AMENDED AGENDA



IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 28, 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 Erica Aguilar, Alternate Classified Representative

Jessica Waddell, CMCA Representative Todd Evangelist, CMCA Representative Jeff Enz, CMCA Representative Martha P. Garcia, Alternate CMCA Representative Gloria Hoisington, 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 OCTOBER 14, 2013

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison Measure J and L Report – John Lau Program Review Update – Ted Ceasar 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
START Committee – Martha Garcia

DISCUSSION AND INFORMATION ITEMS

- 1. Subcommittee update Daniel Gilison
- 2. Campus Hour and Professional Development update Daniel Gilison
- 3. Review and update of College Council Standing Rules (Attachment A) Daniel Gilison

ACTION ITEMS

- 1. Approval of Facilities & Environmental Improvement Committee Standing Rules (Attachment B) Jeff Enz
- 2. Approval of Environmental Health & Safety Committee Standing Rules (Attachment C) Tim Nakamura

ADJOURNMENT

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

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



UNADOPTED MINUTES



IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 14, 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
- √ Caroline Bennett, Alternate Faculty Representative Mike Palacio, Jr., 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: Paula Saldana

Others Present: Kathy Berry, John Lau, Tim Nakamura

MEMBERSHIP CHANGES

Member Evangelist stated Gloria Hoisington is the new CMCA alternate.

Alex Whalen introduced himself as the new alternate student representative.

PUBLIC COMMENT

VP Berry stated the 40th Year Nursing Celebration on Saturday night was a nice event.

Director Evangelist stated the event was well-attended with over 150 guests.

APPROVAL OF MINUTES DATED SEPTEMBER 23, 2013

M/S/C Lopez/Evangelist to approve the minutes as presented.

Motion carried.

AREA REPORTS/UPDATES

College Council Report - Daniel Gilison

Chair Gilison reported as follows:

- He and Vice Chair Alonso would be meeting with Dr. Jaime to continue discussions on future College Council agenda items.
- He created draft Campus Hour/Professional Development Standing Rules which have been reviewed by Executive Council. Committee to start in short time frame.

Measure J and L Report – John Lau

VP Lau reported as follows:

- Construction coming to an end this year the new building and renovation of the 900 building would be the last projects for about four years.
- Repayment of short term TRAN due next year. He explained that due to the decline in property values, repayment of the TRAN would include raising taxes \$6 a year/\$.50 a month on \$100,000; however, this would mean a savings of over \$100 million to taxpayers.

Program Review Update - Ted Ceasar

VP Berry reported as follows:

- SPOL would be implemented for data only in November.
- SPOL Committee met today and set out the planning framework.
- SPOL training would begin in November for all other staff involved in the budget planning process.

Budget Update/Financial – John Lau

VP Lau reported as follows:

- Budget and Fiscal Planning meeting scheduled on October 23rd. Discussion would include:
 - Recommendation to President Jaime on how to fund reserves to meet the 16% target adopted by the Board of Trustees.
 - o How to fund OPEB, a long-term liability related to lifetime benefits offered to retirees.
 - Creating an accelerated timeline for the budget.
 - o Providing learning seminars for the committee.

ASG President Update – Ricardo Ibarra

ASG President Ibarra reported as follows:

- Held Health Fair last week; Planned Parenthood provided free STD testing.
- Dia de Los Muertos Art exhibit took place last week.
- ASG leaving for CSAU this weekend.

President's Update - Victor Jaime

Chair Gilison stated Dr. Jaime would not be attending the meeting; however, he left a written report to present, as follows:

• Visioning Forums:

- o To date we have had a total of seven visioning forums at the following locations:
 - On-campus during campus hour
 - El Centro
 - Calipatria
 - Imperial
 - Brawley
 - Holtville
 - Winterhaven
- o Future visioning forums scheduled through the first week in November:
 - Seeley
 - Westmorland
 - Niland
 - Calexico
 - Heber
 - On-campus in the evening

Information from these visioning sessions will drive our next three-year strategic plan.

CCLC Workshop

Imperial Valley College proposal to provide a workshop at the CCLC (Community College League of California) conference in late November. The workshop topic is: "Imperial Valley College Achieves Collective Fiscal Vision". This workshop will focus on the work consulting with FCMAT and our own START committee in order to address many recommendations made to address our Fiscal challenges. The panel discussion will include FCMAT staff, Dr. Victor Jaime, Superintendent/President Imperial Valley College; Jerry Hart, President of the ICC Board of Trustees; Dr. Martha Garcia, Chair of the START committee.

President's Update

 You will notice something new on the President's Update. We have a section called "State Updates". This section will highlight current State issues affecting California Community Colleges.

Accreditation Update:

o Various Standards committees are meeting in order to respond to ACCJC.

• START Committee:

 The START Committee charged with recommending tasks for the implementation of the FCMAT recommendations have resumed meeting after a break in summer. Updated Task sheets and timelines are forwarded to the Executive Council for review and implementation.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Jim Mecate

Chair Gilison stated Eric Lehtonen, reporting for Jim Mecate, was unable to attend the meeting due to illness.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura reported as follows:

- The committee attempted to meet two weeks ago; however, was unable to make quorum.
- The Academic Senate is helping with the recruitment of faculty membership.

Facilities and Environmental Improvement Committee – Jeff Enz

Member Enz stated the committee is in the process of restructuring and working through the recommendations provided by Chair Gilison. He said he would report back in the near future.

Public Relations & Marketing Committee – Efrain Silva

Member Silva stated he had nothing new to report; the committee would be meeting tomorrow.

Student Affairs Committee - Sergio Lopez

Member Lopez reported as follows:

- The committee met last week and reviewed its Mission Statement; elected Jeff Beckley to chair the Disciplinary Appeals Committee; reviewed the Student Complaint Policy.
- Two disciplinary hearings are scheduled this afternoon.

OTHER COMMITTEE REPORTS

Academic Senate - Daniel Gilison

Chair Gilison reported as follows:

- The Senate approved two action items at its last meeting:
 - Approval of the 2014-15 Academic Calendar.
 - Approval of the New Faculty Orientation Committee.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia reported as follows:

- The committee would be reviewing any budget variances in a single budget of either 3% of entire budget or \$10,000. If any discrepancies existed, the committee would be requesting more details concerning those changes.
- The committee would be reviewing the budget calendar at its next meeting.
- The committee would be receiving training regarding the budget.

Technology Planning Committee – Jeff Enz

Jeff Enz reported as follows:

- Committee met last week; discussion included:
 - o January through December 2014 Work and Task Lists.
 - Recommendations from the STAC meeting held the week before regarding booths and posters on campus to inform students about new technology on campus.
- Hoping to approve 2014 Technology Plan at the following committee meeting.
- Announced an IT outage is planned for December 18th; due to the construction in the 900 building, the data room would need to be offline. He stated the duration of the outage is unsure at this time, but estimated five days.

VP Lau stated that a more definitive timeframe regarding the shutdown would be provided at the next College Council meeting.

Accreditation/CART Committee - Kathy Berry

VP Berry reported as follows:

- The teams are at various stages in responding to the ACCJC recommendations.
- Reiterated the importance of linking planning to institution goals.
- First drafts are due in 16 days.

- Second drafts are due in November.
- In early January, the report would begin to make its way through the various participatory governance groups.
- Final report must be at the ACCJC by March 1st.

Staffing Committee – Travis Gregory

Dean Gregory was not present at the meeting.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee reporting - Daniel Gilison

Chair Gilison stated this item would always be item No. 1. He reviewed the updated information he had received from some of the subcommittees, including a review of the College Council subcommittee websites and the lack of information therein. He reiterated that the websites must be updated for accreditation purposes.

Lengthy discussion ensued regarding an evaluation of each subcommittee, including its needs and roles in determining whether or not it is relevant.

Chair Gilison stated he would be sending an email to all subcommittee chairs asking them to update their websites and that he and Vice Chair Alonso would be discussing the matter with President Jaime.

2. Campus Hour and Professional Development Committee – Daniel Gilison Chair Gilison presented as follows:

- Announced the new Campus Hour and Professional Development Committee which had been voted on and approved by the College Council to start in Spring of 2013.
- He created a draft of the committee Standing Rules which were presented and approved by Executive Council.
- He highlighted the Standing Rules including the committee structure, which would consist of 2 members and 1 alternate from each constituency group: faculty, classified staff, classified managers/confidential, students, and administrators. He stated the Academic Senate would appoint the faculty; CSEA would appoint classified staff; students would be appointed by the ASG; the administrators would be appointed by the Administrative Council; and CMCA/Confidentials would seek volunteers within their group.
- Hoping to have the first committee meeting by the end of November.
- The committee chair would be an administrator appointed by President Jaime.

Dean Ceasar stated that one of the functions of the committee should be to develop a Professional Development Plan, and that the plan be consistent with the Educational Master Plan.

3. Evacuation Drill and Campus Safety Awareness Day – Tim Nakamura Director Nakamura presented as follows:

- As part of the Great California Shakeout, IVC will conduct two evacuation drills on Thursday, October 17, 2013, at 10:17 a.m. and 7:17 p.m.
- Drills should last no more than 15-20 minutes.
- Alarms would sound off, signaling everyone to evacuate.
- Everyone should take their personal belongings with them when evacuating their area.

Chair Gilison asked if the evacuation drill announcement would be heard through the classroom telephones.

Director Nakamura stated that the announcement would be heard through the classroom telephones. He stated the whole point of the drill is to find out which alarms are functioning or not functioning.

Dean Lopez asked if a message could be sent to flash on the computer monitors.

Director Nakamura stated special software is needed, and that he is working on a grant that would provide funding for that software.

Director Nakamura announced that Campus Safety Awareness Day was scheduled to take place this month; however, due to conflicting events at the local schools, many of the participating agencies were unable to attend. Therefore, the event was rescheduled for November.

ACTION ITEMS

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

M/S/C Garcia/Whalen to approve the 2014-2015 Academic Calendar

Discussion:

Chair Gilison presented the 2014-2015 Academic Calendar, with VP Berry highlighting the changes as follows:

- Explained the reason Census day is on June 30th.
- No classes would be held the week of Thanksgiving; however campus would be open.
 She stated this is due to the item being negotiable with CSEA.
- The return of Winter Session which begins on January 5th and ends on February 5th, five days a week for five weeks.
- Explained the mandatory faculty day on January 5th.
- Spring Semester begins on February 17th and ends on June 12th, with graduation on June 13th.

Chair Gilison stated the calendar is not final as it still has to go through CTA and CSEA, as well as Executive Council.

Motion carried.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:45 p.m., and announced the next College Council meeting would be held on October 28, 2013.

DISCUSSION AND INFORMATION ITEMS

IMPERIAL VALLEY COLLEGE Standing Rules of the College Council

Access to the College Council is available to all members of all constituencies

Board Approval December 11, 1996, Resolution No. 11062 Revision Approval June 19, 2004, Resolution No. 13010 Revision Approval June 21, 2005, Resolution No.13281 College Council Revision Approval May 8, 2006 College Council Revision Approval March 23, 2009 College Council Revision Approval November 28, 2011

MEETINGS

Meetings are held the 2nd and 4th Monday of the month.

AGENDA

- 1. The College Council will generate its agenda from items submitted by a College Council member or any member of the campus community of Imperial Valley College.
- 2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council 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 and available for review, with attachments, at the President's Office.

OPERATIONS

- 1. A quorum must be present to hold a meeting. For this Council a quorum is eight members, with at least one individual from each representative group.
- 2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
- 3. Robert's Rules of Order will be used to conduct meetings.
- 4. Council members will work to achieve consensus. If the Council 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 College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
- 2. The Vice Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
- 3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
- 4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the College Council to ensure faculty, classified staff, students, administrators, and classified managers/confidential staff the right to participate effectively in college governance, the following procedures shall apply:

- 1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (faculty, classified staff, students, administrators, and classified managers/confidential staff). 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 and available for review, with attachments, at the President's Office.
- 3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
- 4. The views and opinions of the College Council will be expressed in written form to the College President.
- 5. When the views and opinions by the members of the College Council 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 College Council.

6. College Council will serve as the final recommending body to the President on committee recommendations in activities, projects, programs, and plans that have been developed or are being developed by constituent groups and administration. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 15 College Council members.

IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510/PROCEDURES SECTION 2510 – SHARED GOVERNANCE

COLLEGE COUNCIL

PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

The College Council is the final recommending body on non-academic matters that go to the President and Board of Trustees, while the Board of Trustees relies primarily on the Academic Senate for academic matters as defined by AB17.5.

 $P:/College\ Council/Committees\ Standing\ Rules\ Approved\ by\ College\ Council/Last\ Revised\ and\ Approved\ 11/28/11$

PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.
- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make final recommendations to the College President on which college committees or task forces are needed.
- To make final recommendations on proposed college policies developed by the College President or other policy recommending college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President and Board of Trustees or other policy making college committees.
- To recommend action to the President on all committee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

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, students, classified managers/confidential, and administrators.
- 2. The permanent members of the College Council are:

- Three faculty members: Three faculty representatives appointed by the Academic Senate
- Three classified at large appointed by CSEA.
- Three members of the Classified Managers/Classified Confidentials appointed by CMCA.
- Three students at large appointed by the Associated Student Government.
- Three administrators: appointed by the Administrative Council.
- The College President will be an ex-officio member.
- Terms for faculty, classified, classified managers/confidentials, and administrators shall be for two years.
- Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
- 3. The Chair and Vice-Chair will be elected by the members of the College Council.
- 4. The College Council may create ad hoc committees as needed to address collegewide issues and task forces to address specific (single item) issues.

OPERATION PROCEDURES

Operational procedures for the College Council will be developed and maintained by its members.

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees, if necessary.

ACTION ITEMS

IMPERIAL VALLEY COLLEGE

Standing Rules of the Facilities & Environmental Improvement Committee

Access to the Facilities & Environmental Improvement Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Facilities & Environmental Improvement 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 Facilities & Environmental Improvement 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 and the Vice Chair of the Facilities & Environmental Improvement 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 4 members.
- 2. The slate of alternates will be selected and presented to the Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee shall be elected for a twoyear term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee.
- 2. The vice chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Facilities & Environmental Improvement Committee.
- 3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
- 4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the Facilities & Environmental Improvement Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

- 1. The Facilities & Environmental Improvement 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 Facilities & Environmental Improvement Committee will be expressed in verbal and/or written form to the College Council.
- 4. The Facilities & Environmental Improvement 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 Council on any of the above.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 10 Facilities & Environmental Improvement Committee members.

PURPOSE

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE

The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. Members should facilitate open communication will all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for the buildings and grounds. 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 greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. 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 Facilities & Environmental Improvement Committee are:
 - Two faculty members appointed by Academic Senate: and 1 alternate
 - Two classified members appointed by CSEA: and 1 alternate
 - Two administrators: appointed by the Administrative Council: and 1 alternate
 - Two members of the CMCA appointed by CMCA: and 1 alternate (One being the Director of Maintenance and Operations)

- 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. A Chair and Vice-Chair will be elected by the members of the Facilities & Environmental Improvement Committee.
 - 4. The Facilities & Environmental Improvement Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

IMPERIAL VALLEY COLLEGE

Standing Rules of the Environmental Health and Safety Committee

Access to the Environmental Health and Safety is available to all members of all constituencies
Board Approval May 8, 2002, Resolution No. 12427
Revision Approval September 3, 2003 Resolution No. 12785
Environmental Health & Safety Committee Revisions May 18, 2009

MISSION

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

FUNCTIONS

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

ACTIVITIES

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

MEETINGS

Unless there is a certain reason, the committee shall meet regularly on the 2^{nd} Thursday of the month – 1:30 to 2:30 PM in the Board Room, and report to College Council.

AGENDA

- 1. The Environment Health and Safety 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 Environmental Health & Safety Committee and distributed to members a week in advance of the scheduled meeting.
- 3. In addition, copies of the agenda and minutes of previous meetings will be posted on the Committee's website and available for review, with attachments, at the Human Resources Office.

OPERATIONS

- 1. The Environmental Health and Safety Committee shall provide advice and guidance to the District on applicable health and safety matters.
- 2. A simple majority of members must be present to hold a meeting.
- 3. Copies of attendance records shall be forwarded to Academic Services and the President's office.
- 4. Minutes will be recorded at each Committee meeting and distributed via email to all District employees. Copies of minutes will be forwarded to College Council.

COMMITTEE MEMBERS

The Environmental Health and Safety Committee shall be composed as follows:

- 1 District's Safety Administrator (Committee Chair, non-voting member)
- 2 faculty
- 1 administrator
- 1 CMCA
- 1 Classified
- 1 student

TERMS OF OFFICE

Voting members shall be appointed by their constituent groups. Management representatives or representatives from different departments shall be selected by management. Voting members shall serve a continuous term of at least one and not more than three consecutive years.

The District's Safety Administrator or a designee shall serve as Committee Chair.

PROCEDURES

Since the Board of Trustees has established the Environmental Health and Safety Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

- 1. The Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all 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 and available for review, with attachments, at the Human Resources office.
- 3. All committee recommendations will be forwarded to College Council for discussion and approval.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Environmental Health and Safety Committee.