



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, December 9, 2015 – 12:50 to 1:50 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
David Zielinski, Alternate Administrative Representative

Aaron Edwards, Faculty Representative
Ric Epps, Faculty Representative
Lilia Sandoval, Faculty Representative
Cathy Zazueta, Alternate Faculty Representative
Caroline Bennett, Alternate Faculty Representative
Mike Palacio, Jr., Alternate Faculty Representative

Yethel Alonso, Classified Representative (Chair)
Melody Chronister, Classified Representative (Vice Chair)
Erika Aguilar, Classified Representative
Silvia Murray, Alternate Classified Representative
Claudia Aguilar, Alternate Classified Representative
Jose Torres, Alternate Classified Representative

Lisa Seals, CMCA Representative
Jose Carrillo, CMCA Representative
Vacant, CMCA Representative
Liz Cantu, Alternate CMCA Representative
Rick Webster, Alternate CMCA Representative

Edalaine Joy Tango-an, Student Representative
Aimee Galeana, Student Representative
Alejandra Vasquez, Student Representative
Amy Diaz, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

PUBLIC COMMENT

ACCEPTANCE OF MINUTES

1. October 28, 2015
2. November 9, 2015

CHAIR REPORT – Yethel Alonso

WRITTEN REPORTS (Attachment A)

ASG President Update – Edalaine Joy Tango-an (No Report Submitted)
President’s Update – Victor Jaime
Academic Senate – Michael Heumann
Budget and Fiscal Planning Committee – Melody Chronister
Accreditation/CART Committee – Nicholas Akinkuoye (No Report Submitted)
Measure J and L Report – John Lau (No Report Submitted)
Strategic Educational Master Plan Committee – Ted Ceasar (No Report Submitted)
Budget Update/Financial – John Lau (No Report Submitted)
Technology Planning Committee – Jeff Enz (No Report Submitted)
Staffing Committee (No Report Submitted)

Subcommittees:

Competitive Athletics Committee – Jim Mecate (No Report Submitted)
Facilities & Environmental Health & Safety Committee – Sergio Lopez (No Report Submitted)
Public Relations & Marketing Committee – Mike Nicholas
Student Affairs Committee – Sergio Lopez (No Report Submitted)
Campus Hour and Professional Development Committee – Lisa Solomon (No Report Submitted)

ACTION ITEMS

1. Approval of Self-Evaluation Form for Facilities and Environmental Improvement Committee (Attachment B) – Jeff Enz
2. Approval of Student Equity Plan – Ted Ceasar (see link below)
<http://www.imperial.edu/faculty-and-staff/campus-committees/academic-senate/subcommittees/student-success-and-equity/additional-documents>

DISCUSSION AND INFORMATION ITEMS

1. Campus Security Update – Sergio Lopez

ADJOURNMENT

**2015-2016 College Council Meeting Schedule
at 12:50-1:50 p.m. in the Board Room**

2015	2016
December 9	February 24
	March 23
	April 27
	May 25



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, October 28, 2015 – 12:50 to 1:50 p.m.
Administration Building Board Room

Chair Alonso called the meeting to order at 12:53 p.m.

MEMBERSHIP

- Sergio Lopez, Administrative Representative
 - ✓ Efrain Silva, Administrative Representative
 - ✓ Tina Aguirre, Administrative Representative
 - ✓ Ted Ceasar, Alternate Administrative Representative
 - David Zielinski, Alternate Administrative Representative

 - ✓ Aaron Edwards, Faculty Representative
 - ✓ Ric Epps, Faculty Representative
 - Lilia Sandoval, Faculty Representative
 - Cathy Zazueta, Alternate Faculty Representative
 - Caroline Bennett, Alternate Faculty Representative
 - Mike Palacio, Jr., Alternate Faculty Representative

 - ✓ Yethel Alonso, Classified Representative (Chair)
 - ✓ Melody Chronister, Classified Representative (Vice Chair)
 - ✓ Erika Aguilar, Classified Representative
 - Silvia Murray, Alternate Classified Representative
 - Claudia Aguilar, Alternate Classified Representative
 - Jose Torres, Alternate Classified Representative

 - ✓ Lisa Seals, CMCA Representative
 - Jose Carrillo, CMCA Representative
 - Vacant, CMCA Representative
 - Liz Cantu, Alternate CMCA Representative
 - Rick Webster, Alternate CMCA Representative

 - ✓ Edalaine Joy Tango-An, Student Representative
 - Aimee Galeana, Student Representative
 - ✓ Alejandra Vasquez, Student Representative
 - Benjamin Barajas, Alternate Student Representative
- Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Jeff Enz, Gaylla Finnell, Jim Mecate

PUBLIC COMMENT

There was no public comment.

ACCEPTANCE OF MINUTES DATED SEPTEMBER 23, 2015

The minutes of September 23, 2015 were accepted as presented.

CHAIR REPORT – Yethel Alonso

Chair Alonso reported as follows:

- She reminded committee chairs to submit timely written reports; deadline is the third Friday of the month; reports should be submitted in proper format to the chair, vice chair and recording secretary.
- She stated the Committee Self-Evaluations were due last month and requested the forms be submitted for approval at the next meeting.
- She spoke about the recent threats made against IVC. She stated the appropriate committee is addressing the issue and working on a plan that will be presented to the shared governance committees.

WRITTEN REPORTS SUBMITTED (Attachment A)

The following reports were reviewed:

President's Update – Victor Jaime
Academic Senate – Michael Heumann
Budget and Fiscal Planning Committee – Melody Chronister
Strategic Educational Master Plan Committee – Ted Ceasar
Technology Planning Committee – Jeff Enz
Competitive Athletics Committee – Jim Mecate
Environmental Health & Safety Committee – Sergio Lopez
Facilities and Environmental Improvement Committee – Jeff Enz
Student Affairs Committee – Sergio Lopez
Campus Hour and Professional Development Committee – Shawn Larry/Lisa Solomon

Vice Chair Chronister requested an update from the Technology Planning Committee regarding the copy/print RFP.

CTO Enz stated a committee consisting of faculty, IT and Reprographics staff is in the process of evaluating the data received from students, faculty and staff regarding the machines tested in the Library, Business Department and Reprographics. He stated the final plan would be presented to the various shared governance committees.

ACTION ITEMS

1. Approval of Standing Rules for the merge and creation of the Facilities and Environmental Health & Safety Committee (Attachment B) – Sergio Lopez

M/S/C Chronister/Tango-an to approve the Standing Rules for the merge and creation of the Facilities and Environmental Health & Safety Committee.

Discussion:

CTO Enz stated the Environmental Health & Safety Committee and the Facilities and Environmental Improvement Committee were merged into one committee due to overlapping areas. The Standing Rules were combined to reflect the agenda, operations and goals of the two committees. He stated Sergio Lopez would be the committee Chair and Rick Webster the Vice Chair.

Motion carried.

2. Approval of Self-Evaluation Form for the Competitive Athletics Committee (Attachment C) – Yethel Alonso

M/S/C Tango-an/Aguilar to approve the Self-Evaluation Form for the Competitive Athletics Committee

Discussion:

Jim Mecate highlighted the committee’s accomplishments and goals.

Discussion ensued regarding the recruitment of athletes, including the process and restrictions relating to the waiver of out of state tuition, the need to upgrade facilities to attract better athletes, and more interaction between IVC and high school coaches.

Motion carried.

DISCUSSION AND INFORMATION ITEMS

1. Strategic Educational Master Plan/First Reading – Gaylla Finnell

Gaylla Finnell, Ted Ceasar and Efrain Silva presented an overview of the Strategic Educational Master Plan. Discussion included the processes and tools used to develop the plan; wide participation from community visioning meetings, and student surveys; demographic and trend data used; the college mission remained the same; developed vision and values statement.

The final plan will be presented to the Board of Trustees on November 18th.

2. Scheduling of Special Meeting for approval of Strategic Educational Master Plan

Chair Alonso stated a special meeting of the College Council would need to be held in November for approval of the Strategic Educational Master Plan. Tentative dates for the special meeting were Monday, November 9, 2015 and Thursday, November 12, 2015. However, due to meeting conflicts in the Board Room on those dates, further discussions would need to take place regarding the date and location of the special meeting.

3. Campus Safety & Security Update – Sergio Lopez

The item was pulled.

ADJOURNMENT

The meeting adjourned at 1:45 p.m.

**2015-2016 College Council Meeting Schedule
at 12:50-1:50 p.m. in the Board Room**

2015	2016
December 9	February 24
	March 23
	April 27
	May 25



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Monday, November 9, 2015 – 12:50 p.m.
Room 2131

Chair Alonso called the special meeting to order at 1:07 p.m.

MEMBERSHIP

- Sergio Lopez, Administrative Representative
- Efrain Silva, Administrative Representative
- Tina Aguirre, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- David Zielinski, Alternate Administrative Representative

- Aaron Edwards, Faculty Representative
- ✓ Richard Epps, Faculty Representative
- Lilia Sandoval, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Caroline Bennett, Alternate Faculty Representative
- Mike Palacio, Jr., Alternate Faculty Representative

- ✓ Yethel Alonso, Classified Representative (Chair)
- ✓ Melody Chronister, Classified Representative (Vice Chair)
- Erika Aguilar, Classified Representative
- Silvia Murray, Alternate Classified Representative
- Claudia Aguilar, Alternate Classified Representative
- Jose Torres, Alternate Classified Representative

- Lisa Seals, CMCA Representative
- Jose Carrillo, CMCA Representative
- ✓ Jessica Waddell, CMCA Representative
- Liz Cantu, Alternate CMCA Representative
- Rick Webster, Alternate CMCA Representative

- Edalaine Joy Tango-An, Student Representative
- Aimee Galeana, Student Representative
- Alejandra Vasquez, Student Representative
- ✓ Benjamin Barajas, Alternate Student Representative

- Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Gaylla Finnell

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

1. Approval of Strategic Educational Master Plan – Gaylla Finnell

M/S/C Chronister/Epps to approve the Strategic Educational Master Plan.

Discussion:

Gaylla Finnell stated there had been no revisions to the Plan since it was last presented to the College Council on October 28, 2015.

Motion carried.

ADJOURNMENT

The meeting adjourned at 1:09 p.m.

**2015-2016 College Council Meeting Schedule
at 12:50-1:50 p.m. in the Board Room**

2015	2016
December 9	February 24
	March 23
	April 27
	May 25

REPORT/COMMITTEE NAME:

President's Update

Last meeting date/time/place:

N/A

Summary of discussion, information, and action items (short paragraph or bullet points):➤ **Staff Appreciation (Julian Pies)**

- I hope the IVC family enjoyed the Administrative Staff Appreciation Julian Pies yesterday. This has become a tradition we hope to continue for many years to come. As you know, it takes all of us to do the great things we do for the success of our students and this is just a small way of saying "Thank You All"

➤ **Administrative and Classified Manager Recruitments:**

- As you are probably aware we have several administrative vacancies to fill:
 - **Vice-President for Student Services:** Sergio Lopez was appointed as the Interim Vice President for Student Services in July and will continue to serve in this capacity through June 30,, 2016. A national search will begin to fill the permanent VP for Student Services position in the Spring to have someone on board by July 1, 2016.
 - **Dean of Student Development and Enrollment Services:** Sergio Lopez has also indicated he plans to retire on June 30, 2016; therefore, we will begin a search in Spring to fill his regular position of Dean of Student Development and Enrollment Services. Again, we hope to have this position filled by July 1, 2016.
 - **Chief Technology Officer (CTO):** Jeff Enz has been serving as the Interim Chief Technology Officer and will continue to serve in this capacity to the end of this fiscal year. We will begin the recruitment for the permanent CTO in the Spring and anticipate to fill it by July 1, 2016.
 - **Chief Human Resources Officer (CHRO):** Shawn Larry has accepted a position at Rio Hondo College and has resigned from his current position effective December 31, 2015. I am in the process of recruiting for a CHRO to fill this vacancy in January through the end of June, 2016. We will begin the recruitment for the permanent CHRO in the Spring in anticipation of filling the permanent position by July 1, 2016.

➤ **Veteran's Success Center:**

- The Veteran's Success Center located in the old CASBAH Room officially opened this past Fall semester. A grand opening is planned for the Spring semester.

➤ **Board Meeting:**

- The last Board meeting for 2015 will take place on December 16, 2016 and our official winter break will begin on Saturday, December 20, 2015. We will return on January 4, 2016.

Finally, I would like to take this opportunity to wish everyone of our IVC Family a very Merry Christmas and a Happy New Year. I sincerely hope you all enjoy the break and enjoy the season!

Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):

None.

Next meeting date/time/place:

N/A

REPORT/COMMITTEE NAME:

Academic Senate

Summary of discussion, information, and action items (short paragraph or bullet points):

The Academic Senate held meetings on November 4, November 18, and December 2. At these meetings, the senate approved the Strategic Education Master Plan, the Student Equity Plan, and the SSSP Non-Credit Plan. The committee also approved changes to the DE course development process and recommended that the college adopt the Canvas Learning Management System. Finally, the senate voted to authorize the executive committee for the senate (the President, Vice President, Treasurer, and Secretary) to act on the behalf of the senate during the winter session.

REPORT/COMMITTEE NAME:
Budget and Fiscal Planning Committee

Last meeting date/time/place:
Has not met since last report.

Summary of discussion, information, and action items:
N/A

Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):
None

Next meeting date/time/place:
December 9th, 2015 at 2pm in the Board Room.

The main item for discussion at this meeting will be categorical and grant funded programs and a process for gathering information on their fiscal status/future financial impact. This is an area that needs to be addressed in the upcoming accreditation response.

REPORT/COMMITTEE NAME:

Public Relations and Marketing Committee

Last meeting date/time/place:

Thursday, November 19th, 2015 /12:50 p.m. – College Hour / IT Department Training Room 903

Summary of discussion, information, and action items (short paragraph or bullet points):

This was an informational meeting due to a lack of Quorum

Update on previous discussion item

• *Winter / Spring Semester 2016 postcard mailing*

A 6"x 8.5" postcard was mailed to 3,553 students that had attended classes in Fall 2015, but had not yet registered for Winter and Spring 2016. A report will be generated to see how effective the promotion is based on the number of students that registered from the target mailing list. The results will be reviewed by the committee at the next meeting on Thursday, December 10th.

• *Social Media Policy Review / Update*

Committee members Bill Gay and Kathy Rodriguez provided information regarding the update of the Social Media Policy. The updated Social Media Policy will be an action item for approval at our next committee meeting. Once it has committee approval it will be forwarded to the College Council as an action item.

Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):

None at this time

Next meeting date/time/place:

Thursday, December 10th, 2015/12:50 p.m./IT Department Training Room 903



Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form



Facilities and Environmental Improvement

Committee Charge (Summary): Deal with physical appearance and sustainability of campus

For Academic Year: 2014/2015

Date of Self Evaluation: 08/2015

Month	Meeting Date(s)	# of Members Attending	Agendas E-Mailed in Advance?		Minutes Posted On-Line?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Aug	08/29/14	6	X		X		Approved Self-Evaluation, Discussed placement of a Time Capsule; discussed a strategic campus beautification plan; Discussed digital signage and wayfaring
Sept	09/26/14	1	X		X		No Quorum
Oct	10/31/14	8	X		X		Discussed Construction, continued conversation around beautification plan and digital signage/wayfaring, discussed a Campus Key/Issuance Policy.
Nov	11/17/14	8	X		X		Special Meeting to deal with Budget Enhancement Requests
Dec	12/05/14	8	X		X		Construction Update, Installation of a fence to direct foot traffic corectly, Building numbering update
Jan	N/A	0		X		X	No Meeting - Faculty off Contract
Feb	02/27/15	3	X		X		No Quorum
March	03/27/15	7	X		X		Approved Amphitheatre ramp, discussed two proposals to name rooms in honor of two individuals, discussed the IVC naming policy. Discussed converting two restrooms in 2700 building to "family" restrooms
Apr	N/A	0		X		X	No Meeting - Faculty off Contract
May	N/A	0		X		X	No Meeting - Faculty off Contract
June	N/A	0		X		X	No Meeting - Faculty off Contract
July	N/A	0		X		X	No Meeting - Faculty off Contract

Average Attendance

Major Committee Accomplishments & Achievements in Past Year	<ul style="list-style-type: none"> • [Accomplishment #1] Began working on a beautification plan • [Accomplishment #2] Began work on a campus key/issuance policy • [Accomplishment #3] • [Etc.]
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Major Obstacles/Problems with Committee Function	<ul style="list-style-type: none"> • [Obstacle/Problem #1] Attendance by all groups • [Obstacle/Problem #2] Outdated building naming policy • [Obstacle/Problem #3] • [Etc.]
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Recommendations for Improving Committee Process/Efficiency	With the campus hour being changed, and the meeting being scheduled within it, we should have better attendance by all participatory groups.
Review of Goals from Previous Year	<ul style="list-style-type: none"> • [Goal #1] Plan for Beautification - Began looking at other plans and discussing what we would like to accomplish • [Institutional Goal #] Goal #3
	<ul style="list-style-type: none"> • [Goal #2] Parking Plan - Did not begin this process • [Institutional Goal #] Goal #3
	<ul style="list-style-type: none"> • [Goal #3] • [Institutional Goal #]
	<ul style="list-style-type: none"> • [Etc]
	<ul style="list-style-type: none"> • [Institutional Goal #]
Committee Goals (If Appropriate) for Coming Year	<ul style="list-style-type: none"> • [Goal #1] Update building naming policy • [Institutional Goal #] #3
	<ul style="list-style-type: none"> • [Goal #2] Review Policies • [Institutional Goal #] #4
	<ul style="list-style-type: none"> • [Goal #3] • [Institutional Goal #]
	<ul style="list-style-type: none"> • [Etc]
	<ul style="list-style-type: none"> • [Institutional Goal #]
Chair/Co-Chair Signature:	
Chair/Co-Chair Name:	
Chair/Co-Chair Signature:	
Chair/Co-Chair Name:	

INSTITUTIONAL GOALS

Goal One (*Institutional Mission and Effectiveness*): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Goal Two (*Student Learning Programs and Services*): The College will maintain programs and services which support students success and the attainment of student educational goals.

Goal Three (*Resources*): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Goal Four (*Leadership and Governance*): The Board of Trustees and the Superintendent/President will each establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

MISSION

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.