



# IMPERIAL VALLEY COLLEGE

## EDUCATIONAL MASTER PLANNING COMMITTEE

**Minutes**  
**Friday, October 31, 2014**  
**9:00 a.m. – 10:00 a.m.**  
**Board Room**

Committee Members					
✓	Tina Aguirre		Todd Finnell	✓	Sergio Lopez
	Nicholas Akinkuoye	✓	Bill Gay	✓	Brian McNeece
✓	Linda Amidon	✓	Daniel Gilison	✓	Terry Norris
	Trini Argüelles		<i>Rick Goldsberry</i>	✓	James Patterson
✓	Craig Blek	✓	Carol Hegarty		Jose Ruiz
✓	Susan Carreon		Michael Heumann	✓	Efrain Silva, Co-Chair
✓	Jose Carrillo		Frank Hoppe	✓	Edalaine Joy Tango-An, ASG
✓	Ted Ceasar, Co-Chair		Victor Jaime		Edward Wells
	David Drury		John Lau		
✓	Gaylla Finnell		<i>Jose Lopez</i>		
					<b>Recorder</b>
				✓	Carol Cortés-Ramirez
Guests					

**I. Call To Order**

The meeting was called to order at 9:04 a.m. by Dean Ceasar, Co-Chair.

**II. Approval of Minutes**

The minutes for October 10, 2014 were approved unanimously as presented (MSC-C. Blek/T. Aguirre).

**III. Program Review Update**

T. Ceasar asked if all Program Review reports have been inputted and completed. L. Amidon stated that there may be one report pending from E. Silva's area. T. Ceasar reported that all of the reports for Instruction and Student Services are in and approved. L. Amidon ran a report and a few objectives had not been approved. T. Ceasar asked if all budgets were completed. J. Carrillo stated that they were working

on a budget download so that C. Fletes can see what's populated. T. Aguirre added that the budget needs to be enhanced and that it's not final because it has not gone through the approval process. She added that the budget needs to be approved by the Financial Administrator. A discussion followed on the budget approval process. E. Silva stated that enhanced budgets should go to the resource committees. J. Carrillo showed a flow chart on the Resource Allocation Process. T. Aguirre added that the budget approval/disapproval in SPOL should be done by the Financial Administrator. She also added that the Justification is not on the downloaded report. A lengthy discussion followed. E. Silva suggested that there should be a format and a modification done to the Excel spreadsheet. L. Amidon suggested one day with Erin just dedicated to reports (we have a total of 3 days left). It was suggested to include on the report the justification with task. It was also recommended that for next year, the system be set up for under \$5,000 to be included in the report. J. Carrillo announced that everyone make sure that their budgets didn't have anything missing because he will be working on the report. T. Aguirre suggested that J. Carrillo run the report with whatever has been submitted.

#### **IV. EMPC Self-Evaluation**

T. Ceasar presented the current draft of the EMPC Self-Evaluation to the Committee. A brief discussion followed. It was agreed to include under Committee Goals for Coming Year: Involvement in the development of the College's Mission, Values, & Vision.

#### **V. EMPC By-Laws**

T. Ceasar stated that the EMPC bylaws presented to the Committee in the agenda packet, were put together by B. McNeece. The bylaws were reviewed and a few details need to be revised on the document. B. McNeece will update the document and it will be presented to approve at the next EMPC meeting.

#### **VI. Visioning Notes Summary**

T. Ceasar led the discussion on the Visioning Notes Summary. B. Gay stated that they pulled themes into different areas from last December's Visioning meetings. J. Carrillo mentioned that it was discussed before about sorting them out by Institutional Goals. T. Ceasar mentioned 7 categories. B. Gay stated that they focused on unique needs. A brief discussion followed. T. Ceasar stated that they need to be organized by Institutional Goals and ready to present to the Board. B. Gay added that maybe it can be presented at the next Board Retreat in January. T. Ceasar asked for volunteers to assist with this task. G. Finnell and T. Ceasar agreed to volunteer with B. Gay assisting as a consultant.

**VII. Recommendation 1 Response**

T. Ceasar presented the draft of the response to Recommendation 1 to the ACCJC letter of May 6, 2014. The draft was forwarded to CART. They addressed all issues raised in the recommendation. The document is still in draft form and just went to B. McNeece today for review. Timeline for the final draft is November 13<sup>th</sup>. T. Aguirre stated that it was a tight deadline and that the document needs at least 2 readings. B. McNeece added that all evidence needs to be linked as well. T. Ceasar stated that A. Sano would take care of linking the evidence. D. Gilison stated that College Council can do the first reading on the November 17<sup>th</sup> meeting.

**VIII. Other**

J. Carrillo asked who has paid Survey Monkey accounts. The following stated they had paid accounts: Nursing, Martha Garcia, and Counseling.

**IX. Next Scheduled Meeting**

Friday, November 14, 2014, at 9:00 a.m., in Room 403

**X. Adjournment**

The meeting was adjourned at 10:03 a.m.