ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 9, 2013 – 2: 30 P.M.
Administration Building Board Room

Chair Gilison called the meeting to order at 2:34 p.m.

MEMBERSHIP

Sergio Lopez, Administrative Representative
√ Efrain Silva, Administrative Representative
Vacant, 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

√ Ricardo Ibarra, Student Representative
Robert Romero, Student Representative
√ Diana Ibarra, Student Representative
√ Jonathan Carrillo, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Kathy Berry, John Lau, Travis Gregory

MEMBERSHIP CHANGES
Member Aguirre stated she is the new administrative representative, and that Brian McNeece is the new alternate administrative representative.

PUBLIC COMMENT
There was no public comment.

APPROVAL OF MINUTES DATED APRIL 8, 2013
M/S/C Garcia/Chronister to approve the minutes dated August 26, 2013.

Motion carried.

AREA REPORTS/UPDATES
College Council Report
Chair Gilison reported as follows:

- He and Vice Chair Alonso met with Dr. Jaime to discuss Professional Development/Campus Hour Committee; would be collaborating with Academic Senate on the matter.
- Sent email requesting volunteers for Community Visioning meetings.
- Sent email to all College Council subcommittee chairs and will discuss results as part of the Discussion and Information section of today's agenda.
- A change in the College Council agenda will include the names of people giving area reports.
- Discussion and Information Item No. 4 - AP 5055 will be pulled from today's agenda at the request of VP Finnell. Chair Gilison stated extensive discussion regarding the item had taken place at last week's Curriculum Committee meeting; VP Finnell would be doing further research on the item and would report back to the College Council in October.

Measure J and L Report
VP Lau reported as follows:

- New building to be completed in March 2014.
- 900 Building to be completed in December 2013.
- No further construction projects for the next five years.

Member Aguirre asked if summer classes would be held in the new building.

VP Lau stated the building would begin to get furnished in March and was unsure if it would be ready for summer classes; however, it may be available if there was an urgent need. He stated the issue would be revisited in February.

Program Review Update – Ted Ceasar
Dean Ceasar reported as follows:

- Hoping to stay on schedule and have Program Review completed by the end of the fall semester.
- Director Carrillo is in the process of gathering data; will be sending out information to the departments this month.
- Program Review will be loaded on to the SPOL program.
- SPOL training ongoing for 14 weeks, with training to be completed in October.

Chair Gilison inquired as to when SPOL training would take place for other staff.

VP Berry stated the training to other staff would begin in October.

Budget Update/Financial
VP Lau stated he would report on the budget later as part of the Discussion and Information section of today's agenda.

ASG President Update
Student Representative Ibarra reported as follows:

- Art show scheduled on Tuesday, September 10th, during campus hour, at the Art Gallery.
- Karaoke will take place this week during the campus hour.
- Planning event for Constitution Day on September 17th.

President's Update
Chair Gilison stated Dr. Jaime was not present due to his attendance at the SDICCCA meeting. He reported on Dr. Jaime's behalf as follows:

- Special Board meeting scheduled on Thursday, September 12th, to approve the budget.
- Regular Board meeting scheduled on Wednesday, September 18th.
- FTES for fall up 2.43% from last fall.

SUB-COMMITTEE REPORTS
Competitive Athletics Committee – Jim Mecate
Chair Mecate was not present.

Environmental Health & Safety Committee – Tim Nakamura
Chair Nakamura was not present.

Facilities and Environmental Improvement Committee – Jeff Enz
Chair Enz stated the committee had not met; first meeting of the semester had not been determined.

Marketing Committee – Efrain Silva
Chair Silva reported as follows:

- First meeting of the semester scheduled for next week, and would provide a more detailed report at the next College Council meeting.
- Reminded everyone about the visioning process which begins in September; volunteers needed as soon as possible; would ask PRO Consultant Gay to forward reminder email highlighting the areas where volunteers are needed.

Student Affairs Committee – Sergio Lopez
Chair Gilison stated Dean Lopez was unable to attend the meeting due to illness.

OTHER COMMITTEE REPORTS
Academic Senate
Chair Gilison reported as follows:

- No action at the last Senate meeting.
- Information and discussion items included:
  - Subcommittee working on academic calendar for the next two years.
  - Discussion on taking the week of Thanksgiving off.
  - Discussion on return of Winter Session.
  - IVC to host Senate Area D meeting on October 19th, at the Juanita Lowe Art Gallery.

Budget and Fiscal Planning Committee
Vice Chair Alonso reported as follows:

- Attended meeting last week; committee discussed and approved the final budget which would be presented to the Board of Trustees on September 12th.
- Discussion also included starting the budget earlier which would allow people more time to review it. She stated committee members expressed concerns regarding the drastic

increase in expenses from 2012-13 to 2013-14, and requested that more training on how to study the budget be provided to staff.

Chair Gilison stated he had appointed Dr. Martha Garcia as the new College Council representative for the Budget and Fiscal Planning Committee; he thanked Vice Chair Alonso for providing the update today.

Technology Planning Committee
Director Enz stated the committee had not met this semester and would be meeting sometime this week or next.

Accreditation/CART Committee
VP Berry reported as follows:

- Committee had its first meeting of the fall semester on Friday, September 6th.
  - Reviewed ACCJC recommendations.
  - Set timeline for responding to the ACCJC.
- SPOL would be used to address recommendations.
- In the process of seeking clarification from Accreditation Chair Susan Clifford regarding Recommendation 1.
- CART meeting scheduled on Friday, September 20th.
- Expressed the need for staff to participate in the accreditation process.

Chair Gilison commented that the CART Committee, for accreditation purposes, has recommended that all committees include their mission statement on their committee agendas.

Staffing Committee
Dean Gregory, Chair of Staffing, reported as follows:

- Committee would be meeting on Monday, September 16th. He stated the meeting time had changed due to a conflict with the SPOL meetings.
- Stated SPOL would impact the way IVC plans for the budget and tracks staffing.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee reporting – Daniel Gilison
Chair Gilison presented as follows:

- Email sent to subcommittee chairs reminding them of their duties as chair:
  - Provide report at each College Council meeting.
  - Submit all action items.
  - Submit approved minutes.
  - Submit meeting schedule.
  - Submit membership composition including names of members.
  - Submit any problems/issues subcommittee may be having.
  - The only response he received was from Competitive Athletics Committee. Chair Mecate stated the committee meets once a year, and that the committee is in the process of determining its membership composition.

Chair Gilison reiterated that the participatory governance process is important for accreditation purposes. He stated the college would continue to get sanctioned if the planning process is not followed.

VP Berry agreed and stated the ACCJC would not hesitate to put the college on probation if the participatory governance process is not followed.

Dean Silva stated he had not responded to Chair Gilison's email request due to his being out of the office last week. He stated the Marketing Committee had not met this semester, but would be discussing its meeting schedule and other issues at the next meeting.

Member Chronister asked what the plan of action would be if no responses were received from the subcommittee chairs.

Chair Gilison stated the issue would be discussed with President Jaime.

Vice Chair Alonso stated the chair has the option to resign and another person could be assigned the position of chair.

2. Community Visioning Volunteers – Daniel Gilison

Chair Gilison presented as follows:

- He sent an email to the campus community seeking volunteers for the community meetings.
- Volunteers are still needed for Brawley, Seeley, San Pasqual and Niland meetings. If interested in volunteering, he asked that staff immediately notify him or PRO Consultant Gay.
- Visioning orientation scheduled for volunteers on Monday, September 16th, at 4:00 p.m., in the Board Room.
- Two visioning meetings scheduled on campus:
  - Thursday, September 19th, during campus hour; room location to be determined. Chair Gilison, Vice Chair Alonso and Member Zazueta volunteered for this meeting.
  - Thursday, November 7th, 6:00 to 7:00 p.m.; room location to be determined. Member Silva volunteered for this meeting.
- Member Waddell asked that volunteers submit a volunteer form located on the Human Resources website.
- Dean Gregory stated a volunteer form may not be necessary.
- Chair Gilison stated he would inquire as to whether a volunteer form was necessary.

3. 2013-14 Final Budget – John Lau

VP Lau presented as follows:

- The budget is being adopted due to legal requirements and is based on existing labor contracts. The budget would be revised by November when all negotiations are finalized.
- Will need to provide proof to the ACCJC that a planning strategy has been developed to achieve and maintain financial stability.
- Restated that revenues and expenses need to line up.
- Predicting full restoration of FTES plus 1% growth and 1.57 COLA.

4. AP 5055 (Attachment A) – Todd Finnell

This item was pulled from the agenda.

ACTION ITEMS

None.

ADJOURNMENT

Chair Gilison adjourned the meeting at 3:18 p.m.