#### **AGENDA**



#### IMPERIAL VALLEY COLLEGE COUNCIL

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

#### **MISSION STATEMENT**

The IVC College Council ensures that all students, faculty, staff, and administrators have equal opportunity to express their opinions and ideas at the campus level. Its members work to facilitate decisions that support student learning and improve institutional effectiveness. All recommendations by this Council are directed to the Superintendent/President.

#### **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, Alternate 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

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

#### **MEMBERSHIP CHANGES**

#### **PUBLIC COMMENT**

#### **APPROVAL OF MINUTES DATED SEPTEMBER 23, 2013**

#### AREA REPORTS/UPDATES

College Council Report – Daniel Gilison Measure J and L Report – John Lau Program Review Update – Ted Caesar Budget Update/Financial – John Lau ASG President Update – Ricardo Ibarra President's Update – Victor Jaime

#### **SUB-COMMITTEE REPORTS**

Competitive Athletics Committee – Jim Mecate Environmental Health & Safety Committee – Tim Nakamura Facilities & Environmental Improvement Committee – Jeff Enz Public Relations & Marketing Committee – Efrain Silva Student Affairs Committee – Sergio Lopez

#### **OTHER COMMITTEE REPORTS**

Academic Senate – Daniel Gilison Budget & Fiscal Planning Committee – Martha Garcia Technology Planning Committee – Jeff Enz Accreditation/CART Committee – Kathy Berry Staffing Committee – Travis Gregory

#### **DISCUSSION AND INFORMATION ITEMS**

- 1. Subcommittee reporting Daniel Gilison
- 2. Campus Hour and Professional Development Committee (Draft Standing Rules Attachment A) Daniel Gilison
- 3. Evacuation Drill and Campus Safety Awareness Day Tim Nakamura

#### **ACTION ITEMS**

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

#### **ADJOURNMENT**

## 2013-2014 College Council Meeting Schedule at 2:30 p.m. in the Board Room

| 2013        | 20               | 14            |
|-------------|------------------|---------------|
| October 28  | January 27       | April 14 & 28 |
| November 18 | February 10 & 24 | May 12        |
|             | March 10 & 24    |               |



#### **UNADOPTED MINUTES**



#### **IMPERIAL VALLEY COLLEGE COUNCIL**

Monday, September 23, 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 Vacant, 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: Vikki Carr

#### **MEMBERSHIP CHANGES**

ASG President Ricardo Ibarra announced that Alex Whalen would replace Robert Romero.

Chair Gilison announced he received two additional alternates for CSEA: Lisa Cross and Erika Aguilar.

Chair Gilison announced two additional alternates for faculty: Caroline Bennett and Mike Palacio Jr.

Chair Gilison announced that he requested additional members from CMCA but has not heard back.

#### **PUBLIC COMMENT**

There was no public comment.

#### **APPROVAL OF MINUTES DATED SEPTEMBER 9, 2013**

Sergio Lopez/Efrain Silva to approve the minutes as presented.

#### **AREA REPORTS/UPDATES**

#### College Council Report – Daniel Gilison

Chair Gilison reported the following two major areas:

- Has been meeting with President Jaime to discuss subcommittee reporting. He stated
  he would like to see more feedback from the chairs and has been updating President
  Jaime on the progress.
- Discussions underway on Campus Hour Professional Development plan.
- Will be updating the standing rules for College Council and take it to Executive Council and then to College Council and start to populate areas as needed.
- College Council hosted the first Visioning session on September 19<sup>th</sup> and stated the turnout was good and it went well.

#### Measure J and L Report – John Lau

Vice President John Lau reported the following:

- District must refund the bond and repay in 18 months. He stated there are two legal ways that the bond can be repaid. He stated one way is through a CAP Appreciation bond but stated he preferred the traditional method which would be an increase to the tax payer of \$6 for every \$100,000 in assessed property which would save the taxpayer money in the long run. He stated a validation would need to take place which would consist of the District of suing itself, going before a judge, and other people might speak about it. He stated that would save the tax payers over \$100 million in interest.
- He stated the special meeting will take place October 2, 2013, at 5:30 p.m. or 6:00 p.m.
- He stated that the projected growth was set at 0% to 1% of growth; however, there had been a negative growth.

#### **Program Review Update - Ted Ceasar**

Dean Ceasar reported the following:

- Director Jose Carrillo is preparing data that is going to departments.
- District is implementing SPOL and is in the process of training on the system.

#### **Budget Update/Financial – John Lau**

Vice President John Lau reported the following:

- Building 900 will be completed in December 2013 and the auto body in March 2014.
- Building 900's cost is \$1 million and the auto body area's cost is \$12 million.
- Committee meets tomorrow. He reported they want to deal with large issues. He stated that one of the Board's goals is to increase to increase reserves from 6% to 16% which is about \$3 million. He stated another item of discussion will be how to fund the OPED which was listed on Accreditation deficiencies. He stated the challenge of committees is what strategy will be used and once decided will go to the President. The committee would like to get the budget in a cleaner form stating that it makes more sense before arriving to the committee.
- Reworking a delivery time schedule for the budget to give sufficient analysis time.
- A filter level is needed between the budget and new programs as the budget and planning committee does not decide what new programs will be included.

#### ASG President Update - Ricardo Ibarra

ASG President Ricardo Ibarra reported the following:

- ASG met today at 1:30 p.m.
- Elections of executive officers were held.
- ASG will be helping with the health fair on October 8, 2013.
- Event last Thursday included Oscar Cruz, winner of La Voz.
- Constitution Day was held on Thursday, September 19, 2013.
- ASG and the community will host artist Simon Silva on Thursday, September 26, 2013 in the art gallery. He stated the event is an all-day event.

#### President's Update - Dr. Victor M. Jaime

President Jaime reported the following:

- Two board meeting have taken place.
- At the September 12, 2013, special meeting, the CTA contract was ratified and the final budget for 2013-2014 was approved.
- At the September 18, 2013, the regular meeting was held.
- Saturday, September 28, 2013, is scheduled for the golf tournament.
- Saturday, October 12, 2013, the IVC Nursing 40<sup>th</sup> Celebration will take place.
- Visioning session which occurs every three years is taking place. He stated even though there were not a lot of people at the first session, there was participation. He stated it was good to hear first impressions.
- Expect the Campus Update early this week.

#### **SUB-COMMITTEE REPORTS**

#### Competitive Athletics Committee – Jim Mecate

Chair Gilison reported that Jim Mecate is in class at this time and has appointed Eric Lehtonen as his proxy. Eric Lehtonen stated the committee has not met this semester and they are working on getting membership according to bylaws.

#### **Environmental Health & Safety Committee – Tim Nakamura**

Tim Nakamura reported he is working on getting membership according to bylaws. He stated the first meeting will take place this week.

#### Facilities & Environmental Improvement Committee – Jeff Enz

Jeff Enz reported the following:

• Working with Chair Daniels on reforming the committee. He stated he hoped once changes were made with the different groups, a quorum can be obtained.

Eric Lehtonen asked for a list of how many faculty members are needed and stated he would assist in enlisting faculty.

#### Public Relations & Marketing Committee - Efrain Silva

Efrain Silva reported the following:

- Did not have quorum as there were only five of the seven members needed for quorum.
- There was an unofficial meeting.
- There will be an analysis on the effectiveness of the campaign.
- Reported PIO Bill Gay would bring all the media that was used for the fall campaign and details such as timing to gauge effectiveness and appropriate ways to advertise the spring marketing plan. He stated there were suggestions for a subcommittee.

- He reported the visioning meetings would be the basis for the PR plan for next year. He stated business, community, and student surveys would be used to gauge effectiveness.
- He reported Director Lisa Seals suggested another campaign for highs school students.

#### **Student Affairs Committee – Sergio Lopez**

Sergio Lopez reported the following:

- Disciplinary hearing occurred.
- Will be presenting the revision of the student complaint policy to the Academic Senate.
- Revamping the list of the committee.

#### **OTHER COMMITTEE REPORTS**

#### Academic Senate - Daniel Gilison

- Senate met last Wednesday.
- Multiple action items. An ad hoc committee was created to look at the faculty hiring processes to streamline process.
- The senate has also been filling committee membership.
- Reported Van Decker would be on the Technology Committee.
- DE and Staffing have openings for faculty. Senate is asking for volunteers.

#### **Budget & Fiscal Planning Committee – Martha Garcia**

- Martha Garcia was not present at the committee.
- The committee has not met.
- The committee will meet this Wednesday

#### **Technology Planning Committee – Jeff Enz**

- Met on the 12<sup>th</sup> and had a guorum.
- Started planning phases for 2014 calendar year.
- We have been closing out the grid of the technology plan and looking at outstanding projects. Will create a plan for 2014 at the next two meetings.

#### Accreditation/CART Committee – Kathy Berry

- Kathy Berry was not present at the meeting.
- Dean Tina Aguirre spoke and stated there is a subcommittee. She stated that the target date of the final draft is October 30, 2013 to go to shared governance in November and the final to the Board in early 2014.

#### **Staffing Committee – Travis Gregory**

- EEO policy that was approved by Board was discussed.
- Academic Senate is going to round up some volunteers to revise the academic hiring procedures.
- Request to hires were discussed and he stated they are being done electronically.
- Membership changes and meeting dates were also discussed.

#### **DISCUSSION AND INFORMATION ITEMS**

#### 1. Subcommittee reporting - Daniel Gilison

Chair Gilison stated this item would be a standing item until everything is running smoothly. He shared a subcommittee reporting chart and discussed the updated information. He reviewed the subcommittee reporting chart.

He stated there is a need to ensure that subcommittees are meeting and doing what they are supposed to be doing. He stated an improvement in planning for Accreditation purposes needs to be shown.

He reviewed the IVC committee website and stated there is a lot of missing information. He urged all chairs to take a look at it and update their sites. He stated that documents such as standing rules and compositions are not up to date and need to be included in the website.

Executive Assistant Vikki Carr stated there are some compositions and standing rules on the Standing Committee List but there is a disconnect.

#### 2. Disaster drill in October 2013 – Tim Nakamura

Director Tim Nakamura stated that a drill will take place on October 17, 2013, to coincide with the California Great Shakeout. He stated the drill would be conducted in the morning with another one in the evening. He stated he would have more information after Wednesday's Environmental and Health Committee Meeting.

# 3. Faculty concerns for what to do during an emergency – Tim Nakamura Director Tim Nakamura stated that an email would be sent to all users with the information on what to do in case of an emergency.

Vice Chair Alonso suggested that information be clarified as to what to do during the drill because there was confusion during the last drill for both faculty and students.

Director Nakamura stated an email would go out with the committee's agenda this afternoon or tomorrow.

#### **ACTION ITEMS**

None.

#### **ADJOURNMENT**

Chair Gilison ADJOURNED the meeting at 3:17 P.M.

### 2013-2014 College Council Meeting Schedule at 2:30 p.m. in the Board Room

| 2013            | 2014             |               |  |
|-----------------|------------------|---------------|--|
| October 14 & 28 | January 27       | April 14 & 28 |  |
| November 18     | February 10 & 24 | May 12        |  |
|                 | March 10 & 24    |               |  |

# DISCUSSION AND INFORMATION ITEMS

#### IMPERIAL VALLEY COLLEGE

Standing Rules of the Campus Hour and Professional Development Committee

Access to the Campus Hour and Professional Development Committee is available to all members of all constituencies

#### **MEETINGS**

At its first meeting of each academic year the Campus Hour and Professional Development Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

#### **AGENDA**

- 1. The Campus Hour and Professional Development Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
- 2. The agenda will be prepared by the Chair of the Campus Hour and Professional Development Committee and distributed to the Committee members 24 hours in advance of the meeting.
- 3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

#### **OPERATIONS**

- 1. A quorum must be present to hold a meeting. For this Committee a quorum is 6 members.
- 2. Constituent groups may designate up to two alternates who may serve during a Campus Hour and Professional Development Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Campus Hour and Professional Development Committee in advance for the duration of the school year.
- 3. Robert's Rules of Order will be used to conduct meetings.
- 4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

#### **TERMS OF OFFICE**

1. The chair of the Campus Hour and Professional Development Committee shall be one of the administrative positions appointed by the President/Superintendent.

#### **PROCEDURES**

Since the Board of Trustees has established the Campus Hour and Professional Development Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

- 1. The Campus Hour and Professional Development Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
- 2. Copies of the minutes will be posted on the College website.
- 3. The views and opinions of the Campus Hour and Professional Development Committee will be expressed in written form to the College Council.
- 4. When the views and opinions by the members of the Campus Hour and Professional Development Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Campus Hour and Professional Development Committee.
- 5. The Campus Hour and Professional Development Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above.

#### **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the 10 Campus Hour and Professional Development Committee members.

#### **PURPOSE**

Campus Hour is an opportunity for students, faculty, staff, and administration to attend a wide variety of events or enriching activities on campus. Professional development is important to help employees enhance their job skills, obtain job-related knowledge and information, and increase productivity and efficiency. The Campus Hour and Professional Development Committee's purpose is to:

- 1) Oversee the Campus Hour calendar of events
- 2) Schedule Campus Hour events that have been brought to the committee from other individuals or other committees
- 3) Plan professional development activities that would be beneficial for all campus groups
- 4) Schedule professional development activities that have been brought to the committee for specific campus groups (i.e., CSEA, CTA, Academic Senate, etc.)

#### **CHARGE**

The Campus Hour and Professional Development Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication will all students, faculty, staff and other important stakeholders. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards better use of the Campus Hour and towards improved professional development activities. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

#### **STRUCTURE**

- 1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
- 2. The permanent members of the Campus Hour and Professional Development Committee are:
- Two faculty members appointed by Academic Senate, and 1 alternate
- Two classified members appointed by CSEA, and 1 alternate
- Two administrators: one appointed by the Administrative Council and one appointed by the President/Superintendent (who will be the Chair), and 1 alternate
- Two members of the CMCA appointed by CMCA, and 1 alternate
- Two students at large appointed by ASG, and 1 alternate
  - Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
  - Terms for student representatives shall be for one year.
- 3. The Campus Hour and Professional Development Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

# **ACTION ITEMS**

| JULY 2014 |    |    |    |    |    |    |  |  |  |
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July 4 - Independence Day July 23 - Summer School Ends

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| September 1 - Labor Day 25 |      |      |    |    |    |    |  |  |

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| November 27 - Thanksgiving |   |   |
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January 1 - New Year's Day January 19 - MLK Jr. Day January 30 Manditory Faculty Workday

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February 12 - Lincoln Day February 16 - Washingon Day

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|   | APRIL 2015       |    |    |    |    |    |    |  |
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| ) | April 5 - Easter |    |    |    |    |    |    |  |

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| JUNE 2015                             |    |    |    |    |    |    |
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| June 13 Craduation Volunteer Attenden |    |    |    |    |    |    |

June 13 Graduation - Volunteer Attendan June 30 Census

|        | Fall Semester    |     | 93 |
|--------|------------------|-----|----|
|        | Holidays         |     | 12 |
|        | Spring Semester  |     | 93 |
|        | Faculty Service  |     |    |
| August | 15, 2014 & Janua | 200 |    |
|        | Campus closed    |     |    |
|        |                  |     |    |

Winter: = 23 days Summer + 23 days Summer Census on June 30 Summer = Census June 30 Summer Days, 23, (5 days in June,