



## AMENDED AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 8, 2013 – 2:30 P.M.  
Administration Building Board Room

#### MEMBERSHIP

Taylor Ruhl, Administrative Representative  
Sergio Lopez, Administrative Representative  
Efrain Silva, Administrative Representative  
Ted Ceasar, Alternate Administrative Representative  
Tina Aguirre, Alternate Administrative Representative

Daniel Gilison, Faculty Representative (Vice Chair)  
Martha Garcia, Faculty Representative  
Kathleen Dorantes, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Vacant, Alternate Faculty Representative

Yethel Alonso, Classified Representative  
Silvia Murray, Classified Representative  
Steve Cook, Classified Representative  
Melody Chronister, Alternate Classified Representative

Jessica Waddell, CMCA Representative (Chair)  
Todd Evangelist, CMCA Representative  
Jeff Enz, CMCA Representative  
Martha P. Garcia, Alternate CMCA Representative

Lisa Tylenda, Student Representative  
Claudia Armenta, Student Representative  
Kian Counce, Student Representative  
Ricardo Ibarra, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

#### MEMBERSHIP CHANGES

#### PUBLIC COMMENT

#### APPROVAL OF MINUTES DATED MARCH 25, 2013

**AREA REPORTS/UPDATES**

College Council Report  
Measure J and L Report  
Program Review Update  
Budget Update/Financial  
ASG President Update  
President's Update

**SUB-COMMITTEE REPORTS**

Competitive Athletics Committee  
Environmental Health & Safety Committee  
Facilities and Environmental Improvement Committee  
Marketing Committee  
Student Affairs Committee

**OTHER COMMITTEE REPORTS**

Academic Senate  
Budget and Fiscal Planning Committee  
Technology Planning Committee  
CART Committee  
Accreditation  
Staffing Committee

**ACTION ITEMS**

1. Nomination/Election of College Council Chair
2. Nomination/Election of College Council Vice Chair
3. Ad Hoc Committee to Review FCMAT Recommendations - Committee Chairperson
4. Creation of the Campus Hour Subcommittee
5. Approval of Staffing Committee Reclassifications (Attachment A – Unadopted Staffing Committee Minutes, dated March 18, 2013)

**ADJOURNMENT**

**2012-2013 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

<b>2013</b>
April 8 & 22

# MINUTES



## UNADOPTED MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 25, 2013 – 2:30 P.M.  
Administration Building Board Room

#### MEMBERSHIP

- ✓ Taylor Ruhl, Administrative Representative
- ✓ Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- ✓ Tina Aguirre, Alternate Administrative Representative
  
- ✓ Daniel Gilison, Faculty Representative (Vice Chair)
- ✓ Martha Garcia, Faculty Representative
- ✓ Kathleen Dorantes, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Vacant, Alternate Faculty Representative
  
- ✓ Yethel Alonso, Classified Representative  
Silvia Murray, Classified Representative  
Steve Cook, Classified Representative  
Melody Chronister, Alternate Classified Representative
  
- ✓ Jessica Waddell, CMCA Representative (Chair)
- ✓ Todd Evangelist, CMCA Representative
- ✓ Jeff Enz, CMCA Representative  
Martha P. Garcia, Alternate CMCA Representative
  
- ✓ Lisa Tylenda, Student Representative
- ✓ Claudia Armenta, Student Representative
- ✓ Kian Counce, Student Representative (left at 3:00 p.m.)
- ✓ Ricardo Ibarra, Alternate Student Representative
  
- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Vikki Carr

#### **MEMBERSHIP CHANGES**

**There were no membership changes.**

#### **PUBLIC COMMENT**

**There was no public comment.**

#### **APPROVAL OF MINUTES DATED MARCH 11, 2013**

**M/S/C Daniel Gilison/Yethel Alonso to approve the minutes with the following addition:**

On page 5, add the following bullet under points made in favor of the suspension of Campus Hour:

- Available classroom space

#### **AREA REPORTS/UPDATES**

##### **College Council Report**

Chair Waddell wished everyone a good spring break.

##### **Measure J and L Report**

VP John Lau reported the 900 would be completed this summer and buildings 200, 300, and 800 are of high priority.

##### **Program Review Update**

Dean Taylor Ruhl reported that the next EMPC meeting has been canceled. He stated that the program review would be coming to the College Council for approval soon.

Chair Waddell stated there would be a special College Council meeting.

Vice Chair Gillison stated it would most likely be on May 6, 2013.

##### **Budget Update/Financial**

VP John Lau stated the budget instructions went out and the deadline is March 31, 2013.

##### **ASG President Update**

ASG President Lisa Tylenda reported the following:

- Presidential debates will be held tomorrow.
- Cesar Chavez celebration will take place on Thursday, March 28, 2013.
- Elections will take place on April 8-9, 2013. Then she will officially be done.
- Beautification Committee will be doing a cleanup on April 12, 2013.
- Start up for Phi Beta Kappa will be paid for by ASG. Dean Sergio Lopez will be the administrator of record.

##### **President's Update**

President Jaime reported the following:

- Accreditation visit took place. He discussed the changes from the team and the organizational change they had in conducting the visit.
- Visioning sessions will start in the fall.
- Wished everyone a great spring break.

#### **SUB-COMMITTEE REPORTS**

##### **Competitive Athletics Committee**

No Report

##### **Environmental Health & Safety Committee**

No Report

##### **Facilities and Environmental Improvement Committee**

No Report

##### **Marketing Committee**

No Report

### **Student Affairs Committee**

No Report

Chair Waddell reported there were no reports received.

Vice Chair Gilison asked to discuss the Evacuation Drill which falls under the Environmental Health & Safety Committee.

Vice Chair Gilison asked for feedback on the fire drill.

Adjunct Instructor Mike Capeci spoke and stated five people (Tim Nakamura, Gina Madrid, Gail Parish, Mike Capeci, and another instructor) attended the debriefing. He stated that the opinion was that this last fire drill was better than the first one. He stated there were issues such as the audible system especially in the DSP&S area. He recommended that the next debriefing not be held on a Friday.

Professor Ed Wells stated that safety needs to be involved.

Member Alonso stated there were concerns regarding the students taking off.

Professor Ed Wells asked who the chair of the Environmental Health & Safety Committee was.

An announcement was made that Director Tim Nakamura was chair of that committee.

Dean Sergio Lopez stated he was happy to see the drills taking place; however he stated that one of the issues that needs to be discussed is that of the building captains because it is not working.

VP John Lau stated that the information should be gathered and emailed to Director Nakamura.

President Jaime stated he will ask that Director Tim Nakamura compile a list of items for discussion.

### **OTHER COMMITTEE REPORTS**

#### **Academic Senate**

Vice Chair Gilison reported the following:

- Announced that the Academic Senate has considered four action items.
- The Institutional Review Board composition was formed with 2 faculty members (plus 1 alternate), 1 administrator, 1 student, and the Institutional Researcher. He reported the other three resolutions remaining were on the FCMAT recommendations. He stated that the first and second readings had passed. He stated there were 73 recommendations and the Academic Senate had gone through half and are now going through the other half.

#### **Budget and Fiscal Planning Committee**

VP Lau reported the following:

- A reserve policy will come to College Council with a brief overview of how the final decision on amount and process to achieve the amount was made.
- A meeting will take place regarding accelerated financial restorations and stated the college had met its goal and it is good news.

### **Technology Planning Committee**

Director Jeff Enz reported the following:

- Met last Thursday.
- Working through the Technology Plan, grid update, which drives the work that technology planning works on moving forward to the next year.
- Next meeting will take place on the second Thursday of the month, during campus hour.

### **CART Committee**

No Report.

### **Accreditation**

No Report.

### **Staffing Committee**

Chair Waddell reported the following:

- Committee is set to meet on April 15, 2013.
- There was discussion regarding the prioritization of faculty and non-faculty positions.

Vice Chair Gilson reported that Instructional Council will prioritize teaching faculty positions as well as the non-teaching positions under Instruction which include the library and lab coordinator positions, and Student Services Council will prioritize other non-teaching faculty positions. He stated the Curriculum committee would then review both lists and merge them into one list, which will go to the Staffing Committee.

### **DISCUSSION AND INFORMATION ITEMS**

1. Election of College Council Chair (Attachment A – Standing Rules of the College Council)
2. Election of College Council Vice Chair (Attachment A – Standing Rules of the College Council)

Chair Waddell stated it has been two years and the time for elections was here. She stated that the term would begin in the fall and end with the spring semester.

This item is to be moved for Action for the next meeting.

### **ACTION ITEMS**

#### **1. Ad Hoc Committee to Review FCMAT Recommendations - Committee Composition**

M/S/C Gilson/Alonso to approve the Ad Hoc Committee to Review FCMAT Recommendations and to include the following on the committee:

1. 1 student
2. 1 faculty
3. 1 classified
4. 1 CMCA
5. 1 administrator

Motion Passed.

### **Discussion:**

Clarification was made that the members do not have to be part of College Council.

Vice Chair Gilson stated that it may be difficult to find an administrator who is not on the START committee to be on the College Council's FCMAT Committee and said it was a strong recommendation to have an administrator but not a mandate.

**2. Ad Hoc Committee to Review FCMAT Recommendations - Committee Chairperson**

There was discussion regarding what the Chairperson would be doing.

Chair Waddell stated that recommendations, guidelines, priorities, and setting goals would be the responsibilities for the committee.

Member Todd Evangelist asked what the timetable would be.

Chair Waddell responded by saying it would be ongoing.

Vice Chair Gilison added that the FCMAT report would not be going away overnight.

Chair Waddell TABLED the item and asked that it be brought back to the next meeting.

**ADJOURNMENT**

The meeting ADJOURNED at 3:32 p.m.

**2012-2013 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2013	
March 25	April 8 & 22



# ACTION ITEMS

**STAFFING COMMITTEE– REGULAR MEETING  
Monday, March 18, 2013 – 10:00 A.M.  
Administration Building Board Room**

The Staffing Committee Chair Travis Gregory called the meeting to order at 10:02 a.m.

**MEMBERS PRESENT**

- ✓ Travis Gregory, Administrative Representative (Chair)
- ✓ Todd Finnell, Administrative Representative
- ✓ Tina Aguirre, Alternate Administrative Representative
  
- ✓ Norma Nunez, Faculty Representative (Co-Chair)
- ✓ Lorraine Mazzerroll, Faculty Representative
- Eddie Chang, Alternate Faculty Representative
  
- ✓ Frances Arce-Gomez, Classified Representative
- Silvia Murray, Classified Representative
- ✓ Raquel Gonzalez, Alternate Classified Representative
  
- ✓ Vikki Carr, Confidential Representative
- ✓ Linda Amidon, Alternate Confidential Representative
- ✓ Jeff Cantwell, Management Representative
- Becky Green, Alternate Management Representative
  
- Rudy Robles, Student Representative
- Lisa Tylanda, Student Representative
- Vacant, Student Representative

Recording Secretary: Jessica Waddell

**APPROVAL OF MINUTES DATED JANUARY 28, 2013**

M/S/C Vikki Carr/Norma Nunez to approve the minutes of January 28, 2013.

**DISCUSSION AND INFORMATION ITEMS****1. Reclassifications – Travis Gregory****#1: Continuing Education Technician**

- Discussion took place regarding job description stating this position was to translate.
- Committee would like to clean up the job description and take out “External Campus” and replace with “Community Services Classes”.
- This position requires a person that speaks Spanish.
- Opened up a broader discussion on how translation requests around campus are currently being done along with how a person is compensated?
- Recommendation: Approve reclassification with the name change and remove “EC” comments
- M/S Vikki Carr/Lorraine Mazerroll

**#2: A&R Technician**

- The area would like to have a total of 3 positions in the future.

- The person currently in this position is assigned on a temporary basis beginning January 2013.
- Would like to reclassify Gabriel Gonzalez from his current position to the A&R Technician.
- Discussion occurred on the difference between the counseling area and admissions and records area as to why there are similar positions with different salary ranges.
- Discussion on if the switchboard would go back to this position would take place, because that is in the job description.
- In this reclassification request, the job description for the A&R Technician was not modified.
- It was noted that when a person is reclassified to a higher range, the person takes seniority with them.
- Todd Finnell stated that he disapproved this reclassification because this position is covered by a temporary reassignment and this can be done for up to one year.
- Todd would like to assess the area before making any changes. By having up to a year, it would give the area time to be assessed before making permanent changes.
- There was clarification that the staffing committee makes an independent decision from the CSEA Reclassification committee.
- Explanation was given that the reclassification did not have to be approved or denied at the moment; the reclassification can take place anytime from here on out and be effective July 1<sup>st</sup>.
- The committee recommended tabling this reclassification request until May or June to give the area time to assess.

#### #3 & #4 Technology Support Specialist

- There are two separate reclassification requests. Micro Media Technician and Information Technology Support Specialist.
- The MMT was moved from the Arts, Letters, & Learning Services Division to Information Technology beginning in January 2013.
- When both job descriptions were reviewed, they appeared very similar and many things overlapped.
- The only intent with this reclassification is to make one job description which will have two positions.
- Todd Finnell clarified that the industry has changed with AV Technology in recent years. Now that both positions report to the same person, there is an overlap with duties. The intent was to merge the two job descriptions and modernize it. With the reclassification employees would be trained appropriately, if necessary
- Acknowledge the fact that those positions have merged now.
- Recommendation: go forward as is with both positions job description update and positions to stay at range 21. Norma Nunez/Lorraine Mazerroll; 2 opposed Frances Arce-Gomez/Raquel Gonzalez

#5 Senior Enterprise Systems Specialist

- This position is currently vacant and was recruited for a couple months unsuccessfully.
- With the VP duties changing, this position would take on more responsibility. The area determined that it would make more sense to have a senior person with one person under this position.
- Frances Arce-Gomez asked if it was possible for one of the managers in IT to pick up the extra duties.
- Todd Finnell clarified that it is more beneficial to change the structure of the area to reflect VP, Director, Senior Specialist, and Specialist.
- If this position is reclassified, they area hopes that it could help with the recruitment.
- The CSEA Reclassification committee agreed with the recommendation as is.
- Recommendation: go forward with reclassification as presented but to be effective immediately for recruitment purposes. Norma Nunez/Vikki Carr

2. Criteria for Ranking/Prioritization of staff requests submitted in resource request

- The prioritization for faculty positions recently changed to two separate processes. The Curriculum Committee will prioritize teaching faculty and non-teaching instructional faculty; Student Services will prioritize non-teaching, non-instructional faculty. The two prioritization lists will go to Academic Senate and then forwarded to the Staffing Committee.
- Last year's staffing plan and info for this year will be brought to the next meeting.
- Committee discussed that only new positions entered into program review would be prioritized. There is already a process in place for replacement positions that go through the VP for Academic Services, Academic Senate, and the area Dean.

3. EEO Template – Travis Gregory

- A revised EEO plan needs to be approved by the Board and then submitted to the Chancellor's Office by June 28, 2013.
- HR will do the behind the scenes model and bring to the April 15 meeting. After approved by this committee it will then be sent to the Board for approval.

ADJOURNMENT

Chair Gregory adjourned the meeting at 11:25 a.m.

**2012-2013 Staffing Committee Meeting Schedule  
10:00 a.m. in the Board Room**

2013		
April 15	May 20	June 17