



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 28, 2014 – 2:30 P.M.
Administration Building Board Room

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

MEMBERSHIP

- √ Sergio Lopez, Administrative Representative
- √ Efrain Silva, Administrative Representative
- √ Tina Aguirre, Administrative Representative (arrived at 3:02 p.m.)
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)
Melody Chronister, Classified Representative
Erika Aguilar, Classified Representative
Silvia Murray, Alternate Classified Representative
Sandie Noel, Alternate Classified Representative
TBD, 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
- √ Andrea Montaña, Student Representative
- √ Diana Ibarra, Student Representative
Emily Blancarte, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Todd Finnell, Marion Boenheim

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilson

Chair Gilson stated the next meeting would be the last one of the academic year. He reminded everyone that starting next academic year the College Council would be meeting once per month.

Measure J and L Report – John Lau

VP Lau was not present at the meeting; no report was provided.

Program Review Update – Ted Ceasar

Dean Ceasar was not present at the meeting; no report was provided.

Budget Update/Financial – John Lau

VP Lau was not present at the meeting; no report was provided.

ASG President Update – Ricardo Ibarra

ASG Representative Ricardo Ibarra reported as follows:

- The ASG is sponsoring Kien Nguyen, author of “The Unwanted”, on Saturday, May 3rd, at 1:00 p.m. in Room 2131.
- The ASG will be donating a new scoreboard for the basketball and volleyball athletic programs.
- Final preparations underway for the ASG Awards Banquet on May 9th.

President’s Update – Victor Jaime

Dr. Jaime was not present at the meeting; no report was provided.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Eric Lehtonen

Eric Lehtonen was not present at the meeting; no report was provided.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura was not present at the meeting; no report was provided.

Facilities and Environmental Improvement Committee – Jeff Enz

Director Enz stated the committee would be meeting on Wednesday, April 30th.

Public Relations & Marketing Committee – Mike Nicholas

Committee Chair Nicholas was not present at the meeting; no report was provided.

Student Affairs Committee – Sergio Lopez

Dean Lopez stated the committee would be meeting on Monday, May 5th.

Campus Hour and Professional Development Committee – Tina Aguirre

Dean Aguirre reported as follows:

- The committee is in the process of sending out a student survey relating to campus hour events; specifically, topics of interest, the benefits of Campus Hour, and the blocked time.
- She presented the proposed Fall 2014 Campus Hour & Professional Development Calendar.

- The committee reviewed the academic professional development resource requests; however, the requests were returned due to missing supporting documentation.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

Chair Gilison reported as follows:

- At its last meeting, the Senate approved changing the composition of the Distance Education Committee to include students who had successfully completed a DE course.
- Discussion items included 1) faculty membership for the Environmental Health & Safety Committee; 2) new chair for the Curriculum Committee; 3) results of the survey that went out to faculty regarding the plus/minus grading system. He stated the results of the survey were 50/50, slightly against the change. He stated an information forum would be held in the fall for purposes of providing faculty with more accurate information regarding the plus/minus grading system.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia stated the committee would be meeting on Wednesday.

Technology Planning Committee – Jeff Enz

Director Enz stated the committee had not met since the last College Council meeting; the next meeting is scheduled for Thursday, May 8th.

Accreditation/CART Committee – Kathy Berry

VP Berry was not present at the meeting; Dean Aguirre reported as follows:

- The committee worked on those areas the college identified in the Self-Evaluation as needing improvement.
- The college has received no official documentation from the ACCJC regarding the follow-up visit; the results will be received in June or July.

Staffing Committee – Marion Boenheim

Consultant Boenheim reported as follows:

- The committee will be meeting on Wednesday, April 30th and will be reviewing and prioritizing the staffing resource requests.
- The committee has introduced a new document which will be used to rate various job descriptions.
- She stated a letter has been sent out to the community regarding recruitment; specifically those groups which are underrepresented including women administrators, African-Americans, Asian-Americans, Native-Americans, and the disabled.
- The committee has completed the EEO statement relating to the disabled and veterans.
- The catalog has been corrected to include Vietnam War veterans.
- A diversity award has been added to the Presidential Employee Recognition Committee (PERC). This award will be presented to an individual who has done the most in terms of encouraging diversity.
- The committee has recommended that the Curriculum Committee chair plus one faculty member serve on the Staffing Committee.

An inquiry was made regarding the hiring status of the VP for Academic Services and the Dean for Human Resources.

Consultant Boenheim stated President Jaime would be sending out a statement to the campus community.

VP Finnell stated second interviews had been conducted prior to the spring break.

START Committee – Martha Garcia

Member Garcia was not present at the meeting; no report was provided.

DISCUSSION AND INFORMATION ITEMS

1. Membership of Agenda Committee – Daniel Gilison

Chair Gilison provided the following information:

- He reminded everyone the College Council recently approved new Standing Rules which will go into effect July 1st.
- The major change to the Standing Rules included the creation of an Agenda Committee that would be responsible for creating the discussion/information and action items for the College Council agenda.
- The Agenda Committee membership consists of 5 individuals:
 - 1 administrator who is going to be the Superintendent/President
 - 1 faculty member who is going to be Chair Gilison
 - 1 CSEA member who is going to be Vice Chair Alonso
 - 1 CMCA member – Chair Gilison requested the CMCA ask for a volunteer
 - 1 ASG member who will be the new president or his/her designee.
- The new Standing Rules state the College Council would be meeting once per month - on the fourth Monday of the month.
- The Agenda Committee would be meeting the week prior to the College Council meeting. The date and time of the meeting will be determined once the full membership is identified.

2. Sundial/Time capsule for new CTE building – Frank Miranda

Frank Miranda was not present at the meeting. Chair Gilison stated Instructor Miranda had discussed, at the last Academic Senate, the idea of putting a sundial time capsule in front of the new CTE building on the day of the ribbon-cutting (May 1st) or on the first day of the fall semester. Chair Gilison inquired of Jeff Enz, chair of the Facilities & Environmental Improvement Committee, whether this item should be presented to that committee first. Chair Enz requested the item be presented to the Facilities committee first. Chair Gilison stated he would notify Instructor Miranda of this request.

3. Academic Hiring Committee – Marion Boenheim

Consultant Boenheim provided the following information:

- The committee has been reviewing and updating the academic and administrative hiring procedures, which were last approved by the Board of Trustees in October, 2000.
- She provided a brief overview of the hiring procedures.
- She stated supplemental questions are unique to community colleges and are tailored specifically for each institution.
- She stated the hiring committee is allowed to review the entire application package.
- She clarified the second round interview process.

Consultant Boenheim announced this would be her last week working at IVC and thanked everyone for their warm hospitality.

Chair Gilison thanked her for her services.

4. Professional Development Plan (Attachment A) – Tina Aguirre

Dean Aguirre presented the following information:

- She shared the Draft Professional Development Plan, highlighting those areas which may bring about controversy.
- She stated the committee acknowledges that requiring staff to complete any amount of hours is a negotiable issue.

A lengthy discussion ensued regarding the issues related to requiring Professional Development. Some of the concerns, issues and comments were related to:

- Implementation of program
- Managing of program
- Funding
- Times to meet
- Accountability

Chair Gilison stated the item would be brought back at the next meeting as an action item.

5. Board Policies Chapter 5 (Student Services) Review (Attachment B) – Todd Finnell

VP Finnell presented the following information:

- Provided an overview of the updated policies.
- He encouraged everyone to read through the board policies, as it is important that staff be able to define each policy, know how policies are applied, and how they affect the decisions being made.
- Stated the policies must align with CCLC templates to insure legal compliance with Title 5 and Ed Code.
- He explained the difference between a board policy versus an administrative procedure – the board policy is what has to happen; the administrative procedure is how it happens.

6. Board Policies Chapter 7 (Human Resources) Review (Attachment C) – Marion Boenheim

Consultant Boenheim presented the following information:

- Provided an overview of the updated policies; specifically the new policies relating to resignations, domestic partners, campus security officers and whistleblowers.
- She stated the policies would be presented to the Board of Trustees for a reading in May.
- She asked that any questions be directed to her attention.

ACTION ITEMS

None.

ADJOURNMENT

Chair Gilison announced the last meeting of the academic year is scheduled on May 12th, and adjourned the meeting at 4:07 p.m.