



## AGENDA

**IMPERIAL VALLEY COLLEGE COUNCIL**  
**Wednesday, October 25, 2017 – 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**

Efrain Silva, Administrative Representative  
Tina Aguirre, Administrative Representative  
Jeff Enz, Administrative Representative  
David Zielinski, Alternate Administrative Representative  
Vacant, Alternate Administrative Representative

Ric Epps, Faculty Representative (Vice Chair)  
Aaron Edwards, Faculty Representative  
Sergio Pesqueira, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Caroline Bennett, Alternate Faculty Representative  
Mike Palacio, Jr., Alternate Faculty Representative

Melody Chronister, Classified Representative (Chair)  
Yethel Alonso, Classified Representative  
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

Karla Espejo-Rodarte, Student Representative  
Luis Caloca, Student Representative  
Matthew Limon, Student Representative  
Miguel Rubalcava, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

### **PUBLIC COMMENT**

### **ACCEPTANCE OF MINUTES**

1. September 27, 2017

**CHAIR REPORT – Melody Chronister**

**REPORTS**

Subcommittee Reports

- Competitive Athletics Committee – Jim Mecate (Attachment A)
- Facilities and Environmental Health & Safety Committee – Victor Torres (Attachment B)
- Public Relations & Marketing Committee – Mike Nicholas (Attachment C)
- Student Affairs Committee – Victor Torres (Attachment D)
- Campus Hour and Professional Development Committee – Clint Dougherty (Attachment E)

Area Reports

[ASG President's Update](#) – Karla Espejo-Rodarte

[President's Update](#) – Victor Jaime

Academic Senate – Mary Lofgren

Budget and Fiscal Planning Committee – Melody Chronister (Attachment F)

Accreditation/CART Committee – Nicholas Akinkuoye/James Patterson

Strategic Educational Master Plan Committee – Efrain Silva/Lennor Johnson

Technology Planning Committee – Jeff Enz

Staffing Committee – Clint Dougherty

**ACTION ITEMS**

1. Second Reading: Revision to College Council Standing Rules – Melody Chronister (Attachment G)
2. Revision of title of the Campus Hour and Professional Development Committee to the Professional Development Committee
3. Recommendation to replace the desks in the 200 and 800 buildings with the new IVC standard model desk – Melody Chronister (Attachment H)

**DISCUSSION AND INFORMATION ITEMS**

1. Changes to schedule and student guide development process – Melody Chronister
2. Kids on Campus – Allyn Leon
3. Guided Pathways – Temo Carboni and Alex Garza
4. Voluntary Retirement Incentive – Clint Dougherty

**ADJOURNMENT**

**2017-2018 College Council Meeting Schedule  
at 12:50-1:50 p.m. in the Board Room**

| <b>2017</b> | <b>2018</b> |
|-------------|-------------|
| October 25  | February 28 |
| November 29 | March 28    |
|             | April 25    |
|             | May 23      |



## UNADOPTED MINUTES

**IMPERIAL VALLEY COLLEGE COUNCIL**  
**Wednesday, September 27, 2017 – 12:50 to 1:50 p.m.**  
**Administration Building Board Room**

Chair Chronister called the meeting to order at 12:56 p.m.

### **MEMBERSHIP**

- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- ✓ Jeff Enz, Administrative Representative
- David Zielinski, Alternate Administrative Representative
- Vacant, Alternate Administrative Representative
  
- ✓ Ric Epps, Faculty Representative (Vice Chair)
- Aaron Edwards, Faculty Representative
- ✓ Sergio Pesqueira, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Caroline Bennett, Alternate Faculty Representative
- Mike Palacio, Jr., Alternate Faculty Representative
  
- ✓ Melody Chronister, Classified Representative (Chair)
- ✓ Yethel Alonso, Classified Representative
- 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
  
- ✓ Karla Espejo-Rodarte, Student Representative
- ✓ Luis Caloca, Student Representative
- ✓ Miguel Rubalcava, Student Representative
- Vacant, Alternate Student Representative
  
- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Clint Dougherty, Jim Mecate

### **PUBLIC COMMENT**

There was no public comment.

## **ACCEPTANCE OF MINUTES**

### **1. August 23, 2017**

The minutes of August 23, 2017 were accepted as presented.

## **CHAIR REPORT – Melody Chronister**

Chair Chronister provided the following report:

It was a busy first month, with presentations given to the Student Affairs, Academic Senate, and Facilities and Environmental Health & Safety meetings to discuss pending issues brought to the Council. Worked with Dean Silva, co-chair of the Educational Master Plan Committee, to clarify the committee self-evaluation process. Starting to meet with sub-committee chairs individually, to improve the flow of communication between the subcommittees and the Council. Also provided an update to the Board of Trustees on the goals set for the Council this year.

## **REPORTS**

### **Subcommittee Reports**

Competitive Athletics Committee – Jim Mecate (Attachment A)

Facilities and Environmental Health & Safety Committee – Dr. Lennor Johnson (No Report)

Public Relations & Marketing Committee – Mike Nicholas (No Report)

Student Affairs Committee – Dr. Martha Garcia/Dr. Lennor Johnson (Attachment B)

Campus Hour and Professional Development Committee – Clint Dougherty (No Report)

### **Area Reports**

[ASG President Update](#) – Karla Espejo-Rodarte

- ASG President Espejo-Rodarte introduced Luis Caloca and Miguel Ruvalcaba as the new student representatives for the College Council. She stated student Matthew Limon could not be present but would also be serving as a student representative.

[President's Update](#) – Victor Jaime

Academic Senate – Mary Lofgren (No Report)

Budget and Fiscal Planning Committee – Melody Chronister (Attachment C)

Accreditation/CART Committee – Nicholas Akinkuoye (No Report)

Strategic Educational Master Plan Committee – Efrain Silva/Lennor Johnson (No Report)

Technology Planning Committee – Jeff Enz (Attachment D)

Staffing Committee – Clint Dougherty (No Report)

## **ACTION ITEMS**

### **1. Acceptance of College Council Subcommittees Self-Evaluation Forms – Melody Chronister (Attachment E)**

M/S/C Alonso/Aguirre to accept the College Council Subcommittees Self-Evaluation Forms.  
Motion carried.

### **2. Recommendation: The Imperial Valley Transit Authority Bus Schedule – Melody Chronister (Attachment F)**

M/S/C Aguirre/Epps to approve the Recommendation: The Imperial Valley Transit Authority Bus Schedule.

Discussion:

Chair Chronister read the recommendation aloud.

Dr. Jaime stated IVC has always had a representative on the IVTA Board and commented that he would like to include a second seat on the Board, one that would represent the needs of the DSPTS students. He stated he would be accepting the recommendation and would seek to get two seats on the IVTA Board.

Motion carried.

### **DISCUSSION AND INFORMATION ITEMS**

#### **1. First Reading: Revision of College Council Standing Rules – Melody Chronister (Attachment G)**

Chair Chronister presented the revised Standing Rules, highlighting those sections with significant changes:

**Quorum:** Suggesting it be changed to two-thirds of the Council, with at least one member from four of the six groups. CTO Enz expressed concern that if bar is set too high, the Council may struggle to make quorum. Member Aguirre shared that if permanent members are unable to attend meeting, they need to make sure to notify the alternate. Vice Chair Epps agreed, indicating that all members need to make an effort to attend meetings, and communicate with alternates if they are unable to attend.

Member Alonso expressed dissent over the proposed change, indicating that it was important to have one person from each group present at each meeting to reach quorum. Discussion continued, resulting in proposed changes for the final draft to reflect one member from each group, with two members per group versus three members.

**Terms of office for Chair and Vice Chair:** Chair Chronister shared that College Council was presently the only campus committee with term limits for Chair. Member Alonso stated that she felt there should be term limits, because it encourages fresh ideas and involves new people in shared governance. CTO Enz said the role of chair takes a lot of time, and that it is not fair to departments if individuals take on these roles for multiple terms. Vice Chair Epps said that the College Council should be in accord with the other committees, so if the Council has term limits, then it should be proposed for other committees as well. Member Carrillo agrees that limits should be the same across the board. Discussion continued, resulting in proposed changes for the final draft to reflect term limits for the Chair of College Council, as well as the subcommittee Chairs; where Chairs are elected positions.

#### **Additional changes included:**

- The requirement that the College Council Chair must have College Council experience prior to serving,
- Specific duties of the Chair and Vice-Chair were added,
- Procedures relating to the posting of minutes and committee self-evaluations for the Council and subcommittees were added,
- The composition and duties of each of the subcommittees were added,
- A new section titled Council Funds was added, reflecting a budget of \$150, to cover College Council-related expenses.

Chair Chronister stated the Council would take action on the Standing Rules at its next meeting and asked that the members take the time to further review and provide feedback. She believes that these proposed changes help ensure the Council achieves the goals identified in the self-evaluation process.

#### **2. Review of AP 7135 Payroll Processing – Clint Dougherty (Attachment H)**

CHRO Dougherty highlighted the changes to AP 7135 Payroll Processing, clarifying that:

- Part-time faculty and payments for overload will be paid on the last **business** day of the month;
- The deadline for time reports, as well as payroll deductions from pay warrants, was moved from the 10<sup>th</sup> of the month to the 11<sup>th</sup>;
- Check stubs will no longer be available for pick-up, but will be mailed out on payday;

- Language was removed indicating overpayments to employees may be repaid by personal check, cash, or payroll deduction, clarifying that the overpayment can be paid back; however, the language does not need to be this specific in the procedure as to how it will be returned;
- The request for payroll advances was eliminated, sharing that legal opinion states that payroll advances are considered a gift of public funds. He stated in the case of a true emergency and/or financial hardship, the district would consider other ways to assist an employee.

**3. IT Policy Handbook – Jeff Enz (Attachment I)**

CTO Enz stated the purpose of the handbook was to put in writing policies and procedures that have been in place, but had not been formally written. He provided a brief overview of the handbook, placing special emphasis on the password policy. He stated that, due to data breaches and hacks, we must move towards a modern-day password security level. He recommended that staff watch the NINJIO videos provided via district email, which provide security training.

A discussion ensued regarding the password criteria, as well as security breaches.

CTO Enz urged the Council to review the policy and provide feedback. He commented that the Handbook would be presented to the Academic Senate next week, and that the Technology Planning Committee would be approving it thereafter.

**4. Changes to Course Schedule and Student Guide Development Process – Melody Chronister**

Due to a lack of time, this item was tabled to the next meeting.

**ADJOURNMENT**

Chair Chronister adjourned the meeting at 1:55 p.m.

**2017-2018 College Council Meeting Schedule  
at 12:50-1:50 p.m. in the Board Room**

| <b>2017</b>  | <b>2018</b> |
|--------------|-------------|
| September 27 | February 28 |
| October 25   | March 28    |
| November 29  | April 25    |
|              | May 23      |

**REPORT/COMMITTEE NAME:**

Competitive Athletics Committee

**Last meeting date/time/place:**

10-10-17, 12:50pm to 1:10pm, Room 700

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

Discussed:

- Jim provided the latest email since the last CAC Meeting from CCCAA CEO Carlyle Carter on the CCCAA State Board mandate of the “No Tolerance Rule” for foul language and that no sport is exempt. The coaches will emphasize this mandate with their teams.
- Jim passed out job descriptions for both head coaches and assistant coaches as to make recommendations for official job descriptions. Chris May recommended that coaches be required to own a personal cell phone and that it be listed within the job descriptions. The committee members are to review the job descriptions and bring back other recommendations to the next CAC meeting in November.

**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):**

The only action items that occurred was approval of the minutes from the previous meeting held on September 21, 2017.

**Next meeting date/time/place:**

November 14, 2017 at 12:50pm in Room 700

**REPORT/COMMITTEE NAME:**

Facilities and Environmental Health and Safety

**Last meeting date/time/place:**

September 28, 2017, 12:50pm-1:50pm, Board Room

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

- Reviewed the enhanced budget request process and timeline
- Recommendation to purchase the IVC standard model desk for applicable 200/800 Building classrooms
- Smoking on Campus – a continued challenge. Will work with Rick Macken to increase enforcement
- Gender Neutral Facilities – still waiting on signage to arrive
- Naming of Facilities – 1<sup>st</sup> Reading
- Review of 2017-18 Committee Goals (identified in self-evaluation)

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

**Action:** Recommendation to replace the desks in the 200 and 800 building with the new IVC Standard model desk

**Next meeting date/time/place:**

October 26, 2017, 12:50pm-1:50pm, Board Room

**REPORT/COMMITTEE NAME:**

Public Relations and Marketing Committee

**Last meeting date/time/place:**

Thursday, September 28<sup>th</sup>, 2017 /12:50p.m. to 1:50p.m. – College Hour /  
Building 3100, EWD Conference Room

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

• ***Visioning for 2017-18***

Bill explained the visioning process will be different this year. In the past, the visioning process consisted of meetings held out in the communities we serve. This year, the visioning meetings will be held on the IVC campus. Some meetings will also be held at specific agencies in the community.

The visioning process is an outreach attempt to touch base with all the people IVC serves – migrants, veterans, agriculture community, and local businesses. These meeting will look at targeting these populations by inviting them to specific visioning meetings on campus. The plan is to keep the meeting attendance to 10-15 people per meeting to allow a lot of discussion and interaction within those in attendance. These will be 90 minute meetings and will look to answer what perception our community has of IVC.

• ***New Marketing Campaign***

Bill shared a Q&A letter that was given Karla Espejo-Rodarte (the current ASG President) about her perceptions of IVC. It details her honest appraisal of the college and how her opinion of the IVC had changed once she became a student. Bill said there are many great talking points and suggested that a campaign can be made from some of her responses to the Q&A and the committee agreed that it should be developed.

• ***Committee Self-evaluation and attendance report***

Dr. Johnson explained the committee self-evaluation form remains the same other than some format changes. The attendance report is new. It will be a new process going forward for committees to list committee members in attendance at all meetings held.

• ***College Enrollment***

The committee discussed the increase in our Fall enrollment numbers and what marketing and college promotion could be done to keep our numbers up.

**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:**

Wednesday, October 25<sup>th</sup>, 2017 /12:50p.m. to 1:50p.m. – College Hour /  
Building 3100, EWD Conference Room

**REPORT/COMMITTEE NAME:**

Student Affairs

**Last meeting date/time/place:**

October 12, 2017 at 12:50 p.m. in the Board Room

**Summary of discussion, information, and action items:**

- Selection of Disciplinary Chair – Mr. Jose Plascencia; Dr. Jeff Beckley will served as the Alternate
- Dean of Student Affairs and Enrollment Services, Mr. Victor C. Torres will served as the IVC Administrator Representative at the Imperial County Transit Committee meetings, held the first Wednesdays of every month at 10:00 a.m. Superintendent/President, Dr. Victor Jaime has request ICTC to consider an additional member to serve during such meetings. Dr. Jaime has recommended DSPS Coordinator, Ms. Norma Nava but has not yet heard back from ICTC.
- The committee reviewed the three goals for the academic year:
  - Cap and Gown Procurement – ASG will be notified of the recent change. Student Affairs and Admissions and Records will work together to send information to the prospective graduates regarding the changes and fees for graduation/commencement.
  - The college will continue advocating for additional bus routes, especially for our Calexico student population.
  - The Student Discipline Process will be reviewed by the committee.

**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):**

**Next meeting date/time/place:**

Thursday, November 9, 2017, 12:50 p.m. in the Administration Board Room.

**REPORT/COMMITTEE NAME:**

Campus Hour and Professional Development Committee

**Last meeting date/time/place:**

October 11<sup>th</sup> at 12:50pm in the HR Conference Room

**Summary of discussion, information, and action items:**

Reviewed purpose and goals of committee, will revise at next meeting

Agreed to re-name committee to: Professional Development Committee

Kept same committee membership composition

Discussed updating/revising Professional Development Plan

Discussed putting together a professional development resource of professional development training (on-line catalog)

**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):**

Consent to change committee name to Professional Development Committee (action)

**Next meeting date/time/place:**

Not currently scheduled

**REPORT/COMMITTEE NAME:**

Budget and Fiscal Planning Committee

**Last meeting date/time/place:**

September 27<sup>th</sup> at 2pm in the Board Room

**Summary of discussion, information, and action items:**

Went over the details of the budget workshop provided to the Board of Trustees. Also reviewed bylaws, appointing a sub-committee to review them for potential changes, since they have not been updated since 1998. Re-elected Matthew Thale as co-chair.

Topics/goals/tasks for the year

- a. Deferred maintenance
- b. New programs: business plan, cost of ownership
- c. Funding for replacement costs

**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):**

Discussion: A budget update for the November College Council meeting

**Next meeting date/time/place:**

Wednesday, October 25<sup>th</sup> at 2:00pm in the Board Room.

## IMPERIAL VALLEY COLLEGE

**Standing Rules of the College Council**

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

**I. MEETINGS**

- A. At the start of the fall semester, the Council shall establish the meeting calendar dates for the academic year based on past precedence of conducting meetings on the fourth Wednesdays of any given month.
- B. The Council shall be required to hold at least one regular meeting per month during the fall and spring semesters.
- C. Special meetings:
  - 1. May be called by the College Council Agenda Committee;
  - 2. Shall be called by the Chair upon receipt of a written request signed by one-third of the members;
  - 3. Members will be given notice of the meeting at least twenty-four hours before the meeting, with an effort to provide at least forty-eight hours' notice, when possible.

**II. AGENDA**

- A. The College Council will generate its agenda from items submitted by a College Council member, College Council Subcommittee Chair, or any member of the campus community of Imperial Valley College.
- B. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members 72 hours in advance of the meeting.
- C. 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.

**III. OPERATIONS**

- A. A quorum must be present to hold a meeting. For this Council, a quorum is five (5) members, with at least one individual each representative groups.
- B. Constituent groups may designate one to two (1-2) 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.
- C. Robert's Rules of Order will be used to conduct meetings.
- D. 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.

#### **IV. TERMS OF OFFICE**

- A. 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 election shall take place in odd-numbered years on the last regular meeting of that year. The term shall commence July 1<sup>st</sup> of that calendar year. Candidates for this office must have previous experience in the College Council of Imperial Valley College. The Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- B. 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. The Vice-Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- C. If the Chair is unable to complete his or her term, then the Vice Chair will assume the duties of the Chair, and a new Vice Chair shall be elected for the remainder of the two-year term.
- D. The Chair and Vice Chair may not serve more than two consecutive terms, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
- E. 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.

#### **V. DUTIES**

##### **A. Chair**

###### **It shall be the duty of the Chair:**

1. To preside at all Council meetings;
2. To chair the Agenda Committee and be an ex-officio member of all other Council subcommittees;
3. To issue Calls-to-Meetings of the Council and ensure timely publication of the agenda;
4. To maintain records of all committee and subcommittee memberships, activities, and reports;
5. To cast the deciding vote in the event of a Council deadlock (The Chair will not regularly vote on matters before the Council.);
6. To serve as the Council representative to the Board of Trustees;
7. To serve as the Council representative for the Budget and Fiscal Planning Committee, or appoint designee.

8. To perform such other duties as may be necessary and proper.

## **B. Vice-Chair**

### **It shall be the duty of the Vice-Chair:**

1. To assist and act as substitute for the Chair at the request of the Chair;
2. To oversee the implementation of governance matters as they relate to the Chair;
3. To coordinate the work of the Council ad hoc committees and task forces appointed by the Council.
4. To perform such other duties as may be necessary and proper.

## **VI. PROCEDURES**

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

- The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (students, faculty, classified staff, classified managers/confidential staff, and administrators). In addition, visitors will be allowed to share their opinions, suggestions and ideas.
- Copies of the minutes will be posted on the College website within thirty (30) calendar days of adoption; and available for review, with attachments, at the President's Office.
- If the Council was unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
- 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.
- The views and opinions of the College Council will be expressed in written form to the College President.
- 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.
- 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.

## **VII. REVIEW AND REVISION**

These standing rules may be changed by a majority vote of a quorum of College Council members, provided the change has been proposed at a previous regular meeting of the Council.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510**

## **/PROCEDURES SECTION 2510**

### **SHARED GOVERNANCE**

#### **COLLEGE COUNCIL**

## **I. 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 AB1725.

## **II. PURPOSE**

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees and campus constituents through a

collaborative, integrative approach, promoting greater communication that is accessible to the college campus at large.

- To ensure that faculty, staff, students, and administrators have 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 in a timely and effective manner.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

### III. 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 and subcommittee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

### IV. STRUCTURE

The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are students, faculty, classified staff, classified managers/confidential staff, and administrators. College Council members are representatives of their constituents. Members may poll and shall consider recommendations made by their constituents; however, no individual or group may dictate the vote of a member. A member will always consider the good of the college community first and foremost.

The Council shall consist of ten (10) members, one (1) ex-officio, and five (5) consulting members; for a total of sixteen (16). The permanent members of the College Council are:

- Two faculty members appointed by the Academic Senate, one teaching and one non-teaching faculty, with one of them being the Academic Senate President or designee.
- Two classified members appointed by CSEA from separate departments; with

one of them being the CSEA President or designee.

- Two classified manager/confidential staff members appointed by the Administration Council, one manager and one staff member.
- Two students appointed by the Associated Student Government, with one of them being the ASG President or designee.
- Two administrators appointed by the Administrative Council.
- The College President/Superintendent will be an ex-officio member.
- The Facilities and Environmental Health & Safety Committee Chair or designee will be a consulting member
- The College Hour and Professional Development Committee Chair or designee will be a consulting member
- The Competitive Athletics Committee Chair or designee will be a consulting member
- The Public Relations & Marketing Committee Chair or designee will be a consulting member
- The Student Affairs Committee Chair or designee will be a consulting member

Terms for faculty, classified, classified managers/confidential staff, and administrators shall be for two years. There shall be no restrictions on reappointment of representatives.

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.

The College Council may create ad hoc committees as needed to address college- wide issues and task forces to address specific (single item) issues.

## **V. AGENDA COMMITTEE**

The agenda for all general, regular, and special meetings shall be prepared by the College Council Agenda Committee.

A. The Chair and Vice Chair of the College Council will represent their respective areas on the Agenda Committee. If the Chair and Vice Chair are from the same area, they will both attend, but only one will be designated as the representative from that area.

B. The Superintendent/President will be the administrative representative.

C. All members of the Agenda Committee must be current members or ex-officio members of the College Council.

D. The committee will consist of the following College Council members:

1. The Academic Senate President or designee.
2. The CSEA President or designee.
3. The ASG President or designee.
4. One member from CMCA.
5. The Superintendent/President of the college.
6. The recording secretary.

E. The Chair of the College Council will have final say in the order and inclusion of agenda items at the end of the meeting.

F. The Agenda Committee will meet the week before the College Council meeting at a time amenable to the members of the Agenda Committee.

## **VI. COLLEGE COUNCIL SUBCOMMITTEES**

The subcommittees of the College Council shall be:

1. Competitive Athletics Committee
2. Facilities and Environmental Health & Safety
3. Professional Development Committee
4. Public Relations and Marketing Committee
5. Student Affairs Committee

### **A. Meetings of College Council Subcommittees**

- a. Meetings shall be called by the chairperson of each committee.
- b. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by the College Council Chair or a majority of committee members, provided that all members, including the chairperson, are given sufficient notice.
- c. What constitutes a Quorum for subcommittees shall be defined in their committee standing rules.
- d. Meeting minutes shall be posted on the College website by the recording secretary within thirty (30) calendar days of the meeting date.
- e. If the committee was unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
- f. Committee Self-Evaluations shall be completed by each committee at their final meeting in the Spring semesters. A special meeting shall be called, if needed, to ensure completion.
- g. Chairpersons that are appointed via an election process shall not serve more than two (2) consecutive terms.

## **B. Charge of College Council Sub-Committees**

### **1. Competitive Athletics Committee**

#### **a. Charge**

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

### **2. Facilities and Environmental Health & Safety Committee**

#### **a. Charge**

The Facilities & Environmental Health and Safety Committee will advocate for the health, safety, appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee also ensures that the District safety programs and procedures are in compliance with state and federal statutes and regulations. The committee members will solicit and contribute ways to improve the health, safety, appearance and environmental friendliness of the college. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses do so in a safe and healthy environment and 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 an improved workplace health and safety, 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.

### **3. Professional Development Committee**

#### **a. Charge**

The CHPD Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. 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 better use of the Campus Hour and towards improved professional development activities. 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.

### **4. Public Relations and Marketing Committee**

**a. Charge**

The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College. Its purpose is to increase the overall visibility and enhance the reputation of Imperial Valley College. The hallmarks of the college are academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development. IVC's Public Relations efforts are meant to develop two-way communication with stakeholders, highlight the excellent education and dynamic services it provides to the community, and ensure the college's growth, prosperity and future.

**5. Student Affairs Committee**

**a. Charge**

The function of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of student life, community services, and public relations. This Committee shall be responsible for formulating policies regarding various student activities, including clubs, assemblies, and elected student bodies, and shall make recommendations and policies concerning commencement and disciplinary matters.

Action to approve a change to a subcommittee's standing rules shall be submitted to the College Council for action within thirty (30) calendar days of said approval for adoption. Once adopted, the Committee Chair shall ensure that the College website is updated within thirty (30) calendar days to reflect the adopted changes.

**VII. COUNCIL FUNDS**

**A. College Council Budget**

- a. The Chair shall submit a proposed budget at the May meeting of the Council, and a budget review shall be held in February each year.
- b. The Chair may authorize expenditures from Council funds up to the amount of \$150. Expenditures of more than \$150 shall require approval by majority vote of a quorum of the Council in advance of the expenditure.
- c. Requests for reimbursement for expenses incurred in the interest of the College Council shall be submitted to the Chair accompanied by proof of prior approval of the appropriate body of the College Council and documentation of expenses, including receipts.

**VIII. 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.

## ATTACHMENT H

*Committee: College Council*

*Committee Topic: Replace the desks in the 200 and 800 building with the new IVC standard model desk*

**RECOMMENDATION: Replacement of the desks in the 200 and 800 building with the new IVC standard model desk**

### History

Initially the campus-wide sled desk conversion was placed on hold, with the strategy to incorporate the desk replacement in the planned building renovations using bond funds. Because the 2700 building was over budget and the bond market became unfavorable following the recession, this project has unfortunately been postponed repeatedly.

According to DSPS, a growing number of students are requesting special desk accommodations, because they are unable to fit comfortably in the desks provided in these buildings. Each semester, they run out of replacement desks to fulfill these requests. At that time, students are then referred to the Instruction Office, to see if additional action could be taken. There has been occasions where students have informed the Instruction Office and their instructor that they will need to drop the class, because of the lack of accommodation.

Replacement would involve converting the 200/800 classrooms with sled desks to the new standard – which are separate single-person tables and chairs. There are 9 classrooms with sled desks in these buildings, with approx.. 360 desks needed at an estimated cost is \$215 per unit (so estimate of \$77,400).

Not only would this provide a new, fresh look to the rooms, it greatly would reduce the number of accommodation requests we receive each semester.

### Facilities and Environmental Health & Safety Committee Involvement and Previous Actions

Proposal was presented at the September 28, 2017 meeting to make a recommendation to replace the sled desks in 200 and 800 with the new IVC standard desk. When the remodel of these buildings occurs, the new desks would be moved to the remaining buildings on campus that still contain sled desks (300 and Relo Row). After significant discussion, the committee took a vote and unanimously approved the recommendation. Due to the nature of this request, it was recommended to move forward with this action quickly, considering the use of reserves if needed.

### College Council Committee Position: Support

**IT IS HEREBY RECOMMENDED** that the Superintendent/President assign the appropriate District representative to address the need for more suitable desks that promote a sound learning environment, while also reducing the need for student accommodation requests, as soon as reasonably possible.

### CERTIFICATION

*I hereby certify that the above recommendation statement was approved by the College Council on October 25, 2017.*

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*Melody Chronister, Chair*

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*Ric Epps, Vice-Chair*