



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, August 26, 2013 – 2:30 P.M.  
Administration Building Board Room

#### **MEMBERSHIP**

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

Dr. Daniel Gilson, Faculty Representative (Chair)  
Dr. Martha Garcia, Faculty Representative  
Kathleen Dorantes, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Vacant, Alternate Faculty Representative

Yethel Alonso, Classified Representative (Vice Chair)  
Silvia Murray, Classified Representative  
Steve Cook, Alternate Classified Representative  
Melody Chronister, Alternate Classified Representative

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

Ricardo Ibarra, Student Representative  
Claudia Armenta, Student Representative  
Kian Counce, Student Representative  
Vacant, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

#### **MEMBERSHIP CHANGES**

#### **PUBLIC COMMENT**

#### **APPROVAL OF MINUTES DATED MAY 6, 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  
Accreditation/CART Committee  
Staffing Committee

**DISCUSSION AND INFORMATION ITEMS**

1. Review of the purpose and function of the College Council (Attachment A - Standing Rules of the College Council) – Daniel Gilison
2. Subcommittee reporting – Daniel Gilison
3. Accreditation – Daniel Gilison/Kathy Berry
4. SPOL – Kathy Berry
5. Community Visioning – Bill Gay

**ACTION ITEMS**

None.

**ADJOURNMENT**

**2013-2014 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2013		2014	
August 26	November 18	January 27	April 14 & 28
September 9 & 23		February 10 & 24	May 12
October 14 & 28		March 10 & 24	

# MINUTES



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, May 6, 2013 – 2: 30 P.M.  
Administration Building Board Room

Chair Waddell called the meeting to order at 2:51 p.m.

#### **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 Tylanda, Student Representative
- Claudia Armenta, Student Representative
- Kian Counce, Student Representative
- Ricardo Ibarra, Alternate Student Representative
- √ Rudy Robles (Substitute Student Representative)

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

#### **MEMBERSHIP CHANGES**

There were no membership changes.

#### **PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES DATED APRIL 8, 2013**

M/S/C Gilison/Dorantes to approve the minutes dated April 8, 2013.

Abstained: Student Representative Rudy Robles

Member Alonso thanked everyone for the Vice Chair nomination.

**Motion carried.**

**AREA REPORTS/UPDATES**

**College Council Report**

Chair Waddell stated this would be her last meeting and thanked the members. She stated Vice Chair Gilison would be taking over as the College Council Chair.

**Measure J and L Report**

VP Lau reported all construction is on track. He stated the next project would be renovations to the 200, 300, and 800 buildings.

**Budget Update/Financial**

VP Lau stated reported as follows:

- The Budget and Fiscal Planning Committee met and discussed the budget.
- Will work with area VPs to ensure that the people handling the budget take ownership and are comfortable with their budget. This will be done by discussing budget variances with these individuals.

**ASG President Update**

No report was provided.

**President's Update**

Dr. Jaime was not present at the meeting.

**SUB-COMMITTEE REPORTS**

Competitive Athletics Committee

Environmental Health & Safety Committee

Facilities and Environmental Improvement Committee

Marketing Committee

Student Affairs Committee

No sub-committee reports were provided.

**OTHER COMMITTEE REPORTS**

**Academic Senate**

Vice Chair Gilison stated the Senate met last week. The Senate elected its executive committee for the next academic year: Michael Heumann was elected as President-Elect; Daniel Gilison was reelected as Vice President; Frank Rapp was reelected as Secretary; and Cathy Zazueta was elected as Treasurer. He announced the winner of the Rafael Santos Award as Hope Davis. He stated the Senate would be holding a special meeting to approve the Educational Master Plan.

**Budget and Fiscal Planning Committee**

VP Lau stated the committee would be meeting next week to continue discussions regarding the budget.

### **Technology Planning Committee**

No report was provided.

### **CART Committee/Accreditation**

VP Berry reported as follows:

- The committee had its last official meeting on Friday, May 3<sup>rd</sup>; identified and discussed the five self-improvement areas discussed at the exit interview by Accreditation Chair Dr. Clifford:
  - SLOs
  - Planning
  - Professional development
  - Finances
  - Evaluation
- The committee would meet again in July to respond to any sanctions, if any.

### **Staffing Committee**

Dean Gregory reported as follows:

- Staffing Resource Plan for 2013 has been created and draft forwarded to EMPC; draft also forwarded to the Academic Senate.
  - The Committee took the recommendations/rankings from the Curriculum Committee and only considered the new position rankings.
  - The Committee ranked priorities for the classified positions which were ranked by the Student Services Council.
- The Committee will attempt to do a better job of linking the planning with staffing requests.
- Stated there would be three new positions on the Board Agenda for May: chemistry instructor, mental health counselor, and systems analyst.

## **DISCUSSION AND INFORMATION ITEMS**

### **1. FCMAT Sub-Committee (Elimination) – Chair Waddell**

Chair Waddell stated she and Vice Chair Gilison met with President Jaime and decided to eliminate the College Council FCMAT Sub-Committee due to the existence of the START and Academic Senate subcommittee. She stated the START Committee may begin to report directly to the College Council or provide an update at each meeting.

### **ACTION ITEMS:**

#### **1. Educational Master Plan Draft - Taylor Ruhl & Ted Ceasar**

Dean Ceasar stated this was an update of the Educational Master Plan which had been developed last year. He stated this was the first year of a three-year plan; some of the sections remained the same and others were updated to the current year. Dean Ceasar highlighted the draft Educational Master Plan.

Dean Ceasar thanked Terry Norris for putting the document together.

M/S/C Garcia/Dorantes to accept the Educational Master Plan Draft.

**Motion carried.**

#### **2. Equal Employment Opportunity Plan Draft (Attachment A) – Travis Gregory**

Dean Gregory stated the Chancellor's office has mandated all community college districts to adopt a new Equal Employment Opportunity Plan. He stated a lot of the districts have already

adopted similar plans. Dean Gregory highlighted the areas of the plan that would affect the hiring process at IVC.

Discussion ensued regarding the reporting requirements.

M/S/C Garcia/Alonzo to approve the Equal Employment Opportunity Plan Draft.

**Motion carried.**

### **3. Fund Balance Policy Draft BP (Attachment B) – John Lau**

VP Lau highlighted the proposed Fund Balance Policy and reported as follows:

- The Budget and Fiscal Planning Committee has recommended that the reserve level be 16.6%.
- The Committee believes a prudent reserve should reflect two months of operations – two months equals 16.6%.
- The reserves in other colleges vary from 6% to 30%, with the average being 16.6%.
- How do we get there?
  - Funding through one-time money
  - Earmarking 1% of revenues
  - Earmarking any favorable variance at the end of the year
- How long will it take to get to a 16.6% reserve?
  - A realistic funding plan may take up to 8 to 10 years.

Vice Chair Gilison asked why two months of reserves would be the ideal amount.

VP Lau explained the two months reserve level would be adequate to fund and maintain annual operations; going past two months would be too severe.

M/S/C Gilison/Ruhl to approve the Fund Balance Policy Draft BP.

**Motion carried.**

### **4. Public Relations and Marketing Committee Standing Rules (Attachment C) – Bill Gay**

Chair Waddell stated the former Marketing Committee had been restructured into the Public Relations and Marketing Committee, a subcommittee of the College Council. She presented the revised Standing Rules for the committee.

M/S/C Silva/Robles to approve the Public Relations and Marketing Committee Standing Rules.

#### Discussion:

VP Lau stated this is a much needed committee with an important role and asked if the committee had an established mission or goals.

Member Alonso read aloud the committee's purpose.

Member Silva stated the composition of the committee is diverse with representation from all campus stakeholders. He stated the committee had met twice this spring and would begin to meet regularly in the fall.

Student Representative Robles commented that having the schedule available in PDF format was very helpful to the students.

**Motion carried.**

**ADJOURNMENT**

Chair Waddell adjourned the meeting at 4:00 p.m.



# DISCUSSION AND INFORMATION ITEMS

**IMPERIAL VALLEY COLLEGE**  
**Standing Rules of the College Council**

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

*Board Approval December 11, 1996, Resolution No. 11062*

*Revision Approval June 19, 2004, Resolution No. 13010*

*Revision Approval June 21, 2005, Resolution No.13281*

*College Council Revision Approval May 8, 2006*

*College Council Revision Approval March 23, 2009*

*College Council Revision Approval November 28, 2011*

**MEETINGS**

Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.

**AGENDA**

1. The College Council will generate its agenda from items submitted by a 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 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 eight members, with at least one individual from each representative group.
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.
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. 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 15 College Council members.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510/PROCEDURES SECTION 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.
- 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 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: Three faculty representatives appointed by the Academic Senate
  - Three classified at large appointed by CSEA.
  - Three members of the Classified Managers/Classified Confidentials appointed by CMCA.
  - Three students at large appointed by the Associated Student Government.
  - Three administrators: appointed by the Administrative Council.
  - The College President will be an ex-officio member.
  - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for 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. 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.

### **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.