

**ADOPTED MINUTES**

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

**Tuesday, October 12, 2004**

On Tuesday, October 12, 2004, Board President Rebecca Ramirez 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,  
Rebecca Ramirez, Louis Wong

BOARD MEMBER ABSENT: Romualdo Medina

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate  
Frances Beope, Faculty  
Irene Garcia, Students  
John Abarca, Classified

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President  
Tom Hudson, Dean for Business Services  
Dr. Victor Jaime, Vice President for Student Services  
Dr. Kendra Jeffcoat, Vice President for Academic Services  
Dr. Marion Boenheim, Director of Human Resources  
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Frances Beope; Kathy Berry; Eileen Buckel; Ted Ceasar; Dawn Chun; Edgar Coronel; Lenny Fabian; Carlos Fletes; Bill Gay; Cesar Guzman; Mark Horsman; Gonzalo Huerta; Mike McCormick; Gail Parish; Ben Solomon; Kathie Westerfield; CSEA Members showing support for 2004-05 Salary Negotiations: Laura Gudino, Betty Kakiuchi, Norma Santana.

WRITTEN COMMUNICATIONS

1. District Negotiations Proposal to CSEA Chapter 472

PUBLIC COMMENTS

1. Leonard Fabian, CMCA Chair, stated that on October 7, 2004, the Classified Managers/Confidentials Association (CMCA) unanimously passed a resolution in support of Bond Measure L.
2. CSEA Chapter 472 President, John Abarca, stated that on October 11, 2004, the CSEA membership voted to endorse Bond Measure L.

EMPLOYEE OF THE MONTH

Dr. Marion Boenheim extended congratulations to Becky Green, Director of Child, Family and Consumer Sciences, for being chosen as Employee of the Month for October. Mrs. Green's nomination stated the following:

Becky Green is in a supervisory position and deals with stressful procedures day in and day out. She does not separate herself from the employees she supervises, rather works like everything and anything is her responsibility. She never stops to think about herself, rather just does things out of the goodness of her heart. Guess it comes natural when you love and enjoy your job and are doing things to benefit others, not just yourself. Becky has contributed many sleepless nights to benefit the college, serves the college and its "family" in more ways than one and keeps many things up and running here at IVC. She does not struggle with just her personal issues, but also with the issues of faculty, staff and students. I strongly believe that everything this person does is sometimes overlooked by people who aren't aware of the details involved. Becky has a great personality, enjoys doing her job and goes above and beyond her call of duty.

INTRODUCTION OF TWO NEW FACULTY

Dr. Kendra Jeffcoat introduced one new faculty member and one seasoned professor as follows:

- Fred Baeza, new Welding Instructor, received his training at IVC and has an A.S. Degree in Welding. He has 18 years of job experience and is a licensed contractor. Mr. Baeza stated that his goal is to upgrade the welding program, and to attract high school students to attend IVC.
- Mike McCormick, English Professor, has taught at IVC since 1972. His career accomplishments include part-time Student Life Director, Assistant Cross Country Coach to IVC's 5<sup>th</sup> place in the State team, winning Coach of IVC's 1974 tennis team champions, and 20 years as IVC Christian Club Advisor. Mr. McCormick stated that his 32 year career has been rewarding and satisfying.

INTRODUCTION OF TWO NEW CLASSIFIED STAFF MEMBERS

Tom Hudson reported on the following new classified staff members:

- Maria (Soley) Ramirez-Curiel works in the Financial Aid Department as a Financial Aid Technician. She came to her new position with two years experience dealing in student financial aid.
- Marissa Herrera's title is Assessment Center Technician. She came into her position with seven years of higher education and academic/student services experience. Her previous position was with SDSU-Imperial Valley Campus as Testing/Health Services Coordinator.

SDICCCA ALLIANCE

Marian Long and Dr. Pai attended the SDICCCA Alliance meeting held on Monday, October 4, at the San Diego County Office of Education, and the following issues were addressed:

- Information was presented on the Workgroup on Community College Finance.
- There will be an informal luncheon in honor of Senator Dede Alpert in honor of her last term in office. Student leadership will be invited to attend.
- Invitations to attend a SDICCCA Alliance meeting are being extended to Chancellor Mark Drummond, David Viar and Senator Denise Ducheny.
- The Under Funded Districts Caucus will be meeting on November 19, at the CCLC Conference in Anaheim.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Irene Garcia, reported the following:

- On October 12, the ASG co-sponsored a rally with students in the political science classes. It was well attended, and more than 200 students signed a petition opposing reinstating the military draft. Over the past few weeks the ASG has been sponsoring a non-partisan voter registration drive. The ASG have also hosted several visits by both the Republican and Democratic parties.
- Presidential and vice-presidential debates have been viewed by students in the College Center, as well as a video promoting voter registration that was produced by the IVC Video Production Class.
- During the past few Saturdays several students have been volunteering their time for the Measure L walks.

- On October 14 in the College Center, the ASG is co-sponsoring with the Academic Senate, a forum on graduation requirements in Math and English.
- A "Scary Movie Marathon" will take place at the end of the month.
- The ASG are working on plans for Veterans Day activities.
- The President's Own United States Marine Band will be in concert at the IVC Gym on Tuesday, November 16 at 7:00 P.M. This is the same evening as the regularly scheduled Board meeting. Ms. Garcia asked the Board to consider changing the meeting time.

#### ACADEMIC SENATE UPDATE

Academic Senate President, Dr. James Patterson, stated the following:

- Dr. Lianna Zhao has been named to Who's Who Among American Teachers.
- The Academic Senate will be voting on two resolutions on October 20 regarding recommendations to the Board to raise graduation requirements in Math and English. An Open Forum will be held on October 14, at 12:30 P.M. in the College Center, in conjunction with the Associated Student Government, to allow individuals to voice their opinions regarding the proposed changes.
- The Assessment Team began offering staff development workshops on Assessing Student Learning Outcomes on October 12. Instructor Nina Blair will offer a workshop on "Authentic Assessment," Krista Byrd and Dr. Patterson will be offering a workshop on "Classroom Assessment Techniques," and Kathy Berry along with Cathy Zazueta will be offering a workshop on "Institutional Student Learning Outcomes."
- Dr. Patterson will be attending the Area D meeting on October 23 at Saddleback College in preparation for the statewide Academic Senate Fall Session. Resolutions regarding the Math and English graduation requirements are expected at the Fall Session.

#### PRESIDENT'S UPDATE

Dr. Pai reported the following:

- On October 11, 2004, the San Diego and Imperial Counties Regional SBDC announced that Ben Soloman has been selected as the 2004 State Star of San Diego and Imperial Counties. Mr. Solomon was chosen by the SBDC Network for being an exemplary performer, making a significant contribution to the regional SBDC program, and showing a strong commitment to small business in the Imperial Valley.
- Thanks was expressed for the new Bond endorsements from CSEA which joins the endorsements by the ASG, CTA, CMCA, and Administrators.

- IVC is one of 31 national recipients of Title V, Hispanic Serving Institutions grants in California, Illinois, New Mexico, New York, Texas, and Washington. The grant is \$2.7 million for five years.
- SDSU released the figure for IVC Transfer students this fall. It has increased over last fall by 20% to a total of 171 students.
- Joint Chamber Mixer of elected officials and candidates for office and business leaders will be held on October 14 at 5:30 P.M. at the Barbara Worth Golf Resort.
- SDICCCA Annual Trustee Dinner will be held on February 10 at the Mariner at the Del Mar Fairgrounds, and is hosted by Mira Costa College.

#### MONTHLY FINANCIAL REPORT

Tom Hudson called attention to the monthly budget report for the month ending September 30, 2004, and that 25% of the major budget categories has been spent, which is on target.

#### FALL 2004 CENSUS

Kathie Westerfield, Director of Admissions, shared the following information relating to the Fall 2004 Enrollment First Census Report:

- Full-time enrollment increased by 12.6%, and part-time increased by 6.5%, with an overall headcount increase of 8.7%. The total number of students enrolled for the fall semester is 8,132.
- FTES has increased by 13.7% over the same time last year.
- Additional courses were offered this fall in the Calipatria area and the enrollment reflected a 16.3% increase.

#### BOND ISSUE

Tom Hudson reported that the Bond Measure L campaign is entering its final stages. Many absentee ballot applications have been submitted. Phone banks will take place on October 25, 26, and 27. There have been significant contributions to the campaign fund including \$8,000 from CTA.

#### ANNUAL BOARD SELF EVALUATION

Dr. Pai asked the Board to fill out their annual Board Self-Evaluation form and return it to the President's Office as soon as possible.

M/S/C Keithly/Cardenas to approve the Minutes dated September 21, 2004

M/S/C Keithly/Cardenas

Resolution No. 13119: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P5000127 through P5001004 in the amount of \$312,273.34, and Direct Payment Nos. I0005096 through I0005518 in the amount of \$78,678.07 are approved.

M/S/C Keithly/Cardenas

Resolution No. 13120: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 5 in the amount of \$16,739.62 and Warrant Order No. 6 in the amount of \$1,736,293.28 be ratified.

M/S/C Keithly/Cardenas

Resolution No. 13121: **COMMERCIAL WARRANT ORDERS**

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

9 in the amount of \$106,336.29  
10 in the amount of \$72,583.23  
11 in the amount of \$2,611,603.41  
11A in the amount of \$103.60  
12 in the amount of \$130,596.89  
12A in the amount of \$375.00  
13 in the amount of \$380,416.67

M/S/C Keithly/Cardenas

Resolution No. 13122: **BUDGET CHANGES**

WHEREAS, the California Code of Regulations, Title V, Sections 58307 and 58308, and the Community College Budget and Accounting Manual require the Board of Trustees to adopt the annual District budget by resolution, and to approve any changes to that budget by resolution.

BE IT NOW RESOLVED that budget changes 4051139, 4051234, 4051235, 4051237, 4051239, 4051245, 4051252, 4051255, 4051256, 4051273 and 4051287 be approved.

M/S/C Keithly/Cardenas

Resolution No. 13123: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2004-2005 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Keithly/Cardenas

Resolution No. 13124: **AGREEMENT FOR LEGAL SERVICES**

BE IT RESOLVED that pursuant to the terms and conditions of Education Code Sections 35042.5 and 72420, that an agreement be approved with the legal firm of Horton, Knox, Carter, and Foote to provide legal services to the Imperial Community College District, which shall continue in effect through October 31, 2005.

M/S/C Keithly/Acuña

Resolution No. 13125: **PRIORITY REGISTRATION CHANGES**

BE IT RESOLVED that the Board approves the recommendation of the Academic Senate (9/15/04), with the approval of the Curriculum and Instruction Committee (5/20/04), College Council (9/27/04) and the Superintendent/President to revise the registration priorities as follows, effective Spring 2005:

*EOPS STUDENTS WILL BE ASSIGNED TO GROUP #1 UNDER THE CATEGORY FOR WHICH THEY QUALIFY.*

*CATEGORY A - DSP&S*

- 1. 61 or more units
- 2. 46 - 60.5 units
- 3. 31 - 45.5 units
- 4. 16 - 30.5 units
- 5. 0.5 - 15.5 units
- 6. 0 units

*CATEGORY B - STUDENT ATHLETES*

*A.S. GOVERNMENT*

*NEW FRESHMEN WHO ARE ACADEMICALLY PREPARED FOR COLLEGE-LEVEL COURSES*

- 1. 61 or more units
- 2. 46 - 60.5 units
- 3. 31 - 45.5 units
- 4. 16 - 30.5 units
- 5. 0.5 - 15.5 units
- 6. 0 units

## CATEGORY C - CONTINUING STUDENTS

1. 61 or more units
2. 46 - 60.5 units
3. 31 - 45.5 units
4. 16 - 30.5 units
5. 0.5 - 15.5 units
6. 0 units

## CATEGORY D - NEW STUDENTS

## CATEGORY E - CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS

M/S/C Keithly/Acuña

Resolution No. 13126: **NEW COURSES**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (5/20/04) and the Academic Senate (10/6/04), with the consent of the Superintendent/President, relating to the following new courses:

ART 160	Graphic Design
ART 270	Intermediate Photography
BUS 090	Skills for Supervisors
BUS 091	Leadership Skills for Supervisors
BUS 092	Hiring and Managing Staff

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators  
RE: Direction for Negotiations
2. PUBLIC EMPLOYEE DISCIPLINE/RELEASE
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
Subdivision (a) of section §54956.9  
Name of case: Amalia Ortiz  
U. S. District Court 03CV2451IEG{NLS}

M/S/C Keithly/Acuña **OPEN SESSION**

Board President Ramirez stated that for Item 1 information was received and direction was given, and in Items 2 and 3 information was received.



M/S/C Keithly/Wong

Resolution No. 13127: **MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND IVC CHAPTER CCA/CTA/NEA**

BE IT RESOLVED that the Board approves this Memorandum of Understanding between the Imperial Community College District (District) and the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association (Association).

WHEREAS, to increase access to students, instructors were allowed to teach class sections simultaneously on an experimental basis during the Summer 2004;

WHEREAS, the District and CTA agreed that this method of offering classes to students did not establish any past practice or binding precedent;

WHEREAS, a similar situation has arisen for the Fall 2004 session;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Effective for the Fall 2004 semester only, without establishing past practice or binding precedent, several instructors with their consent and upon the prior approval of the Vice President of Academic Services, will be allowed to teach double-quota classes.
2. The compensation for these instructors shall be 1.5 times their normal rate of pay plus a two thousand dollar (\$2,000.00) stipend for each double-quota class he or she teaches. Said stipend shall be paid in four equal installments during the Fall 2004 semester.
3. No future double-quota classes shall be scheduled without prior negotiation and agreement between the parties.

M/S/C Keithly/Wong

Resolution No. 13128: **EMPLOYMENT OF TENURE TRACK FACULTY**

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel to be employed for the academic year 2004-2005, effective October 4, 2004, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Zazueta, Victor	Appropriate Classification and Step Contingent Upon Verification of Records	Reference Librarian

M/S/C Keithly/Wong

Resolution No. 13129: **EMPLOYMENT OF TENURE TRACK FACULTY**

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel to be employed for the academic year 2004-2005, effective October 18, 2004, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Nelson, Terence	Appropriate Classification and Step Contingent Upon Verification of Records	Athletic Counselor

M/S/C Keithly/Wong

Resolution No. 13130: **PER-SESSION INSTRUCTOR EMPLOYMENT**

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

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Driskill, Mitch	Legal Assistant

M/S/C Keithly/Wong

Resolution No. 13131: **OVERLOAD ASSIGNMENTS**

BE IT RESOLVED that the following academic personnel be paid for their overload assignments in excess of six hours per week for the Fall 2004 Semester in accordance with the rate established in Resolution No. 12564 dated October 9, 2002:

<u>Name</u>	<u>Assignment</u>
Armenta, Celeste	Nursing
Biley, Patti	English as a Second Language
Byrd, Krista	Psychology
Carlson, Marylynn	Nursing/Physical Education
Carnes, Dennis	Biology
Carter, Katrena	Agriculture
Davis, Donna	Nursing
Decker, Van	Music
Fitzsimmons, Richard	Nursing
Gehler, Nicolas	Physical Education
Guzman, Cesar	Political Science
Hansink, Todd	Business
Higgins, Sue	Nursing
Leppien-Christensen, Kris	Psychology
Lopez, Jose	Automotive Technology
Luoma, Craig	Vocational Education
McCormick, Mike	English/Health/Physical Education
Mecate, Jim	Physical Education
Meek, Al	Nursing
Page, Bruce	Speech
Plascencia, Jose	Alcohol & Drug Studies/Social Work
Pollock-Blevins, Diedre	Nursing
Ponce, Josefina	English as a Second Language/ Individual Studies
Pradis, Ricardo	Automotive Technology
Rowley, Diedre	English
Ruiz, Angelica	Business
Santistevan, Judy	Business/Work Experience
Scheuerell, Edward	English as a Second Language
Stroud, Jean	Nursing
Tucker, Jill	Physical Education
Williams, Jack	Nursing
Zhao, Lianna	Biology
Zielinski, David	English

M/S/C Keithly/Wong to **ADJOURN** - The next regular meeting of the Board of Trustees is scheduled for Tuesday, November 16, 2004, at **5:00 P.M.**