



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Monday, November 17, 2014 – 2:30 to 4:00 p.m.
Administration Building Board Room

Chair Gilison commenced the meeting at 2:33 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
- ✓ Gloria Hoisington, Alternate CMCA Representative

- ✓ Priscila Ortiz, Student Representative
- ✓ Alejandra Vasquez, Student Representative
- ✓ Edalaine Joy Tangoan, Student Representative
- ✓ Odili Cerecedo, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. Nicholas Akinkuoye, Bill Gay, Michael Heumann, Tim Nakamura, Trini Arguelles, Mary Jo Wainwright

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED SEPTEMBER 22, 2014

**M/S/C Tina Aguirre/Melody Chronister to approve the Minutes of September 22, 2014.
Motion Carried.**

APPROVAL OF MINUTES DATED OCTOBER 27, 2014

**M/S/C Tina Aguirre/Melody Chronister to approve the Minutes of October 27, 2014.
Motion Carried.**

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

Chair Gilison reported as follows:

- He met with President Jaime to discuss the budget for professional development. Dr. Jaime will be discussing the topic with President's Cabinet.
- Announced a Special College Council meeting will take place on December 1st for the second reading of the Student Equity Plan.
- Announced a Special College Council meeting will take place on January 5th for a second reading of the ACCJC follow-up report.

Dr. Jaime stated professional development is valuable to all staff and that plans to fund professional development are in progress.

ASG President Update – Priscila Ortiz

ASG President Ortiz reported as follows:

- A Health Fair was held on October 27th; blood pressure, weight, height and vision were checked.
- A Breast Cancer Awareness Event was held on October 23rd; Between Women, Cancer Research Center of the Desert, and guest speaker of the American Cancer Society attended.
- IVC Board of Trustees Candidate Forum was held on October 28th.
- A Halloween Carnival was held on October 30th, with costume contest and clubs selling food.
- Red & White Scrimmage was held on November 17th; provided more than 250 free t-shirts.
- Dia de los Muertos Event was held on November 4th; had a guest speaker from Mexicali, and handed out goodie bags.
- Veterans Day and Marine Corps Birthday celebration was held on November 6th; Mr. Capeci was the guest speaker; Army and Marine information booths were set up; refreshments were provided.

President's Update – Victor Jaime

President Jaime reported as follows:

- Announced the Staff Appreciation Social on Tuesday, December 2nd, would be held during the campus hour.
- Would not be attending the Special College Council meeting on December 1st due to his attendance at the monthly SDICCCA meeting in San Diego.
- Registration for winter and spring has started; challenges include re-educating students with the new winter and spring terms.
- Getting ready for accreditation visit in March.

COMMITTEE REPORTS

Academic Senate – Michael Heumann

Academic Senate President Michael Heumann reported as follows:

- The Academic Senate had a special retreat on November 7th; State Academic Senate President attended the retreat.
- Last Wednesday through Saturday, he attended the State Academic Senate Plenary Session in Irvine in which 43 resolutions were voted on. The resolutions relate to curriculum, professional development and accreditation issues. He stated a list of the approved resolutions would be issued this week, which he would send out to the campus community.

Budget and Fiscal Planning Committee – Mike Nicholas

Member Chronister stated the committee has not met since the last College Council meeting; the next meeting is scheduled on December 3rd and the topic of discussion would be prioritization of the resource requests.

Accreditation/CART Committee – Nicholas Akinkuoye

Dr. Nick reported as follows:

- The committee continues to meet to finalize the Follow-Up Report, relating to Recommendations 1 and 8. The report must be submitted to the ACCJC by March 15th.
- Submission of the ACCJC report will be followed by a subsequent visit from the ACCJC.
- The committee is requesting input from campus committees relating to the content of the Follow-Up Report; specifically all supporting evidence.

WRITTEN REPORTS (Attachment A)

Chair Gilson stated the written reports for the committees listed below were included in the agenda packet. He stated the Agenda Committee meets a week prior to the College Council and reminded those members responsible for submitting reports to have them completed by that time.

He explained the agenda development process and reminded those members responsible for submitting reports to have them completed in a timely manner.

Measure J and L Report – John Lau
Program Review Update – Ted Ceasar
Budget Update/Financial – John Lau
Competitive Athletics Committee – Jim Mecate
Facilities and Environmental Improvement Committee – Jeff Enz
Public Relations & Marketing Committee – Mike Nicholas
Student Affairs Committee – Sergio Lopez
Campus Hour and Professional Development Committee – Tina Aguirre
Technology Planning Committee – Jeff Enz

ACTION ITEMS

1. Art on Campus Resolution (Attachment B) M/S Tina Aguirre/Yethel Alonso to approve the Art on Campus Resolution

Chair Gilson read aloud the Art on Campus Resolution.

Discussion:

Chair Gilson stated the Academic Senate had its first reading of the Art on Campus Resolution two weeks ago and made some revisions to the resolution, and that this resolution is reflective of those changes.

Motion carried.

**2. Accreditation follow-up report – First reading (Attachment C)
M/S Sergio Lopez/Tina Aguirre to accept the first reading of the Accreditation follow-up report.**

Discussion:

Chair Gilison stated the report is still in very rough draft form; that members worked diligently to provide this rough draft. He stated there would be massive edits between now and the second reading in January, and asked that people focus on the content, and email any edits to Brian McNeece.

VP Akinkuoye emphasized the importance of having everyone review the report; specifically, making sure that all the evidence is listed.

Dean Aguirre highlighted the report. She stated the CART committee is open to suggestions and asked that any uncertainties be brought to the committee's attention.

Chair Gilison reminded everyone of the college's current warning status.

Chair Gilison stated a special meeting would be held on January 5th to accept the final report.

**3. Student Equity Plan – First reading (Attachment D)
M/S Melody Chronister/Yethel Alonso to accept the First reading of the Student Equity Plan**

Discussion:

Dean Ceasar stated that due to the passing of the Student Success Act in 2012, colleges are now required to complete a 3-year student equity plan.

Dean Ceasar highlighted the plan as follows:

The goals and activities in the Plan address disproportionate impact in student success across certain student populations based on ethnicity, gender, age, economically disadvantaged, disabled, foster youth and veterans. The five success indicators include access, course completion, ESL and basic skills completion, degree and certificate completion, and transfer.

A discussion ensued regarding the group responsible for developing the plan.

Chair Gilison stated a special meeting would be held next week to accept the final Student Equity Plan.

DISCUSSION AND INFORMATION ITEMS

1. AP 3260 – Enrollment Management Plan (Attachment E&F)

Chair Gilison stated the AP had been approved on Friday by the Enrollment Task Force Committee.

Member Garcia expressed concern relating to the section under the responsibilities of the CHRO; specifically those responsibilities relating to the FON. She stated those responsibilities are transitioning from the HR department to the institutional researcher. She clarified the HR department will verify the data; however, the person responsible for the report is the institutional researcher.

President Jaime pointed out some corrections relating to job titles and department changes.

Member Chronister stated the AP is mentioned in the ACCJC Follow-Up Report; therefore, it is important that the content is correct.

Chair Gilison stated the item would be returned to the College Council at its February meeting.

2. Environmental Health & Safety Committee Evaluation – Daniel Gilison (Attachment G)

Chair Gilison reminded everyone that the College Council would be reviewing the self-evaluation forms for each of its subcommittees and providing feedback and/or recommendations.

Chair Gilison displayed the Environmental Health & Safety Committee Self-Evaluation form. He thanked Director Nakamura for completing the self-evaluation and being present at the meeting to discuss the form and provide input.

Chair Gilison expressed his concern that the committee met one time the whole year and has had multiple issues making quorum.

Chair Gilison mentioned the idea of doing away with the committee, assigning the duties to another committee, or merging two committees.

Director Nakamura believes that merging it with another committee would be helpful in making quorum.

CTA President Wainwright believes the lack of attendance by faculty is due to the changes in faculty schedules each semester. She believes the committee chairs should contact the faculty members and inquire as to their schedule for that certain semester. If the assigned faculty member is unable to attend the meetings, the faculty member should advise of the conflict and be excused. However, she believes this procedure needs to be clear and provided to all faculty.

Vice Chair Alonso opined it is the permanent member's responsibility to contact their alternate and advise they are unable to attend the meeting.

Chair Gilison concurred that there needs to be better communication between the actual representatives on the committee and the alternates, but believes there also needs to be communication between the chair and the members.

VP Akinkuoye feels it is the responsibility of the committee chair to notify the Academic Senate President that certain faculty members are not attending meetings.

President Jaime believes the committee is in charge of important issues and we should find a solution to make the committee functional.

Chair Gilison expressed his opinion that merging two committees would necessitate expanding the size and scope of some other committee.

CTA President Wainwright stated she would be sending a survey to faculty regarding committee assignments; however, she is waiting for information confirming committee assignments from Michael Heumann and Vikki Carr before proceeding with the survey.

Chair Gilison stated the committee's actions would be monitored for the remainder of the year.

3. Emergency Procedures – Daniel Gilison/Tim Nakamura

Chair Gilison announced a recent incident involving the break-in of a faculty member’s office, including the theft of some exams. He stated the emergency procedures relating to incidents similar to this one are unclear to many staff; therefore, the need to clarify the process. He stated emergency numbers should be posted by all telephones; in the case of a true emergency, dial 911.

Director Nakamura highlighted the emergency procedures in the case of a theft:

- He stated flyers are posted near every classroom and/or office on how to contact Campus Safety.
- Dial 1111 from any campus telephone; the call automatically transfers to the Campus Safety cell phone. However, there are some areas in the campus where there is no signal.
- During regular business hours, the Campus Safety office may also contact a CSO via radio.
- A CSO will be dispatched to the area to take an incident report, including photographs.
- The victim is given the option of making a Sheriff’s report; if the victim chooses to report to the Sheriff’s office, Campus Safety will contact the Sheriff’s office and the information will be provided to a deputy.
- If the incident involves a student, the information will be reported to the Student Affairs office.
- If the incident involves another IVC employee, the incident will be reported to the President’s Office.

Dr. Jaime suggested that stickers with the Campus Safety office numbers and 911 be placed on all phones. He stated administration would be addressing the evening coverage issue.

VP Akinkuoye stated the emergency procedures should be posted on the website.

ADJOURNMENT

Chair Gilison reminded the members there would be a special meeting in two weeks, and adjourned the meeting at 4:00 p.m.

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

2014	2015
November 17	February 23
	March 23
	April 27
	May 18