AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 24, 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 MARCH 10, 2014

AREA REPORTS/UPDATES
College Council Report – 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 (Attachment A) – 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. ACCJC Special Report Presentation – Kathy Berry
3. Sharepoint Presentation – Jeff Enz
4. Technology – Equipment Replacement – Jeff Enz
5. Phone number for calling security – Jeff Enz

ACTION ITEMS
1. College Council bylaws update (Attachment B) – Daniel Gilison

ADJOURNMENT

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

2014	
April 14 & 28	May 12

MINUTES

UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

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

Chair Gilison called the meeting to order at 2:38 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: John Lau, Marion Boenheim

MEMBERSHIP CHANGES
There were no membership changes.

PUBLIC COMMENT
There was no public comment.

APPROVAL OF MINUTES DATED FEBRUARY 3, 2014
M/S/C Lopez/Chronister to approve the minutes dated February 24, 2014.

Motion carried.

AREA REPORTS/UPDATES
College Council Report (Attachments A & B) – Daniel Gilison
Chair Gilison reported as follows:

- He referred to the attached minutes from the Technology Planning and Facilities and Environmental Improvement Committees. He clarified that currently the subcommittees are not required to submit minutes for inclusion in the agenda; however, this process may change in the future. He would be discussing the proposed changes with Dr. Jaime upon his return.

Measure J and L Report – John Lau
VP Lau reported as follows:

- The sale of bonds would depend on whether property values increase.
- Renovation of the 200, 300 and 800 buildings would be similar to the 400 building.
- Announced the ribbon-cutting ceremony for the new CTE buildings will be held on May 1st; the campus community is invited.

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

- Program Reviews should be completed by now.
- The next step is to have Program Reviews reviewed by the Resource Committees.
- He would be contacting the chairs of the Resource Committees to go over the review process.

Budget Update/Financial – John Lau
VP Lau reported as follows:

- Budget instructions were provided to the campus community.
- He reemphasized the importance of the Special Report requested by the ACCJC. The report must demonstrate the college has achieved the following: 1) A balanced budget; 2) Strategy for funding reserves; and 3) Strategy for funding OPEB.

Member Dorantes expressed her concerns regarding the inaccuracies contained in the ACCJC letter, and the steps taken to address those issues.

VP Lau explained the conclusions in the Financial Reviewer Panel Report resulted from dated documents and assured they would be addressed in the Special Report, which is due on April 15th.

ASG President Update – Ricardo Ibarra
ASG Representative Ricardo Ibarra reported as follows:

- ASG participating in the Helping Hands activity on Saturday, March 15th.
- ASG accepting applications for ASG president and senators; the application deadlines are Thursday, March 13th for president, and Friday, March 21st, for senators.

President's Update – Victor Jaime
President Jaime was not present at the meeting; no report was provided.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Jim Mecate
Eric Lehtonen was not present at the meeting; no report was provided.

Environmental Health & Safety Committee – Tim Nakamura
Director Nakamura was not present at the meeting; no report was provided.

Facilities and Environmental Improvement Committee – Jeff Enz
Chair Gilison stated Jeff Enz had notified him he would not be present at today's meeting; no report was provided.

Public Relations & Marketing Committee – Mike Nicholas
Mike Nicholas was not present at the meeting; Vice Chair Alonso stated the committee had not met since the last report provided to the College Council.

Student Affairs Committee – Sergio Lopez
Member Lopez reported as follows:

- The committee has been working on discipline issues.
- The next meeting is scheduled for April 7th; scholarships and graduation will be discussed.

Campus Hour and Professional Development Committee – Tina Aguirre
Member Aguirre stated the committee had not met since the last report provided to the College Council.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison
Chair Gilison reported as follows:

- The Senate had no action at its last meeting.
- Discussion items included the faculty coordinator job description, and whether or not the coordinators should become chairs based on their job duties; and the Accreditation Special Report due on April 15th. A PowerPoint presentation was made by VP Berry relating to the Special Report.

Chair Gilison stated he would ask VP Berry to present the same PowerPoint to the College Council at its next meeting.

Discussion ensued regarding the history and duties of the faculty coordinator position versus those of the department chairs.

Budget and Fiscal Planning Committee – Martha Garcia
Member Garcia reported as follows:

- At its last meeting, VP Berry presented a PowerPoint relating to the Accreditation Special Report due on April 15th.
- The committee also discussed the key dates for the budget development process; the next major date is March 28th. Member Garcia stated the key dates are depicted on the Planning Calendar and that those dates would be communicated to the College Council.

Inquiry was made as to the location of the Planning Calendar on the IVC website.

Member Garcia stated the final Planning Calendar had been forwarded to the Business and Academic Services offices for further handling.

Technology Planning Committee – Jeff Enz
Jeff Enz was not present at the meeting; no report was provided.

Accreditation/CART Committee – Kathy Berry
VP Berry was not present at the meeting; Dean Aguirre reported as follows:

- The Follow-Up Report had been mailed and subsequently received by the ACCJC.
- A two-person team from the ACCJC would conduct a site visit on April 14th.
- The team would not be providing an exit report to the campus community.
- The team would be provided with a copy of the Special Report on the day of the visit.
- The team would be evaluating three areas: planning, student learning outcomes, and finance.
- The team had not identified who it would be interviewing; interviews would likely take place in the English Department Conference Room or the Economic & Workforce Development Conference Room.
- Restated the Special Report is due on April 15th.

Staffing Committee – Marion Boenheim
Consultant Boenheim reported as follows:

- The next committee meeting is scheduled on Wednesday.
- Discussion topic would include the hiring categories matrix.
- The timeframe for reclassifications is over.
- The VESIP deadline is April 4th.
- The draft Board Policies relating to Chapter 7, Human Resources, will be presented to the College Council within the next month.
- The committee would be reviewing the hiring philosophy.
- The college is currently recruiting for the Dean of Human Resources and VP of Academic Services.

START Committee – Martha Garcia
Member Garcia reported as follows:

- The START committee continues to meet every two weeks; ongoing review of action plans.
- A FCMAT update would be presented at the Board Retreat scheduled on Saturday, March 15th.
- As requested by Chair Gilison, she would present some of the START Committee action plans at the next College Council meeting.

<u>DISCUSSION AND INFORMATION ITEMS</u>

1. Subcommittee Update – Daniel Gilison
Chair Gilison presented the following information:

- Reported the committees have been meeting, reporting and bringing action items to the College Council; however, some of the websites still need to be updated. For this reason, he sent an email to the subcommittee chairs, including Dr. Jaime, outlining the issues and requesting that the websites be updated before the next College Council meeting. He emphasized the websites must be updated before the ACCJC site visit on April 14th.

2. Ad-hoc committee to change College Council Bylaws update – Daniel Gilison
Chair Gilison presented the following information:

- The ad-hoc committee met on Thursday, March 6th; however, not all committee members were present.

- The members present discussed the bylaws and had some controversy regarding the the proposed changes. Chair Gilison stated the matter would be discussed with President Jaime, and the committee would meet again thereafter.

ACTION ITEMS
None.

ADJOURNMENT
Chair Gilison announced the next regular meeting is scheduled on March 24th and adjourned the meeting at 3:27 p.m.

OTHER COMMITTEE REPORTS

UNADOPTED MINUTES
Technology Planning Committee

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

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

Omar Ramos – consultant

Recording Secretary: Angie Gallo

I. VISITOR COMMENTS

a. Welcome and Sharing

Van Decker announced that he is excited about the new equipment that has been installed in the Music Room. Jeff Enz explained that the Music Room equipment is being replaced using ATLAS Funds.

Dixie Krimm reported that the Meta Update for CuricUNET has arrived; the challenge is scheduling training that works with everyone's schedule. Training should take place no later than December. CurricUNET allows more flexibility and functionality in making changes to reports.

II. APPROVAL OF MINUTES

a. Approval of the February 13, 2014 Committee Minutes
M/S/C Finnell/Krimm to approve the February 13, 2014 minutes.
Correction to minutes: Photoshop - Lab should be #803 (not #802).

III. ACTION ITEMS

a. TPC Standing Rules (revised)
Jeff Enz explained the purpose for revising the TPC Standing Rules, and specified the following changes:
- To standardize the standing rules of TPC;

- Removed dates and location of meetings to be available on the web as a different document;
- Removed individual representative names from membership list;
- Change to membership to be consistent with other committees; dropped from three representatives to two per group;
- Distribution of Agenda was changed from a 72 hour notice to a 24 hour notice;
- Quorum change from six to five.

Jeff Enz informed the group that discussion took place in College Council about campus committees not being able to conduct their meeting due to lack of quorum, therefore reducing requirements for quorum would help facilitate meetings.

M/S/C Gaylla Finnell/Jeff Cantwell motioned to approve.

b. Classroom AV – Doc camera replacement

Jeff Enz explained over the last six months a number of power supplies in the 2700 building have failed. Replacing the power supplies has not been an issue. However, replacing the document camera that recently failed could become an issue in the future if more continue to fail. The cost to replace the Wolfvision Celling Camera, as currently installed in the 2700 Building classrooms, is $2,848.86 per camera. Since these cameras were purchased with construction funds, a determination will need to be made whether to replace the document camera with the existing model or find a table top model that is less expensive.

Jeff showed the group two quotes for table top document cameras that range from $500.00 - $600.00. New table top document cameras models are more portable and smaller in size.

Example:
- ELMO
- Ladibug (Flex Arm)

Gaylla Finnell informed the group that she took the issue to the last Academic Senate Meeting. The response was for the District to look at alternatives as replacement needs come up. She indicated the only recommendation was regarding the labs in the 2700 Buildings and their request to maintain the existing ceiling models due to academic need and safety concerns. The argument made was concerns with using chemicals that could spill and damage table top models.

Replacements are not currently budgeted and will need to go to Executive Council for budget approval and allocation. Replacement plan should be a 2- part plan: short term and long term.

The committee made a motion to recommend the following:

As document cameras begin to fail, the Technology Planning Committee will use the following criteria for replacement of AV document cameras:

- Cost, functionality & academic need.

M/S/C Dixie Krimm/Van Decker to approve the recommendation.

TPC will be send the recommendation forward; options to be sent through participatory governance. Motions made contingent on 2nd review; Academic Senate & College Council, and Instructional Council.

IV. DISCUSSION ITEMS

a. SharePoint Demo
Jeff Enz provided a demo of SharePoint. Test sites will be set up for CART, Curriculum, and DE.

V. ADJOURNMENT

Meeting adjourned at 1:30 p.m.

ACTION 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
College Council Revision Approval November 18, 2013

MEETINGS

Meetings are held on the last 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 Consultation Council and distributed to the Council members 72 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 election shall take place in odd-numbered years on the last regular meeting of that year. The term shall commence July 1st of that calendar year.

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. If the Chair is unable to complete his or her term, then the Vice Chair will assume the duties of the Chair, and a new Vice Chair shall be elected for the remainder of the two-year term.

4. 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.

5. 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 that faculty, classified staff, students, administrators, and classified managers/confidential staff have 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 AB1725.

PURPOSE

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.

- To ensure that faculty, staff, students, and administrators have 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 appointed by the Academic Senate, with one of them being the Academic Senate President or designee.

    - Three classified members appointed by CSEA, with one of them being the CSEA President or designee.

- Three members of the Classified Managers/Classified Confidentials appointed by CMCA.

- Three students appointed by the Associated Student Government, with one of them being the ASG President or designee.

- Three administrators appointed by the Administrative Council.

- The College President/Superintendent 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 College Council may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.

AGENDA COMMITTEE

The agenda for all general, regular, and special meetings shall be prepared by the College Council Agenda Committee.

1. The Chair and Vice Chair of the College Council will represent their respective areas on the Agenda Committee. If the Chair and Vice Chair are from the same area, they will both attend, but only one will be designated as the representative from that area.

2. The President/Superintendent will be the administrative representative.

3. All members of the Agenda Committee must be current members of the College Council.

4. The committee will consist of the following members:

   1. The Academic Senate President or designee.
   2. The CSEA President or designee.
   3. The ASG President or designee.
   4. One member from CMCA.
   5. The President/Superintendent of the college.
   6. The recording secretary.

5. The Chair of the College Council will have final say in the order and inclusion of agenda items at the end of the meeting.

6. The Agenda Committee will meet the week before the College Council meeting at a time amenable to the members of the Agenda Committee.

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.