

**Unadopted Minutes  
Integrated Consultation Council Organizational Meeting**

Friday, September 10, 2021  
11:00 a.m. Via Zoom

**Committee Purpose:** The purpose of ICC is to service as the College District's participatory planning and decision-making body by providing recommendations directly to the Superintendent/President based on input from all constituent groups in four areas: (1) strategic planning; (2) policy, procedure review and recommendation; (3) problem management, and (4) campus communication. ICC communicates those recommendations to all constituents' groups. All College District constituencies, as established by **Board Policy No. 2510 Participation in Local Decision-Making** will be represented on the ICC and shall have a voice in identifying, reviewing, and addressing College District's needs and priorities.

BoardDocs: <http://go.boarddocs.com/ca/caiccd/Board.nsf/goto?open&id=C6NNHZ5E57C9>

<b>Tri-Chairs</b>		
Superintendent/President (Non-voting Member)	P	Dr. Lennor Johnson
Academic Senate President	P	Ric Epps
CSEA Member	P	Frances Arce-Gomez & Matthew Thale
<b>Voting Members</b>		
Administrators (3)	P	Jeff Enz (TPC)
	P	James Dalske (EH&SC)
	P	Yolanda Catano (Administrator)
Faculty (3)	P	Jia Sun (Academic Senate Co-Chair)
Classified (3)		
Confidential (1)		
Associate Student Government Student (3)		
<b>Alternates</b>		
Administrator Rep. Alternate (2)	P	Clint Dougherty Dave Drury
Academic Senate Alternate (2)		
Classified Alternate (2)		
Classified Confidential (1)		
Associated Student Government Alternate (2)		
<b>Resource Members (non-voting)</b>		
Vice President Academic Services	P	Dr. Christina Tafoya
Vice President Administrative Services	P	Cesar Vega
Interim VP Student Services & Equity	P	Henry Covarrubias
Director of Institutional Research	P	Jose Carrillo
Curriculum Co-Chair		Steven Cauchon

#### **A. Call to Order**

##### **Procedural: 1. Call to Order**

Interim Superintendent/President Dr. Lennor Johnson called the meeting to order at 11:00 a.m. This is the first unofficial organizational meeting of Integrated Consultation Council.

Guest's Present: Elizabeth Espinoza, Melody Chronister, Stacey Browning, Maria Lockas, Oliver Zambrano, Rick Webster, Frances Arce-Gomez, Matthew Thale, , Josue Verduzco, Genaro Ayala, Consultant Diane White

#### **B. Presentation**

##### **Presentation: 1.1. Mission, Vision & Values Presentation by Yolanda Catano, Interim Associate Dean of Institutional Effectiveness, Equity and Student Success**

Consultant Diane White provided a presentation on the Mission, Vision and Values Planning Cornerstones:

- Mission – IVC Statement of Purpose
- Vision - IVC's Future State
- Values - What the college stands for (e.g., principles, standards, more); Way in which it intends to conduct its activities.
- Integrated Functions:
  - Mission, Vision, Values (Big picture, purpose and destination)
  - Comprehensive Master Plan (Guides the direction of the Districts energies and resources, outlines the long-term course for addressing educational needs)
  - Institutional Support Plans (Technology, enrollment management, guides the implementation of the key plans goals and objectives)
- ICC is responsible for:
  - The general oversight, informing how the process is carried out to completion, and how the process connects with or impacts other processes, and

how it is measured.

- Leadership Groups: Working Group responsible for:
  - Producing work products associated with the project, such as draft statements for vetting, communication regarding activities, milestones, outcomes.
- Reviewed Process and timeline
  - Currently in launch phase: build teams, roles and responsibility, define terms and communication plan.
  - Next phase is the investigation phase, which will begin in October 2021: review existing Mission, Vision, Values statements, analyze MVV survey results, and identify themes.
  - Last time mission statement was changed was in 2004. In 2015, the Mission, Vision and Values Statement was revisited through SEMPC but was not adopted.

### C. Information and Discussion

#### Discussion, Information: 1.1 Charge and Composition of Integrated Consultation Council

Yolanda Catano, Interim Associate Dean of Institutional Effectiveness, Equity and Student Success provided a presentation on the Integrated Consultation Council Participatory Governance Structure, ICC Charge and Committee Schedule, and Institutional Schedule.

- Participatory Governance Structure:
  - New Committees: Institutional Effectiveness and Development Committee and Program Review Committee.
- ICC Charge:
  - Reviewed ICC Membership composition based on the ICC Charge.
  - Discussion ensued regarding Classified and Confidential staff representation in ICC. CHRO Dougherty stated that Ed Code states in the absence of a Classified Senate that the classified union makes selection of classified staff.
  - Academic Senate appoints teaching, non-teaching and PT Teaching faculty.
  - Dr. Johnson added that the Board Policy 2510 would be updated to reflect the change in participatory governance.
  - Dr. Johnson explained that as the standing committee chairs meet, they would designate a co-chair to represent the committee at ICC; asked chairs to submit those names by October 1, 2021.
  - Recommendation by Frances-Arce Gomez - would like to see classified managers (directors and managers be represented).
  - Recommendation by Matthew Thale - in the absence of a Classified Senate that the role falls to the union.

Follow-up Items:	Assigned to:	Action:
Update BP/AP 2510 Participation in Local Decision Making	President's Office	Future Meeting
Standing Committees to Designate co-chair to serve on ICC	Standing Committee Chairs	10/01/21

#### Discussion, Information: 2. Integrated Consultation Council Draft Bylaws

- Yolanda Catano provided an overview of the proposed bylaws:
  - Purpose
  - Functions
  - Membership
  - Terms (two-year term)
  - Meetings (2<sup>nd</sup> Friday of every month at 9:30 – 11:00 a.m.)
  - Rules (Consensus by majority vote)

Follow-up Items:	Assigned to:	Action:
Bring Back Bylaws for Action	Yolanda Catano	10/08/21

#### Discussion, Information: 3. Participatory Governance Schedule

Yolanda Catano provided an overview of the proposed Committee Schedule for spring 2022.

- Dates will be included in the master planning calendar.
- Strategically scheduled so committees do not overlap.
- Includes slots for department meetings.

Things to consider for all standing committees:

- Review bylaws every two years.
- Agenda and minutes will be drafted in BoardDocs.
- Committee evaluation forms will be provided to Institutional Effectiveness & Development Committee.
- A governance survey will be distributed on an annual basis.

#### Discussion, Information: 4. 2021-22 Adopted Budget Presentation by Clint Dougherty, Acting Vice President for Administrative Services, and Stacey Browning, Director of Fiscal Services.

Stacey Browning, Director of Fiscal Services provided an overview of the 2021-22 Adopted Budget to the group:

- Estimated total revenue: \$58.6 million
- Ending Fund Balance: \$14,757,125 (24.2%)
- State Budget Highlights
  - Increase of COLA 5.07%;
  - \$100 million for full time faculty hiring. The District opted to hire new faculty and increase our Faculty Obligation Number (FON). District will receive \$656,071.00.
  - \$511 million in Deferred Maintenance funding. The District will receive an allocation of \$3,119,160.00.
  - District has been allocated \$19,265,326 for the student portion and \$30,367,637 for the institutional portion of HEERF I, II & III funding.

- Budget Assumptions included:
  - 1.03% Revenue Deficit for shortfalls in the SCFF, property tax revenues and student fees.
  - Extension of COVID-19 Emergency Conditions Full Time Equivalent Student (FTES Apportionment through 2021-22)
  - CalPERS and CALSTRS pension increases.
  - Current balance in Pension Trust \$3.8 million.
  - Current balance in OPEB Trust as of 6/30/21 is \$3.2 million.
- Full-Time Equivalent Students (FTES)
  - Chart shows FTES decline which is trending downwards, currently being funded with the hold harmless promise by State, which will go away in the near future.
  - Potential loss of revenue estimated at \$5 Million if enrollment does not increase.
  - Dr. Johnson commented the District has done an incredible job in keeping the district financially stable, but if enrollment does not increase, we are looking at a revenue loss.

<b>Summary of Meeting Notes:</b>
<ol style="list-style-type: none"><li>1. Presentation Vision, Mission and Value Planning by Consultant Diane White</li><li>2. Presentation on new participatory governance structure, ICC Charge, Committee Schedule and Institutional Schedule.</li><li>3. Reviewed draft Integrated Consultation Council Bylaws bring back for action.</li><li>4. AP/BP 2510 to be revised and brought back for action.</li><li>4. Overview of 2021-22 Adopted Budget Presentation.</li></ol>

**D. Adjournment**

Information: 1. Next Meeting - Friday, October 8, 2021 11:00 a.m.

**Procedural: 2. Adjournment**