



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, September 28, 2016 – 12:50 to 1:50 p.m.
Administration Building Board Room

Vice Chair Chronister called the meeting to order at 12:58 p.m.

MEMBERSHIP

- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- ✓ Jeff Enz, Administrative Representative
- ✓ David Zielinski, Alternate Administrative Representative
- ✓ Everardo Martinez-Inzunza, Alternate Administrative Representative

- ✓ Aaron Edwards, Faculty Representative
- ✓ Ric Epps, Faculty Representative
- ✓ Vacant, 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

- ✓ Christine Bermudez, Student Representative
- ✓ Kyle Deol, Student Representative
- ✓ Ubaldo Chavez, Student Representative
- ✓ Vacant, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. Nicholas Akinkuoye, David Drury, Jim Mecate

PUBLIC COMMENT

There was no public comment.

ACCEPTANCE OF MINUTES

1. August 24, 2016

The minutes of August 24, 2016 were accepted as presented.

Motion carried.

CHAIR REPORT – Yethel Alonso

Chair Alonso was not present at the meeting.

WRITTEN REPORTS

Area Reports	Report Submitted (✓)
ASG President Update – Christine Bermudez	✓
President’s Update – Victor Jaime	✓
Academic Senate – Mary Lofgren	
Budget and Fiscal Planning Committee – Melody Chronister	✓
Accreditation/CART Committee – Nicholas Akinkuoye	
Strategic Educational Master Plan Committee –	
Technology Planning Committee – Jeff Enz	
Staffing Committee – John Lau	

Subcommittee Reports	Report Submitted (✓)
Competitive Athletics Committee – Jim Mecate	✓
Facilities and Environmental Health & Safety Committee – Everardo Martinez-Inzunza	
Public Relations & Marketing Committee – Mike Nicholas	
Student Affairs Committee – Everardo Martinez-Inzunza	
Campus Hour and Professional Development Committee – John Lau/Lisa Solomon	

Vice Chair Chronister emphasized the importance of submitting reports, reading the information, and providing feedback. She stated Chair Alonso and she would continue to work with the committee chairs to ensure that reports are submitted timely.

ACTION ITEMS

There were no action items.

DISCUSSION AND INFORMATION ITEMS

1. Modification to College Council Meeting Schedule – Yethel Alonso

Vice Chair Chronister announced the meeting in November had been moved from November 23rd to November 30th due to faculty and students being off campus the week of Thanksgiving.

2. College Council Subcommittees Website Update – Melody Chronister

Vice Chair Chronister provided an update regarding the websites for the College Council and its subcommittees. She stated at the end of the last spring semester the subcommittee websites were outdated, and non-compliant with accreditation standards. Over the summer she was tasked with ensuring that all subcommittee websites were up to date and in compliance with ACCJC standards. She is pleased to report that tremendous progress has been made to bring the websites up-to-date, including updates to standing rules, agendas, minutes, and the overall structure of each site; so that they have more uniformity.

She thanked everyone for their participation in getting this task accomplished.

3. College Council and Subcommittees Self-Evaluations – Yethel Alonso

Vice Chair Chronister opened discussion regarding the College Council and Subcommittees Self-Evaluation Process.

She stated Committee Self-Evaluations are usually submitted to the College Council for review and approval by the first meeting of the fall semester. She noted that as of today no evaluations for 2015-16 had been submitted. She commented that some of the subcommittees had also failed to submit evaluations for 2014-15. She believes this may be due to unspecified deadlines, and suggested that a timeline be created to clarify the process.

A discussion ensued regarding the process and suggestions for improving the process.

President Jaime agreed that a timeline should promote a timelier submission of these reports, and recommended that the deadline for evaluations be moved to late spring instead of early fall. He suggested the committee members provide feedback and complete the form as a group, instead of having the responsibility fall solely on the chair. He emphasized the importance of the committee self-evaluation process in complying with accreditation standards. In preparation for the next accreditation visit, scheduled in spring of 2019, he recommended that all the evidence, including the self-evaluation forms, minutes, and reports be linked. This would give the evaluation team easy access to the evidence, and demonstrate that we are in compliance with ACCJC standards.

Vice Chair Chronister reaffirmed President Jaime's suggestion, stating a link to past Self-Evaluation Forms has recently been added to the College Council website.

Vice Chair Chronister stated the challenge may be the form itself, and asked the members for feedback regarding the clarity of the form.

Dean Aguirre commented she had converted the form into an Excel spreadsheet for easier input. She stated the problem could also be due to new chairs being unaware of the process.

CTO Enz stated the form could be converted into a PDF fillable form.

Vice Chair Chronister stated the timeline would be created and discussed at a future meeting.

4. Recycling on Campus

Member Epps led a discussion relating to recycling on campus. He expressed his concern regarding the lack of recycling bins in department offices and viable locations throughout the campus for disposal of general paper and plastic products, but most importantly, confidential information relating to students. He highlighted the current process for disposing of confidential material which includes having the material stored in the maintenance department and purged by a shredding company one to two times per year. He stated that other college campuses provide locked trash bins for the disposal of confidential material, and suggested a similar process for IVC.

ASG Representative Bermudez observed that bottles are being thrown into regular trash cans, and stated there could be a potential for making money by recycling the bottles.

CTO Enz stated recycling is done on campus by the janitors.

Dean Aguirre stated shredding companies do provide small recycling bins for offices and pick up on a weekly basis.

Vice Chair Chronister believes it is important that the campus be perceived as environmentally friendly, and agreed that more bins should be available throughout the campus.

Vice Chair Chronister stated the Facilities and Environmental Health & Safety Committee would be tasked with researching the topic further and reporting back to the College Council at the end of the fall semester.

ADJOURNMENT

Vice Chair Chronister adjourned the meeting at 1:17 p.m.

**2016-2017 College Council Meeting Schedule
at 12:50-1:50 p.m. in the Board Room**

2016	2017
September 28	February 22
October 26	March 22
November 30	April 26
	May 24