

ADOPTED MINUTES

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

Wednesday, November 12, 2003

On Wednesday, November 12, 2003, Board President Romualdo Medina, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., in the Administration Building Board Room.

BOARD MEMBERS PRESENT: Carlos R. Acuña, Rudy Cardenas Jr.,
Kelly Keithly, Marian Long, Romualdo
Medina, Rebecca Ramirez, Louis Wong

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
Miriam Trejo, Students

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Jesse Salas, Interim Vice President for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Marion Boenheim, Director of Human Resources
Kathie Westerfield, Director of Admissions

VISITORS PRESENT:

Kathy Berry; Eileen Buckel; Edgar Coronel; Renee Fenn; Carlos Fletes;
Bill Gay; Jan Magno; Dr. James Patterson.

WRITTEN COMMUNICATIONS

1. Russ Akers, Retired Faculty Member (RE: Thanks for Benefits)

PUBLIC COMMENTS

No public comments were made.

SDICCCA ALLIANCE MEETING

Marian Long attended a meeting of the SDICCCA Alliance on Monday, November 3 at the San Diego County Office of Education. Mrs. Long presented the following information:

- The Caucus agenda was announced as part of the CCLC Conference on November 21.
- A presentation is planned for the CCLC Legislative Conference on January 25 and 26, concerning the under-funded colleges. There is talk of new funding models.
- A chart was distributed comparing the 15 highest and 15 lowest funded Districts with the average dollars per full-time equivalent student. For 2002-2003 the highest was \$4,811 and lowest was \$3,586. IVC is funded at \$3,814 or \$229 above the lowest funded district.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Miriam Trejo, reported the following:

- The ASG Senators traveled to Sacramento to the Annual Student Leaders Conference held on October 17-19.
- There was good participation at the October 31, Halloween celebration.
- A Veteran's Day movie marathon was held on November 11.
- IVC's Great American Smoke-Out will be held on November 20.
- A Pool Tournament is scheduled for November 21.
- There will be a Visioning Focus Group on campus for the students to participate in on November 26.
- December 5 is the date for the Talent Show.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- Dr. James Patterson was introduced as the newly elected Academic Senate President, who will take office in January 2004.
- The Senate is discussing the Faculty Hiring Policy.

- Information Technology will be providing e-mail addresses to adjunct faculty.
- The evaluation of administrators process will be implemented and will be completed by December 19, 2003.
- Academic Senate agendas will be posted to the IVC website.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- Congratulations was expressed to Board members Marion Long, Louis Wong, Romualdo Medina, and Rudy Cardenas, who won their elections with or without opponents.
- By invitation from IID Director, Rudy Maldonado, Dr. Pai was asked to speak at a business luncheon sponsored by the IID, at the IV Expo Plaza de Cultura, on November 12. Other panel speakers were representatives from Geothermal, Brawley Beef Packing Co., US Gypsum Company, Heber Township, Investment Developer Jim Dean, and Carrizo Gorge Railway. The meeting was well attended by the business community.
- On Tuesday, December 9, a retirement celebration will be held from 3:00 P.M. to 4:30 P.M., in the College Center for our three retirees: Professors Jim Pendley, Richard Hann, and Robert Wilhelm.
- IVC and the Imperial County Office of Education have developed a partnership for the training of paraprofessionals working in schools. The new law, "No Child Left Behind," requires paraprofessionals to receive certification using three options: earning an AA degree, taking 48 college units of specified instruction, or a by passing a competency exam. The proposal for offering these courses through ICOE will be presented to our Curriculum and Instruction Committee in December.
- Dr. Pai will be attending CCLC annual conference on November 20 and 21, along with Trustee Marian Long.
- Everyone was reminded to attend the Visioning Stakeholders Summit on Saturday, January 10, from 8:00 A.M. to 2:00 P.M. The Board could meet after the Summit adjourns to set their goals for the year.
- Jesse Salas reported that the IRS has accepted the settlement on the TRANS issue. The IRS will be sending out the individual

agreements to the community colleges involved. Attorney fees will be accessed among the colleges.

- Dr. Pai invited everyone to attend a Holiday Open House at his home on December 6, from 2:00 P.M. to 5:00 P.M.

ENROLLMENT UPDATE

Kathie Westerfield, new Director of Admissions, shared the following information relating to the Fall 2003 Enrollment First Census Report:

- Full-Time enrollment increased by 5% or 2,746 students, and Part-Time decreased by -1.3% or 4,734, for a total of 7,480 students enrolled for the Fall Semester. The overall drop in enrollment in the California Community College system is 5.2%.
- FTES has increased by 1.8% over the same time last year.
- Students between the ages of 18-19 have increased by 10%, and there is a decrease of -5.7% of those students between the ages of 25-29.

BOARD SELF-EVALUATION

The Board reviewed the compilation of comment of their Self-Evaluation. It was determined that that Board will meet after the Visioning Stakeholders Summit at a date based on the Superintendent/President's recommendation, to set their goals for the year. It was also determined that the Board Policy model will be reviewed during this future Board Retreat.

ELECTION OF BOARD OFFICERS FOR 2003-2004

M/S/C Cardenas/Acuña that the Board approves the appointment of Rebecca Ramirez as Board President for 2003-2004.

M/S/C Medina/Acuña that the Board approves the appointment of Marian Long as Board Secretary for 2003-2004.

M/S/C Cardenas/Wong that the Board approves Dr. Paul Pai as Board Secretary, and Jesse Salas as Treasurer for 2003-2004.

M/S/C Cardenas/Keithly to approve the Minutes for October 8, 2003

M/S/C Cardenas/Keithly

Resolution No. 12825: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0400863 through 0401210, 4504009 through 4504010, 4004021 through 4994923, inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0400512 through 0400692.

M/S/C Cardenas/Keithly

Resolution No. 12826: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 7 in the amount of \$134,340.47 and Warrant Order No. 8 in the amount of \$1,534,644.49 be ratified.

M/S/C Cardenas/Keithly

Resolution No. 12827: **COMMERCIAL WARRANT ORDERS**

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

- 13 in the amount of \$168,972.12
- 14 in the amount of \$172,590.63
- 15 in the amount of \$649,006.27
- 16 in the amount of \$172,913.14
- 17 in the amount of \$288,420.46

M/S/C Keithly/Wong

Resolution No. 12828: **CHANGE IN BOARD MEETING DAY**

BE IT RESOLVED THAT the Board approves moving its Board Meeting dates to the third Monday of every month at 6:00 P.M., effective December 15, 2003.

M/S/C Cardenas/Keithly

Resolution No. 12829: **QUARTERLY INVESTMENT REPORT**

WHEREAS effective January 1, 1996, Government Code section 53646 requires that the chief business officer submit a quarterly report to the governing board including the type of investment, issuer, date of maturity, par and dollar amount invested in all securities, and investments and monies held by the district, and

WHEREAS all investments for the Imperial Community College District are on deposit with the Treasurer of the County of Imperial.

NOW, THEREFORE, BE IT RESOLVED that the Board accepts the quarterly report dated September 30, 2003, for funds invested with the Imperial County Treasurer.

M/S/C Cardenas/Keithly

Resolution No. 12830: **CALIFORNIA COMMUNITY COLLEGE QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Board of Trustees accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending September 30, 2003, and directs the copies be forwarded to the Chancellor's Office of the California Community Colleges and to the Office of the Imperial County Superintendent of Schools as required by law.

M/S/C Cardenas/Keithly

Resolution No. 12831: **IVC COMMERCIAL WARRANT ACCOUNT**

WHEREAS the Finance module of Banner is scheduled to be implemented as of January 1, 2004; and

WHEREAS the Finance Banner Committee has recommended that IVC process its own commercial warrant checks; and

WHEREAS the Imperial County Office of Education is in agreement with this procedural change; and

WHEREAS the Planning and Budget Committee has recommended the purchase of the required hardware and software to produce commercial warrant checks in-house; and

WHEREAS the commercial banking services necessary are available through Wells Fargo Bank.

THEREFORE, BE IT RESOLVED that the Board authorizes the Superintendent/President, the Interim Vice President for Business Services, and/or the Director of Fiscal Services to sign all necessary documents required to open a bank account at Wells Fargo Bank, to be entitled the IVC Commercial Warrant Account.

BE IT FURTHER RESOLVED that the authorized signers for the IVC Commercial Warrant Account are the Superintendent/President, the Chief Business Officer, the Vice President for Academic Services, the Vice President for Student Services, and the Director of Fiscal Services.

BE IT FURTHER RESOLVED that Wells Fargo Bank be authorized to accept a facsimile signature of two of the authorized signers on all checks, drafts or other orders for the payment of money drawn on the IVC Commercial Warrant Account.

M/S/C Cardenas/Keithly

Resolution No. 12832: **SHARING INFORMATION WITH THE IVC FOUNDATION**

BE IT RESOLVED that the Board authorizes the Superintendent/President, based on the recommendation of the College Council on September 29, 2003, to allow the IVC Foundation to receive shared student information, excluding social security numbers, on all past and present matriculated students with the condition that this information be kept confidential and used only for the direct benefit of the College and its students.

M/S/C Cardenas/Keithly

Resolution No. 12833: **IVC VISIONING DAY**

WHEREAS, over forty years ago, the residents of Imperial County collectively developed a vision of a freestanding community college to serve our area; and

WHEREAS, since it opened at the Highway 111 and Aten Road location in 1962, Imperial Valley College (IVC) has served our community and educated thousands of local residents; and

WHEREAS, as our County grows and continues to change, Imperial Valley College finds itself in need of redefining it's vision in order to continue to provide quality educational services which meet the needs of all of its District's residents; and

WHEREAS, Imperial Valley College has embarked upon an ambitious Vision Driven Strategic Planning Project, which will lead up to the development of a comprehensive three-year Master Plan; and

WHEREAS, the visioning process in the past two months has encompassed nineteen community focus groups conducted throughout the County to gather information from citizens, businesses, community leaders and students; and

WHEREAS, the process will culminate in the "*Imperial Valley College Stakeholders' Summit*" to be conducted at the College on January 10, 2004, at which time the participants of the prior community focus group meetings and other community people will evaluate their collective findings and reach consensus regarding overriding priorities;

BE IT NOW RESOLVED, that the Board supports the "*Imperial Valley College Stakeholders' Summit*" and encourages all interested individuals to attend.

M/S/C Medina/Keithly to go into **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation--
Significant exposure to litigation pursuant to subdivision (b) of
Section 54956.9: Two cases
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Subdivision (a) of section §54956.9)
Name of cases: C. Marylynn Carlson, Case No. LM-1781-E
Craig R. Luoma, Case No. 1780-E
3. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations

M/S/C Cardenas/Wong to go back into **OPEN SESSION**

Board President Rebecca Ramirez announced that information had been presented on all three items.

NO ACTION TAKEN

Resolution No. 12834: **SENIORITY LIST MEMORANDUM OF UNDERSTANDING**

WHEREAS, all full-time faculty members at Imperial Valley College are members of the bargaining unit; and

WHEREAS, all full-time faculty are designated as either regular contract employees or categorically-funded employees; and

WHEREAS, all full-time faculty have the same duties and responsibilities within their respective areas; and

WHEREAS, only regular contract faculty are entitled to tenure and seniority rights in which reduction in force will be determined; and

WHEREAS, the District and the Association agree that all rights and privileges of the faculty should be equally applied wherever possible;

IT IS THEREFORE AGREED AS FOLLOWS:

1. A separate seniority list shall be established for categorically funded faculty members.
2. Regular contract faculty shall not be able to exercise their seniority rights within categorically funded service areas; conversely, categorically funded faculty shall not be able to exercise their seniority rights within regular contract service areas.

3. It is understood by the parties that continued employment for categorically funded faculty remains entirely dependent upon the District receiving funding from their respective governmental agencies.

BE IT NOW RESOLVED that the Board approves entering into this Memorandum of Understanding (MOU) between the Imperial Community College District (District) and the Imperial Valley College Chapter of CCA/CTA/NEA (Association).

M/S/C Keithly/Wong

Resolution No. 12835: **ADMINISTRATORS ASSESSMENT PROCESS**

BE IT RESOLVED that the Board approves the implementation and use of the Assessment of Immediate Administrator by Classified Staff Form and the Classified Staff Appraisal of Administrators Form and processes as agreed to by the Administrative Staff.

M/S/C Cardenas/Wong

Resolution No. 12836: **ADMINISTRATIVE RECLASSIFICATION**

WHEREAS, the duties and responsibilities of the administrative positions under the Dean II and Dean I classifications are equal;

WHEREAS, the current Administrative Salary Schedule reflects a separate column for Dean II and Dean I;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to consolidate the Dean II and Dean I columns of the Administrative Salary Schedule to create one Dean column.

BE IT FURTHER RESOLVED that the Dean II column of the current Administrative Salary Schedule shall be maintained, and the Dean I column shall be eliminated effective January 1, 2004.

<p>Fiscal Impact Statement: The difference from January 1, 2004 through June 30, 2004 is \$1,213.50 to be paid out of the District's General Contingency Fund.</p>

M/S/C Cardenas/Wong

Resolution No. 12837: **CLASSIFIED MANAGEMENT ASSESSMENT PROCESS**

BE IT RESOLVED that the Board approves the implementation and use of the Classified Management Professional Development Feedback Form and process as agreed to by the Classified Management Staff.

M/S/C Cardenas/Wong

Resolution No. 12838: **APPRENTICE PROGRAM**

BE IT RESOLVED that the Board approves the establishment and implementation of an apprentice program in accordance with the following objectives and guidelines;

BE IT FURTHER RESOLVED that the apprentice program shall become effective January 1, 2004.

Objective

The objective of the apprentice program is to develop paraprofessionals who can provide leadership and expertise in a learning lab, tutorial center, learning resource center, or the equivalent, and to encourage non-traditional persons to enter the teaching profession in a community college setting.

The Apprentice provides instructional support for faculty and other staff members, while developing skills, abilities, and sensitivities for assisting a diverse adult population in an educational setting. The Apprentice provides support through individual and small-group tutoring, teaching, learning and study groups, and instructional technology. The Apprentice will develop an understanding of student learning styles, implement learning programs based on assessment data, and develop skills necessary to address the special needs of under-prepared students, especially those with disabilities and second-language problems.

Duration

The Apprentice may be employed for a maximum of eight (8) semesters, consecutive or cumulative, excluding summer sessions, and may not work more than 170 working days or more than 980 hours during any fiscal year.

Participation Guidelines

Those appointed to an Apprentice position will possess the following minimum qualifications:

1. Associate or Bachelor's degree from an accredited institution in a discipline related to the activities to which he/she is assigned.
2. Excellent oral and communication skills.
3. Sensitivity to students of various academic, socioeconomic, cultural, religious, disability, and ethnic backgrounds.
4. Ability to establish and maintain effective working relationships with students, faculty, and staff.

Compensation

Apprentice shall be compensated in accordance with the following hourly rates, which are based on education:

Associate Degree	\$10.00 per hour
Bachelor's Degree	\$12.50 per hour
Master's Degree	\$15.00 per hour

Assessment

The Apprentice works under the direction of the Dean of Learning Services, or a certificated member of his/her staff, or an individual tenured faculty member, and is assessed through direct observation, student surveys, and training sessions.

Fiscal Impact Statement: There is no fiscal impact for the apprentice but rather creating a job specification. If and when the position is filled the funds will be utilized from the department needing the work to be performed.

M/S/C Cardenas/Wong

Resolution No. 12839: **FULL-TIME TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following full-time temporary academic personnel be employed for the Spring 2004 Semester, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Rangel, Beatriz	Appropriate Classification and Step Contingent Upon Verification of Records	ESL Instructor

M/S/C Cardenas/Wong

Resolution No. 12840: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code 87359, and the District's Hiring Procedures (Resolution No. 11647, dated June 9, 1999) the following individuals have been determined to possess qualifications that are at least equivalent to the minimum qualifications for the disciplines indicated, and are hereby approved to teach subjects under said discipline for the 2003-2004 Academic Year:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Baxter, Eddie-Juan	Emergency Medical Services
Cedric, Ceseña	Emergency Medical Services
Gonzalez, Adrian	Computer Information Systems
Mercado, Pete	Emergency Medical Services
Sanchez, Arturo	English as a Second Language

M/S/C Cardenas/Wong

Resolution No. 12841: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed during the 2003-2004 academic year, as credentialed, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger printing clearance, and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Beltran Susan	Emergency Medical Services
Clardy, Gilbert	Speech
Cuevas-Mason, Maria	Administration of Justice
Marrs, David	Driver Improvement Training
Mellow, Steve	Photography/Art
Pearson, Michelle	Emergency Medical Services
*Pegues, Ron	Administration of Justice
Romo, Anita	Nursing/Phlebotomy

*Substitute

M/S/C Cardenas/Wong

Resolution No. 12842: **COACHING ASSIGNMENTS**

BE IT RESOLVED that the Board approves the following list of individuals to be appointed as Athletic Coaches for the 2003-2004 academic year at the District stipend of \$850.00 per assistant coach:

<u>NAME</u>	<u>POSITION</u>	<u>SPORT</u>
Casarez, Gerardo	Assistant Coach	Women's Volleyball
Fristrup, Carey	Assistant Coach	Men's Basketball

M/S/C Cardenas/Wong

Resolution No. 12843: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that the Board approves Aurelio Avila as Assistant Men's Basketball Coach, and he shall be covered by Workman's Compensation Insurance through March 31, 2004.

BE IT FURTHER RESOLVED that thanks are hereby expressed to Aurelio Avila for his contribution to Imperial Valley College.

M/S/C Cardenas/Wong

Resolution No. 12844: **OUTREACH COORDINATOR**

BE IT RESOLVED that the Board approves the recommendation of the Dean of Financial Aid and State Programs and the Vice President for Student Services, the following full-time, non-tenure track, temporary faculty position be established with funding to be contingent upon continued funding of the State Board Financial Aid Program:

<u>PROJECT POSITION</u>	<u>FUNDING SOURCE</u>
Outreach Coordinator	State Board Financial Aid Program

M/S/C Cardenas/Wong

Resolution No. 12845: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following classified employees be accepted as of the dates indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Counce, Angela	Purchasing Technician	Purchasing	District	27-B	10/31/03

M/S/C Cardenas/Wong

Resolution No. 12846: **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>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Santiago, Leticia	Office Assistant II	Student Support Services	Federal	22-A	10/06/03
Rivera, Elsa	Instructional Lab Assistant	Library Learning Services Lab	District	23-A	10/24/03

M/S/C Cardenas/Wong

Resolution No. 12847: **EMPLOYEE VOLUNTARY LEAVE OF ABSENCE**

BE IT RESOLVED that the Board approves a Voluntary Leave of Absence for classified employee Lina Otero, Student Services Representative for the Extended Campus, effective November 4 through April 2, 2004.

BE IT FURTHER RESOLVED that the employee is to pay all medical insurance premiums for the time period she is off work in order to continue coverage under the medical plan.

M/S/C Cardenas/Wong

Resolution No. 12848: **TRANSPORTATION OPERATOR**

BE IT RESOLVED that the Board approves the recommendation of the Director of Human Resources and CSEA, Chapter 472, to add the following classification to the classified service effective November 13, 2003. Under agreement dated October 3, 2003, between the District and CSEA, Chapter 472, the classification is declared to be "vacant and not open" for recruitment, and this position is designated and classified as substitute/as needed basis only.

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARY BASE</u>
Transportation Operator	24	\$10.81 per hour

Representative Duties:

Drive District vans and other vehicles, transporting students and staff as authorized. Transport students and staff on field trips, athletic events to various locations, choosing the best route and making departure and arrival times as scheduled. Adhere to policies

and procedures regarding student behavior management and public contact concerning transportation problems and concerns. Perform other related duties as assigned.

Fiscal Impact Statement: There is no fiscal impact for the bus transportation operator, but rather creating a job specification. If and when the position is filled the funds will be utilized from the department needing the work to be performed.

M/S/C Medina/Cardenas to **ADJOURN** the meeting at 7:55 P.M.- The next regular meeting of the Board of Trustees is scheduled for Monday, December 15, 2003, at 6:00 P.M.