



**ADOPTED MINUTES**  
**IMPERIAL VALLEY COLLEGE COUNCIL**  
Wednesday, March 28, 2018, 12:50 to 1:50 p.m.  
Administration Building Board Room

**MEMBERS PRESENT:**

**Administrative Representatives**

Tina Aguirre  
Jeff Enz

**Faculty Representatives**

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

**Classified Representatives**

Melody Chronister (**Chair**)

**CMCA Representatives**

Jose Carrillo

**Student Representatives**

Karla Espejo-Rodarte  
Matthew Limon  
Miguel Rubalcava

**Consultants**

Jim Mecate  
Victor Torres

Recording Secretary: Paula Saldana

Others Present: Rick Macken

**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 as follows:

- She attended the regular Board meeting on March 21, 2018 and Board Retreat on March 24, 2018; highlights included:
  - Received a budget update which indicated an increase in revenues and decrease in deficit.
  - ASG President Karla Espejo-Rodarte reported that a student survey relating to IV Transit transportation had been completed. Over 1,200 students participated in survey which indicated additional transit services are needed. Dean Torres will continue to meet with IV Transit and will provide an update in the fall. This is related to the recommendation made by the Council in the Fall.
  - The Board reviewed its 2017-18 goals, which included: "Advocating for student's needs such as transportation to improve participation and academic success."
  - Had a presentation regarding green energy project opportunities.
  - The Board reviewed the 5-year capital projects and scheduled maintenance priorities, with priority given to fixing existing structures before starting new building construction projects, as well as determining that more data and discussion was needed on student center and athletics program renovations.

**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

Chair Chronister stated all subcommittee reports had been submitted and are attached to the agenda. Chair Mecate stated discussions are ongoing with Dean Drury regarding the out of state tuition waiver as well the use of scouting services; an update will be provided in the fall.

### **C. Area Reports**

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

There were no verbal reports provided.

### **IV. Consent Agenda**

- A. College Council Minutes – February 28, 2018

The minutes of February 28, 2018 were accepted as presented.

### **V. Action Items**

None

### **VI. Discussion and Information Items**

- A. **Announcement of the Reuben O. Lopez Community Service Award** (Melody Chronister)

Chair Chronister announced nominations for the Reuben O. Lopez Community Service Award would be accepted until April 18<sup>th</sup>. She highlighted the qualifications and criteria for the award. She stated the honoree would be announced at the April College Council meeting, and recognized at the Retiree and Years of Service celebration scheduled at the end of the spring semester. She stated past recipients include Cesar Guzman and Gaylla Finnell.

- B. **Guided Pathways Workplan** (Cuauhtemoc Carboni, Alex Garza, Ralph Marquez)

Chairs Carboni, Garza and Marquez presented the 2018-19 Guided Pathways Work Plan, and provided highlights of the five key element plans and outcomes, as well as the budget allocation for year 1.

Alex Garza presented Key Element 1: Cross Functional Inquiry

The plan is to form an outcomes committee of stakeholders around campus. The committee will be essential in ensuring that the campus community is aware and a voice in Guided Pathways. The committee will also validate survey data received.

The goal of this element is to develop a data sharing platform and provide real time data. He stated that student feedback has been very helpful, and that the committee has invited and encourages students to participate in the GP process.

Ralph Marquez presented Key Element 2: Shared Metrics and 3: Integrated Planning

He stated the purpose of Guided Pathways is to implement a framework for students to complete their educational goal within two years, whether the goal is career, transfer, or Associate's degree, including completion of college level math and English courses. He commented that the plan and/or strategy can be changed if something is not working. The elements of the current plan for element 2 and 3 include:

- To set a baseline of students that are graduating, completing college level math and English, completing majors or certificates, and those students getting a job in their area of study.
- To implement adoption of institutional standards and benchmarks for tracking student progress.
- To bring all of the tracking systems together and improve data sharing.
- To provide an overarching structure to decision making as it pertains to categorical funding.
- To increase services and target those that are disproportionately impacted.
- To use data to leverage funding, which would create new services for those students impacted.
- To ensure the collection of appropriate data is related to the key indicators.

Cuauhtemoc Carboni presented Key Element 5: Intersegmental Alignment and 11: Strategic Professional Development

The goal of the intersegmental alignment indicator is to align all the segments, starting at K-12 to the university level, increasing transfer rates to CSU and UC systems, as well as the private university partnerships and on-line universities. The plan is to continue with articulation renewal to increase student enrollment. He commented that two high schools are not participating, but is hopeful of their eventual participation.

He indicated that key element 11 calls for professional development for faculty and staff. He shared that IVC has obtained a federal grant under Title 5; and established the Teaching and Learning Center in Building 3700, to improve faculty development. The plan is to integrate regular effective use of learning outcomes and provide professional development all staff.

Alex Garza presented an update regarding the Guided Pathways budget

He stated the State has awarded IVC a total of \$1-1.2 million over a five-year period. He stated the budget for year 1 is approximately \$282,000 and highlighted how the funds would be allocated. He commented the final budget allocations would be determined by Dr. Martha Garcia, Acting VP for Academic Services.

A lengthy and enriched discussion ensued regarding professional development, participation of staff in outcomes committees, students with undeclared majors and the impact of financial aid, the upcoming changes to the funding formula, transfer goals

versus other goals and the funding repercussions, and the overlap in Degreeworks and Starfish.

Cuauhtemoc Carboni expressed that, despite the problems which will be encountered during the plan's implementation, it should lead to the achievement of greater student success.

**C. Password Policy (Jeff Enz)**

CTO Enz provided an overview of the proposed Password Policy. He stated the policy is necessary due to federal financial aid requirements.

A discussion ensued regarding the criteria for "strong password" characteristics, as well as how often passwords should be changed. CTO Enz encouraged everyone to review the NINJIO training video relating to password security.

He stated that any input, concerns or changes to the proposed policy would be considered and incorporated into a final document that would be reviewed and approved by the Technology Planning Committee, brought back to the College Council, and finally forwarded to the President's Cabinet for final approval and implementation.

**D. Community Colleges Survey of Student Engagement (Jose Carrillo)**

Director Carrillo announced that the Community Colleges Survey of Student Engagement would be administered in up to 40 classrooms, which have been randomly selected. The survey is national and will provide valuable information from a student's perspective. He stated the survey is optional and would be administered mid-April. He hopes to have a high participation rate from those selected. He commented the cost associated with the survey is \$3,000 to \$20,000, depending on the size of the college.

ASG President Espejo-Rodarte asked why the classes were selected on a random basis. She opined the survey should be administered to all students. Director Carrillo stated that a representative sample size was calculated by the survey administrators, and research shows that the number of students in those classes would provide the appropriate data to make meaningful decisions.

Member Pesqueira commented this would be an incredible opportunity to gather important data and asked if there is any way of incentivizing those students selected. Director Carrillo stated that may be in violation of the survey guidelines but he would research the inquiry.

**E. AP 6760 (Proposed) – Parking Citation Payment Plan (Rick Macken)**

Rick Macken presented the proposed AP 6760. He stated the AP was created as a result of the recently passed Assembly Bill 503. He provided a brief overview of AB 503, which requires that all agencies, public or private, who submit overdue parking tickets to the DMV for holds on a vehicle, must allow for a repayment plan to those individuals considered indigent. He stated the bill requires that the governing board adopt a payment plan by August 1, 2018.

He stated that in order to avoid going through the administrative verification process to establish indigent status, the plan would be available to everyone.

He focused attention on the following language of the proposed AP 6760:

- A person with multiple unpaid parking citations received on District property may enroll in a payment plan.
- The fee to enroll in a payment plan is \$25.
- Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.
  - If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated.
- Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV and any DMV Registration Hold in place will be temporarily removed pending satisfactory completion of the payment plan.
- At plan enrollment, an initial payment of \$25 or 10% of the amount owed (whichever amount is greater), plus the \$25 enrollment fee, is required.
- Payments must be made each calendar month.
  - There is no grace period for late payments.
  - For mailed payments, a postmark is acceptable to meet this requirement.
- Payment plan duration.
  - 1st month's payment will be \$25 or 10% of unpaid fines (whichever amount is greater) plus the \$25 enrollment plan fee. Subsequent months' payments will be determined by dividing the remaining balance by 4.

He stated the payment plan would be administered by the current third party contractor.

**VII. For the Good of the Order**

None

**VIII. Adjournment**

Chair Chronister adjourned the meeting at 1:56 p.m.

2017-18 College Council Meeting Schedule

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