



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 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 Montaña, Student Representative
- √ Diana Ibarra, Student Representative
- Robert Romero, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Marion Boenheim, Tim Nakamura, Eric Lehtonen

MEMBERSHIP CHANGES

Vice Chair Alonso announced Classified Representative Steve Cook would be replaced by Alternate Erika Aguilar and that a new alternate would be assigned.

Student Representative Diana Ibarra announced Emily Blancarte would be replacing Robert Romero, as the new Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MARCH 10, 2014

M/S/C Chronister/Garcia to approve the minutes dated March 10, 2014.

Motion carried.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

Chair Gilison reported as follows:

- He and Vice Chair Alonso met with Kathy Berry, Acting President, to discuss agenda items for the College Council, including the action item on today's agenda.

Measure J and L Report – John Lau

Chair Gilison stated VP Lau would not be attending today's meeting; he reported on VP Lau's behalf as follows:

- TRANS for \$4.7 million was taken.
- Sold \$16.5 million in bonds to refinance the BAN that was due; payback rate was at 2.2%.
- Ribbon-cutting ceremony for new CTE buildings will be held on May 1st; all are invited.

Program Review Update – Ted Ceasar

Dean Ceasar reported as follows:

- There are still programs in the process of completing Program Reviews.
- Program Reviews will be going to Resource Committees to start prioritizing.

Budget Update/Financial – John Lau

Chair Gilison stated VP Lau would not be attending today's meeting; however he reported on his behalf as follows:

- Budget instructions have been emailed to staff.
- Budget due date is March 28th.

ASG President Update – Ricardo Ibarra

ASG Representative Ricardo Ibarra reported as follows:

- Women's history month Celebration was held on Thursday, March 20th; guest speaker was Trustee Juanita Salas.
- Cesar Chavez celebration scheduled on Thursday, March 27th; the campus community is invited.

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 reported as follows:

- The committee met on March 12th.
- Discussion focused on creating a priority list for capital expenditures; the list included 12 items ranging from \$3,000 to \$800,000. The items were rated in terms of priority and submitted to Chair Mecate, the results of which are still pending.

- He stated high on the list of expenditures was a new part needed for the ice machine, the cost of which is \$4,000. He stated the ice machine benefits all sports programs, as it is used to provide ice for injuries sustained by athletes.
- The next meeting is scheduled on April 9th; he would be unable to attend that meeting and is looking for a substitute.

Dean Lopez commented the part for the ice machine had been purchased.

Environmental Health & Safety Committee – Tim Nakamura

Director Nakamura reported as follows:

- The committee would be meeting tomorrow in the Arts/Letters Conference Room in Building 2700. He would be sending a reminder email today with details regarding the meeting.

Facilities and Environmental Improvement Committee – Jeff Enz

Director Enz reported as follows:

- The committee would be meeting on Friday.
- Discussion would be focused on the art and other facility enhancements which includes beautifying the campus using student art.
- Future discussion topics would include parking needs; naming rights for buildings/benches.

Discussion ensued regarding some of the proposed art projects for the art gallery, the 1600, 1700 and 2700 buildings.

Public Relations & Marketing Committee – Mike Nicholas

Mike Nicholas was not present at the meeting; Vice Chair Alonso stated the committee would be meeting on Thursday.

Student Affairs Committee – Sergio Lopez

Dean Lopez reported as follows:

- The next committee meeting is scheduled for the first week in April.

Campus Hour and Professional Development Committee – Tina Aguirre

Dean Aguirre reported as follows:

- The committee met last week.
- The Professional Development Plan is close to being finalized; the committee would be voting on it at its next meeting in April.
- A student survey has been created regarding student needs; the survey will be reviewed by the committee members for input.
- Discussed the implementation of a new service ticket process for entering calendar events and requests for facilities. The purpose would be to centralize all ticket requests relating to the calendar or use of facilities.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

Chair Gilison reported as follows:

- The Academic Senate had two action items at its last meeting, both of which were second readings for 1) The job description for faculty coordinator positions; and 2) faculty service obligations dealing with faculty serving on committees. Both resolutions were approved and forwarded to the union for negotiations.

Budget and Fiscal Planning Committee – Martha Garcia

Member Garcia reported as follows:

- The committee has not met since the last report.
- The Budget and Planning Calendar has been uploaded onto the IVC website under the Budget and Fiscal Planning section.

Technology Planning Committee – Jeff Enz

Jeff Enz reported as follows:

- At its last meeting the committee discussed the recent failure of an overhead projector in the 2700 building and the costs associated with replacing it and other overhead projectors as they begin to fail.
- The cost to replace the overhead document cameras is approximately \$3,000 per camera.
- An option would be to replace the overhead document cameras with tabletop document cameras such as the ELMO, which has a cost of approximately \$600 per camera. It was pointed out that this option would be a problem in the wet and dry labs due to chemical spills which would cause damage to the cameras.
- The committee proposed the following recommendation and would vote on it at its next meeting:
 - As document cameras begin to fail, the Technology Planning Committee will use the following criteria for replacement of AV document cameras: cost, functionality and academic need.

Accreditation/CART Committee – Kathy Berry

VP Berry was not present at the meeting; Dean Aguirre reported as follows:

- The Accreditation Follow-Up report was mailed and received by the ACCJC.
- The ACCJC team would be here on April 14th to conduct on-site visit with two surveyors.

Staffing Committee – Marion Boenheim

Consultant Boenheim reported as follows:

- The Board Policies relating to Chapter 7 would be presented to the Board of Trustees for review at its next meeting. She submitted a draft copy of said policies to the College Council recording secretary.
- In the process of completing the matrix which defines and categorizes each position, including a special request to hire form.
- The policy for individuals with disabilities and disabled veterans has been drafted as a requirement of the EEO policy.
- Have touched base with CSEA regarding the summer work schedule.
- The Insurance Committee will be meeting on April 1st at noon in the Board Room.
- A letter will be going out to community organizations relating to job recruitment and referrals from the community.
- Would be meeting with Equivalency Committee regarding new forms created by Chair Mary Jo Wainwright.
- The committee welcomes any input from the campus community regarding job recruitment ideas.

Draft copies of the Chapter 7 Board Policies, matrix, and policy for individuals with disabilities and disabled veterans were submitted to the College Council recording secretary.

START Committee – Martha Garcia

Member Garcia reported as follows:

- She provided a report to the Board of Trustees on March 19th, showing the correlation between the ACCJC special report and the FCMAT report, and the progress made to date.
- She clarified that the wording in the presentation was not her personal opinion, but that of the ACCJC and FCMAT.
- Any questions or requests for the PowerPoint presentation should be directed to her attention.

DISCUSSION AND INFORMATION ITEMS

1. Subcommittee Update – Daniel Gilison

Chair Gilison presented the following information:

- He previously emailed subcommittee chairs, including Dr. Jaime, requesting that the websites be updated by today's meeting.
- A follow-up email was sent today to the chairs, providing a status on each of the committee websites, and requesting that they be updated by March 31st.
- Emphasized that websites must be updated by the ACCJC site visit on April 14th.

2. ACCJC Special Report Presentation – Kathy Berry

VP Berry was not present at the meeting; Dean Aguirre presented a PowerPoint entitled ACCJC Special Report due to Financial Review:

- The Special Report is specific to the college's finances;
- The purpose of the Special Report is to provide information and evidence relating to the college's compliance with Accreditation Standards III.D.1, III.D.2, III.D.3, and III.D.4.
- Specifics that must be addressed:
 - High Permanent Fixed Costs: Classified Staff
 - High Permanent Fixed Costs: Enrollment Management
 - High Permanent Fixed Costs: Faculty
 - High Permanent Fixed Costs: Child Development Center Fund
 - High Permanent Fixed Costs: Categorical Programs
 - Declining Revenues: Reserves
 - Declining Revenues: Enrollment (FTES)
- The report is due on April 15th; the day after the on-site follow-up visit.
- The ACCJC will review both the Follow-Up Report and the Special Report collectively, and make a determination at its meeting in June 2014.

3. Sharepoint Presentation – Jeff Enz

Director Enz provided a demonstration of Sharepoint (sharepoint.imperial.edu) and highlighted the main features and the advantages over Dropbox:

- File and data sharing
- Discussion groups
- Publish and share calendars
- Everything is permissions based
- Tighter security controls
- Assignment of tasks – limited to one person per task
- Accessible from any location
- Ability to download app to a cell phone and tablet

Director Enz stated anyone interested in having a Sharepoint page, may request one by submitting a service ticket to IT. Hands-on training would be provided by IT.

4. Technology – Equipment Replacement – Jeff Enz

Director Enz stated this item had been discussed under the Technology Planning Committee report.

5. Phone number for calling security – Jeff Enz

Director Enz presented the following information:

- Announced that campus security can now be reached from any classroom telephone, or campus Shoretel telephone, by dialing 1111.
- Any input and/or issues regarding the new number, may be directed to IT.

Director Nakamura stated that flyers with the new 1111 number would be posted at each telephone site.

ACTION ITEMS

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

M/S/C Alonso/Chronister to approve the updated College Council Standing Rules.

Discussion:

Chair Gilison reminded the Council that the changes to the Standing Rules came about as a result of meetings held amongst him, Vice Chair Alonso, Eric Lehtonen, Michael Heumann, President Jaime, Todd Finnell, Kathy Berry, Ted Ceasar and John Lau for the purpose of improving and empowering the College Council. Thus, an ad-hoc committee was created for this purpose, which consisted of himself, Vice Chair Alonso, Members Chronister and Ibarra.

Chair Gilison highlighted the changes to the Standing Rules, which would be effective next academic year, as follows:

- College Council meetings would be held on the last Monday of the month.
- The membership remained the same with three permanent members from each of the five areas (Faculty, Classified, Classified Managers/Classified Confidentials, Associated Student Government, and Administrators). The difference being with the three groups below:
 - Faculty – one member being the Academic Senate President or designee
 - CSEA – one member being the CSEA President or designee
 - ASG – one member being the ASG President or designee
- The creation of an Agenda Committee, which would consist of the following members:
 - The Academic Senate President or designee
 - The CSEA president or designee
 - The ASG President or designee
 - One member from CMCA
 - The Superintendent/President of the college
 - The recording secretary

Chair Gilison stated the creation of an Agenda Committee ensures that members from all areas bring items and issues that need to be discussed or voted on to the College Council agenda.

Chair Gilison clarified the members on the Agenda Committee must be current members of the College Council.

Consultant Boenheim inquired as to the President's membership status in the College Council.

Chair Gilison clarified the President is an ex officio member and stated the Standing Rules would be corrected to state "All members of the Agenda Committee must be current members or ex officio members of the College Council."

Member Evangelist asked whether the College Council meets during the summer months, as this is not clear in the Standing Rules.

Chair Gilison stated a quorum is eight members with at least one person from each representative group, including students. For this reason the College Council does not meet when school is out of session as it would be difficult to get a student to attend. Chair Gilison stated a meeting schedule for the year is included on the agenda. He made it clear that if necessary, an emergency meeting may be called at any time including those months when school is out of session.

Chair Gilison stated the ad-hoc committee was asked to change the name of the College Council to Shared Consultation Council. The committee decided against this name change due to accreditation issues. He explained that changing the name to something with no connection to the current name could cause difficulties and issues in terms of getting data and information and keeping track of the committee's actions before and after the name change.

Motion carried to approve the updated Standing Rules as corrected.

ADJOURNMENT

Chair Gilison announced the next regular meeting is scheduled on April 14th, with a Special Meeting tentatively scheduled on April 7th.

The meeting adjourned at 3:54 p.m.