

ADOPTED MINUTES

**FOR THE REGULAR MEETING OF THE
IMPERIAL COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Wednesday, July 12, 2000

Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., on Wednesday, July 12, 2000, in the Administration Building Board Room.

TRUSTEES PRESENT: Rudy Cardenas, Jr.
Claudine Duff
Kelly Keithly
Marian Long
Romualdo Medina
Rebecca Ramirez
Louis Wong

REPRESENTATIVES PRESENT:
Jose Julio Camargo, Associated Students
Eric Jacobson, Academic Senate
Gail Parish, Classified Staff

CONSULTANTS PRESENT:
Dr. Gilbert M. Dominguez, Superintendent/President
John Hunt, Vice President for Academic Services
Carlos Fletes, Vice President for Business Services
Dr. Victor Jaime, Vice President for Student Services
Ruth Montenegro, Interim Director of Human Resources

VISITORS PRESENT:
Ted Ceasar; Eileen Ford; Gonzalo Huerta; Bill Gay; Sergio Lopez; James Patterson; Rosie Pechtl; Ben Solomon; California Education Consultants: Ted Dutton and Dr. Joe Vogel.

WRITTEN COMMUNICATIONS

1. Sandra Standiford (RE: Students Right to Know & Campus Security Act Statistics)

PUBLIC COMMENT

The Board President invited members of the public to comment on any agenda item and on any item not on this agenda. No comments were made.

ACADEMIC SENATE

Academic Senate President Eric Jacobson reported on the following items:

1. At the Senate's meeting held on July 12, 2000, not enough members were present for a quorum and no action could be taken.
2. The Senate's Agenda has been posted on the web.
3. The next meeting of the Senate will be on August 16, 2000.

ASSOCIATED STUDENTS GOVERNMENT UPDATE

Associated Students President Julio Camargo reported on the following:

1. During the first week of classes there will be an information booth available for students to ask questions and to provide encouragement for student government involvement.
2. The Associated Students are sponsoring activities for National Hispanic Heritage Week schedule for September 18 through 22, 2000. The activities will include film and music festivals, presentations by professional photographer Jimmy Dorantes and acclaimed artist Simon Silva.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. State Budget Update
 - a. The Governor approved the budget for California Community Colleges, and it is the best in the history of our colleges.
 - b. It includes most of the items requested with the following augmentations:
 - 3 1/2% for Growth
 - 4.17% for COLA
 - \$155 million augmentation for Partnership for Excellence
 - \$10 million augmentation for Economic Development
 - c. Not funded was:
 - Equalization (\$45 million request)
 - Non-credit FTES (\$12.8 million request)

- Part-time Office Hours (\$5 million request)

The increase in COLA translates to approximately \$170,000 for IVC. In terms of overall actions, augmentation funds equal \$493 million plus one-time funds equal \$104.9 million, which translates as a 12% increase.

2. Imperial Valley College has become a member of Imperial Valley Economic Development Corporation (IVEDC) which has the following purpose:
 - a. Marketing Imperial County to attract new business
 - b. Increasing Capital Investment
 - c. Helping Local Businesses Expand Their Business
 - d. Maintaining a financially sound, independent, private sector marketing organization.
3. Two reminders for your calendars:
 - a. August 14th Orientation - Keynote Speaker Leonard Olguin, Emeritus Professor CSU, Long Beach
 - b. September 18-22 - Hispanic Heritage Week at IVC
 - c. Technical Visit with David Viar and Linda Collins
Thursday, September 14th, Overview Presentation 1:00-2:30 P.M., Room 2131; Dinner Meeting with Administration/Board, 5:30 P.M.-8:00 P.M., Casbah Room

GOVERNMENT RELATIONS SERVICES

Ted Dutton and Joe Vogel, representing California Education Consultants, discussed ways their organization could advise, direct and assist IVC regarding government relations issues, as well as with the application process for securing funding and other resources for school facility projects. As consultants to other local school districts, such as Heber, Holtville, Calipatria, they have been successful in identifying funding sources from the State of California for use in new construction and modernization of existing facilities, and for general operation.

Carlos Fletes stated that there is a need for an outside person to review and advise on IVC's facility and construction plan.

M/S/C Medina/Keithly to approve the Minutes dated June 14 and 28, 2000.

M/S/C Medina/Keithly
Resolution No. 11967: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of Purchase Order Nos. 14414 through 14219A inclusive be approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 2373 through 2629, inclusive be approved.

M/S/C Medina/Keithly
Resolution No. 11968: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 25 in the amount of \$52,632.31 and No. 26 in the amount of \$950,451.62, be ratified.

M/S/C Medina/Keithly
Resolution No. 11969: **COMMERCIAL WARRANT ORDERS**

BE IT RESOLVED that Commercial Warrant Orders on the General Fund be ratified as follows:

45 in the amount of \$235,971.64
46 in the amount of \$311,177.35
47 in the amount of \$238,044.05
48 in the amount of \$898,841.51

M/S/C Medina/Keithly
Resolution No. 11970: **SURPLUS PROPERTY**

BE IT RESOLVED that approval is given to declaring outdated nonfunctional equipment as surplus property, and is no longer being used for educational purposes;

BE IT FURTHER RESOLVED that the Superintendent/President, the Vice President for Business Services, and/or the Director of Purchasing and Warehouse are hereby authorized and instructed to dispose of the equipment in the best interest of the District, as referred to in the Surplus Property List dated June 2000.

M/S/C Medina/Keithly
Resolution No. 11971: **DISTRICT PURCHASES**

WHEREAS, procurement is one of the major functions of the administration of school business; and

WHEREAS, Education Code Section 81656 and Board Policy 7.1.5.1 authorizes delegation of purchasing and contract authority;

NOW THEREFORE BE IT RESOLVED that the Vice President for Business Services under the guidance of the Superintendent/President, is hereby authorized and directed to contract for all supplies, materials, apparatus, equipment and services for the District; and

BE IT FURTHER RESOLVED that contracts or purchases in the amount of \$5,000.00 or more shall be approved by the Board of Trustees in advance of execution; and

BE IT FURTHER RESOLVED that administrative rules and regulations shall be implemented pursuant to the Education Code, Budget and Accounting Manual of the California Community Colleges, and other codes and directives as applicable; and

BE IT FINALLY RESOLVED that this policy shall be reviewed annually.

M/S/C Medina/Keithly
Resolution No. 11972: **DELIVERY OF DOCUMENTS TO THE IMPERIAL COUNTY SUPERINTENDENT OF SCHOOLS**

BE IT RESOLVED that the Imperial County Superintendent of Schools be authorized to mail and/or deliver warrants and correspondence from the Accounting Section of the Office of the Imperial County Superintendent of Schools for the Imperial Community College District to the Vice President for Business Services, his designee, or Mary Bell, Brenda Hinajosa, Mary Carter, Susan Rodriguez, Carlos Fletes, Mirtha Galindo, Lisa Favela, Phyllis Gilliam, Janell Hodgkin, Ruth B. Montenegro, Linda Amidon, Sue Strain, Sheila Dorsey-Freeman, and Zula Hartfield.

M/S/C Medina/Keithly
Resolution No. 11973: **DESIGNATED REPRESENTATIVES FOR IPIC**

BE IT RESOLVED that the Board designates the Vice President for Business Services and the Director of Human Resources as its representatives on the Governing Board of the Insurance Program for Imperial County II (IPIC), and the Superintendent/President will serve as the alternate for the 2000-2001 school year.

M/S/C Medina/Keithly

Resolution No. 11974: **COUNTY SUPERINTENDENT'S OFFICE TO MAKE CORRECTIONS ON COMMERCIAL AND/OR PAYROLL WARRANTS**

WHEREAS, an occasional error is found in the total amount of a payment of a commercial and/or payroll warrants; and

WHEREAS, the delay of returning said warrant or warrants and the expense of returning them is not a sound business practice;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Imperial Community College District hereby authorizes the Office of Imperial County Superintendent of Schools to correct the commercial warrant in any amount not to exceed ten dollars (\$10.00), and make corrections to the payroll warrant in any amount necessary.

M/S/C Medina/Keithly

Resolution No. 11975: **SCHOOL ORDERS**

BE IT RESOLVED that pursuant to Education Code Section 42632/85232, the Imperial Community College District Board of Trustees, representing Imperial County, hereby authorizes the following persons to sign any and all orders (not to exceed \$5,000) in the name of said District during the 2000-2001 school year:

Dr. Gilbert Dominguez, Superintendent/President
Carlos Fletes, Vice President for Business Services
Janell Hodgkin, Director of Fiscal Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Laurie Franks, Director of Purchasing and Warehouse

M/S/C Medina/Keithly

Resolution No. 11976: **AUTHORIZED AGENTS**

BE IT RESOLVED that the Superintendent/President, Vice President of Business Services, Vice President of Academic Services, Vice President of Student Services, and the Director of Human Resources be designated the "Authorized Agents" for the Imperial Community College District to sign the following documents:

- Notices of Employment
- Notices of Termination
- Changes of Salary
- Payroll Authorization
- Commercial Warrant Orders
- State Compensation Insurance Claims
- State Teachers' Retirement Membership Forms
- Time Sheets
- Notices of Leave of Absence
- State and Federal Project Requests
- PERS Membership Forms
- Any Other Items Approved by the Superintendent

M/S/C Medina/Keithly

Resolution No. 11977: **AUTHORIZED AGENTS**

BE IT RESOLVED that the following persons be designated as "Authorized Agents" to sign the documents indicated for the 2000-2001 school year:

Student Notices of	Superintendent/President
Employment	Vice President, Business Services
	Vice President, Student Services
	Vice President, Academic Services
	Dean of Financial Aid and State Programs

M/S/C Medina/Keithly

Resolution No. 11978: **AUTHORITY TO SIGN CHECKS**

BE IT RESOLVED that the following persons be authorized to sign checks for the accounts indicated for the 2000-2001 school year:

IVC Grants Account (2 signers)	Superintendent/President
	Vice President for Business Services
	Vice President for Student Services
	Vice President for Academic Services
	Dean of Financial Aid/State Programs
	Director of Fiscal Services

Associated Students (2 signers)	Superintendent/President
	Vice President for Business Services
	Vice President for Student Services
	Vice President for Academic Services
	Student Life Director
	Associated Students Treasurer
	Director of Fiscal Services

Campus Organizations (2 signers)	Superintendent/President
	Vice President for Business Services
	Vice President for Student Services
	Vice President for Academic Services
	Student Life Director
	Director of Fiscal Services

Revolving Account (1 signer)	Superintendent/President
	Vice President for Business Services
	Vice President for Student Services
	Vice President for Academic Services
	Director of Fiscal Services

IVC 125 Flex Plan (1 signer)

Superintendent/President
Vice President for Business Services
Vice President for Student Services
Vice President for Academic Services
Director of Fiscal Services

IVC Trust Account (2 signers)

Superintendent/President
Vice President for Business Services
Vice President for Student Services
Vice President for Academic Services
Dean of Financial Aid/State Programs
Director of Fiscal Services

IVC Holding Account (1 signer)

Superintendent/President
Vice President for Business Services
Vice President for Student Services
Vice President for Academic Services
Director of Fiscal Services

M/S/C Medina/Keithly

Resolution No. 11979: **INVESTMENT OF MONIES**

BE IT RESOLVED that the Vice President for Business Services is hereby empowered to authorize and instruct the Treasurer of Imperial County to invest monies not required for the immediate necessities of the Imperial Community College District, as determined by him. Said funds are to be used to establish an interest bearing inactive bank deposit account for the period specified, or to purchase United States Government Bonds, notes bills, or certificates for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that said Imperial County Treasurer be authorized and instructed to deposit for safekeeping, in a legal depository, in the State of California or New York, any such bonds notes, bills, and certificates purchased for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that this resolution be reviewed and acted upon annually.

M/S/C Keithly/Duff

Resolution No. 11980: **1999-2000 AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 472**

BE IT RESOLVED that the Board ratifies the Tentative Agreement between the Imperial Community College District and CSEA, Chapter 472, for school year 1999-2000, signed on the 28th day of June, 2000, as follows:

1. If any other bargaining unit receives a salary increase for 1999-2000 it shall cause an immediate increase for the classified bargaining unit members on identical percentage terms including retroactivity, if applicable.
2. The District agrees to increase the amount of compensatory time a unit member will be allowed to accumulate in any given school year from 80 hours to 120 hours. Further, the amount available for compensation at the end of the contract year shall remain 80 hours and will be administered under the now current procedures outlined in the Unit Bargaining Agreement.

The District retains the right to schedule the use of compensatory time by the unit member at various times throughout the school year pursuant to the Fair Labor Standards Act (FLSA). Compensatory time scheduled for use will be at the discretion and benefit of the District.

3. The District agrees to increase the sick leave accrual for unit members with 20 or more years' service to the District from two (2) days to two and one-quarter (2-1/4) days per month of creditable District service.
4. The District hereby agrees to the establishment of an agency shop under terms and conditions reflected in Article 3.8, which is attached as Exhibit 1 and incorporated herein by reference.
5. The District will provide implementing language for Labor Code §233, hereinafter referred to as "kin care leave".
6. That Article 12.3, second paragraph, be changed to read:

12.3.1 An employee may accrue and accumulate vacation up to an amount equal to the last school year's accrual plus the current school year's accrual after which no more vacation may be accrued until the unit member begins to utilize accumulated/accrued vacation. This process shall hereafter be referred to as a "cap" on vacation accrual.

12.3.2 It is further agreed that this cap will not be imposed upon any employee who is unable, due to an injury or illness as defined in Article 11 of this Contract, to take regularly scheduled vacations. An employee affected under this section shall be required to reduce the amount above the cap to the cap level within two (2) years of the return to duty.

M/S/C Cardenas/Keithly

Resolution No. 11981: **MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND CCA/CTA/NEA**

BE IT RESOLVED that the Board ratifies the Agreement between the Imperial Community College District, CCA/CTA/NEA, and the Academic Senate signed on the 25th day of February 1999, and amended on July 6, 2000, as follows:

AB 1725 and the California Education Code, §§87606 through 87626 and 87660 through 87683, requires community colleges to establish an evaluation process for its certificated staff;

The District, Imperial Valley College Chapter of CCA/CTA/NEA, and Academic Senate Association have developed a tenure review process and procedures, which they agree to implement;

The tenure review process and procedures embodied in the following documents shall be implemented effective immediately. For the seven faculty hired in August 1998, it will be their choice of tenure review systems. Each candidate will sign a written memorandum declaring whether or not they wish to be evaluated under the old system by the CIO or whether they wish to be evaluated by the Tenure Review Committee.

- a. Tenure Review for Teaching Faculty
- b. Tenure Review for Counseling Faculty
- c. Tenure Review for Librarians

M/S/C Duff/Medina

Resolution No. 11982: **AGREEMENT BETWEEN THE DISTRICT AND CCA/CTA/NEA**

BE IT RESOLVED that the Board ratifies the Agreement between the Imperial Community College District, and CCA/CTA/NEA signed on the 16th day of February, 2000, as follows:

1. Beginning January 18, 2000, the first day of the Spring 2000 semester, the District will grant 20% (3 units) release time to the CCA/CTA/NEA Chapter President for a period not to exceed one (1) year from said date. The District further agrees to enter into consultation prior to the expiration of the one-year period for the purpose of discussing whether the release time might be extended for an additional period of time.
2. a. Article VI, Leaves, is amended to reflect that sick leave will be charged in one (1) hour increments and shall be applicable only to contract hours, inclusive of lecture, lab, appointment and office hours, beginning July 1, 2000, and will be exclusive of any overload assignment.

b. Further, the parties agree that for overload assignments, members will be authorized non-cumulative sick leave equal to one (1) hour for each lecture unit of overload taught each semester not to exceed nine (9) units or nine (9) hours. Hours accumulated in one semester may not be carried into subsequent semesters.
3. The Memorandum of Understanding between the District and CCA/CTA/NEA dated February 25, 1999, a copy of which is attached, is incorporated herein by reference. Article 11, Tenure Review, shall be added to the contract to incorporate the tenure review process and procedures defined under said MOU.
4. The Memorandum of Understanding between the District and CCA/CTA/NEA dated May 19, 1999, a copy of which is attached, is incorporated herein by reference. The MOU designates the number of extra duty days that Division Chairs will work during the period, which falls between the last day of the Spring 1999 semester and the first day of the Fall 1999 semester. The MOU also sets forth the terms under which Division Chairs may work including the method for calculating the salaries for the Division Chairs.

- 5. Article XV, Compensation, shall be amended to include the following language:
 - a. Tenured instructors who are engaged to conduct an evaluation of an adjunct faculty member (i.e., per session teaching faculty) shall be compensated for up to three (3) hours per evaluation at the hourly rate of thirty-five dollars (\$35.00) per hour. This shall be inclusive of pre-evaluation and post-evaluation conferences, and a one (1) hour observation of the adjunct faculty member conducting classroom teaching assignments.
 - b. Unit members who are provided an Extra Duty Contract in connection with a Grant or Project not funded by the District shall be compensated at the hourly rate specified in that Grant or Project or the District overload lecture rate, whichever is higher.
- 6. The Tentative Agreement dated June 8, 1999, a copy of which is attached, is incorporated herein by reference. Under said agreement, the on-schedule salary for the 1998-1999 school year is increased three percent (3%) effective July 1, 1998, and the doctoral stipend is increased from \$1,300.00 per annum to \$2,000.00 per annum beginning July 1, 1999 (Board Resolution No. 11663 dated June 9, 1999).
- 7. All other provisions of the current 1995-1998 Agreement, as amended, shall remain in full force and effect.

M/S/C Medina/Duff

Resolution No. 11983: **ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed for the Fall Semester 2000, on a temporary contract basis:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Vasquez, Melisa	Appropriate Classification and Step Contingent upon Verification of Records	Office Technologies Instructor

M/S/C Keithly/Long

Resolution No. 11984: **HEAD/ASSISTANT COACHING ASSIGNMENTS**

BE IT RESOLVED that the following academic personnel be appointed to the respective coaching positions for the 2000-2001 Academic Year as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>EXTRA RESPONSIBILITY</u>
Jim Mecate	Athletic Director	
Nick Gehler	Head Coach	Basketball (Men's)
TBA	Assistant Coach	Basketball (Men's)
Jill Tucker	Head Coach	Basketball (Women's)
TBA	Assistant Coach	Basketball (Women's)
Rafael Contreras	Head Coach	Soccer (Men's)
TBA	Assistant Coach	Soccer (Men's)
TBA	Head Coach	Soccer (Women's)
TBA	Assistant Coach	Soccer (Women's)
Jill Lerno	Head Coach	Softball
Denise Mays	Assistant Coach	Softball
Dave Drury	Head Coach	Baseball
Jim Mecate	Assistant Coach	Baseball
Mike Palacio	Head Coach	Tennis (Men's)
Dan Williams	Assistant Coach	Tennis (Men's)
Anna Garcia	Head Coach	Tennis (Women's)
TBA	Assistant Coach	Tennis (Women's)
Jill Lerno	Head Coach	Volleyball
Jill Tucker	Assistant Coach	Volleyball
Jill Lerno	Advisor	Cheerleading

M/S/C Medina/Duff

Resolution No. 11985: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following classified employee be accepted at the date indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Gieck, Mason	Student Services Assistant (Counseling)	District	23-B	7/28/00
Martin, Nancy	Administrative Secretary (Vocational Education)	District	31-D	6/30/00
Perrone, Alex	Student Employment Specialist	District	35-A	6/23/00

M/S/C Medina/Duff

Resolution No. 11986: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individuals be employed in the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Cervantes, Alex	Custodian	District	21-A	7/5/2000
Gonzalez, Gabriel	Student Services Representative (External Campus)	District	24-A	7/5/2000
Lucas, Lency	Instructional Support Assistant (Instruction)	District	23-A	6/19/2000
Padilla, Teresita	Associate Preschool Teacher	District	23-A	6/26/2000

M/S/C Cardenas/Keithly

Resolution No. 11987: **CLASSIFIED SUPERVISOR EMPLOYMENT**

BE IT RESOLVED that the following individuals be employed as a classified supervisor under the management salary scale as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Solomon, Ben	Director of Small Business Development Center	State	8-C	7/6/2000

M/S/C Medina/Duff

Resolution No. 11988: **CLASSIFIED RECLASSIFICATION**

BE IT RESOLVED that the following employee be reclassified as indicated:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>FUNDING</u>	<u>EFFECTIVE</u>
Jacobo, Martha	12 month (30 hr. wk/75%) Assessment Center Technician	12 month (40 hr. wk/100%)	State	7/1/2000

M/S/C Wong/Cardenas

ADJOURNMENT - the next regular meeting of the Board of Trustees is scheduled for Wednesday, August 9, 2000, at 6:00 P.M.