



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 8, 2013 – 2: 30 P.M.
Administration Building Board Room

Chair Waddell called the meeting to order at 2:39 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 Gilison, 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 MARCH 25, 2013

M/S/C Gilison/Murray to approve the minutes dated March 25, 2013, with changes as follows:

Discussion:

Vice Chair Gilison stated he had changes to the minutes as follows:

Vice Chair Gilison stated that it is strongly recommended that the administrator on the College Council's FCMAT Committee not be on the START Committee, however, because it may be difficult to find an administrator who is not on the START committee to be on the College Council's FCMAT Committee, we should not mandate that the administrator not be on the START committee.

Motion carried.

AREA REPORTS/UPDATES

College Council Report

Chair Waddell stated she had nothing to report.

Measure J and L Report

VP Lau was not present at the meeting.

Program Review Update

Dean Ceasar reported the resource requests were being reviewed by the resource committees.

Budget Update/Financial

VP Lau was not present at the meeting.

ASG President Update

ASG President Tylanda reported as follows:

- Elections are taking place today and tomorrow for election of senate members and new president.
- Campus Clean-Up scheduled on Friday, April 12th, 8:00 am – 12:00 p.m.; lunch to be served from 12:00 p.m. – 1:00 p.m. She invited all to participate in the clean-up.
- Comedy Show scheduled on April 16th, during Campus Hour.

President's Update

Dr. Jaime reported as follows:

- Reminded everyone about the Board of Trustees meeting scheduled on Wednesday, April 17th.
- Announced a Special Board of Trustees Retreat scheduled on Saturday, April 27th; more details to follow.
- Announced the events scheduled on Thursday, April 18th:
 - Retiree Celebration and Years of Service/Tenure Recognition, to be held at the College Center, 2:30-4:30 p.m.
 - Juanita Salazar Lowe Plaque Dedication, immediately following the Retiree/Years of Service/Tenure Recognition, 5:00 – 6:30 p.m., to take place in the Juanita Salazar Lowe Art Gallery.
 - Student Art Exhibit, taking place concurrently with the plaque dedication, in the Juanita Salazar Lowe Art Gallery.
- Informed the Council about the passing of former Calexico Trustee Bob Noble. Mr. Noble passed away last Saturday evening, April 6th. He stated memorial services would be held on Saturday, April 13th, in Alpine. Mr. Noble served on the Imperial Community College Board of Trustees, representing Calexico. He stated more information would be forwarded as it is received.

SUB-COMMITTEE REPORTS

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

Chair Waddell stated no sub-committee minutes had been received.

OTHER COMMITTEE REPORTS

Academic Senate

Vice Chair Gilson stated the Senate had not met during Spring break; the next Senate meeting is scheduled next week.

Budget and Fiscal Planning Committee

VP Lau was not present at the meeting.

Technology Planning Committee

Member Enz stated the committee would be meeting on Thursday, April 11th. The committee would be discussing Program Review; and then moving forward with technology planning items.

CART Committee/Accreditation

VP Berry reported as follows:

- The committee would be meeting on April 18th, and would be evaluating the accreditation process, including the visit, the self-study, and begin the process of planning for a response to the Commission's findings.
- Attended a CIO meeting last week in San Francisco.
 - Barbara Beno discussed the new accreditation standards which would be coming out in 2014.
 - Dr. Beno stated there would be little changes, with the exception of getting rid of duplication.
 - Emphasis would be stronger on student achievement data, including how the data is analyzed, the interventions and evaluation of those interventions.

Staffing Committee

Dean Gregory reported as follows:

- Stated that the recommendations from the Staffing Committee would be discussed in today's College Council meeting. He apologized for the late addition of the action item, but explained that the Executive Council felt it was important the Staffing Committee recommendations be brought before the College Council for recommendations to President Jaime.
- Committee has reviewed the reclassification requests.
- Committee is beginning its work on the annual staffing plan, which will be presented to the EMPC.
- The Committee will be reviewing the EEO policy.
- The next meeting is scheduled on Monday, April 15th.

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS:

1. Nomination/Election of College Council Chair

Chair Waddell stated nominations for College Council Chair would be accepted.

Member Enz asked if, historically, the Vice Chair has replaced the Chair, and the starting and ending dates of office.

Chair Waddell stated that historically the Vice Chair has replaced the Chair, but that was not necessarily how it had to happen. She stated her term ends on June 30th; therefore, the new chair would begin his/her term on July 1st.

M/S/C Silva/Dorantes to nominate Daniel Gilison as the College Council Chair.

Vice Chair Gilison accepted the nomination.

There were no other nominations.

Motion carried.

Chair Waddell congratulated Vice Chair Gilison.

2. Nomination/Election of College Council Vice Chair

Chair Waddell stated nominations for the College Council would be accepted.

M/S/C Gilison/Silva to nominate Yethel Alonso as the College Council Vice Chair.

Due to Member Alonso's absence from today's meeting, Vice Chair Gilison added that he had talked to Member Alonso about the nomination and that she was amenable to her nomination.

There were no other nominations.

Motion carried.

Chair Waddell announced Yethel Alonso as the new College Council Vice Chair.

3. Ad Hoc Committee to Review FCMAT Recommendations – Committee Chairperson

Chair Waddell stated she had sent an email to CTA President Jacobson and CSEA President Arce-Gomez, requesting faculty/staff membership for the FCMAT Ad Hoc Committee. To date, she had received no response.

Vice Chair Gilison reiterated the discussion that took place at the last College Council meeting with regard to the preference that the Ad Hoc Committee Chair be a member of the College Council. He stated since the ad hoc committee would report to the College Council, it would make it easier than if the chair was someone not on the College Council.

Member Silva inquired as to the committee composition.

Vice Chair Gilison stated the composition would consist of five members: one student, one faculty, one administrator, one classified, and one CMCA.

Vice Chair Gilison restated his opinion from the last College Council meeting that those members already on another FCMAT subcommittee, i.e. Senate subcommittee or START, not

be required to serve on this subcommittee, but that this may be difficult due to all administrators already serving on the START committee.

Member Silva suggested that each member ask their respective group and seek membership.

Chair Waddell stated the item would be returned to the next meeting.

4. Creation of the Campus Hour Subcommittee

Chair Waddell stated she met with Academic Senate President Eric Lehtonen to discuss the Campus Hour Subcommittee, in which it was determined the subcommittee should fall under the College Council, as it affects faculty, staff and students on campus. She stated the composition would consist of 10 members: 2 administrators, 2 faculty, 2 classified, 2 confidentials, and 2 students.

Member Lopez stated he would like to volunteer for the committee.

M/S/C Silva/Gilison to approve creation of the Campus Hour Subcommittee.

Discussion:

Chair Waddell clarified the committee's role would be to review the current campus hour, including maintaining a calendar of events, and looking at ways to improve it. She stated that since the fall schedule had already been created, the committee's primary focus for the fall would be to plan events at the current time slot. However, for the spring semester the committee would be able to examine and possibly recommend a change to the campus hour time.

VP Berry stated the spring schedule would be completed by the end of September, so any changes to the schedule and/or campus hour time would have to be done quickly.

VP Finnell stated he recently received information regarding campus hour at different community colleges, and has compiled the data for anyone interested in reviewing it.

Dean Ceasar asked if the subcommittee would also be responsible for overseeing the professional development activities, as this was going to be a function of the Academic Senate subcommittee. He stated that due to the Student Success Act taking effect, it was critical that some committee assume the responsibility.

VP Berry stated the ACCJC would be looking at our staff development plan and believes it will be one of the recommendations; therefore, it is imperative that some group take charge of professional development.

Chair Waddell suggested that the motion be amended to change the name of the committee to Campus Hour/Professional Development Subcommittee.

Member Silva accepted the change to the motion to approve creation of the Campus Hour/Professional Development Subcommittee.

Vice Chair Gilison accepted the change to the motion as well.

Motion carried.

5. Approval of Staffing Committee Reclassifications

Chair Waddell provided a background, stating the reclassification requests had been reviewed by the Staffing Committee; the committee provided its recommendations; and now those recommendations were before the College Council for recommendation to President Jaime.

Dean Gregory stated the Executive Council believed it was appropriate to bring these recommendations to the College Council. He explained the Staffing Committee would report to the EMPC with matters relating to the annual staffing resource plan; and would report to the College Council with matters relating to staff matters.

VP Berry stated that during the accreditation visit, some of the staff interviewed were uncertain about our processes. She stated the college needed to ensure the right processes were followed before taking any matter before the Board.

Chair Waddell provided a brief description of the four reclassification requests.

Discussion followed regarding the reclassification request for Senior Enterprise Systems Specialist, including the job description, increase in salary range, fiscal impact, and its effect on the FCMAT recommendations.

Member Silva asked if the increase in salary was due to the lack of qualified applicants for the position.

VP Finnell stated the salary increase was due to the difficulty in recruiting a qualified person and the recent reorganization of technology into student services. He stated the duties are currently being performed by a consultant.

Member Dorantes asked if the position is in line with the FCMAT recommendations.

Dean Gregory clarified the position is a classified and not administrative position. He stated the FCMAT report does not discuss reclassifying a position. He stated IVC followed the FCMAT recommendation to have three vice presidents instead of four; thus an increase of duties to one vice president.

Member Enz stated this reclassification affects him directly as the position would report to him. He stated as a result of the recent department restructure, his duties as director have also changed; thus the necessity for someone with more responsibility and seniority to manage projects. He stated the reason for the title change and salary increase was to stay consistent within the department.

M/S/C Silva/Enz to accept all the recommendations from the Staffing Committee.

Motion failed.

M/S/C Dorantes/Chronister to approve the Staffing Committee recommendation requests individually.

Discussion:

Member Chronister commented with regard to the reclassification for Continuing Education Technician, that most technicians on campus are at a range 14, but that this position was at a 13. She stated the duties are similar to those of an A&R technician, with the addition of coordinating duties.

Dean Silva stated the position was a range 13 because that was the previous range of the position.

Motion carried.

M/S/C Dorantes/Silva to approve recommendation #1 – Continuing Education Technician.

Motion carried.

M/S/C Dorantes/Gilson to approve recommendation # 3 and #4 – Technology Support Specialist.

Discussion:

Member Chronister asked if both positions were currently filled.

Chair Waddell stated both positions were currently filled.

Opposed: Silvia Murray
Steve Cook

Motion carried.

Motion by Member Dorantes to table #5 – Senior Enterprise Systems Specialist, due to lack of information.

Member Silva inquired of Member Dorantes as to what information was needed.

Member Dorantes was unclear as to her request for further information.

VP Finnell commented the reclassification requests had been reviewed and discussed at length by both CSEA and the Staffing Committee; therefore the request for further information needed to be clear and specific.

Member Dorantes withdrew her motion to table #5.

M/S/C Silva/Murray to approve recommendation #5 – Senior Enterprise Systems Specialist.

Discussion:

Vice Chair Gilson asked if anyone was on the CSEA Reclassification Committee or familiar with the reclassification recommendation, as this would be helpful information in making a decision.

Member Murray stated she was a member of the CSEA Reclassification Committee. She stated Director Enz and VP Finnell spoke to the committee and explained that due to the recent structural changes within the department, the position would be assuming more responsibility, including managing special projects. Due to the additional duties, the committee agreed to the reclassification.

Opposed: Kathleen Dorantes

Motion carried.

ADJOURNMENT

Chair Waddell announced the next College Council meeting would take place on April 22nd.

Member Aguirre expressed concern that not enough information had been provided to the College Council by the Staffing Committee to make a decision. She requested that hereafter a synopsis, whether financial or structural, be included as back-up material.

Dean Gregory stated all back-up material reviewed by the Staffing Committee would be included in the agenda packet.

Chair Waddell adjourned the meeting at 3:35 p.m.