ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

Chair Gilison called the meeting to order at 2:36 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, Travis Gregory, Brian McNeece, Bill Gay

MEMBERSHIP CHANGES
Student Representative Ibarra introduced Robert Romero and Diana Ibarra as the new student representatives, and Jonathan Carrillo, as the new alternate.

Dean McNeece asked whether he would be the new administrative representative due to Taylor Ruhl's retirement.

President Jaime stated the administrative membership would be discussed at the next Administrative Council meeting scheduled on Tuesday, September 3rd.

PUBLIC COMMENT
There was no public comment.

APPROVAL OF MINUTES DATED APRIL 8, 2013
M/S/C Lopez/Garcia to approve the minutes dated May 6, 2013.

Motion carried.

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

- Announced his two-year term as College Council chair began on July 1st.
- Vice Chair Alonso was unable to attend the meeting due to illness.
- He and Vice Chair Alonso have been meeting with President Jaime on a regular basis to discuss issues related to the College Council, including ideas to empower the College Council.
- Stated some of the things he has been doing to get the College Council up and running:
  - Set timelines for the Chair, Vice Chair, and recording secretary.
  - Emailed chairs of the College Council subcommittees to confirm their chair status and to remind them that they are responsible for giving subcommittee reports at each College Council meeting.
  - Verified those responsible for giving all the area updates.

Measure J and L Report
VP Lau was not present.

Budget Update/Financial
VP Lau was not present.

ASG President Update
Student Representative Ibarra reported as follows:

- ASG currently accepting applications for new senators; application deadline is Friday, August 30th.
- ASG had Information Booth set up the first and second day of classes, directing students.

Chair Gilison asked if there was a pattern of questions mostly asked by students. He stated knowing the common issues and concerns students have in the beginning of the semester would help in dealing with the issues the following semester.

Student Representative Romero stated students were asking if they could apply for the junior senator positions without being a freshman.

Student Representative Diana Ibarra stated students were lost and asking for directions.

Dean Gregory mentioned the new Ellucian App available to students, which includes a campus map.

President's Update

Dr. Jaime reported as follows:

- IVC submitted a proposal to the Community College League of California (CCLC) to provide a workshop at the League's Annual Convention in November.
  - The proposal was approved and has been selected as a session entitled, "Imperial Valley College Achieves Collective Fiscal Vision."
  - We are working with FCMAT on this presentation.
- News regarding the Foundation:
  - Follett Bookstore donated $6,000 for book scholarships this fall.
  - Chips and Salsa donated $1,500 for book scholarships this fall.
  - Student Ambassador Program is funded by Western Mesquite Gold Mines; the business donated $5,000.
  - IVC Golf Tournament is Saturday, September 28th, at the Del Rio Country Club.
- Announced new staff members in the Student Services area:
  - Emily Bill – Mental Health Counselor
  - Veronica Soto – Transfer, Articulation and University Partnerships Coordinator
  - Jose Carrillo – Director of Institutional Research
- Announced full-time faculty hired in the Academic Services area:
  - Alison Brock – Business/Office Technologies
  - Dr. Alto Benedicto – Science, Math & Engineering, primarily in the chemistry area.
  - Terry Sullivan – Nursing
  - Roberta Webster – Nursing
- Announced temporary full-time faculty hired for the fall semester only:
  - Kathy Rodriguez – Administration of Justice
  - Amy Loper, English
  - Andrew Robinson – Exercise Science
  - Lillian Finnell – Psychology
  - Gary Rodgers – Sociology
  - Jim Pendley – Science
- IV Press article commented the start of the fall semester began with very little issues.
  - Student interviews were positive with students talking about how they were able to get all their classes.
  - President Jaime thanked staff for working hard to meet those student needs.
- Reported FTES for fall semester at 3069/70; however, true picture will be at census.
  - Clarified that the 3069/70 FTES does not include non-credit; however it does include an estimate of positive attendance.
- Welcomed back all returning staff.

<u>SUB-COMMITTEE REPORTS</u>

Competitive Athletics Committee

- Member Lopez stated he would be reporting to the College Council on behalf of Jim Mecate due to a teaching conflict in Coach Mecate's schedule.
- Member Lopez stated the committee met last Tuesday and introduced the women's new basketball coach, Donnye Ross.

Environmental Health & Safety Committee

- Chair Gilison stated Director Tim Nakamura would be reporting to the College Council. He stated he would be meeting with Director Nakamura this Friday to discuss committee issues.

Facilities and Environmental Improvement Committee

- Member Enz stated the committee had not met; and is in the process of reformulating the committee.

Marketing Committee

PRO Consultant Bill Gay reported as follows:

- The committee would be meeting in two weeks.
- Ad hoc committee met over the summer to discuss advertising for the fall.
- Fall registration campaigns included advertisement throughout the Imperial Valley Mall, including the bus shelters. Funding for this campaign had been provided by CTE.

Member Silva expressed a job well done in the advertising; he stated the posters were displayed throughout the mall.

PRO Gay thanked Mike Nicholas, Publications Design Coordinator, for designing the posters.

Student Affairs Committee

Member Lopez reported as follows:

- The committee had not met.
- The committee would be meeting the first Monday of every month.
- The first meeting would be held on October 7th.
- In the meantime, the committee is checking membership schedules, as the committee had a problem meeting quorum in the past due to class schedules.

OTHER COMMITTEE REPORTS

Academic Senate

Chair Gilison reported as follows:

- The Senate had not met.
- The first Senate meeting of the fall semester is scheduled for Wednesday, September 4th.
- The agenda would be finalized and made public this week.

Budget and Fiscal Planning Committee

VP Lau was not present.

Dean Gregory stated a Special Board of Trustees meeting would be held on September 12th to approve the budget. He stated the budget would be soft due to lack of finalization on contract negotiations. He stated the Budget and Fiscal Planning Committee would be meeting on Wednesday, August 28th.

Technology Planning Committee

Member Enz reported as follows:

- The committee had not met this semester, but would be meeting soon.
- Discussions would continue regarding campus technology.
- The committee would be working with the Student Technology Advisory Committee (STAC).

Accreditation/CART Committee

VP Berry stated accreditation would be discussed in detail under Discussion and Information Items. She briefly reported as follows:

- Announced Brian McNeece and Tina Aguirre as the co-chairs of the CART Committee.
- Report due to the ACCJC on March 15, 2014.

- Reiterated that IVC is on accreditation warning status.
- IVC received second letter from the ACCJC regarding the financial status at IVC.

Staffing Committee
Dean Gregory reported as follows:

- The committee would be meeting the third Monday of every month.
- The first meeting would be held on September 16th.
- The Board of Trustees recently approved the new Equal Employment Opportunity (EEO) Plan which would result in changes.
- IT is helping with dashboard reporting including employee demographics.
- HR is working on electronic on-line applications instead of paper;
- Director Carrillo would be assisting with analytics regarding staffing and productivity, including benchmarks.

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

Chair Gilison presented as follows:

- Highlighted the Standing Rules of the College Council, specifically the purpose, function, general concept and philosophy:
  - Main philosophy is shared governance. Membership consists of representatives from every single area on campus: faculty, students, classified, CMCA, and administration.
  - The College Council is the final recommending body on non-academic matters that go to the President and Board of Trustees.
  - One of the purposes of the College Council is to deliberate on and recommend to the President all action items referred by the the College Council subcommittees.
  - Stated the College Council has the authority to make recommendations, suggestions and bring things to the President's attention when it feels it is necessary to do so.
  - Topics not within the College Council purview include personnel issues, student discipline and union issues.
- Stated the Standing Rules would need to be revised this semester. He asked that the members review the Rules for future discussion and action.

Lengthy discussion followed regarding subcommittee action items that are presented to the College Council.

2. Subcommittee reporting – Daniel Gilison

Chair Gilison presented as follows:

- Highlighted the College Council subcommittees and chairs of each committee.
- Stated the committee chairs would be responsible for giving reports at each College Council meeting.
- Would be sending an email to the subcommittee chairs asking that any action items they carry out be presented to the College Council; that they submit their minutes to the College Council; that they submit their meeting schedules to the College Council; and that they submit their current membership to the College Council.

President Jaime stated faculty has been requested to submit committee assignments as a contractual obligation. He stated a similar request would be sent to the rest of the staff shortly.

3. Accreditation – Daniel Gilison/Kathy Berry

Chair Gilison restated the accreditation warning status. He encouraged members of the College Council to help out however they can in preparing the report due to the ACCJC on March 15, 2014.

VP Berry presented as follows:

- Restated that on July 8th, IVC received a letter from the ACCJC, placing the college on warning status.
- Highlighted the three recommendations given by the ACCJC:
  - Recommendation 1 – Planning
  - Recommendation 7 – Student Learning Outcomes
  - Recommendation 8 – Financial Health
- Stated a second letter was received from the ACCJC on August 8th. She explained that every college under the ACCJC is required to complete an annual financial report. The ACCJC reviews the report and makes recommendations based strictly on this financial report. There are three levels assigned to the financial report:
  - Category N means normal – not subject to any additional monitoring.
  - Category M means moderate risk – will be more closely monitored in subsequent reporting years to assess whether the financial conditions improve or deteriorate within the college.
  - Category R means referred – undergoes a more comprehensive analysis of their financial condition by ACCJC financial reviewers. These are additional reviewers they bring in to review the financial information – they may request information, they may not, and they make a finding to the ACCJC.
  - The ACCJC acted to put IVC under Category R, which means that they will be seeing a more in depth analysis by the financial reviewers, the financial reviewers will analyze the college, related documents and reports that have been submitted to the commission.
  - The reasons for the R rating include the following:
    - Low contribution toward the OPED liability
    - Significant decline in cash balance
    - Excessive decline in enrollment
    - Significant leadership changes
    - The FCMAT report
- Stated the college is required to complete a follow-up report by March 15, 2014. She stated the report would have to be completed before we leave for winter break. This is due to the long winter break and faculty not returning to IVC until January 21st per contract. The document would then go through the participatory governance process in February:
  - Approved by the CART Committee
  - Sent to the College Council and Academic Senate
  - Sent to the Executive Council
  - Final certification by the Board of Trustees
  - Published and copies submitted to the ACCJC by March 10th.
- Stated that the College Council subcommittees must follow the planning process and report out through the College Council.

Dean McNeece expressed the urgent need to maintain our planning objectives. He recommended that two people from CART, START, EMPC, executive council and curriculum, look at the strategic plan, review the recommendations, and begin to link the various goals. He appealed to President Jaime to make that a priority.

- VP Berry informed everyone regarding the accreditation status of San Francisco City College, including the recent complaint filed with the federal government by the American Federation of Teachers against the ACCJC. The federal government stated the commission needed to be clearer, and not so vague in defining recommendations.
- VP Berry restated that evidence is crucial and that the Commission would be looking for this evidence in the form of committee minutes. She stated minutes must detail the outcome and action taken at each meeting. She commented that all committee minutes should be identical to those of the College Council.

4. Strategic Planning On-Line (SPOL) – Kathy Berry

VP Berry presented as follows:

- Defined SPOL as strategic planning online. The system was purchased with ATLAS money; after the first year, the district will pick up the maintenance costs.
- Highlighted the system's capabilities:
  - Manages student learning outcomes
  - Creates 3-year budget projections
  - Program review data will be built into the system
  - Ability to link all the data needed to create self-study for accreditation purposes.
- A team of individuals selected by President Jaime are currently going through training which will end in October.
- Campus-wide training will begin in October for full implementation in the spring.

VP Lau stressed the importance of entering accurate data into the system. He stated without accurate data, the system would be of no value.

5. Community Visioning – Bill Gay

PRO Consultant Bill Gay presented as follows:

- This year would begin the strategic planning process for the 2014-2015 Strategic Plan.
- Visioning process entails going out to the 11 communities we serve, talking and listening to every one of the constituencies regarding their expectations of IVC.
- The data collected is brought back to the campus and put through the various shared governance groups, and becomes the element of the strategic plan.
- Seeking volunteers for the community focus groups which will include 3 staff members: facilitator, flip chart notetaker, as well as a computer notetaker. If needed, training would be provided.
- Passed out the Visioning 2013 Schedule. The cities, dates, and times are firm; however the specific locations are tentative.

Community	Date
El Centro	09/2413
Calipatria	09/2613
Imperial	10/01/13
Brawley	10/03/13
Holtville	10/08/13
Calexico	10/10/13
Seeley	10/15/13
Westmorland	10/17/13
Niland	10/22/13
San Pasqual	10/24/13
Heber	11/05/13

- Discussion at the community visioning meetings would include open-ended questions designed to gather perceptions, needs and various ideas and attitudes of the community.
- Will be kicking off visioning process with a community needs survey to all businesses in the Valley through the Chambers of Commerce.
- A general public and student survey has also been prepared and will be going out through various databases.
- The Community Visioning meetings would be advertised through the traditional media, social media, as well as flyers placed at post offices.

Dean McNeece suggested going live on the radio.

Bill Gay stated he would look into that option with KXO Radio.

ACTION ITEMS
None.

ADJOURNMENT
Chair Gilison adjourned the meeting at 4:04 p.m.