



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 25, 2013 – 2:30 P.M.
Administration Building Board Room

Vice Chair Gilson called the meeting to order at 2:37 p.m.

MEMBERSHIP

- √ Taylor Ruhl, Administrative Representative
- √ Sergio Lopez, Administrative Representative
- √ Efrain Silva, Administrative Representative
- √ Ted Ceasar, Alternate Administrative Representative
- √ Tina Aguirre, Alternate Administrative Representative

- √ Daniel Gilson, Faculty Representative (Vice Chair)
- √ Martha Garcia, Faculty Representative
- √ Kathleen Dorantes, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Vacant, Alternate Faculty Representative

- √ Yethel Alonso, Classified Representative
- Silvia Murray, Classified Representative
- √ Steve Cook, Classified Representative
- √ Melody Chronister, Alternate Classified Representative

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

- Lisa Tylanda, Student Representative
- √ Claudia Armenta, Student Representative
- √ Kian Counce, Student Representative
- √ Ricardo Ibarra, Alternate Student Representative

- √ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED FEBRUARY 11, 2013

M/S/C Lopez/Garcia to approve the minutes dated February 11, 2013.

Motion Carried.

AREA REPORTS/UPDATES

College Council Report

Vice Chair Gilson stated he would be presiding over the meeting due to Chair Waddell's absence. He stated there was nothing further to report.

Measure J and L Report

VP Lau reported as follows:

- The Career Technical Building is on track. Anyone interested in taking a tour of the site, should contact Mary Carter. He stated the building would be open in fall 2014.
- Bond Oversight committee will be meeting twice a year; the next meeting is scheduled for March, where the committee will be accepting the audit report. He stated all are welcomed to attend the meetings.
- Announced Attorney Ryan Childers as the newest member of the Bond Oversight Committee.

Program Review Update

Dean Ceasar reported as follows:

- Program Review deadline was due on February 15th.
- Received good responses from Student Services, Information Technology, and Business.
- Thanked everyone for completing the process in timely manner and new format. He hopes it will be a positive experience.
- Budget guidelines would be going out this week.
- Next step would be for the programs to enter resource requests in resource page.

Budget Update/Financial

VP Lau reported as follows:

- The committee would be meeting this week. Discussions will include the budget instructions and appropriate reserve levels.
- Budget guidelines staying status quo except for the instructional supplies.
- Requesting a detailed line item for justifying the cost.

ASG President Update

ASG Representative Counce reported as follows:

- Health Fair scheduled on March 14th.
- Talent Show scheduled on March 28th.
- Accreditation Forums scheduled Tuesday, February 26th; and Thursday, February 28th.

President's Update

President Jaime reported as follows:

- Accreditation Team will be here Monday, March 11th, through Thursday, March 14th.
- Met with Accreditation Chair Randall Lawrence, and discussed logistics.
- Meet and Greet Accreditation Team scheduled for Monday, March 11th, at 1:00 p.m.
- Accreditation Campus and Community Forums will be scheduled. These forums will give the internal campus community, as well as the community, to talk with the team and give input about IVC.
- Exit Interview scheduled for Thursday, March 14th, in the 2700 Building. Team will share their findings in terms of recommendations.
- Report will then be submitted to the Commission; the Commission will take action in June, and the full report will issue in July.
- Swearing in of Trustee Juanita Salas occurred on Wednesday, February 20th, with Judge Ulloa administering the oath.

- Board Retreat was held on Saturday, February 23rd. Discussion included review of FCMAT study. Stated more Board retreats would be scheduled within the next two months.
- Announced the Foundation Annual Gala scheduled on April 13th; for ticket purchases, see the Foundation Office.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee
Environmental Health & Safety Committee
Facilities and Environmental Improvement Committee
Marketing Committee
Student Affairs Committee

Vice Chair Gilson stated no committee reports had been submitted.

OTHER COMMITTEE REPORTS

Academic Senate

Vice Chair Gilson reported as follows:

- The Academic Senate voted on three action items on Wednesday, February 20th. All three items were approved and presented to the Board of Trustees the same night.
- Discussion on non-action items included: upcoming elections for at large senators and president elect positions; standardizing of minutes; and evaluation of Campus Hour.

Budget and Fiscal Planning Committee

VP Lau reported that the committee would be meeting and discussing budget instructions and reserves.

Technology Planning Committee

Member Enz stated the committee met on February 14th. Discussion included classroom lecterns and the committee's progress of the support matrix. He stated discussion concerning the matrixes will continue at the next meeting.

CART Committee/Accreditation

VP Berry reported the following:

- Accreditation forums for the ASG are scheduled for Tuesday, February 26th, and Thursday, February 28th, during the Campus Hour.
- Accreditation forums for faculty and staff are scheduled for next week.
- Accreditation flyer with quick facts is being developed.
- Submitted the Distance Education substantive change report, which was due on February 15th.
- SLO/PLO report is due on March 15th; finalization of that document is in process. The report will demonstrate that IVC is at the required proficiency level.
- Annual accreditation report is due on March 31st.

Staffing Committee

Administrative Dean Gregory stated the committee had not met since the last College Council meeting. At its next meeting, the committee would be discussing resource requests, recommendations to reclassification committee, and prioritization of staffing requests. The committee would also be reviewing the current EEO procedures and policies.

DISCUSSION AND INFORMATION ITEMS

1. Campus Hour Update – Ad Hoc Committee

Member Evangelist presented as follows:

- He identified the ad hoc committee members as himself, Sergio Lopez, Jeff Enz, Kathleen Dorantes, Claudia Armenta, and Laura Hartsock.
- Stated the committee was created for the purpose of evaluating the effectiveness of Campus Hour this academic year and bringing back a recommendation to the College Council regarding Campus Hour for the upcoming academic year.
- Presented data the ad hoc committee had collected over the past two weeks:
 - The first part of the data had to do with the issue of class availability due to the removal of the 500 building this summer, and the effects on the fall schedule. The data compared the total classroom count for FY 2012-2013 and FY 2013-2014 (without the 500 building).
 - Other data included popular class time slots in order.
 - Data resulting from student surveys.
 - Data resulting from faculty and staff surveys.

Lengthy discussion ensued regarding the Campus Hour. College Council and audience members commented as follows:

- VP Lau inquired as to who was in charge of making the Campus Hour successful or giving direction.
- Academic Senate President Eric Lehtonen stated the Senate, in his opinion, did not do enough to ensure adequate programming for the first year. He acknowledged the ASG has done well on its part.
- VP Lau expressed his concern regarding the student survey results which indicated a high percentage of students wanting more class offerings. He indicated this should be explored further, as it may not be directly related to the Campus Hour.
- VP Lau discussed the costs associated with bringing in modular buildings: \$100,000 for the first year and \$13,000 thereafter.
- Administrative Dean Gregory expressed his opinion that he does not see the purpose for the Campus Hour, as he has not seen any data to support student learning efforts or any data showing this yields results. He believes there is a level of support there for the concept; however, the planning and implementation was ineffective.
- VP Finnell stated there is a lack of conversation regarding the goals of Campus Hour, or specific objectives. He spoke of a recent conversation he had with the Director of Student Life and Outreach Activities at SDSU regarding the subject. He pointed out consideration must be given to how it fits into a larger strategy of things that you're trying to do to affect students, how they engage on campus, what their experience is on campus, and how it supports their success on campus. VP Finnell stated arrangements could be made to have the SDSU individual come down and offer ideas on how to pull the whole concept together.
- Academic Senate President Lehtonen stated that Campus Hour is not an uncommon thing – it's worked at other schools. He stated it cannot be declared unsuccessful after only one semester of implementation. He discussed the unanticipated issues such as the hard feelings that came from the counseling or classified staff regarding their inability to take part in the Campus Hour events. He stated these unforeseen issues could now be addressed.
- VP Berry stated, from an accreditation standpoint, the Campus Hour, has been beneficial due to the fact that it provided a time for faculty to meet and review SLOs and PLOs. This resulted in IVC going from a developmental level to a proficiency level in SLOs.
- Member Lopez acknowledged faculty, specifically Kevin White and Van Decker, for participating in Campus Hour events.

- Academic Senate President Lehtonen thanked Russell Lavery for his efforts in Campus Hour events.

Vice Chair Gilson asked that the student survey results related to the Campus Hour be forwarded to the ad hoc committee for review.

Vice Chair Gilson stated we would hear from the ad hoc committee at the next College Council meeting.

2. Review of FCMAT Recommendations (Possible Ad hoc Committee)

Vice Chair Gilson pointed out that certain committees on campus are in the process of reviewing the FCMAT report. He stated it would be a good idea that the College Council, as a whole discuss the report, or form an ad hoc committee to review the FCMAT recommendations and provide its own recommendations based on those in the FCMAT report.

Discussion ensued as follows:

- Vice Chair Gilson informed the College Council he was the chair of the Academic Senate subcommittee tasked with reviewing the FCMAT recommendations and explained the process being used.
- Audience member Eric Lehtonen commented that the College Council should have a voice in the FCMAT review process because it represents a broader spectrum.
- Vice Chair Gilson stated the ad hoc committee should consist of five members – one representative from each area: administration, faculty, classified, classified confidential, and student. He also suggested that the subcommittee consist of new members; that those members currently participating in another FCMAT subcommittee, allow other people to contribute.
- Member Garcia agreed with Vice Chair Gilson, and stated it was important that College Council members participate and offer their own perspectives.

Vice Chair Gilson stated the item would be on the next College Council agenda as an action item to select the subcommittee members and chair.

ACTION ITEMS

1. Approval of Standardization of Committee Meeting Minutes

Vice Chair Gilson restated the discussion held at the last College Council meeting regarding the recommendation to use the format of the College Council minutes for its subcommittees, and all other committees on campus, including departmental meetings.

Motion by Alonso, second by Dorantes to approve the standardization of committee meeting minutes.

Discussion:

A question was asked as to which format was being followed.

Vice Chair Gilson clarified the format to be followed would be the format used by the College Council. He stated this format was chosen due to the the simple to read bullet points, together with the detailed header on each page indicating the committee name, date, and page number. He stated this format would be easy to reference during the accreditation process.

Motion Carried.

Vice Chair Gilison stated a template of the College Council minutes would be emailed to all committees.

Member Ruhl pointed out the importance of informing and training the staff responsible for taking and writing minutes. Secretaries in his division have stated they are uninformed when decisions are made.

Vice Chair Gilison recommended that College Council members write notes and advise their respective groups of the items being discussed and voted on. He stated the standardization of the committee minutes would not be an overnight process; however, he agreed with Member Ruhl that formal training should take place.

ADJOURNMENT

Vice Chair Gilison announced the next College Council meeting would take place on March 11th, and adjourned the meeting at 3:54 p.m.