva	X	Dr. Martha Garcia	X	James Dalske
X	Aileen Sanchez			X	Clint Dougherty/Yolanda Catano
	Javier Melara		Recording Secretary	X	Jim Mecate
	Alternate: Daniela Hernandez		Paula Saldana		Mike Nicholas/Elizabeth Espinoza

Others Present: Oliver Zambrano, Lisa Seals, Trustee Mark Edney, Alma Orozco, Stacey Browning

B. Public Comment**Public Comment, Procedural: 1. Instructions to the Public**

There was no public comment.

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

Chair Chronister reported as follows:

- Attended the Board of Trustees meeting last Wednesday. VP Garcia provided a facilities update. There was a DSPS presentation. Heard from multiple students on how DSPS services has impacted their lives, their education. She applauded all the students who spoke out to share their personal stories.
- Announced the Retiree and Years of Service celebration would take place on Tuesday, May 25th. More information would be forthcoming from the President's Office.
- Attended a face-to-face Mascot Task Force meeting this week and commented it was great to see many people in person.
- Stated the Board of Trustees are starting to discuss face-to-face meeting options; no decision has been made. The Board of Trustees will continue to meet via Zoom.
- The Board of Trustees passed a resolution in support of April being Diversity, Equity and Inclusion Awareness Month.
- Announced Teacher's Appreciation Week is May 3-7, 2021; and Classified School Employees Week is May 16-22, 2021. She thanked the teachers and staff for the contributions to student success.

Subcommittee Reports: 2. Subcommittee Reports**2.1 Competitive Athletics Committee (Jim Mecate)**

Jim Mecate reported as follows:

- The committee met on March 24th and discussed other Pacific Coast Conference Athletic teams' participation in face-to-face sporting events.
- Chris Mays reviewed the return to campus plan for the Fall with the coaches.
- The committee met on April 21st, to discuss the proposed participatory governance structure. The committee took a straw poll, and agreed that they should be a subcommittee of the Academic Senate.
- The committee is also looking for a place to hold indoor sports in the Fall.

2.2 Facilities and Environmental Health & Safety Committee (James Dalske)

Dean Dalske report the committee met on April 22nd, and discussed the facilities projects underway on campus.

2.3 Public Relations and Marketing Committee (Elizabeth Espinoza) – No Report**2.4 Student Affairs Committee (James Dalske)**

Dean Dalske reported as follows:

- The committee met on April 15th, and discussed the return to campus plan for the Fall.
- They were provided with a commencement update, as well as an ASG update.

2.5 Professional Development Committee (Clint Dougherty/Yolanda Catano)

Associate Dean Catano reported as follows:

- The Committee reviewed the budget reports for both classified and faculty professional development.
- Discussed institutionalization of professional development and identifying it with the proposed governance structure.
- Discussed the 4CSD virtual conference.
- The next meeting is scheduled on Monday, May 24th.

Area Reports: 3. Area Reports

3.1 ASG President's Update

Student Representative Aileen Sanchez reported as follows:

- Stated April is Sexual Assault Awareness Month; specifically, today is Denim Day. In support of Denim Day, the ASG displayed jeans throughout the campus. The jeans are marked with graphic content, including red hands and the phrase, "no means no", as well as the crisis text line and official web page for sexual assault.
- ASG members met with the County Health Department today to discuss vaccination events for teenagers and IVC students.

ASG President Silva reported as follows:

- Thanked the ASG senators that helped with Denim Day.
- Upcoming ASG events:
 - Loteria activity to be held on May 5th.
 - The ASG will post May the 4th be with you, Star War themes on social media.
 - Student art will be posted on social media.
 - Applications are now open for ASG president and senior senator positions.

3.2 President's Update

Dr. Garcia emphasized the importance of working proactively with the students to encourage them to get vaccinated. She stated discussions are ongoing regarding potential activities on campus to enhance the number of students that get vaccinated.

3.3 Academic Senate

Academic Senate President Epps reported as follows:

- Had a presentation from County Librarian Crystal Duran regarding the Imperial County Scholarship/Fellowship opportunities.
- The Senate is in the process of revamping its bylaws to change the term limits for the Executive Board.
- Discussed the 2020-2021 recipient of the Rafael Santos Award.
- The Senate is in the process of approving the 2022-2023 Academic Calendar.

3.4 Budget and Fiscal Planning Committee

Chair Chronister reported as follows:

- The committee met today and had a presentation on the year-end closing process, including the deadline dates.
- Had a presentation on TouchNet, a new solution for collection of payments.
- The next meeting is scheduled on May 26th.

3.5 Accreditation/CART Committee – No Report

3.6 Strategic Educational Master Plan Committee

Associate Dean Catano reported as follows:

- The committee met and received committee updates from CART, Professional Development and College Council.
- Discussed and provided feedback on the first PRT visit on March 22nd.
- Provided a timeline for the Comprehensive Master Plan.
- Reviewed the new timeline for the budget enhancement process.
- Provided an update on the new softwares for Program Review.
- Received a presentation on the new Fact Book.
- The next meeting is scheduled on May 7th; the Proposed Participatory Governance Structure will be presented.

3.7 Technology Planning Committee – No Report

3.8 EEO and Diversity Committee

CHRO Dougherty reported as follows:

- The committee met and reviewed the employee demographics and recruitment process.
- Discussed new DEI initiatives and its impact on the EEO plan.
- Updated Board Policies and Administrative Procedures; specifically, those relating to the recruitment and screening process.

3.9 Pathways to Student Success Committee – No Report

D. Consent Agenda

Minutes: 1. College Council Minutes - March 24, 2021

The minutes of March 24, 2021 were accepted as presented.

E. Action Items

Presentation: 1. Proposed Participatory Governance Structure

M/S/C Epps/Wayne to approve the Proposed Participatory Governance Structure

Discussion:

Dr. Garcia shared the updated Integrated Consultation Council document, and highlighted the changes that had recently been made:

- **Standing Committees**
 - Facilities will be added to the Budget and Fiscal Planning Committee (BFPC)
 - Institutional Effectiveness and Development Committee (IEDC) will be added as a new committee
- **Subcommittees**
 - Facilities is removed from the Environmental Health and Safety Committee (EH&SC)
 - The Professional Development Committee (PDC) will be eliminated and integrated into the IEDC
 - The Program Review Committee (PRC) will be a new committee and this subcommittee will report to IEDC
 - The Outcomes and Assessment Committee (O&AC) will report to the Program Review Committee
- **Membership**
 - The Superintendent/President will be a Tri-Chair; however, a non-voting member.
 - Administration, Academic Senate, Classified and Associated Student Government Representatives will include two alternates.
 - The standing committee chairs, or designee, will be representatives from different constituent groups.
- **Removal/Replacement of Members**
 - Members may not miss more than two ICC meetings in an academic year.
- **Meeting Frequency**
 - Regular meeting times will be the first and third week of the month; or second and fourth week of the month.

Dr. Garcia asked for input in regard to attendance and the meeting frequency.

Chair Chronister inquired as to what the consequences would be for missing more than two days and suggested that those consequences be included in the document.

Dr. Garcia stated the member would be removed, and that she would update the document to include that language.

Chair Chronister recommended that the committee meet on the second and fourth week because the Academic Senate meets on the first and third week.

Member Wayne inquired as to the timeframe for selecting the classified representatives.

Dr. Garcia stated the goal is to implement the new structure by the Fall. If approved by the Academic Senate and the ASG, she plans on presenting it to the Board of Trustees for action on May 19th. She hopes that some appointments will be made before the end of this academic year; however, others may be completed at the beginning of the next academic year.

Jim Mecate stated the next meeting date for the Competitive Athletics Committee is May 19th. He stated the committee could meet at an earlier date to approve its decision to report to the Academic Senate.

Dr. Garcia stated that would be helpful because that documentation would be needed as evidence to the ACCJC Follow-Up Report.

Associate Dean Catano announced that a Participatory Governance Survey would be going out on Thursday, April 29th, and encouraged all to complete it. Any questions regarding the survey should be directed to her or Oliver Zambrano.

The Updated Integrated Consultation Council document is attached.

Motion carried unanimously.**Action: 2. 2019-20 Reuben O. Lopez Community Service Award Nomination**

Chair Chronister read the recommendation action of the College Council.

M/S/C Wayne/Epps to recognize Classified Professional Alma Orozco as the 2019-2020 Reuben O. Lopez Community Service Award Recipient.

Discussion:

Chair Chronister read the nomination.

Recipient Alma Orozco thanked the Council for the nomination.