



## AGENDA

**IMPERIAL VALLEY COLLEGE COUNCIL**  
**Wednesday, February 24, 2016 – 12:50 to 1:50 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  
David Zielinski, Alternate Administrative Representative

Aaron Edwards, Faculty Representative  
Ric Epps, Faculty Representative  
Lilia Sandoval, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Caroline Bennett, Alternate Faculty Representative  
Mike Palacio, Jr., Alternate Faculty Representative

Yethel Alonso, Classified Representative (Chair)  
Melody Chronister, Classified Representative (Vice Chair)  
Erika Aguilar, Classified Representative  
Silvia Murray, Alternate Classified Representative  
Claudia Aguilar, Alternate Classified Representative  
Jose Torres, Alternate Classified Representative

Lisa Seals, CMCA Representative  
Jose Carrillo, CMCA Representative  
Vacant, CMCA Representative  
Liz Cantu, Alternate CMCA Representative  
Rick Webster, Alternate CMCA Representative

Edalaine Joy Tango-an, Student Representative  
Aimee Galeana, Student Representative  
Alejandra Vasquez, Student Representative  
Amy Diaz, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

### **PUBLIC COMMENT**

### **ACCEPTANCE OF MINUTES**

1. December 9, 2015

**CHAIR REPORT – Yethel Alonso**

**WRITTEN REPORTS (Attachment A)**

ASG President Update – Edalaine Joy Tango-an (No Report)  
President’s Update – Victor Jaime  
Academic Senate – Michael Heumann  
Budget and Fiscal Planning Committee – Melody Chronister  
Accreditation/CART Committee – Nicholas Akinkuoye (No Report)  
Measure J and L Report – John Lau (No report)  
Strategic Educational Master Plan Committee – Ted Ceasar (No Report)  
Budget Update/Financial – John Lau (No Report)  
Technology Planning Committee – Jeff Enz (No Report)  
Staffing Committee – Jennifer Donatt

**Subcommittees:**

Competitive Athletics Committee – Jim Mecate (No Report)  
Facilities and Environmental Health & Safety Committee – Sergio Lopez (No Report)  
Public Relations & Marketing Committee – Mike Nicholas (No Report)  
Student Affairs Committee – Sergio Lopez (No Report)  
Campus Hour and Professional Development Committee – Lisa Solomon

**ACTION ITEMS**

1. Approval of 2016 Midterm Report (see link below) – Tina Aguirre  
<http://accreditation.imperial.edu/docs/2016/mid-term-report/Midterm%20Report/>

**DISCUSSION AND INFORMATION ITEMS**

1. Social Media Procedure (Attachment B) – Mike Nicholas
2. Chapter 3 Board Policies (see link below) – Victor Jaime  
<http://www.boarddocs.com/ca/caiccd/Board.nsf/goto?open&id=A6V4JM048BF0>

**ADJOURNMENT**

**2015-2016 College Council Meeting Schedule  
at 12:50-1:50 p.m. in the Board Room**

2016
March 23
April 27
May 25



## UNADOPTED MINUTES

**IMPERIAL VALLEY COLLEGE COUNCIL**  
**Wednesday, December 9, 2015 – 12:50 to 1:50 p.m.**  
**Administration Building Board Room**

Chair Alonso called the meeting to order at 1:00 p.m.

### **MEMBERSHIP**

- Sergio Lopez, Administrative Representative
  - Efrain Silva, Administrative Representative
  - Tina Aguirre, Administrative Representative
  - ✓ Ted Ceasar, Alternate Administrative Representative
  - David Zielinski, Alternate Administrative Representative
  
  - Aaron Edwards, Faculty Representative
  - ✓ Ric Epps, Faculty Representative
  - Lilia Sandoval, Faculty Representative
  - Cathy Zazueta, Alternate Faculty Representative
  - Caroline Bennett, Alternate Faculty Representative
  - Mike Palacio, Jr., Alternate Faculty Representative
  
  - ✓ Yethel Alonso, Classified Representative (Chair)
  - ✓ Melody Chronister, Classified Representative (Vice Chair)
  - Erika Aguilar, Classified Representative
  - Silvia Murray, Alternate Classified Representative
  - Claudia Aguilar, Alternate Classified Representative
  - Jose Torres, Alternate Classified Representative
  
  - ✓ Lisa Seals, CMCA Representative
  - Jose Carrillo, CMCA Representative
  - Vacant, CMCA Representative
  - Liz Cantu, Alternate CMCA Representative
  - ✓ Rick Webster, Alternate CMCA Representative
  
  - ✓ Edalaine Joy Tango-An, Student Representative
  - Aimee Galeana, Student Representative
  - Alejandra Vasquez, Student Representative
  - Amy Diaz, Alternate Student Representative
- Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. Nicholas Akinkuoye, Jim Mecate

### **PUBLIC COMMENT**

There was no public comment.

### **ACCEPTANCE OF MINUTES**

1. October 28, 2015
2. November 9, 2015

**M/S/C Tango-an/Epps to accept the minutes of October 28, 2015 and November 9, 2015 as presented.  
Motion carried.**

**CHAIR REPPORT – Yethel Alonso**

Chair Alonso reported as follows:

- She announced that due to upcoming retirements, changes to the membership would be forthcoming. She recommended those groups affected begin the process of selecting new members to replace those retiring.
- She stressed the importance of the College Council role and reminded those members present that meetings must be attended by all represented groups. She asked that this information be communicated to each representative group. She stated she would be discussing this issue with President Jaime.

Chair Alonso pulled the Discussion and Information Item, Campus Security Update, due to the absence of VP Sergio Lopez.

**WRITTEN REPORTS SUBMITTED (Attachment A)**

The following reports were reviewed:

President's Update – Victor Jaime  
Academic Senate – Michael Heumann  
Budget and Fiscal Planning Committee – Melody Chronister  
Public Relations & Marketing Committee – Mike Nicholas

Vice Chair Chronister expressed her concern about the small number of written reports submitted by the committees.

Chair Alonso shared her concern; she commented that the written reports must be submitted in order to comply with the accreditation process. She stated she would be discussing the issue with President Jaime.

Chair Alonso announced the written report from the Competitive Athletics Committee had been inadvertently omitted from the agenda; however, the report is available for review.

**ACTION ITEMS**

**1. Approval of Self-Evaluation Form for Facilities and Environmental Improvement Committee (Attachment B) – Jeff Enz**

**Discussion:**

Chair Alonso reminded everyone that the Facilities and Environmental Improvement and Environmental Health & Safety Committees were merged into one committee. She stated the self-evaluation form had been submitted before the merge and clarified the evaluation only covered the Facilities Committee.

A lengthy discussion ensued regarding the committee's goals; specifically, relating to updating the naming buildings policy.

Members voiced their concerns relating to the current policy for naming of buildings, stating the policy is outdated, too vague, with no set criteria.

Vice Chair Chronister commented the policy should clearly state the rules and exceptions, in order to give better guidelines to committees. With the current vague policy, the burden is placed on the committee.

Vice Chair Chronister recommended the College Council ensure this goal is carried over to the newly-merged committee.

Chair Alonso stated she would discuss the issue with the committee's Chair Sergio Lopez and requested Rick Webster ensure the item is included in the committee's next agenda.

**M/S/C Chronister/Tango-an to approve the Self-Evaluation Form for Facilities and Environmental Improvement Committee**  
**Motion carried.**

## **2. Approval of Student Equity Plan – Ted Ceasar**

### Discussion:

Dean Ted Ceasar presented an overview of the Student Equity Plan.

- The Student Equity Plan for 2015-16 must be submitted to the Chancellor's Office by December 18<sup>th</sup>.
- Student equity is meant to close achievement gaps for certain population groups where the data shows a disproportionate impact because of their status.
- Data reviewed by gender, ethnicity, economic status, veteran status, foster youth and the disabled.
- Five success indicators used: access, course completion, ESL and basic skills course completion, degree and certificate completion, and transfer.
- Funding that comes in for student equity is meant to address achievement gaps to provide services, activities and programs designed to close those gaps.
- The funding is strictly for success of course, degree, and transfer completion of our students.

**M/S/C Epps/Chronister to approve the Student Equity Plan**  
**Motion carried.**

## **DISCUSSION AND INFORMATION ITEMS**

### **1. Campus Security Update – Sergio Lopez – THE ITEM WAS PULLED.**

### **ADJOURNMENT**

Chair Alonso announced the next meeting is scheduled on February 24, 2016.

Member Webster announced the parking lot renovations would begin this Saturday, December 12<sup>th</sup>. He stated renovations would begin with the parking lot closest to the nursing building through the lot in front of the gym. Starting on Monday, December 14<sup>th</sup>, staff would need to park on the northend lots. The parking lot in front of the gym would be reopened on Monday night for the basketball game. He requested that staff be advised to adhere to parking rules.

Member Epps requested the Campus Safety & Security Update pulled from today's agenda be placed on the next meeting agenda.

Chair Alonso adjourned the meeting at 1:36 p.m.

**2015-2016 College Council Meeting Schedule  
at 12:50-1:50 p.m. in the Board Room**

<b>2016</b>
February 24
March 23
April 27
May 25

**REPORT/COMMITTEE NAME:**

President's Update

- **Campus Safety:**
  - Due to the threat of a campus shooter last October that turned out to be a hoax, the Board of Trustees has asked that the District investigate options to have in place armed peace officers on campus rather than campus safety officers (student employees). As a result the District is in final discussions of an MOU with the Imperial County Sheriff Office to provide sheriff deputies on-site. It is anticipated we will have this added security effective the 2016-2017 academic year. In the meantime, the services of former sheriff deputy Rick Macken will continue as a professional expert through June 30, 2016. Campus Security Officers (Student Employment) will cease effective July 1, 2016. The District will continue to accept volunteers as Campus Safety Officers on a voluntary basis for students in the Administration of Justice program wishing to gain work experience in their field of study.
  
- **Administrative and Classified Manager Recruitments:**
  - We have begun recruitment for the following positions
    - Vice-President for Student Services (Administrator):
    - Dean of Student Affairs and Enrollment Services (Administrator):
    - Dean of Counseling (Administrator):
    - Chief Technology Officer (CTO) (Administrator):
    - Chief Human Resources Officer (CHRO) (Administrator):
    - Executive Director of the IVC Foundation (Classified Manager)
  
- **Veteran's Success Center:**
  - The Veteran's Success Center located in the old CASBAH Room officially opened this past fall semester. A grand opening for the campus community took place today just before the College Council meeting today. A county-wide grand opening is planned for April, 2016.
  
- **Board Meeting:**
  - At the January Board meeting, the Board approved the VESIP (Voluntary Employee Separation Incentive Program) for this year. As before, employees wishing to be considered for this program need to notify the District within the deadline's established in the e-mail from Human Resources in January. The Board will consider full adoption of the VESIP if it results in a savings to the District at the May regular Board meeting. Please contact Human Resources if you have any questions.

**REPORT/COMMITTEE NAME:**

Academic Senate

**Last meeting date/time/place:**

February 17, 2016, at 12:50 PM in Board Room

**Summary of discussion, information, and action items (short paragraph or bullet points):**

Discussed:

- First reading of the accreditation midterm report.
- Presentations on the Online Education Initiative and the Correctional Education Grant.
- A discuss of how the college should best utilize the former mail room by the faculty lounge.
- Call for senate liaison positions for CTE, Non-Credit, and Legislative Advocacy
- Call for faculty reps for the various administrative hiring committees currently forming.

**Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):**

N/A

**Next meeting date/time/place:**

March 2, 2016, at 12:50 PM in the Board Room

**REPORT/COMMITTEE NAME:**

Budget and Fiscal Planning Committee

**Last meeting date/time/place:**

January 27<sup>th</sup>, 2016 at 2pm in the Board Room

**Summary of discussion, information, and action items:**

Provided an update on the 4000, 5000, and 6000 accounts analysis. A number of departments were determined to not have followed the budget guidelines established (flat budget with increases listed as enhancements). John Lau and Carlos Fletes planned to work with the areas of concern of the next few weeks to bring them in-line with budget guidelines so that the enhancement requests can be tallied and start to go through the prioritization process established.

An FTES update was provided. Discussion ensued on the feasibility to project enrollment growth the coming budget year based on a number of factors impacting the College at this time.

The categorical and grant funding questionnaire and attached budget submitted for the Renewing Communities Grant was reviewed and discussed.

**Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):**

None

**Next meeting date/time/place:**

March 9<sup>th</sup>, 2016 at 2pm in the Board Room.

**REPORT/COMMITTEE NAME:**

Staffing Committee

**Last meeting date/time/place:**

This committee has not yet met

**Summary of discussion, information, and action items (short paragraph or bullet points):**

- N/A

**Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):**

There are no items that need to be placed on the next College Council agenda for discussion/action.

**Next meeting date/time/place:**

Monday, March 14, 2016 at 12:50 pm in HR Conference Room

**REPORT/COMMITTEE NAME:**

Campus Hour and Professional Development

**Last meeting date/time/place:**

October 22, 2015 at 12:50 pm in the HR Conference Room (no quorum)

**Summary of discussion, information, and action items (short paragraph or bullet points):**

Discussed:

- The committee discussed reviewing the Flex Day information from previous years and compile data on what was offered, the funding used, and the state funding requirements.
- Chair Larry suggested to continue to advance the hard work already done and send another survey to faculty and staff for topics of interest for professional development also for information pertaining to campus hour days/times, frequency, etc.
- The committee would like to research what resources might be available to help progress the Professional Development.

**Topics that you need College Council to discuss or have as action item (to be placed on the next College Council agenda, please specify if discussion or action item):**

There are no items that need to be placed on the next College Council agenda for discussion/action.

**Next meeting date/time/place:**

February 25, 2016 at 12:50 pm in the HR Conference Room

# Social Media Participation Protocols Imperial Community College District

By using any Imperial Valley College Social Media site, persons posting are acknowledging they have read, understand and will abide by these protocols.

As an institution of higher learning, Imperial Valley College embraces the free and open exchange of ideas. To that end, the District is committed to free speech.

IVC believes in fostering a thriving online community, We support the various channels of social networking – Facebook, Instagram, Twitter, YouTube, etc. – as valuable tools for engaging students, staff, faculty, alumni, friends and supporters in a constructive two-way dialogue about the District and its mission.

At the same time, the long-term value, vibrancy and success of any social media community depends upon a shared philosophy of how to behave. It's important that members of the IVC community become familiar with regulations on all social media sites IVC uses as well as student conduct policies that may apply. The emphasis for all participants – including site administrators – should always be transparency, honesty, respect and civility.

**Safety is a top priority on the Imperial Valley College campus. All of IVC's social media platforms are monitored. Any social media post that is perceived as a threat... direct, indirect or veiled threats directed towards the IVC campus, its students, faculty or staff will be dealt with quickly and local law enforcement officials will be notified. This includes the threat of harm, violence, or any other form of communication that sends fear and panic to the IVC community.**

All content, information and views expressed on social media belong to the individuals posting the content, and do not necessarily reflect the official policies or positions of the Imperial Community College District or its Board of Trustees. The District is not responsible for unanswered posts or inaccurate information posted by others.

Here are guidelines for engaging in IVC social media platforms:

- Be respectful of the rights and opinions of others. Be willing to agree to disagree and move on.
- Stay on topic. IVC social media sites are established as forums for the open and honest discussion of matters and developments related to – and limited to – the District's mission: *"... to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community."*
- Be transparent and honest.

- Add value: Be part of the conversation but don't take it over.
- Avoid hateful speech, personal attacks, "flaming," profanity, vulgarity, pornography, nudity and abusive language.
- Keep personal information (e.g. your phone number and address) out of your posts.
- Think before you write/post: Everything you write or post to a social media site – words, pictures, video – is public or can be discovered. If you post anything on any IVC site, you consent that it can be published and waive any expectation of privacy regarding the post. What you choose to add to the conversation today will live on long after the subject matter has come and gone as a topic of conversation.
- We encourage you to post comments and "like" articles, photos and videos you enjoy.

On our Facebook and other social media platforms, our goal is to post interesting, entertaining and educational content; we welcome your comments and suggestions. We encourage conversation and dialogue, but we want to ensure a respectful online environment and invigorating conversation for the broader IVC community. IVC page administrators review posts and comments regularly to ensure any issues or concerns are addressed in a timely manner.

We may or may not reply to comments, but if it's provocative, fair and insightful, chances are others will engage in the conversation.

**We reserve the right to determine and remove from IVC social media sites any of the following:**

- **Comments, links, images or videos that are illegal or encourage illegal activity, or are obscene, defamatory/libelous/slanderous, indecent, lewd, lascivious, sexually harassing or explicit in nature, or pose risks to the health or safety of individuals;**
- **Comments that personally attack or threaten any person;**
- **For students, anything that would violate District policies regarding student regulations**
- **For staff and faculty, anything that would violate District policies regarding staff and faculty regulations**
- **Successive off-topic posts by one or more individuals or groups;**
- **Repetitive posts copied and pasted or duplicated by one or more individuals or groups;**
- **Solicitations or advertisements; and**
- **Any materials that infringe upon the intellectual property or other rights of any third party.**

If you have a concern about any posted content, or about any content that has been removed by a site administrator, please email [socialmedia@imperial.edu](mailto:socialmedia@imperial.edu)