



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL Monday, February 27, 2012 – 2:30 P.M. Administration Building Board Room

College Council Chair Waddell called the meeting to order at 2:40 p.m.

Council members in attendance were as follows:

Taylor Ruhl, Administrative Representative
Alfredo Cuellar, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Daniel Gilison, Faculty Representative (Vice Chair)
Martha Garcia, Faculty Representative
Jill Nelipovich, Faculty Representative

Yethel Alonso, Classified Representative
Marilyn Boyle, Alternate Classified Representative

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

Daniel Bermudez, Student Representative
Alberto Izarraraz, Student Representative
Iliana Felix, Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Sergio Lopez, Administrative Representative
Jan Magno, Alternate Administrative Representative
Frances Beope, Alternate Faculty Representative
Bill Gay, CMCA Representative
Laura Hartsock, Classified Representative
Silvia Murray, Classified Representative

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 13, 2012

M/S/C Yethel Alonso/Daniel Gilison to approve the Minutes of February 13, 2012.
Motion carried.

AREA REPORTS/UPDATES

College Council Report

Chair Waddell reported as follows:

- Attended Board of Trustees meeting on Wednesday, February 22nd, and a Special Board Retreat on Saturday, February 25th.
 - Administration presented a PowerPoint which detailed and clarified the current state of the budget.
 - The Board of Trustees requested that a forum be held in the near future to update the campus community regarding the budget.
- The next Board of Trustees meeting is scheduled on Wednesday, March 7th.

Measure J and L Report

No report was provided.

Program Review Update

Dean Ceasar reported as follows:

- Annual Program Reviews deadline was February 17th.
- Comprehensive Program Reviews are due on Friday, March 2nd.
- Important that deadlines are met as there is a tight timeline for the EMP:
 - March - The resource committees will review the resource plans from the Program Reviews and begin compiling reports and prioritization.
 - April – Assemble reports.
 - May – Presented to Academic Senate and College Council.
 - June – Presented to the Board of Trustees.

Budget Update/Financial

No report was provided.

ASG President Update

ASG Representative Bermudez reported as follows:

- IVC Idol event will be take place on March 14th; students will have opportunity to compete in singing.
- Preparations underway for women's history month.
- Cesar Chavez celebration scheduled in March.
- Applications for ASG President and Senators are now being accepted; elections to be held on April 2nd and 3rd.

President's Update

No report was provided.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee

No report was provided.

Customer Service Committee

No report was provided.

Environmental Health & Safety Committee

No report was provided.

Facilities and Environmental Improvement Committee

No report was provided.

Marketing Committee

No report was provided.

Policy and Procedure Committee

No report was provided.

Staffing Committee

No report was provided.

Student Affairs Committee

No report was provided.

OTHER COMMITTEE REPORTS

Academic Senate

Academic Senate VP Gilison reported as follows:

- AS constitution and bylaws moving forward; to be voted on at the next meeting.
- AS subcommittee working on honors program.
- Final exam block still under review.
- Rafael Santos Award for faculty member under discussion.
- Senate Fundraiser scheduled on May 4th and will take place at the home of Frank Rapp.
- AS President Lehtonen gave an update on the Reorganization Ad Hoc Committee, which had its final meeting a couple weeks ago.

Budget and Fiscal Planning Committee

No report was provided.

Technology Planning Committee

VP Finnell reported as follows:

- Committee had recently toured an ICOE computer lab which was designed to take on a learning pod approach. He stated this new learning center concept could be used for future facility set-ups at IVC.
- VP Finnell demonstrated a Chromebook, a new piece of technology equipment used by the Board of Trustees.
 - Cross between a tablet PC and notebook PC; similar to Ipad.
 - Geared towards web-based applications.
 - Do not have to maintain support on them; are self-maintained.
 - Price is under \$400.
 - Battery life is 6 to 8 hours.
 - Includes USB.
- Committee will hold a meeting today. ICOE will be attending the meeting and partnering with IVC to plan a Joint Atlas Technology Conference. The conference would be a county-wide event, hosted by IVC, and would be open to all public agencies including schools throughout the Valley. Plans are underway; the conference will take place in late spring.

DISCUSSION AND INFORMATION ITEMS

1. IT Staff Procedures – Jim Fisher

Professor Jim Fisher was not able to attend the meeting. Vice Chair Gilison was asked by Dr. Fisher to present the following concerns:

- IT staff going into faculty offices without advance notification to faculty.
- IT staff working on faculty computer and not fixing problem but making it worse.
- IT staff not leaving a note/message advising faculty that IT had been in office working on computer and what had been done to computer.

Professor Fisher had the following suggestions for IT:

1. Proper identification be worn at all times by IT staff.
2. Modification of staff computer by IT can only be done with the consent or knowledge of the staff person.
3. If staff person is not in their office when IT modifies their computer, IT must leave detailed instructions on how to either use the computer or what modifications were done that might influence the new computer's functions.
4. IT cannot leave a computer that is not working properly.

Director Gordon addressed Professor Fisher's concerns as follows:

- Computer does not belong to individual staff; it is District property.
- IT has a responsibility to make sure the computer is compatible for the user, but also that whatever is on that computer does not cause any damage downstream.
- Not in the best practice for the District to have individuals decide which applications or software to load or remove.
- Director Gordon stated that certain faculty work different hours than IT staff; thus, computer must be worked on when faculty is not present. In this case, passwords are changed. This, in turn, creates a further problem: staff not able to access email remotely.
- Director Gordon emphasized the need by all staff to submit a service ticket.
- Director Gordon explained the process in assigning and prioritizing service tickets.

VP Finnell stressed that no one on campus is more concerned about making sure that the technology and computers work on campus than IT. He stated that Board Policies, Administrative Procedures and the Technology Plan are the guides used to support technology on campus. Technology policies and procedures are currently being drafted and would be presented to the College Council. He stressed that we must stay focused on how our policies and procedures fit into our Strategic Technology Plan.

VP Finnell stated with regard to service tickets, IT would be using the following measures:

- Once a ticket is submitted, an initial response is given within 30 minutes.
- Increase the percentage of tickets that are resolved or closed within 4 hours.
- Decrease the percentage of tickets lasting longer than 3 days.

2. Accreditation and Committee Structures – Kathy Berry

VP Berry reported as follows:

- ACCJC workshop attended by Kathy Berry, Brian McNeece, Michael Heumann, and Trini Arguelles.
- It was suggested that the shared governance committees adopt a standard that relates to each committee's purpose. The standard should be included underneath the committee's mission.
- She stated this practice would make it easier when collecting evidence for accreditation.
- VP Berry pointed out that accreditation is no longer something that occurs every once in a while – it is a daily process, and must include the participation of all staff to prove that what IVC is doing is for the betterment of student success.

Discussion followed regarding ongoing problems with committees not meeting quorum. VP Berry stated faculty had been sent a letter advising them of their contractual obligation to serve on committees, and that a warning letter would be issued at the end of the semester if such obligations were not met, with progressive discipline beginning in the fall.

3. Reduced Services – John Lau

Director Webster stated that due to the budget crisis, the Maintenance department would not be filling two of its vacant positions. As a result, services in the maintenance department would be reduced effective March 1st. Director Webster announced the following changes:

- Will bring back the graveyard shift commencing at 9:00 p.m. This shift allows the custodial staff more time to clean empty classrooms.
- 2700 building would be team-cleaned.
- Change in frequency of custodial tasks:
 - Offices would not be cleaned on Fridays. Fridays will be used as a time to get “caught up”.
 - Vacuuming and mopping would not occur daily, but on an every other day basis, unless a safety hazard, i.e. spill.
 - On days when custodial staff is understaffed due to absences, services would be limited to classrooms and restrooms.
 - Limited time available to perform extra duties during the course of the day. Director Webster gave an example of having to unlock office doors for staff.
- An update will be provided at the next meeting.

Director Nakamura stated that due to budget cutbacks, Campus Safety and Security would be reducing staff as follows:

- Currently, there are 37 Campus Safety Officers, consisting of paid staff and volunteers. The 37 will be reduced to 13.
- The main campus will no longer have 24/7 coverage; coverage will only be Monday-Friday, 7:00 a.m. to 11:00 p.m.
- The extended campuses, including SDSU and Willie Moreno Middle School, will no longer be covered.
- No CSOs will be stationed at Chips and Salsa, the bookstore, counseling center, or gym. These areas will only be patrolled.
- No coverage will be provided for commencement; however, Director Nakamura hopes to have some assistance with crowd and traffic control.
- Director Nakamura is hoping to have an officer cover an 8-hour shift on Saturdays.
- Director Nakamura asked that staff be vigilant and report all unusual activity.

4. Reorganization Ad Hoc Committee Report

Dr. Jaime was not available for an update regarding the Reorg Ad Hoc Committee. Chair Waddell stated an update would be provided by Dr. Jaime at the next meeting.

ACTION ITEMS

None.

ADJOURNMENT

Chair Waddell adjourned the meeting at 4:07 p.m.