AGENDA



IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 10, 2014 – 2:30 P.M. Administration Building Board Room

MISSION STATEMENT

The IVC College Council ensures that all students, faculty, staff, and administrators have equal opportunity to express their opinions and ideas at the campus level. Its members work to facilitate decisions that support student learning and improve institutional effectiveness. All recommendations by this Council are directed to the Superintendent/President.

MEMBERSHIP

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

Dr. Daniel Gilison, Faculty Representative (Chair)
Dr. Martha Garcia, Faculty Representative
Kathleen Dorantes, Faculty Representative
Cathy Zazueta, Alternate Faculty Representative
Caroline Bennett, Alternate Faculty Representative
Mike Palacio, Jr., Alternate Faculty Representative

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

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

Ricardo Ibarra, Student Representative Andrea Montaño, Student Representative Diana Ibarra, Student Representative Robert Romero, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED FEBRUARY 24, 2014

AREA REPORTS/UPDATES

College Council Report (Attachments A & B) – Daniel Gilison Measure J and L Report – John Lau Program Review Update – Ted Ceasar Budget Update/Financial – John Lau ASG President Update – Ricardo Ibarra President's Update – Victor Jaime

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Eric Lehtonen
Environmental Health & Safety Committee – Tim Nakamura
Facilities & Environmental Improvement Committee – Jeff Enz
Public Relations & Marketing Committee – Mike Nicholas
Student Affairs Committee – Sergio Lopez
Campus Hour and Professional Development Committee – Tina Aguirre

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison
Budget & Fiscal Planning Committee – Martha Garcia
Technology Planning Committee – Jeff Enz
Accreditation/CART Committee – Kathy Berry
Staffing Committee – Marion Boenheim
START Committee – Martha Garcia

DISCUSSION AND INFORMATION ITEMS

- 1. Subcommittees update Daniel Gilison
- 2. Ad-hoc committee to change College Council bylaws update Daniel Gilison

ACTION ITEMS

None.

<u>ADJOURNMENT</u>

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

2014		
March 24	April 14 & 28	
	May 12	



UNADOPTED MINUTES



IMPERIAL VALLEY COLLEGE COUNCIL

Monday, February 24, 2014 – 2:30 P.M. Administration Building Board Room

Chair Gilison called the meeting to order at 2:33 p.m.

MEMBERSHIP

- √ Sergio Lopez, Administrative Representative
- √ Efrain Silva, Administrative Representative
- √ Tina Aguirre, Administrative Representative
- √ Ted Ceasar, Alternate Administrative Representative
 Brian McNeece, Alternate Administrative Representative
- √ Dr. Daniel Gilison, Faculty Representative (Chair)
 Dr. Martha Garcia, Faculty Representative
 Kathleen Dorantes, Faculty Representative
 Cathy Zazueta, Alternate Faculty Representative
- √ Caroline Bennett, Alternate Faculty Representative Mike Palacio, Jr., Alternate Faculty Representative
 - Yethel Alonso, Classified Representative (Vice Chair)
- ✓ Melody Chronister, Classified Representative Steve Cook, Classified Representative Silvia Murray, Alternate Classified Representative
- √ Sandie Noel, Alternate Classified Representative Erika Aguilar, Alternate Classified Representative
- Jessica Waddell, CMCA Representative

 √ Todd Evangelist, CMCA Representative

 Jeff Enz, CMCA Representative

 Martha P. Garcia, Alternate CMCA Representative

 Gloria Hoisington, Alternate CMCA Representative
- √ Ricardo Ibarra, Student Representative
- √ Andrea Montaño, Student Representative
- Diana Ibarra, Student Representative Robert Romero, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Kathy Berry, Marion Boenheim, Eric Lehtonen, Tim Nakamura, Mike Nicholas

MEMBERSHIP CHANGES

Member Chronister stated she would be replacing Silvia Murray as the Classified Representative, and that Member Murray would serve as the Alternate Classified Representative.

Student Representative Ricardo Ibarra stated Andrea Montaño would serve as the new Student Representative, and that Robert Romero would be replacing Jonathan Carrillo as the Alternate Student Representative.

PUBLIC COMMENT

Member Caroline Bennett solicited donations to help pay for Math Lab tutors. She stated statistics show that over 90% of incoming freshman test at the Math 91 or below level; thus, the need for additional tutors. She stated a fund has been set up through the Foundation Office and donations can be made either online through the IVC Foundation website, or by filling out a form and submitting it to the Foundation Office or emailing it to her at caroline.bennett@imperial.edu.

APPROVAL OF MINUTES DATED FEBRUARY 3, 2014

M/S/C Chronister/Lopez to approve the minutes dated February 3, 2014.

Motion carried.

APPROVAL OF MINUTES DATED FEBRUARY 10, 2014

M/S/C Chronister/Lopez to approve the minutes dated February 10, 2014.

Motion carried.

AREA REPORTS/UPDATES

College Council Report - Daniel Gilison

Chair Gilison stated he had nothing new to report.

Measure J and L Report - John Lau

VP Lau was not present at the meeting; no report was provided.

Program Review Update - Ted Ceasar

Dean Ceasar reported as follows:

- Program Reviews were due on Friday, February 21st.
- Program Review training is continuing for the service area programs.

Budget Update/Financial – John Lau

VP Lau was not present at the meeting; no report was provided.

ASG President Update - Ricardo Ibarra

ASG Representative Ricardo Ibarra reported as follows:

- Sweetheart Event was held on Friday, February 21st; Alberto Izarraraz and Cassandra Lopez were chosen the 2014 Sweethearts.
- ASG would be participating in the Health Fair which will be held on Tuesday, February 25th.
- Black History Month event will take place on February 26th and February 27th.
- Results from survey regarding mascot change would be available on Wednesday, February 26th.
- ASG continuing to work on radio program.

Dean Lopez thanked Kevin White for his participation in the upcoming Black History month celebration.

President's Update - Victor Jaime

President Jaime was not present at the meeting, but provided the following written report:

Foundation Meeting (2/18/14)

- The Foundation has been working on increasing the number of Board members. The Goal is to have approximately 21 members with staggering 3 year terms.
 Several new members have come on Board recently and Todd Evangelist could provide you with their names.
- The Broadway musical "The Marvelous Wonderettes" performed from Thursday, February 13th though Saturday, February 15th. I attended the performance on February 15th to a very large audience. This venue brought in approximately \$5600 for IVUP Scholarships.

New CTE Buildings:

- I had the opportunity to tour the "nearly completed" Career Technical Buildings last week. These buildings are "state of the art" and will serve the Career Technical students for many years to come.
- The "Ribbon Cutting Ceremony" is scheduled to take place on May 1st followed by group tours. The building should be complete at that time and ready to occupy by summer.

Retirement Celebration and Year of Service:

 The Retirement and Years of Service Celebration will take place on the same date as the CTE ribbon cutting ceremony at noon on May 1st.

Board Meeting (2/19/14):

- The Board of Trustees certified the Report to ACCJC which is due on March 15, 2014. In addition, later on this College Council agenda, Vice-President Kathy Berry will be providing you a presentation on the "Special Report" from ACCJC which the college must respond to by April 15, 2014.
- Also discussed at the Board meeting was the topics for the Special Board Retreat scheduled for March 15, 2014. The tentative topics are:
 - ACCJC Special Report
 - FCMAT Update and Discussion
 - Results from the Visioning process
- Another highlight of the Board meeting was the approval from the Board of Trustees to consider a VESIP (Voluntary Employee Separation Incentive Program) for this year.

VP Berry clarified that classes would not be held in the new Career Technical Buildings until fall 2014.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Jim Mecate

Eric Lehtonen reported as follows:

- The committee has finalized its meeting schedule for the remainder of the academic year. The committee will meet on the following dates:
 - o March 12, 2014
 - o April 9, 2014
 - o May 13, 2014
- He announced the community members as Betsy Enders and Jeff Sturdevant. He thanked Todd Evangelist for referring the two community members.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura reported as follows:

• The committee did not make quorum on February 13th due to scheduling conflicts with some of the faculty members. He stated the committee would be changing its meeting date in order to avoid the conflicts with those faculty assigned to the committee.

Facilities and Environmental Improvement Committee – Jeff Enz

Chair Jeff Enz was not present at the meeting; no report was provided.

Public Relations & Marketing Committee – Mike Nicholas

Mike Nicholas reported as follows:

- The committee met on February 19th and approved the Public Relations and Marketing Plan for 2014-2017. The plan would be presented to the College Council for approval on March 10th.
- The committee is currently working on the following projects:
 - Promotion of the 2014 Mid-winter Fair.
 - Review of the social media guideline policy, which would be presented to the College Council.
 - Review of the Community Visioning outcomes.
 - Promotion of the 2014 summer session and fall semester.

Student Affairs Committee – Sergio Lopez

Member Lopez reported the committee has been hearing disciplinary hearings.

Campus Hour and Professional Development Committee – Tina Aguirre

Member Aguirre reported as follows:

- The committee has started to work on a Professional Development Plan and hopes to complete the plan before the end of the semester.
- Members are exploring options for calendaring campus hour and professional development activities and the best method for tracking hours of attendance.
- The next meeting is scheduled for March 20th.

OTHER COMMITTEE REPORTS

Academic Senate - Daniel Gilison

Chair Gilison reported as follows:

At its last meeting, the Senate had no action; discussion continued regarding the
possible change to a plus/minus grading system. He stated this would be an action item
at the next Academic Senate meeting. He stated this item would also be discussed at
the College Council as it affects many areas on campus.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia was not present at the meeting; no report was provided.

Technology Planning Committee – Jeff Enz

Chair Jeff Enz was not present at the meeting; no report was provided.

Accreditation/CART Committee – Kathy Berry

VP Berry reported as follows:

- The Special Report requested by the ACCJC is due on April 15th.
- She presented a PowerPoint to the Board of Trustees on Wednesday, February 19th, and to the CART Committee on Friday, February 21st, highlighting the ACCJ's request for the Special Report.

- She stated the college is in the process of gathering information for its response to the Special Report.
- A draft Special Report would be presented to the College Council as it is being developed.
- She emphasized the seriousness of the matter and stated the Special Report could impact the accreditation status of IVC.

Staffing Committee – Marion Boenheim

Consultant Boenheim reported as follows:

• The committee will be meeting on March 3rd to discuss several items and issues, including review of the EEO plan and the academic hiring procedures which have not been updated since 1999.

START Committee – Martha Garcia

Member Garcia was not present at the meeting; no report was provided.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee Update - Daniel Gilison

Chair Gilison presented the following information:

- The subcommittees are making an effort to make quorum and meet on a regular basis.
- Some of the subcommittee websites are still an issue. He emphasized the websites must be updated prior to the ACCJC on-site visit.

2. Board Policies for Chapter 4 – Daniel Gilison

Chair Gilison presented the Board Policies for Chapter 4.

VP Berry stated Chapter 4 relates to Academic Affairs and Student Services. She stated the policies originate from a template provided by the Community College League of California.

Chair Gilison stated the policies are presented to the College Council and the Academic Senate for review and comment. Any proposed changes would be submitted to President Jaime for recommendation and approval by the Board of Trustees in March.

ACTION ITEMS

1. Creation of ad-hoc committee to change College Council bylaws - Daniel Gilison

M/S/C Chronister/Lopez to approve the creation of ad-hoc committee to change College Council bylaws.

Discussion:

Chair Gilison stated the purpose of the ad-hoc committee would be to review the bylaws and make appropriate changes as the new College Council structure would be in effect at the start of the next academic year. He stated the ad-hoc committee would consist of four members, including the chair and vice chair, and would meet twice.

Motion carried.

Chair Gilison restated that he and Vice Chair Alonso would serve on the ad-hoc committee and asked for two other volunteers. Member Chronister and Student Representative Diana Ibarra volunteered. Chair Gilson stated he would send an email to the volunteers with details regarding the meeting dates and times.

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College Council	Unadopted Minutes	Page 6 of 6

ADJOURNMENT
Chair Gilison announced the next regular meeting is scheduled on March 10th and adjourned the meeting at 2:57 p.m.

ATTACHMENTS



UNADOPTED MINUTES Technology Planning Committee

Thursday, February 13, 2014 12:00 – 1:00 P.M. Building 10, Board Room

MEMBERSHIP

Jeff Enz - Administrative Representative (Chair)
Todd Finnell - Administrative Representative NA
Jeff Cantwell - Administrative Rep/Chair of B.U.G
Gaylla Finnell - Faculty Representative
Van Decker - Faculty Representative
Adriana Sano - CMCA Representative
Martha Olea - Classified Representative
Dixie Krimm - Classified Representative
Vacant - Classified Representative
Vacant - Classified Representative
Andrea Montano - ASG Representative
Absent
Priscilla Ortiz - ASG
Diana Ibarra - ASG

Recording Secretary: Angie Gallo

I. VISITOR COMMENTS

a. Welcome and Sharing

II. APPROVAL OF MINUTES

a. Approval of the November 14, 2013 Committee Minutes

M/S/C Finnell/Sano to approve the November 14, 2013 Minutes.

III. ACTION ITEMS

a. None

IV. <u>DISCUSSION ITEMS</u>

Activities list includes these items; more details next meeting

a. Refresh Program Update

• There is a lot of concern regarding the 2600 lab refresh. The headsets used by the ESL Department are old and struggling. Concern was raised on the headphones used by students in the library which are also old and need replacement. The replacement of accessories is a departmental expenses and emphasis is being placed on the importance of establishing refresh accounts within those department budgets. The Music Department classroom 305 equipment is old and outdated. A one-time

expense for one (1) unit has been approved to determine how best to complete the refresh of the lab.

• Refresh for 2014 was pre-funded and has been completed. In July there will be no refresh to complete as it has already been completed. The computers going in are not the thin clients as originally proposed. It was decided that the more traditional PC's were more in line with the needs of the District. The "thin client" idea is not off the table; it will be reevaluated at a later date.

b. Photoshop Software

• Students in the library are being referred to Labs_801 and802 for Photoshop application use. Photoshop is only available in these labs.. The Adobe campus license is about 30K. The Microsoft campus license is 35K, and includes all Microsoft programs. Labs801 and802 are open access classrooms and there is a scheduled class, students may seek the instructor for permission to use any available computer. There are similar programs available for free that perform the same function but IVC is currently teaching Adobe Photoshop.

c. Program Review

• The Enterprise Dept. was asked to tie future projects into Program Review. A Network Refresh, similar to the Computer Refresh, will be requested in this year's Program Review. There are hurdles to overcome as part of this request due to equipment that is over 10 years old.

d. Technology Update

- SharePoint will be rolling out to the campus this semester. SharePoint is part of the web-based Outlook. IT is in process of setting up SharePoint's public site and team site. Individual division/department heads will determine access. SharePoint will replace Dropbox. Roll out expected in about 4 weeks.
- Lync will also be rolled out to the campus this semester, some of the major functions of Lync include webinars, video conferences, phone conferences, etc. Ability to host a meeting and have employees participate from their desk if unable to attend in person. The roll out is estimated to be the same as SharePoint. At the next TPC meeting there will be a Lync demo for the committee.

e. Classroom AV Camera Replacement (action item next meeting)

- In the 2700 Building issue we are having is the, power supplies have been burning out and have had to be replaced at a cost of about \$50 each. The first document camera has recently burned out. A replacement quote was received for \$2,800.00. There are a total of 15 classrooms plus wet/dry lab, totaling 30 AV cameras. The cameras are now out of warranty. Research will be done to determine if extended warranties can be purchased for the cameras that are still working, and whether it is worth putting money into warranties or replacing the equipment.
- TPC will needs to determine a replacement strategy. The committee was asked to consider for next meeting if the cameras should remain as is, find money and replace; or should an alternate replacement be looked at based on lower costs to the District.

- Buildings 3100/3200 have the same cameras and will have the same issues in the future. The replacement decision will determine the equipment placed in future buildings.
- Jeff Recommended replacing the cameras with desktop models that are not as nice as the existing cameras but much more inexpensive to replace. Alternate cameras similar to the ones on the ELMOS Carts cost about \$500 \$600 each.
- The group agreed that cost would be a factor in deciding what to do in the future moving forward, if the decision is made to replace the cameras, a few will need to be purchased to have on hand. The challenge is the original equipment was all purchased with bond money and replacements will need to be purchased with general funds.
- Jeff Enz encouraged the group to take back to their constituents.
- A notice would be sent to the campus community to be sure to turn off the AV Projectors and equipment after each use.

f. Network Access Control

- Jeff Enz informed the group that the Network Access Control is one of the targets that the committee would be working on as a group this year. NAC monitors the networks threats and updates and upgrades that are needed.
- Will schedule a demo for the group to review and discuss functionality. Potential cost may be covered through one-time ATLAS Funds.

V. <u>ADJOURNMENT</u> 1:01pm



MINUTES Facilities & Environmental Improvement Committee

Friday, February 28, 2014 2:00 P.M. - 3:00 P.M.

Board Room

MEMBERSHIP

Jeff Enz – Chair/CMCA Representative John Lau – Administrative Representative Sergio Lopez – Administrative Representative Jose Lopez – Faculty Representative *Absent* Ricardo Pradis – Faculty Representative *Absent* Todd Hansink - Faculty Representative Absent Jim Mecate – Faculty Representative Absent Rick Webster – CMCA Representative Rhonda Ruiz - Classified Representative Carol Cortes-Ramirez – Classified Representative Absent Hector Curiel – ASG Representative *Absent* Priscilla Ortiz – ASG Representative Absent Emily Blancarte – ASG Representative (alternate)

Recording Secretary: Angie Gallo

I. WELCOME

II. **ACTION ITEMS**

Approval of the November 25, 2013 Committee Minutes M/S/C Webster/Ruiz Approved.

III. **DISCUSSION ITEMS**

a. Construction Update

The construction of the 3100/3200 buildings will be the last for at least 3 years. Buildings 200/300/800 would be next on the list for renovations. IVC does not currently have the budget for any future renovations. John Lau stated if the school bond passes, IVC will submit projects to the State for joint funding.

The scheduled walk through of the 3100/3200 building is April 1, 2014. Substantial completion is scheduled for March 31, 2014 with a ribbon cutting ceremony on May 1, 2014.

The plans are to move equipment from the current CTE locations into the new buildings during Summer 2014. Classes are scheduled to begin Fall 2014 inside the new buildings.

Sergio Lopez inquired about vending machines outside the 3100/3200 buildings. The vending machines currently outside the 500 building could be moved since the 500 building will be demolished. John Lau asked Sergio to attend the next Construction meeting to discuss the vending machines.

The 900 building is now complete. I.T., Parking & Campus Safety, as well as Reprographics have all moved in.

The demolition of the 500 building is scheduled for the end of May – beginning of June. Grass and trees will be planted in place of the current 500 building. A new Student Government building is planned in that area in the future.

b. Campus Displays – areas of interest and possible locations

Update to the Minutes from 11/25/13 meeting – the Art Gallery Pavers project has been restarted.

A mosaic tile project is also planned for an area in the entrance of the gallery. The Art Department is working on displaying a mural on the wood fence of the 1600 building facing the quad area. The mural(s) are to be wood panels attached to the fence which could be easily removed/replaced.

Because the 1600 mural and gallery mosaics projects are ready to go, Carol Hegarty will be asked to attend the next F&EIC meeting to address any concerns.

Beautification of campus – The Committee will decide on what locations to target; priority areas to display artwork, sculptures, etc. The current Art Department projects are self-funded.

Lighting issues on campus – F&EIC isn't the committee to address safety issues. Rick stated the concern was addressed and taken care of by the Environmental Health & Safety committee and the Maintenance department. "Dark" areas of concern were due to lights being out and/or overgrown trees blocking the lights. There were a few places that needed lights added and those have been installed. Some places where lights were requested are too expensive to add lights. The back rows of parking lots are one of those areas.

The committee will discuss the idea of fundraising for esthetics, and funds for displays, and beautification of the college at a future meeting.

Overflow parking and additional future parking lot site – The Committee discussed options, one option would be to go into the farm site or grass strip along Old Highway 111. The Committee to start earmarking future parking lot sites. There is no urgency but topic does need to be planned and put together for funding.

Emergency blue posts – Posts should be placed out in parking lots where people would get assaulted, not in populated areas. The problem is getting power and signal to posts for phones. The first 2 posts to be installed are working well. Currently having an issues with no response.

c. Vision of Facilities & Environmental Improvement Committee

F&EIC should be working with the Art Department and others to designate areas of interest on campus. There is a lack of procedures for content approval of displays on campus. The committee agreed all campus projects and displays, like the pending Art Departments projects should be filtering through the F&EI Committee specifically for approval of content but also for approval of display location.

Ex: 2700 lobby paintings – border line

Art Show – there was a painting facing the preschool that displayed nudity. Had very upset parents picking up children at preschool.

The question raised was whether all displays should be approved. If the display is within the art gallery fine, but if it's a display that will be on campus for the public, the display should go through F&EI for approval.

Departments on campus interested in displaying art work, need to come before F&EI Committee for prior approval.

The area inside 2700 lobby built specifically for sculpture display. Architect included as part of the design.

IV. ADJOURNMENT

Meeting was adjourned at 2:45pm.