



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 14, 2009 – 2:30 P.M.
Administration Building Board Room

College Council Chair Michael Heumann called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Robin Ying, Administrative Representative
Sergio Lopez, Administrative Representative
Ted Ceasar, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Chair)
Bruce Seivertson, Faculty Representative

John Abarca, Classified Representative
Jessica Waddell, Classified Representative (Vice Chair)

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Steve Sciaky, Student Representative
Liberta Cabrera, Student Representative
Mario de la Torre, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Jan Magno, Alternate Administrative Representative
Taylor Ruhl, Alternate Administrative Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Miriam Trejo, Alternate Classified Representative

MEMBERSHIP CHANGES

The following membership changes were made: Liberta Cabrera, Student Representative, and Mario de la Torre, Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, JUNE 8, 2009

M/S/C Sergio Lopez/Bruce Seivertson to approve the Minutes of June 8, 2009.

Motion carried.

AREA REPORTS/UPDATES

Program Review

Interim Vice President for Academic Services Tina Aguirre reported the following:

- Announced she is finishing evaluating the 08/09 program review. She explained that this year the program review format has been redesigned to tie each line item to the Technology Plan, Facilities Plan, Staffing Plan, SLO Plan, Marketing Plan, and the whole budget process. She stated the new format will be going out at the end of this month.
- Announced there would be a winter session, but it would be limited. She reported that last year there were over 500 FTES, and this year the District would be cutting back to 400 FTES.
- ASG President Sciaky asked if there would be transfer classes available. Interim Vice President Aguirre indicated that there would be transfer classes offered, but not as many sections would be offered. She indicated there would be cuts in Physical Education.

Budget Update

Vice President for Business Services John Lau was not present for this portion of the meeting.

President Update

President Ed Gould reported the following:

- Discussed the issues with shared governance on campus and asked College Council and Academic Senate to review what shared governance is and come up with policies.
- Gave an update on the swine flu; he reported that the swine flu is a less cumbersome string than the regular flu, and stated that the real fear is if the swine flu mutates with the regular flu string. President Gould indicated that updates would be posted throughout the campus, sanitizers would be placed in each classroom and maintenance would be wiping down surfaces and door handles every day.

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Planning and Budget Committee, 5/27/09, 6/5/09, 6/20/09

DISCUSSION AND INFORMATION ITEMS

1. All users Email Account - Michael Heumann

- There was discussion regarding the all user email account. Most members were in favor of changing all users to a moderated, information distribution-only system. He reported

that Opencomm was created for the campus community to voice their grievances and the all users email account continues to be used for this purpose.

- Director Webster suggested that Opencomm become an opt-out program, meaning that everyone would initially be signed up for Opencomm and those who choose to opt-out could.
- Associate Dean Gregory indicated he was concerned with information being distributed through emails which may be violations of HIPPA rules, and violation of medical privacy.
- Chair Heumann indicated that the consensus is that everyone wants change and suggested that he would draft a resolution and bring it back to the next College Council meeting.

2. Shared Governance in the Summer - Michael Heumann

- Chair Heumann discussed the need for shared governance in the summer and winter sessions while faculty is not on contract. He stated this discussion would be ongoing and a task force would be created to evaluate the district's shared governance structure as a whole.
- Member Abarca shared his concerns and stated in the past, emergency meetings were called and a quorum was usually reached.
- Associate Dean Lopez suggested that the alternate representatives could step up and attend the summer and winter meetings.

3. Evaluation of Shared Governance Committees - Michael Heumann

- Chair Heumann explained in detail the Shared Governance Planning Process 2009-10 Proposed Flow Chart which was handed out to College Council members.
- VP of Academic Services Aguirre explained the processes of the Budget and Fiscal Plan, Facilities Plan, Technology Plan, SLO Plan, Marketing Plan, Staffing Plan, and how committee recommendations tie in to the Education Master Plan, the Education Master Plan goes to College Council, Academic Senate and Strategic Planning Committee and then up to the President and the Board of Trustees.

4. Consolidation of Committees - Michael Heumann

- Chair Heumann discussed a proposal to consolidate the Campus Ops, Greening Committee and Beautification Committee to the "Facilities and Environmental Improvement Committee." Vice Chair Waddell stated that the Greening Committee and the Beautification Committee were very similar and by combining all three committees it would improve the quality of the committees.
- Chair Heumann indicated the Standing Rules would be developed and brought back for approval at the next College Council meeting.

5. Review of Orientation - Michael Heumann

- Chair Heumann discussed a topic that was brought up regarding the need to making improvements to the sound quality for Orientation in the gym.
- Dr. Gould stated that his hope is that the new 2700 Building be used in the future for those type of events.

6. Printed Phone Directory - Michael Heumann

- There was discussion about whether to print the phone directory and Academic Senate President White suggested that the transition be gradual since there are staff that are not tech savvy.
- President Gould noted the cost per directory is approximately \$3.00 and the District prints over 600 copies.
- Director of Communication Gay suggested that a limited amount be printed and sold for a nominal fee and the proceeds to go toward student scholarships.
- Member Abarca added that the suggested fee would cover the cost to reformat the directory which would cost time and money as reprographics is short staffed.
- Vice Chair Waddell suggested that divisions who are not tech savvy could go to the division staff secretaries for help.
- Chair Heumann stated that the consensus is that the District not print the directory and to inform the campus community that the directory is available online; if anyone needs help in printing the directory, they should contact the division secretaries in their areas.

7. Ads on the Student Portal - Michael Heumann

- Chair Heumann addressed the question whether the District should consider selling ads on the Student Portal to generate funds.
- Dean Ying reported he is investigating this topic with the Chancellor's Office and is waiting on a reply.
- Academic Senate President White suggested a survey of what other community colleges are doing should be done.
- President Gould stated that the survey should be done first before a decision is reached, and also to find out how other colleges limit their ads.
- This item to be brought back to College Council.

8. American Graduation Initiative - Michael Heumann

- Chair Heumann explained that the American Graduation Initiative is the Obama Administration Initiative for community colleges which has been endorsed by the San Diego Community College District. The question is whether our District should endorse it. He stated since this is an academic matter this item should go to Academic Senate first and then returned to College Council.
- This item was tabled.

9. Classroom Improvements - Michael Heumann

- Chair Heumann discussed suggestions made by Instructor Brian McNeece to classroom improvements which included an overhang over doors in the 1700 building and rewiring of lights in classrooms. Chair Heumann noted that these were some valid suggestions which should go to the Facilities Environmental Improvement Committee.
- Director of Maintenance Webster reported that lights in some classrooms are being changed through requests. He suggested that a work order be filled if a division would like the lights changed in their area.
- President Gould asked Director of Maintenance Webster to bring back a list of which classrooms have split lights installed, and the number of rooms which need to be worked on.

10. Safety Proposal by Trustee Wong - Dr. Gould

- Chair Heumann discussed Trustee Louis Wong’s safety proposal and stated the intent was to make the parking safer and to make security staff more visible on campus.
- VP Lau reported that the cost of the lights to be placed on top of three carts is about \$300.00, and stated the cost would be covered by the parking fees.

11. Standing Rules of the Technology Committee - Robin Ying

- Chair Heumann stated that the Standing Rules of the Technology Committee are submitted as an information item, and would be placed as an action item next College Council Meeting.

12. Standing Rules of the Marketing Committee - Bill Gay

- Chair Heumann stated that the Standing Rules of the Marketing Committee are submitted as an information item, and would be placed as an action item next College Council Meeting.
- Director of Communications Gay stated he considers the Marketing Committee an important part of the marketing effort, and the Standing Rules is just the first step.

Member Abarca stated that he would like to see ASG Reports back on the agenda, and would like to see a Swine Flu update on the next agenda. He noted that it is important that budget items be referred back to the Planning and Budget Committee.

ACTION ITEMS

M/S/C Jessica Waddell/Sergio Lopez

1. Approval of College Council Going Green - Michael Heumann

Chair Heumann indicated that a few copies would be made available for those that do not have access.

Motion carried.

M/S/C Bruce Seivertson/Robin Ying

2. Approval of Ad Hoc IVC Veterans Memorial Committee and Mission Statement

*“IVC College Council
Ad Hoc Veterans Memorial Committee*

Mission Statement

The mission of the IVC College Council Ad Hoc Veterans Memorial Committee shall be to assist the students of IVC in the planning and development of a Veterans Memorial on the IVC campus.

Goals and Objectives

Goal #1	<i>To assist in the selection of the Veterans Memorial design and to make recommendations to the College Council for design approval.</i>
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	Objective 1	<i>Communicate with the project designer and IVC architect to insure that the Veterans Memorial design fits within the overall design and goals of IVC.</i>
	Objective 2	<i>Seek input from the students, campus and community on the project design.</i>
	Objective 3	<i>Make design recommendations to the College Council.</i>

Goal #2	<i>To assist in the development of plans for funding the construction and maintenance of the Veterans Memorial.</i>	
	Objective 1	<i>Communicate with the project designer and IVC architect to determine the cost for constructing and maintaining the Veterans Memorial.</i>
	Objective 2	<i>Develop plans for funding the project.</i>

Goal #3	<i>To oversee the construction and dedication of the Veterans Memorial.</i>	
	Objective 1	<i>Monitor scheduling and funding of the project construction.</i>
	Objective 2	<i>Plan and facilitate a construction groundbreaking and, upon completion, a community dedication of the memorial.</i>

Committee Members

*Chair: Gaylla A. Finnell, Faculty Advisor, IVC Students for Political Awareness
 SPA Representative – President
 SPA Representative – Member
 ASG Representative – President
 ASG Representative – Senator
 Veteran Representative from Community
 Veteran Representative from Community
 Sergio Lopez – Associate Dean of Student Affairs
 Bruce Seivertson – Academic Senate Past President
 Armando Mendez – College Council Representative
 Rick Webster – IVC Maintenance and Operations”*

Motion carried.

M/S/C Bruce Seivertson/Robin Ying

3. Approval of Standing Rules of the Customer Service Committee

**“IMPERIAL VALLEY COLLEGE
 Standing Rules of the Customer Service Committee
 Access to the Customer Service Committee is available to
 all members of all constituencies.**

MEETINGS

At its first meeting of each academic year the Customer Service Committee will set a time and place to meet that is agreeable to its members. The Committee will meet monthly; and perhaps more often prior to special events.

AGENDA

- 1. The Customer Service Committee will generate its agenda according to the Committee's planned activities for the year and from items submitted by any Customer Service Committee member or any member of the campus community of Imperial Valley College.*
- 2. The agenda will be prepared by the Chair/Co-Chairs of the Customer Service Committee and distributed by the Secretary to the Committee members at the beginning of each meeting.*
- 3. In addition, the agenda will be posted on the College website and available for review, with attachments, at the President's Office.*

OPERATIONS

- 1. A quorum must be present to hold a meeting. For this Committee, a quorum is 50% of the membership.*
- 2. Robert's Rules of Order will be used to conduct meetings.*
- 3. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.*

TERMS OF OFFICE

- 1. The Chair/Co-Chairs of the Customer Service Committee shall be elected for a one-year term by the Customer Service Committee and be a member of the Customer Service Committee. The Chair/Co-Chairs are eligible for re-election.*
- 2. The Secretary of the Customer Service Committee shall be elected for a one-year term by the Customer Service Committee and be a member of the Customer Service Committee. The Secretary is eligible for re-election.*

PROCEDURES

Since the Board of Trustees has established the Customer Service Committee to ensure faculty, staff, students and administrators the right to participate effectively in College governance, the following procedures shall apply:

- 1. The Customer Service Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions, and ideas.*
- 2. Copies of the minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.*

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Customer Service Committee members.

MISSION

To promote and improve good customer service practices among faculty and staff to assure a productive, courteous, respectful, and responsive campus environment that benefits the students and the community at large.

FUNCTION

To recognize outstanding services by employees, recommend the improvement of customer service, make contributions to the community at large, and contribute in any way to building and maintaining a positive campus environment at IVC.

This is an action-based committee.

This committee reports to College Council.

FUNCTIONS

*Orientation Involvement
Staff Appreciation BBQ
Weeks of Thanks & Giving Food Drive
Holiday Gift Drive
Season's Celebration Involvement
Staff Appreciation Ice Cream Social
Employee of the Month Awards
Employee of the Year Award
Years of Service Recognition
Give Back BBQ
Welcome Wagon Tours*

- *To convey to the College President the views of the campus community on matters relevant to customer service.*
- *To make recommendations to the College President on activities relating to customer service within the College or within the community at large.*

STRUCTURE

1. *The Customer Service Committee allows representation from all five groups: faculty, classified staff, students, administrators, and other employees at IVC that may not be employed by the district.*
2. *The College President is a permanent Ex-Officio member of the Customer Service Committee.*
3. *Members may stay on the Committee for an unlimited number of years.*
4. *A Chair/Co-Chairs and a Secretary will be elected by the members of the Customer Service Committee.*
5. *The Customer Service Committee may create subcommittees as needed to address specific activities.*
6. *The Employee of the Month/Year (EMY) Subcommittee is made up of individuals that are not necessarily members of the Customer Service Committee. It is made up of two administrators, two faculty members, two classified staff, two students, and the current Employee of the Year.*

OPERATION PROCEDURES

Operational procedures for the Customer Service Committee will be developed and maintained by its members.

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the Customer Service Committee or as directed by the Superintendent/President. When members of the Customer Service Committee approve proposed revisions to this section, the recommendations will be presented to the Superintendent/President."

Motion carried.

M/S/C Bruce Seivertson/Jessica Waddell

4. Approval of Standing Rules of the Policies and Procedures Committee

"Imperial Valley College
Standing Rules of the Policies and Procedures Review
Committee

MEETINGS

The committee meets the second and fourth Wednesday of every month.

AGENDA

The **Policies and Procedures Review Committee** generates a standard agenda each month with two items: 1) Review Policies 2) Review Procedures

PURPOSE

The **Policies and Procedures Review Committee** is a task force to review all board policies and administrative procedures for accuracy, clarity, and currency.

FUNCTIONS

- To convey to the various contiguous groups a need to develop, update or modify campus policies and/or procedures.
- To review board policies and administrative procedures submitted to the college through the Community College League of California (CCLC) contract services.
- To allow for discussion by representatives of all contiguous groups regarding all development, update or modification of campus policies and/or procedures.
- To maintain a complete and accurate record of all current board policies and administrative procedures.

PROCEDURES

- Upon receipt of recommended board policies and administrative procedures from the CCLC the committee will review to determine need.
- A referral will be made to the appropriate campus body when the Policies and Procedure Review Committee finds it necessary to develop, update or modify a campus policy or procedure.

STRUCTURE

- Student Services Representative
- Academic Services Representative
- ASG Representative
- CSEA Representative

- Business Services Representative
- Human Resources Representative
- CTA Representative

Motion Carried.

M/S/C Bruce Seivertson/Sergio Lopez

5. Approval of Standing Rules of the Student Affairs Committee

*“IMPERIAL VALLEY COLLEGE
Standing Rules of the Student Affairs Advisory Committee*

MEETINGS

The Student Affairs Advisory Committee meets the first Monday of every month at 3:00 p.m. during the Fall and Spring semesters. Additional meetings will be scheduled on an as needed basis.

AGENDA

The Student Affairs Advisory Committee will generate an agenda from items submitted by a committee member or any member of the campus community of Imperial Valley College. The agenda will be prepared by the Chair and distributed to the committee members one week in advance of the meeting. In addition, the agenda will be sent to “all users” at least 24 hours before each meeting.

In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, in the Office of Student Affairs.

OPERATIONS

- *A quorum must be present to hold a meeting. A quorum will be half plus one of its membership.*
- *Robert’s Rules of Order will be used to conduct meetings.*
- *Committee members will work to achieve consensus regarding recommendations for appropriate policy or procedural changes. Records of dissenting and minority opinion will be included in the final recommendation.*

PROCEDURES

Since the Board of Trustees (BP/AP 2510) has established the Student Affairs to ensure students the right to participate effectively in college governance, the following procedures shall apply:

- *The Student Affairs Advisory Committee will allow for discussion and recommendations to be a shared process by all members. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
- *Copies of the minutes will be posted on the College website and available for review, with attachments, at the Office of Student Affairs.*
- *The views and recommendations of the Student Affairs Advisory Committee will be expressed in written form to the College Council.*
- *When the views and opinions by the members of the Student Affairs Advisory Committee are not accepted by the College Council a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the Student Affairs Advisory Committee.*

- *The Student Affairs Advisory Committee will serve as a center to share information, discuss activities, projects, programs, and plans, pertaining to student affairs that have been developed or are being developed by the Committee.*

REVIEW & REVISION

These standing rules may be changed by a majority vote of the Student Affairs Committee.

IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION – SHARED GOVERNANCE STUDENT AFFAIRS PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance. Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

PURPOSE

The purpose/function of the Student Affairs Advisory Committee is to evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, assemblies, elected student bodies, commencement, disciplinary matters pertaining to disciplinary appeals and other student activities.

STRUCTURE

The chairperson of the committee shall be the Associate Dean Student Affairs and the following members shall be appointed by the Superintendent/President: at least four faculty members and four classified staff, and four students will be appointed by the Associated Student Government President. A faculty member shall be selected by the committee to serve as chairperson of the disciplinary appeals board.

The Student Affairs Advisory Committee may create ad hoc committees as needed to address student affairs issues and task forces to address specific issues.

OPERATION PROCEDURES

Operational procedures for the Student Affairs Advisory Committee will be developed and maintained by its members.

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the Student Affairs Advisory Committee or as directed by the College Council or its

designee. When members of the Student Affairs Advisory Committee recommend proposed revisions to this section, the recommendations will be presented to the College Council and if appropriate to the College President."

Motion carried.

M/S/C Bruce Seivertson/Sergio Lopez

6. Approval of Standing Rules of the Competitive Athletic Committee

*"IMPERIAL VALLEY COLLEGE
Standing Rules of the Competitive Athletics Committee*

MEETINGS

At its first meeting of each academic year the Competitive Athletics Committee (CAC) will set a time and place to meet agreeable to its members. The committee will meet on an as needed basis. A schedule will be posted on the website.

AGENDAS

- 1. The CAC will generate its agenda from items submitted by any member or any member of the campus community of Imperial Valley College.*
- 2. The agenda will be prepared by the Chair of the CAC and distributed to the committee members at least 24 hours before the meeting.*
- 3. In addition, copies of the agenda packet and minutes of meetings will be posted on the College website and available for review, with attachments, at the Athletic Director's Office.*

OPERATIONS

- 1. A quorum must be present to hold a meeting. For this Council a quorum is five members.*
- 2. Robert's Rules of Order will be used to conduct meetings.*
- 3. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.*

TERMS OF OFFICE

- 1. The chair is the Athletic Director - appointed each year by the Superintendent/President.*
- 2. The recording secretary is the Athletic Secretary.*

PROCEDURES

Since the Board of Trustees has established the CAC to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. *The CAC will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.*
2. *Copies of the minutes with attachments will be posted on the College website and available for review at the Athletic Director's Office.*
3. *The views and opinions of the CAC will be expressed in written form to the College Council.*
4. *When the views and opinions by the members of the CAC are not accepted by the College Council a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the CAC.*

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the CAC members.

**IMPERIAL COMMUNITY COLLEGE DISTRICT
BOARD POLICY/PROCEDURES SECTION 3.7 – SHARED GOVERNANCE**

COMPETITIVE ATHLETIC COMMITTEE

PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust. One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance. Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise. Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

PURPOSE

- *To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College Council.*

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

FUNCTIONS

- *To convey to the College Council the views of the CAC on matters relevant to the orderly functioning of the Athletics.*
- *To review the compliance with state and Board regulations.*

- *To make recommendations on proposed athletics policies developed by the CAC or other policy making college committees.*
- *To disseminate proposed or current policy, and regulations to the CAC for feedback prior to making recommendations to the College Council or other policy making college committees.*
- *To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.*

STRUCTURE

The chairperson shall be the Director of Athletics and the following members shall be appointed by the Superintendent/ President: three head coaches, two students, and indefinite number of faculty members and two persons from the community.

1. *The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.*
2. *The permanent members of the CAC are:*
 - *Three head coaches appointed by the Superintendent/President.*
 - *Two students at large appointed by the Superintendent/President.*
 - *Two persons from the community appointed by the Superintendent/President.*
 - *An indefinite number of faculty members appointed by the Superintendent/President.*
 - *Chair*
3. *The Chair is the Athletic Director appointed by the Superintendent/President.*

OPERATION PROCEDURES

Operational procedures for the CAC will be developed and maintained by its members.

REVIEW AND REVISION

The section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the CAC or as directed by the Board of Trustees or its designee. When members of the CAC approve proposed revision to this section, the recommendations will be presented to the College Council, Superintendent/President and, as appropriate, to the Board of Trustees.”

Motion carried.

M/S/C Bruce Seivertson/Sergio Lopez

7. Approval of Standing Rules of the Budget and Fiscal Planning Committee

*“IMPERIAL VALLEY COLLEGE
Standing Rules of the
Budget and Fiscal Planning Committee*

MEETINGS: *Meetings will be held the fourth Wednesday of the month during the Fall and Spring semesters.*

AGENDA: *The agenda will be prepared by the Chair of the Committee from items submitted by committee members. The agenda will be made available to members of the committee and to the campus community via e-mail consistent with the Brown Act (72 hours in advance of a meeting) when possible, but no later than 24 hours prior to the meeting. The agenda and back-up material, as well as minutes of prior meetings will be available on the College web-site.*

OPERATIONS

A quorum must be present to take action on any item on the agenda. All meetings will be open and consistent with the Brown Act, and any other applicable regulations. Members will work to achieve consensus. If the committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

PROCEDURES

- 1. The committee will ensure that the budget planning document be distributed throughout the college community prior to adoption by the Board of Trustees. Written comments should be incorporated into a revised planning document.*
- 2. All meetings of the Committee will be open to the public.*
- 3. The Superintendent/President will consider the Committee's recommendations as advisory in making his recommendations to the Board of Trustees.*

PHILOSOPHY

- 1. Imperial Valley College's budget and fiscal planning process shall support student success.*
- 2. The vision and mission statements of the college shall drive the budget and fiscal planning process and funds will be allocated to support the priorities stated in the college plans. Financial planning takes into account long-range projections regarding programs, services, costs and resources.*
- 3. The college shall develop and submit plans and budgets according to the requirements of state and other agencies.*
- 4. The college's budget and fiscal planning process shall involve broad participation by all segments of the college community and the Board of Trustees.*
- 5. The college's budget and fiscal planning process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust.*

PURPOSE

- 1. Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President.*
- 2. Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.*

3. *Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.*

FUNCTIONS

1. *Develop committee operating procedures and conduct an annual evaluation of the planning and budget process; if necessary, modify the process in a manner consistent with shared governance policy and law.*
2. *Establish planning guidelines consistent with the budget process.*
3. *Establish master and annual time lines to coordinate the planning and budget process.*
4. *Meet monthly (during the Fall and Spring semesters) to review, gather, and disseminate information on the college's planning processes and financial resources and expenditures.*
5. *Provide recommendations and guidance to groups responsible for college plans.*
6. *Review, on an annual basis, college plans which state long-term goals and objectives of Imperial Valley College.*
7. *Meet annually with the Board of trustees and Superintendent/President to establish planning and budget priorities through discussion of common goals and objectives.*
8. *Advise the Superintendent/President on the development of the Imperial Valley College budget.*

STRUCTURE

Chair: Vice President for Business Services

Academic Senate President

College Council Chairperson

1 administrative representative appointed by the Superintendent/President

Director of Fiscal Services

2 faculty representatives appointed by the Senate

2 Classified Representatives elected at-large

1 student representative appointed by the Student Senate, or an alternate

1 CMCA representative

Vice President for Academic Services (non-voting member)

TERMS OF OFFICE

The faculty and classified representatives will serve two-year terms with the understanding that for the initial term only, one representative from each group will serve one year and the other representative will serve two years in order to stagger their terms. In future, all representatives from these categories will serve a term of two years.

It is suggested that the student representative also serve a term of two years, while understanding that this may not always be possible.

All other members of the committee serve as a result of their position or title, and as a result will continue to serve as long as they hold that position or title.

REVIEW AND REVISION: *Changes to these rules shall be determined by mutual agreement of the Board of Trustees and the Academic Senate, consistent with Imperial Valley College's Shared Governance Policy and with California law pertaining to shared governance."*

Motion carried.

ADJOURNMENT

M/S/C Bruce Seivertson/Rick Webster to adjourn the meeting at 3:45 p.m.

**2009-2010 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2009		2010	
September 28	December 14	January 11 & 25	April 12 & 26
October 12 & 26		February 8 & 22	May 10 & 24
November 23		March 8 & 22	June 14 & 28

Meeting Canceled

*Fall Semester Begins

Overload rate for 177-day members