



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, March 28, 2018, 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

Administrative Representatives

Efrain Silva
Tina Aguirre
Alternate: Jeff Enz
Alternate: David Zielinski

Faculty Representatives

Ric Epps, *Teaching (Vice-Chair)*
Sergio Pesqueira, *Non-Teaching*
Alternate: Aaron Edwards
Alternate: Mike Palacio

Classified Representatives

Yethel Alonso
Melody Chronister **(Chair)**
Alternate: Erika Aguilar
Alternate: Silvia Murray

CMCA Representatives

Jose Carrillo, *Manager*
Linda Amidon, *Confidential*
Alternate: Lisa Seals
Alternate: Rick Webster

Student Representatives

Karla Espejo-Rodarte
Luis Caloca
Alternate: Matthew Limon
Alternate: Miguel Rubalcava

Ex-Officio

Dr. Victor Jaime

Consultants

Jim Mecate
Clint Dougherty
Mike Nicholas
Victor Torres

Recording Secretary: Paula Saldana

I. Call to Order

II. Public Comment

At this time, persons may speak to the Council either on an agenda item or on other matters of interest that are within the scope of the Council. If you wish to be heard at this time, please stand and identify yourself.

III. Reports

- A. College Council Chair Report
- B. Subcommittees Reports

- 1. Competitive Athletics (Jim Mecate)
- 2. Facilities and Environmental Health & Safety (Victor Torres) – Attachment A
- 3. Public Relations & Marketing (Mike Nicholas) – Attachment B
- 4. Student Affairs (Victor Torres) – Attachment C
- 5. Professional Development (Clint Dougherty) – Attachment D

C. Area Reports

- 1. [ASG President's Update](#)

2. [President's Update](#)
3. Academic Senate
4. Budget and Fiscal Planning Committee
5. Accreditation/CART Committee
6. Strategic Educational Master Plan Committee
7. Technology Planning Committee
8. EEO and Diversity Committee

IV. Consent Agenda

- A. College Council Minutes – February 28, 2018

V. Action Items

None

VI. Discussion and Information Items

- A. Announcement of the Reuben O. Lopez Community Service Award (Melody Chronister)
- B. Guided Pathways Workplan (Cuauhtemoc Carboni, Alex Garza, Ralph Marquez)
- C. Password Policy (Jeff Enz)
- D. Community Colleges Survey of Student Engagement (Jose Carrillo)
- E. AP 6760 (Proposed) - Parking Citation Payment Plan (Rick Macken)

VII. For Good of the Order

VIII. Adjournment

2017-18 College Council Meeting Schedule

2017	2018
August 23	February 28
September 27	March 28
October 25	April 25
November 29	May 9 <i>*Special Meeting</i>
December 13 <i>*Special Meeting</i>	May 23



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Wednesday, February 28, 2018, 12:50 to 1:50 p.m.

Administration Building Board Room

MEMBERS PRESENT:

Administrative Representatives

Efrain Silva
Jeff Enz

Faculty Representatives

Ric Epps (**Vice Chair**)
Sergio Pesqueira

Classified Representatives

Melody Chronister (**Chair**)

CMCA Representatives

Jose Carrillo
Linda Amidon

Student Representatives

Karla Espejo-Rodarte
Matthew Limon
Miguel Rubalcava

Ex-Officio

Dr. Victor Jaime

Consultants

Jim Mecate

Recording Secretary: Paula Saldana

Others Present: Allyn Leon, Dr. Lennor Johnson

I. Call to Order

Chair Chronister called the meeting to order at 12:52 p.m.

II. Public Comment

There was no public comment.

III. Reports

A. College Council Chair Report

- Chair Chronister reported she had attended multiple Board meetings since the last College Council meeting. At the January Board meeting, a presentation was given by the students pertaining to the request for a new college center, which had been presented to the College Council in November. During her report to the Board of Trustees she relayed the College Council's position of support for a new college center.
- She announced a Board Retreat would take place on March 24th and the topic of a new college center would be discussed, as well as other proposed capital projects. She encouraged all members to attend the meeting.
- Chair Chronister stated she met with Chair Torres pertaining to facilities use, and stated this topic will return to the College Council in the future following the Facilities and Environmental Health and Safety committee's review.
- She congratulated Sheila Dorsey-Freeman for her nomination as California Community College Classified employee of the year, which was announced at the last Board meeting.

B. Subcommittees Reports

1. Competitive Athletics (Jim Mecate)
2. Facilities and Environmental Health & Safety (Victor Torres) – Attachment A
3. Public Relations & Marketing (Mike Nicholas)
4. Student Affairs (Victor Torres)
5. Professional Development (Clint Dougherty)

Chair Chronister stated most of the subcommittees had not yet met; thus the reason for only one written report being submitted.

C. Area Reports

1. **ASG President's Update**
2. **President's Update**
3. Academic Senate
4. Budget and Fiscal Planning Committee – Attachment B
5. Accreditation/CART Committee
6. Strategic Educational Master Plan Committee
7. Technology Planning Committee
8. EEO and Diversity Committee

Chair Chronister stated the area updates from the ASG and Superintendent/President, as well as Budget and Fiscal Planning Committee are attached to the agenda; she encouraged the members to read them.

Member Enz stated the Technology Planning Committee would be meeting next week.

Linda Amidon stated the CART committee would also be meeting next week.

IV. Consent Agenda

- A. College Council Minutes – November 29, 2017
- B. College Council Minutes (Special Meeting) – December 13, 2017

The minutes of November 29, 2017 and December 13, 2017 were accepted as presented.

V. Action Items

None

VI. Discussion and Information Items

- A. Superintendent/President's Responses to CC Recommendations (Dr. Victor Jaime)**

Chair Chronister presented Dr. Jaime's responses to the five College Council recommendations:

1. IV Transit Bus Schedule (September 27, 2017) – Attachment C

College Council Recommendation:

IT IS HEREBY RECOMMENDED, that the Superintendent/President assign the appropriate District representative to the Imperial Valley Transit Authority to address the need of additional public transportation to and from Calexico, which includes:

- *An evening route from IVC to Calexico that leaves IVC at 10pm;*
- *An additional morning route to IVC prior to 8am and an additional return route at or around 1:30pm;*
- *An update to the IVT website to better convey IVC bus routes when class is in session*

Superintendent/President's Response to Recommendation:

The College Administration concurs that student safety and equal access to the campus is of the utmost concern, so I want to personally thank you for bringing this important issue to our attention. As a result of this

recommendation, I have reached out to the Imperial Valley Transit Authority Board, requesting permission to increase our board presence from one to two members, given the volume of ridership our institution generates. Victor Torres, the Dean of Student Affairs and Enrollment Services, will fill the current vacant board position present. If my request is supported, Norma Nava, Disabled Students Programs and Services Coordinator, will fill the added seat. This increased presence will help ensure that the College's concerns, such as the concerns presented in the recommendation, will be adequately expressed and heard.

Dr. Jaime commented that in addition to having two IVC representatives serve on the Transit Board, he is requesting that a student be added as well.

2. Replacement of Desks in the 200/800 Building (October 25, 2017) – Attachment D

College Council Recommendation:

IT IS HEREBY RECOMMENDED that the Superintendent/President assign the appropriate District representative to address the need for more suitable desks that promote a sound learning environment, while also reducing the need for student accommodation requests, as soon as reasonably possible.

Superintendent/President's Response to Recommendation

As mentioned in the history section of the recommendation document, the campus-wide sled desk conversion was placed on hold, with the strategy to incorporate the desk replacement in the planned building renovations using bond funds. Because the bond market became unfavorable following the recession, this project has unfortunately been postponed repeatedly. In light of the expressed negative impact it has on the student body, I agree with and support the Council's recommendation to move forward with the desk replacement; However, due to the number of classrooms in 300 building (7) versus the 800 building (3), my direction to the appropriate district administrators will be to start with the 200 and 300 buildings first, as this will have an immediate, positive impact on more students. As additional funding becomes available, the three (3) 800 building classroom desks will also be replaced.

In regards to this particular recommendation, my plan of action is as follows:

Meet with the Vice President of Administrative Services, to come up with a timeline to complete this requested project. Due to the high volume of use during the Spring semester, this will likely not occur until the Spring semester has concluded

Chair Chronister highlighted Dr. Jaime's response to begin the replacement of desks in the 200 and 300 buildings due to the higher number of classrooms in the 300 building; thus having an immediate, positive impact on more students.

Dr. Jaime stated that ultimately all of the classrooms would have the same setup.

3. Increase in the Student Health Fee (November 29, 2017) – Attachment E

College Council Recommendation:

IT IS HEREBY RECOMMENDED that the Superintendent/President propose an increase to the Student Health Fee of \$1.00 for Fall and Spring semesters, and \$2.00 for Winter and Summer intersessions, in compliance with Education Code 76355 to the Imperial Community College Board of Trustees, with an effective date of Fall 2018.

Superintendent/President's Response to Recommendation

As cited in the recommendation above, Education Code 76355 affords individual Districts the option to increase the student health fee up to \$20.00 for the Fall & Spring semesters and up to \$17.00 for the Summer & Winter sessions. Although this opportunity is granted, the administration exercises great caution when considering the introduction of additional costs to the student population. For this reason, I felt it was very important to obtain support from the students prior to proposing said increase. Given that the Associated Student Government

(ASG) recognized the value of services that would be provided with a modest increase to the student health fee; consequently, formally recommending an increase of \$1.00 for all sessions, I support their recommendation. This support denotes a partial support of the College Council's recommendation, which reflected a \$2.00 increase to the Winter and Summer intersessions, versus the \$1.00 increase recommendation that originated from ASG and Student Affairs. My recommendation to the Board of Trustees on December 13, 2017 was to increase the student health fee for all terms by \$1.00 effective the Fall 2018 semester.

Chair Chronister highlighted Dr. Jaime's response supporting the initial recommendation from the Student Affairs Committee to increase the student health fee for all terms by \$1.00 versus the College Council's recommendation to increase it by \$2.00.

Dr. Jaime emphasized it was important to have the support from the students prior to recommending the increase.

4. Taking our Sons and Daughters to Work Day (November 29, 2017) – Attachment F

College Council Recommendation:

IT IS HEREBY RECOMMENDED that the Superintendent/President assign the appropriate District representative to develop, coordinate, and introduce an annual Take our Sons and Daughters to Work Day, if feasible.

Superintendent/President's Response to Recommendation

As noted during the discussion of this topic at the October 25th College Council meeting, an event of this nature would need to be discussed and supported by the local school districts, prior to possible implementation. A careful review of Board Policy 3504: Kids on Campus would also need to be conducted, to ensure compliance. In regards to this particular recommendation, my plan of action is as follows:

- *Assign cabinet member to meet with the originator of this proposal, to clarify what specifically is being proposed*
- *Setup a meeting with the Joint Superintendents of Imperial County, to discuss the possibility of said proposal*
- *If supported, start a discussion with campus stakeholders, to ensure any and all concerns are adequately addressed prior to approving implementation. These concerns include (but are not limited to) student safety, academic freedom, transportation, differences in academic calendars, and a risk of disruption of services.*
- *Review and propose an update to Board Policy 3504: Kids on Campus, if applicable*

Given the number of steps and entities involved in this request, its feasibility still remains in question. However, I recognize the recommendation presented, and will do my due diligence to determine said viability. This topic will likely return to the Council for further discussion and input at a later date, as more information becomes available.

Dr. Jaime stated he would need to present the idea to the local school superintendents for feedback and then return the matter back to College Council for further discussion. He stated if the District moves forward with the idea, this would require that the current Board Policy 3504, Kids on Campus, be reviewed and/or updated to ensure compliance.

Allyn Leon indicated the child brought to work could be a grandchild, niece, or nephew.

5. College Center Resolution (November 29, 2017) – Attachment G

College Council Recommendation:

IT IS HEREBY RECOMMENDED that the Superintendent/President assign the appropriate District representative to address the need for a new and larger College Center be established elsewhere on campus,

and that this facility be considered a high priority in a revised college master plan with construction completed within four years.

Superintendent/President's Response to Recommendation

First, I want to acknowledge and applaud the students for the time and energy invested into this recommendation. The previous action noted above is a reflection of this investment, proving its value and level of importance. Student engagement in the shared governance process is critical to the institutions success, and this particular recommendation is proof of this engagement. I encourage you to continue to be involved in issues that impact your ability to advance and succeed at this institution.

In regards to this particular recommendation, my plan of action is as follows:

- *In the Spring 2018 semester, have the Vice President of Administrative Services or designee provide a workshop to the ASG and the Board of Trustees on the current status of our bonds, which are the primary revenue source for capital outlay projects, such as the one being requested. This includes what priorities were provided to the community to obtain them, and what the process would be in the event we wanted to adjust those priorities.*
- *In the Spring 2018 semester, invite all interested parties to an Educational Master Plan committee, to discuss the current facility priorities, and how this recommendation fits in the overarching plan of the institution.*
- *Continue to look for other alternative funding sources for the proposed project, including the possibility of a public-private partnership (P3), if available.*

I look forward to continued dialogue on this issue.

Chair Chronister stated a Board retreat is scheduled on March 24th, and the College Center would be one of the topics of discussion.

Dr. Jaime stated the Board would be discussing the whole capital outlay, including the selling of bonds, as well as matching funds from the state.

A discussion ensued regarding the prioritization of the College Center, the LRC, the 1200 and 1300 buildings, as well as the modernization of the Auto Tech Building.

B. AP 3435 Discrimination and Harassment Complaints and Investigations (Clint Dougherty) – Attachment H

CHRO Dougherty was not present at the meeting.

Chair Chronister asked the members to review the AP and that any questions or concerns be directed to CHRO Dougherty.

Linda Amidon commented if changes are being made based on the CCLC template it would be helpful to see the CCLC overview that is provided with the updates, as it would explain the changes.

C. AP 4800 Athletics (Jim Mecate) – Attachment I

Linda Amidon stated the AP was updated based on the CCLC template. She stated the AP had been updated in June 2013 and April 2015, but never went through the approval process until now.

Athletic Director Mecate stated the update was mostly to clean up the language, noting the changes to the name Commission on Athletics (COA) to California Community College Athletic

Association (CCCAA), as well as the conference name from Pacific Coast Conference (PCC) to Pacific Coast Athletic Conference (PCAC).

Linda Amidon explained the review process for the AP, noting it would next be reviewed by the President's Cabinet and Administrative Council, with it finally being sent to the campus community.

Discussion ensued regarding whether it was necessary for the College Council to approve the AP.

Motion by Member Epps to approve AP 4800.

Chair Chronister stated the AP is listed as information and clarified that all Administrative Procedures are presented to the College Council as information items.

The motion died for lack of a second.

D. Competitive Athletics Committee Update (Jim Mecate)

Athletic Director Mecate presented a PowerPoint entitled "Competitive Athletics Committee Update."

He highlighted the committee's goals for 2017-18:

- To promote the need for tennis courts replacement/resurface: Pacific Coast Athletic Conference deemed tennis courts as unplayable. Have to go off campus to play tennis matches, Southwest High School and Holtville High School.
- To promote the need for full-time athletic counselor: Trying to get full-time athletic counselor.
- To promote the need to reclassify current ATC to full-time and hire a second full-time ATC and a full-time equipment manager: Duties are split between athletic training and equipment duties. With number of sports, should have two full-time staff. Working with Dean to move forward on possibly reclassifying the full-time trainer and hire a second trainer/equipment manager part-time.
- To promote the need for a sports information director: Primarily to update the athletic website, including inputting of stats for each home game on the state website, a requirement.

AD Mecate provided information relating to out-of-state athletes:

- Academic Enrichment Services: Provides athletes with tutors, study hall for each class. Explained retention problem with new basketball program. Funds unavailable this year; hoping to have funds available for next year through Student Equity.
- Food Bank: Very helpful in providing food supplement to out-of-state athletes.
- Housing: Always been a challenge. Explained housing cost for out-of-state athletes is approximately \$400/month.

He commented that the apartments currently used by out-of-state athletes are unappealing, and have been described by potential students to be in a "danger zone."

Dr. Jaime stated the issue is being addressed by several people, including those from the community. He stated there are restrictions in California regarding the provision of aid to athletes, and that institutions could be suspended for non-compliance.

A lengthy discussion ensued regarding the housing and financial difficulties faced by out-of-state athletes.

Vice Chair Epps expressed his discontentment with athletics at IVC, specifically the facilities, and believes new facilities would attract more athletes.

Chair Chronister inquired as to the process to follow for someone interested in providing assistance and/or housing for athletes.

Athletic Director Mecate stated the information could be sent via email and must be made available to all students.

- Tuition: AD Mecate was excited to report that a one-year tuition waiver may be available for out-of-state athletes which would allow out-of-state athletes to pay \$46 versus the \$258 per unit for one year. He plans on moving forward with proposing the tuition waiver through the appropriate processes.

E. College Council Representative for the Continuous Accreditation Readiness Team (CART) Melody (Chronister)

Chair Chronister asked for volunteers to serve on the CART Committee. Member Carrillo stated he attends the CART meetings as a consultant and could serve as the College Council representative.

Linda Amidon announced she is interested in filling the vacancy on the College Council as the confidential representative, and since she is the recorder for the CART Committee she could also serve as the College Council Representative.

Chair Chronister thanked Members Carrillo and Amidon for volunteering to serve on the CART Committee, as well as acknowledging Linda Amidon's appointment to the College Council as the Confidential Representative. Member Carrillo will fill the CART representative role, with Member Amidon serving as the alternate when he is unavailable.

VII. For the Good of the Order

None

VIII. Adjournment

Chair Chronister adjourned the meeting at 1:32 p.m., and stated the next College Council meeting is scheduled on March 28th, as well as noting the Special Meeting on May 9th for announcement of the Reuben O. Lopez Award recipient.

2017-18 College Council Meeting Schedule

2017	2018
August 23	February 28
September 27	March 28
October 25	April 25
November 29	May 9 * <i>Special Meeting</i>
December 13 *<i>Special Meeting</i>	May 23

REPORT/COMMITTEE NAME:

Facilities and Environmental Health and Safety Committee

Last meeting date/time/place:

March 22nd, 12:50pm-1:50pm, Board Room

Summary of discussion, information, and action items:

- Established a task force to review the naming of buildings (AP6620) procedure
- Established a task force to review the facilities use (AP 6700) procedure
- Reviewed cost of the proposed partitions for men's restrooms. This item will return at a future meeting.
- Reviewed *AP 3580 Public Safety & Operational Camera Placement & Acceptable Use* and accepted and recommended for approval
- Working with PMHD to replenish first aid kits.
- The chair is meeting with HR to seek possible professional development opportunities on first aid/ CPR
- The safety needs assessment was completed on March 19th, identifying a number of concerns. This item will return at a future meeting.

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):

AP 3580 Public Safety & Operational Camera Placement & Acceptable Use

Next meeting date/time/place:

Thursday, April 26th 12:50pm-1:50pm, Board Room

REPORT/COMMITTEE NAME:

Public Relations and Marketing Committee

Last meeting date/time/place:

March 22nd, 12:50pm-1:50pm, 901

Summary of discussion, information, and action items:

Reviewed the results collected from the 17 visioning meetings conducted over the last several months.

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):

The complete visioning report

Next meeting date/time/place:

Thursday, April 26th 12:50pm-1:50pm, 901

ATTACHMENT C

REPORT/COMMITTEE NAME:

Student Affairs Committee

Last meeting date/time/place:

March 8th, 12:50pm-1:50pm, Board Room

Summary of discussion, information, and action items:

- 2018 graduation planning, including the proposed development of a graduation master plan.
- Faculty and Staff professional development for Title IX student code of conduct presentation
- Dean Torres attended an ICTC meeting last week in El Centro and provided an update. The ASG also conducted a transportation survey for the needs of the IVC Students
- Review Student Code of Conduct and Discipline Procedures to determine if modifications are necessary.

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:

Thursday, April 12th 12:50pm-1:50pm, TBD

ATTACHMENT D

REPORT/COMMITTEE NAME:

Professional Development Committee

Last meeting date/time/place:

March 14th, 12:50pm-1:50pm, HR Conference Room

Summary of discussion, information, and action items:

- Enhanced Budget Requests
- Professional Development Plan

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:

TBD

REPORT/COMMITTEE NAME:

Budget and Fiscal Planning Committee

Last meeting date/time/place:

March 21st at 2pm in the Board Room

Summary of discussion, information, and action items:

- Reviewed the presentation prepared for the Board Retreat reflecting an augmentation made to the 2017-18 budget. This modification included an increase in growth revenue from 1% to 3% and a reduction in the deficit from over 1 million to roughly 300,000.

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):

Update on 2017-18 and 2018-19 budgets and the proposed new funding formula.

Next meeting date/time/place:

April 18th at 2pm in the Board Room, but a special meeting is being considered.