



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, April 26, 2017 – 12:50 to 1:50 p.m.
Room 208

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
Vacant, 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
- ✓ Karen Villa, Alternate Student Representative
- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

PUBLIC COMMENT

There was no public comment.

ACCEPTANCE OF MINUTES

1. March 22, 2017

The minutes of March 22, 2017 were accepted as presented.

CHAIR REPORT – Yethel Alonso

Vice Chair Chronister reported as follows:

- Nominations open for the Reuben O. Lopez Community Service Award; nomination deadline on May 1, 2017. Deadline for nominations is May 1, 2017. Recipient will be selected by the College Council Agenda Committee. College Council will hold a special meeting to announce recipient.
- Reminded subcommittees that self-evaluations should be reviewed by committee in April, with approval in May.
- Nominations for College Council Chair and Vice Chair will take place in May.

REPORTS

Subcommittee Reports

Competitive Athletics Committee – Jim Mecate (Attachment A)

Facilities and Environmental Health & Safety Committee

- Vice Chair Chronister stated the Facilities and Environmental Health & Safety Committee would be meeting tomorrow.

Public Relations & Marketing Committee – Mike Nicholas (Attachment B)

- Vice Chair Chronister asked for a presentation of the Marketing Plan for Strong Workforce.
- Dean Efrain Silva stated the Plan would be presented at a future meeting.

Student Affairs Committee (Attachment C)

- Vice Chair Chronister stated that due to a full agenda in April, the Student Affairs Committee items would be discussed at the next College Council meeting.

Campus Hour and Professional Development Committee – John Lau/Lisa Solomon (No Report)

Area Reports

ASG President Update – Christine Bermudez (No Report)

President's Update – Victor Jaime (No Report)

Academic Senate – Mary Lofgren (No Report)

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

Accreditation/CART Committee – Nicholas Akinkuoye (No Report)

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

Technology Planning Committee – Jeff Enz

- CTO Enz stated the Technology Planning Committee is in the process of writing IT policies. Currently, the committee is drafting a password policy – how to create passwords and how often they need to be changed. He also mentioned the challenges with single sign-on passwords.
- Hoping to have final policies completed by the Fall.

Staffing Committee – John Lau (No Report)

ACTION ITEMS

1. Recycling on campus (Attachment E)

Vice Chair Chronister presented a PowerPoint previously presented to the Board of Trustees by Director Webster regarding IVC's recycling program. She highlighted the PowerPoint:

- There are 30-35 recycling bins located throughout the campus, including designated trash cans with blue lids.
- Paper and cardboard recycling is voluntary.
- The process for collection and shredding of paper material, including sensitive documents is to submit service ticket. Sensitive/confidential material is picked up by maintenance and stored in locked container, picked up and shredded by outside company.

- Cans and bottles are picked up and recycled by ICOE student club.
- High capacity shredders located in old faculty mailroom, reprographics and in several departments.
- CTO Enz cautioned when destroying sensitive and confidential information, commenting that personally identifiable information has special requirements.
- Vice Chair Chronister opined that current recycling processes should be added to existing policies for the sake of transparency. She suggested that campus maps be updated to include the locations of all recycling bins.

The proposed College Council motion was modified to read as follows:

*In light of the need to better reflect the campus' philosophy that they are in support of environmentally-friendly practices, the College Council recommends that the cost of **additional recycling bins, both lockable and open, be incorporated in the appropriate program review as an enhanced budget request, so that this process can be introduced in the near future, when possible due to financial constraints. **funding is available.*****

Vice Chair Chronister stated the Director of Maintenance confirmed he will add the cost of additional recycling bins in the 2018-2019 Program Review as an enhanced budget request, based on this recommendation.

M/S/C Enz/Silva to approve the motion as amended.

Motion carried.

DISCUSSION AND INFORMATION ITEMS

1. College Council Special Meeting for May 4, 2017 – Yethel Alonso

Vice Chair Chronister stated a brief College Council meeting would be scheduled for May 4, 2017 to announce the recipient of the Reuben O. Lopez Community Service Award. She stated May 4th was selected in order to meet with the award timeline approved by the College Council.

2. College Council Self-Evaluation – First Reading (Attachment F) – Melody Chronister

Vice Chair Chronister presented the first reading of the College Council Self-Evaluation Form.

Vice Chair Chronister commented that minutes reflect a lack of participation and low attendance.

Dean Silva asked for clarification regarding statement #1 under Major Obstacles or Problems with Committee Function, "Lack of participation of College Council Committee members." He proposed the statement be modified to reflect attendance/participation, because the minutes do not always reflect specific names of members commenting on an agenda topic. The record of attendance in the minutes provides an alternative method to measure participation.

The statement was modified to read:

Lack of **attendance**/participation of College Council committee members.

Vice Chair Chronister commented that subcommittee chair attendance would ensure communication and improve efficiency.

Vice Chair Chronister highlighted the committee goals and suggested that the College Council review one goal per meeting in the fall. The committee agreed.

Vice Chair Chronister stated the final Self-Evaluation would be voted on in May.

3. Review of AP 3504 Minors on Campus (Attachment G)

Vice Chair Chronister stated the Administrative Procedure is being presented to the College Council for discussion and feedback.

President Jaime clarified the procedure does not go to the Board of Trustees for approval; that only policies go to the Board for approval.

Discussion ensued regarding exceptions to the procedure, i.e. summer classes and/or activities for children, including the use of the swimming pool.

4. IV Transit Bus Schedule Update

Vice Chair Chronister stated the item is being discussed by the Student Affairs Committee. The committee did not make quorum in April; therefore, the item was tabled. She stated an update would be provided to the College Council in May.

ADJOURNMENT

Vice Chair Chronister adjourned the meeting at 1:25 p.m.

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

2017
April 26
May 24