



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Monday, September 22, 2014 – 2:30 to 4:00 p.m.
Administration Building Board Room

Chair Gilison commenced the meeting at 2:38 p.m.

MEMBERSHIP

- ✓ Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- ✓ Susan Carreon, Alternate Administrative Representative

- ✓ Dr. Daniel Gilison, Faculty Representative (Chair)
- ✓ Lilia Sandoval Neidiffer, Faculty Representative
- ✓ Aaron Edwards, 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
- Erika Aguilar, Classified Representative
- Silvia Murray, Alternate Classified Representative
- Sandie Noel, Alternate Classified Representative
- Vacant, Alternate Classified Representative

- ✓ Martha P. Garcia, CMCA Representative
- ✓ Todd Evangelist, CMCA Representative
- ✓ Jeff Enz, CMCA Representative
- Liz Cantu, CMCA Representative
- Jeff Enz, CMCA Representative
- ✓ Gloria Hoisington, Alternate CMCA Representative

- ✓ Priscila Ortiz, Student Representative
- Alexis Soto, Student Representative
- Edalaine Joy Tangoan, Student Representative
- Odili Cerecedo, Alternate Student Representative

- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Todd Finnell, Shawn Larry, Tim Nakamura, Brian McNeece, Lisa Seals, Bill Gay, Eric Lehtonen, Monica Rogers, Lorraine Mazeroll, Mary Jo Wainwright

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

1. **August 25, 2014**
2. **September 8, 2014**

M/S/C Tina Aguirre/Melody Chronister to approve the Minutes of August 25, 2014 and September 8, 2014.

Discussion:

The minutes of August 25th were corrected to indicate Member Caroline Bennett was present.

The minutes of September 8th were corrected to indicate Member Jeff Enz was absent.

The Minutes of August 25, 2014 and September 8, 2014 were approved, as corrected.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

- Stated the College Council Agenda Committee has been meeting once per month.
- The Committee is working out well with the participation from all area representatives.
- He thanked those members participating in the Agenda Committee.

Measure J and L Report – John Lau

VP Lau was not present at the meeting; no report was provided.

Program Review Update – Ted Ceasar

- Announced Program Review is due on Wednesday, September 24th.
- Staff working hard to meet Program Review deadline.
- EMPC will be meeting on Friday, September 26th to review Program Reviews.

Dean Aguirre clarified that Program Review is due on Wednesday, September 24th; and that the flat budgets for 2015-16 input into SPOL are due on Friday, September 26th.

Budget Update/Financial – John Lau

VP Lau was not present at the meeting; no report was provided.

ASG President Update – Priscila Ortiz

- Hispanic Heritage event was held on September 11th; refreshments were served and Mariachi Mixteco performed.
- Constitution Day was celebrated on September 11th.
- National Voter Registration Day will take place Tuesday, September 23rd.
- She will be attending the HACU Conference in Colorado, on October 4-6, 2014.

President's Update – Victor Jaime

- Announced the Foundation Annual Golf Tournament will take place on September 27th, at the Del Rio Country Club.
- Announced VP Todd Finnell would be leaving IVC and assuming his duties as County Superintendent of Schools on January 5, 2015. He stated a PowerPoint relating to the reorganization would be presented later in the agenda.
- Announced IVC and CETYS University signed an MOU partnership over the summer; CETYS is the first university in Mexico to receive full WASC accreditation.
- He stated SDICCCA has also expressed interest in forming a partnership with CETYS.
- He would be attending the HACU conference in Denver, Colorado, on October 4th.

- Announced two upcoming Board Retreats:
 - Wednesday, October 1st, 6:00-8:00 p.m. to discuss Recommendation 1 from the ACCJC;
 - Wednesday, October 29th, 6:00-8:00 p.m. to discuss AB 86 and implications it may have.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Eric Lehtonen

- The committee met on September 11th.
- Approved the committee self-evaluation.
- The next committee meeting is scheduled on Tuesday, October 14th.

Environmental Health & Safety Committee – Tim Nakamura

- Announced tentative date for the Great Shakeout Drill on October 16th at 10:16 a.m.
- Announced tentative date for Campus Safety Awareness Day on October 13th, in the College Center.

Facilities and Environmental Improvement Committee – Jeff Enz

- At its last meeting, the committee discussed a number of items:
 - The installation of a whiteboard in a study room in the 2700 building.
 - Sundial Time Capsule outside the 3100/3200 buildings. Project headed by Frank Miranda; project will be funded by the ASG.
 - Construction update including the demolition of the 500 building as well as a strategic campus beautification plan.

Eric Lehtonen asked if the campus beautification project would include planting shade trees.

Brian McNeece stated he had submitted a service ticket requesting picnic tables near the 1300 building. He also informed the College Council about the Art on Campus campaign that has been started by an off campus committee. The committee has presented the idea to the IVC Foundation and the Facilities and Environmental Improvement Committee.

Public Relations & Marketing Committee – Mike Nicholas

Public Relations Consultant Bill Gay reported as follows:

- The committee met on Wednesday, September 17th, to complete the committee self-evaluation.
- The committee is discussing plans to promote winter session, including the return of a printed class schedule.

Student Affairs Committee – Sergio Lopez

- The committee met on September 3rd.
- Discussed standing rules; provided orientation to new members, including expectations and role of its members.
- Announced Jeff Beckley as the new chair of the Disciplinary Appeals Committee. The committee will begin working on revising the student code of conduct.

Campus Hour and Professional Development Committee – Tina Aguirre

- The committee has not met this semester due to a lack of membership and/or conflicts.
- She stated she would be sending an email to all areas asking for membership.

Vice Chair Alonso asked that she be notified if committees were having problems with classified membership.

Chair Gilison asked that he or Michael Heumann also be advised, from the faculty point of view, of any issues relating to membership.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

- The Academic Senate met on September 17th.
- Approved SLO Coordinator job description.
- Approved new revisions to the Campus Hour.
- Approved the Academic Senate and its subcommittees' self-evaluation forms.

Budget and Fiscal Planning Committee – Mike Nicholas

No report was provided.

Technology Planning Committee – Jeff Enz

Member Jeff Enz reported as follows:

- The committee completed the self-evaluation form.
- Discussed the Student Technology Advisory Committee (STAC).
- Started looking at the Technology Plan for 2015.
- Discussed assessment of effective use of technology on campus.
- Updated the IVC website.
- Discussed classroom technology.
- Discussed the possibility of changing the committee standing rules.

Accreditation/CART Committee – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; Brian McNeece reported as follows:

- CART has restructured its membership – half of the departmental chairs and managers will be divided by the CART and EMPC.
- Working on the Follow-Up Report for the ACCJC Recommendations 1 and 8.
- Reviewed the Campus Climate Survey for students which would be going out within the next two weeks. The survey would be made available in classrooms and the website. Will be giving away an electronic device as an incentive.
- Will be reviewing the Campus Climate Survey for employees.
- New accreditation and eligibility standards which are more simplified.
- Crosswalk of the old to new standards has been posted by Dean Aguirre.
- Ongoing discussions regarding whether new or existing standards need to be applied to Mid-Term Report.
- Emphasized that for accreditation purposes, participation from the campus community relating to accreditation activities including the follow-up, mid-term and self-evaluation reports, would be a big help.

Staffing Committee – Shawn Larry

CHRO Larry stated there was no meeting in September; the committee would be meeting in October.

ACTION ITEMS

1. **Approval of College Council and Subcommittees Self-Evaluation Forms – Daniel Gilison (Attachment)**

M/S/C Sergio Lopez/Yethel Alonso to approve the College Council and Subcommittees Self-Evaluation Forms

Discussion:

Chair Gilison stated each of the subcommittee forms had previously been evaluated and discussed by each of the subcommittees. He presented the College Council Self-Evaluation Form, reviewed each section, and asked for input.

Members Chronister, Silva and Aguirre disagreed with the verbiage used in #3 under Major Obstacles or Problems with Committee Function: "Getting relevant agenda items."

After a lengthy discussion regarding the subcommittee process and getting agenda items, the wording in #3 was replaced with, "Lack of awareness of general function of College Council by the campus."

Member Chronister expressed concern relating to the Environmental Health & Safety Committee Self-Evaluation Form meeting only one time.

Vice Chair Alonso stated the Agenda Committee would be discussing the issue.

M/S/C Sergio Lopez/Yethel Alonso to approve the College Council and Subcommittees Self-Evaluation Forms with corrections.

Motion Carried.

DISCUSSION AND INFORMATION ITEMS

1. Changes in reports to College Council – Daniel Gilison

Chair Gilison provided the following information:

- In order to make the College Council meetings more efficient, most of the verbal reports would be eliminated.
- The verbal reports would be limited to six: 1) College Council Report; 2) ASG Update; 3) President's Update; 4) Academic Senate; 5) Budget and Fiscal Planning Committee; 6) Accreditation/CART.
- The reports from all other areas would be submitted in the form of written reports.
- He provided a template for the written reports.
- The written reports would be due a week before the College Council meetings. This will allow the Agenda Committee to review the written reports. The written reports would be included in the agenda packet.

2. College Council Rep for Budget and Fiscal Planning Committee – Daniel Gilison

Chair Gilison asked for a volunteer to fill the vacancy in the Budget and Fiscal Planning Committee. He stated the person would be responsible for giving an oral report at each College Council meeting.

Member Chronister expressed interest; however she would need to check with her department before volunteering.

Chair Gilison stated the matter would be discussed at the next meeting.

3. Extended Coverage Hours for IT Staff – Jeff Enz

Director Enz stated the item had been discussed at the last Academic Senate meeting and is looking for input from all representative areas. He is requesting the College Council take action

on the item at its next meeting. He is in the process of collecting data relating to the issue and would provide that information at the next meeting.

Director Enz stated the IT hours for the first three weeks of the semester were 7:00 a.m. to 7:00 p.m.; currently, the hours are 8:00 a.m. to 5:00 p.m. He stated after the third week of the semester there are only two or three phone calls per week after 5:00 p.m.

Lengthy discussion ensued regarding the pros and cons, including a cost analysis, productivity challenges in the mornings and afternoons, faculty needs versus other departmental needs.

Mary Jo Wainwright asked if the item would be returned to the Academic Senate for action. She questioned whether the College Council is the appropriate committee to take action on the issue, since it is primarily an instructional issue.

Member Alonso stated the faculty representatives could return the item to the Academic Senate for further discussion and/or action.

Chair Gilson stated as VP of the Academic Senate he would be discussing the matter with Michael Heumann, Academic Senate President.

4. New ACCJC/Accreditation standards and Midterm report – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; information was provided by Brian McNeece under the Accreditation/CART Committee report.

5. CART Committee participation – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; information was provided by Brian McNeece under the Accreditation/CART Committee report.

6. Student Services, Technology, and Research Reorganization plan – Victor Jaime and Todd Finnell

President Jaime stated that VP Finnell would be leaving to assume the elected position of County Superintendent of Schools. For this reason, a structure that best serves the needs of the institution and the students would need to be put into place.

President Jaime presented a PowerPoint entitled, Student Services, Technology, and Research Reorganization, September 2014:

- The proposed reorganization of Student Services would include Vice President of Student Services, with the same Administrative Assistant; the Dean of Student Affairs and Enrollment Services; Dean of Counseling and Institutional Planning; and Director of Institutional Research.
- The proposed reorganization of Technology Services would include having one of the three directors move up to CTO/CISO, with a Technology Services Technician (formerly SSTR technician; therefore, no additional personnel); and two Directors.
- Fiscal Impacts relating to reorganization:
 - The same numbers of FTE employees are in the plan.
 - The CTO/CISO would receive a stipend amount of \$11,640 for serving as CTO/CISO; thus no additional FTE.
 - Savings of \$74,825 by not filling the Vice President position.
 - One of the existing Deans in Student Services will be appointed as Acting VP for a stipend amount of 5% of their current monthly salary. This appointment is expected to cost \$3,445 or \$3,548.
 - Total net fiscal impact is a savings of \$65,457 to the unrestricted general fund for 2014-15.

- Beyond 2014-15, there will be a savings of at least \$8,592.
- The total potential net ongoing cost increase for future years is \$3,048 per year.

President Jaime stated the new CTO/CISO would report to the President; however, in many campuses the CTO/CISO reports to the VP of Administrative/Business Services. He would be re-evaluating that as we move forward. He stated the two directors would report directly to the CTO/CISO.

President Jaime stated the reason for having the Director of Institutional Research under Student Services is due to the program review shifting over from instruction to student services in addition to the Student Success Act which requires a lot of research and data.

Vice Chair Alonso requested clarification regarding the legal requirements in filling the CTO/CISO position; specifically whether the District would need to recruit for the position.

President Jaime clarified that the position would still be classified as a manager with additional duties of CTO.

VP Finnell stated it is an existing position but with extra duties, and modeled after what the leads in the student services area receive.

CHRO Larry clarified under Title 5 there are limited exceptions in which open recruitment is not required due to reorganization.

7. Foundation Scholarships – Todd Evangelist

Foundation Director Evangelist introduced Monica Rogers, IVC Foundation Coordinator, and presented a PowerPoint entitled, IVC Foundation College Council Update, September 22, 2014. He provided an overview of the PowerPoint:

- IVC Annual Golf Tournament will take place on Saturday, September 27, 2014 at the Del Rio Country Club in Brawley.
- Received record number of applications for the Student Ambassador Team for 14-15.
- The Foundation's net worth has increased to \$871,000 over the past five years.
- Compared the total funding for IVC scholarships and other programs from 2011-2014.
- He stated the Foundation faces a dilemma regarding the frequency and timing of the scholarships awarded to students.
- Requested that College Council take a draft survey and provide feedback regarding the frequency and timing of scholarships.
- A final survey will be provided to the campus community.

ADJOURNMENT

Chair Gilson adjourned the meeting at 4:12 p.m.

2014-2015 College Council Meeting Schedule 2:30-4:00 p.m. in the Board Room

| 2014 | 2015 |
|--------------|-------------|
| September 22 | February 23 |
| October 27 | March 23 |
| November 17 | April 27 |
| | May 18 |