MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 23, 2009 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:37 p.m.

Council members in attendance were as follows:
Kathy Berry, Administrative Representative
Efrain Silva, Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative [arrived at 3:07 p.m.]

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative

Carlos Fletes, CMCA Representative

Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:
Robin Ying, Administrative Representative
Sergio Lopez, Alternate Administrative Representative
Armando Mendez, Faculty Representative
Mariam Trejo, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Student Representative
Reanna Guerrero, Student Representative
Crystelle Enriquez, Alternate Student Representative

Others Present:
John Lau, Ted Ceasar, Tina Aguirre, Jim Fisher, Dawn Chun, Frank Rapp, Jan Magno, Travis Gregory, Victor Jaime

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, March 9, 2009

M/S/C Bruce Seivertson/Michael Heumann to approve the Minutes of March 9, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review
Vice President for Academic Services Kathy Berry reported the following:

- Reported that the Education Master Plan/Program Review subcommittees are finishing their summaries of findings. She stated she hopes to have the Education Master Plan completed by the end of April. VP Berry stated what they have learned is that there are two parts to program review an annual review which drives the budget for the following year, and a comprehensive review which looks at the planning processes. She reported that VP of Business Services John Lau is working on restructuring the program review form for annual reviews to make the form more budget oriented.

Budget Update
Vice President for Business Services John Lau reported the following:

- Reported that the District is tracking budget to actual this year.
- Reported that he and President Gould attended a meeting in San Francisco for the Standard & Poor Rating and reported the meeting was successful and the District was upgraded from an A- to an A rating.

Dr. Gould stated the Standard & Poor was impressed by the percentage of growth and the slope of that growth from a business point of view. He stated they were impressed with the institution's previous reserves and the bucket theory which was presented to the campus to solve the budget and give stability; he indicated these two items made a difference.

President's Update
Dr. Ed Gould reported the following:

- He stated he wanted to talk about accreditation and the cartoon that came out in the IV Press. He stated the institution is still on warning but the warning is not related to what the institution has not accomplished but more related to timing. He stated the institution is in good shape which is not reflected in the cartoon.
- He reported that CEOs from the Western Association of Schools and Colleges (WASC) are beginning to work on the issue of standards being upheld in our region. He stated 41 institutions have been on some type of sanction over the last five years. He stated in the other seven regions, the highest number of campuses sanctioned is seven. He stated that this would indicate that CEOs in this area are being held to a different standard.

- Reported that the County Board of Supervisors have approved the District to change to even year elections as of 2010. He stated the reason for changing to even year elections is the cost savings of $76,000.00. He stated another reason is participation.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 2/18/09
2. Customer Service Committee, 2/20/09
3. Environmental Health & Safety Committee Meeting, 1/12/09
4. Planning and Budget Committee, 2/25/09
5. Technology Planning Committee, 2/19/09

DISCUSSION AND INFORMATION ITEMS

1. Computer and Network Use Policy - Jim Fisher

Jim Fisher, Co-Chair for IVC Technology Planning Committee reported that the Computer and Network Use Policy was approved by the Technology Planning Committee and was brought to College Council as an information item.

Chair John Abarca requested that this item be brought back to the next meeting for action.

ACTION ITEMS

M/S/C Michael Heumann/Bruce Seivertson

1. Approval of proposed changes to Standing Committee Rules of College Council

The following changes to the Standing Committee Rules of College Council were requested and approved:

"MEETINGS

~~At its first meeting of each academic year the College Council will set a time and place to meet agreeable to its members. The Council will meet at least once a month.~~ Meetings are held the 2nd and 4th Monday of the month.

AGENDA

1. The College Council will generate its agenda from items submitted by ~~any~~ College Council member or any member of the campus community of Imperial Valley College.

2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members ~~one week~~ 24 hours in advance of the meeting.

3. 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.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Council a quorum is ~~nine~~ seven members.

2. Constituent groups may designate up to three 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.

3. Robert's Rules of Order will be used to conduct meetings.

4. 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.

TERMS OF OFFICE

1. 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 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.~~ The term shall commence with the second meeting in March or the following meeting if spring break precedes.

2. 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.

3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.

4. 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.

PROCEDURES

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

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (faculty, classified staff, students, administrators, and classified managers/confidential staff). In addition, visitors will be allowed to share their opinions, suggestions and ideas.

2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.

3. 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.

4. The views and opinions of the College Council will be expressed in written form to the College President.

5. 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.

6. ~~The College Council will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserves the right to express its views and opinions to the College President on any of the above.~~ 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.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 13 College Council members.

IMPERIAL COMMUNITY COLLEGE DISTRICT
BOARD POLICY 2510/PROCEDURES SECTION ~~3.7~~ 2510 – SHARED GOVERNANCE

COLLEGE COUNCIL

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 AB17.5.

PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.
- To ensure faculty, staff, students, and administrators 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.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

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 ~~or should be activated.~~
- To make final recommendations on proposed college policies developed by the College President or other policy recommending ~~making~~ 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 recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, classified managers/confidential, and administrators.

2. The permanent members of the College Council are:

   - Three faculty members: ~~2 faculty appointed by the Academic Senate, 1 faculty elected at large.~~ Three faculty representatives appointed by the Academic Senate

- Three classified at large appointed by CSEA.
- One member of the Classified Managers/Classified Confidentials appointed by CMCA.
- Three students at large appointed by the ~~ASG~~ Associated Student Government.
- Three administrators: appointed by the Administrative Council.
- The College President ~~and the IVC Foundation Director (pending outcome of the Master Agreement with the Foundation)~~ will be an ex-officio members.
- Terms for faculty, classified staff, classified managers/confidentials, and administrators shall be for ~~three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.~~ two years.
- 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.

3. ~~A~~ The Chair and Vice-Chair will be elected by the members of the College Council.
4. The College Council may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.
5. Constituent groups must designate three alternates.

OPERATION PROCEDURES

Operational procedures for the College Council will be developed and maintained by its members."

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~~."

Motion Carried.

M/S/C Jessica Waddell/ Bruce Seivertson

2. Approval of Standing Committee Rules of the Greening Committee - Jessica Waddell

The following changes to the Standing Committee Rules of the Greening Committee were requested and approved:

"CHARGE

To identify and recommend to ~~the College President~~ College Council specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability in its operations, teaching and service/outreach functions. 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. Finally, it is our charge to report to the campus community on the state of the college's "greening" efforts and on future plans for increased environmental sustainability.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.

2. The permanent members of the Greening Committee are:
   - Two faculty members appointed by Academic Senate: 1 representative/1 alternate
   - Two classified members appointed by CSEA: 1 representative/1 alternate
   - Two members of the CMCA appointed by CMCA: 1 representative/1 alternate
   - Two students at large appointed by ASG: 1 representative/1 alternate
   - Two administrators: appointed by the Administrative Council: 1 representative/1 alternate
   - Consultant Representative will be the Director of Maintenance and Operations.

- Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- Terms for student representatives shall be for one year.

3. A Chair and Vice-Chair will be elected by the members of the Greening Committee.
4. The Greening Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues."

Motion carried.

M/S/C Bruce Seivertson/Kathy Berry

3. Nomination of College Council Chair - John Abarca

Chair John Abarca opened the floor for nominations.

M/S/C Bruce Seivertson/Kathy Berry nominated Michael Heumann for College Council Chair. Michael Heumann accepted the nomination.

Michael Heumann was unanimously elected as College Council Chair.

Motion carried.

ADJOURNMENT

M/S/C Bruce Seivertson/Michael Heumann to adjourn the meeting at 3:36 p.m.

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2009	
March 23	May 11
April 27	June 8 & 22*

~~Meeting Canceled~~
**Fall Semester Begins
* Summer Session Begins
Overload rate for 177 day members