

ADOPTED MINUTES

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

Tuesday, January 25, 2005

On Tuesday, January 25, 2005, Board President Marian Long 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.;
Marian Long; Rebecca Ramirez; Louis
Wong

BOARD MEMBERS ABSENT: Kelly Keithly; Romualdo Medina

REPRESENTATIVES PRESENT: Irene Garcia, Students
Dr. James Patterson, Academic Senate
Patricia Robles, 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

VISITORS PRESENT:

Kathy Berry; Eileen Buckel; Dawn Chun; Edgar Coronel; Lisa Cross;
Jennifer Cuellar; Gayla Finnell; Carlos Fletes; Laurie Franks; Norma
Galindo; Tom Gilbertson; Mark Horsman; Kathleen Lang; Kris Leppien-
Christensen; Bill Gay; Javier Gutierrez; Gonzalo Huerta; Sergio Lopez;
Jan Magno; Mike Mears representing Wilkinson Hadley & Company; Steven
Pacheco; Jim Sanders and Jimmie Sanders representing Sanders, Inc.;
Efrain Silva; Kathie Westerfield;

WRITTEN COMMUNICATIONS

No written communications were presented.

PUBLIC COMMENTS

No public comments were heard.

INTRODUCTION OF AN OUTSTANDING IVC STUDENT

Humanities Division Chair, Tom Gilbertson, introduced outstanding student Jennifer Cuellar, who has been a student at IVC for two and one-half years. Last year she received the Outstanding Student Award for Humanities, and has a 4.0 grade point average. She is an outstanding artist and musician. Next year she will be attending the Art Center College of Design in Pasadena.

Director of Student Affairs, Sergio Lopez, stated the Ms. Cuellar has been instrumental in designing and maintaining the ASG web page.

INTRODUCTION OF NEW FACULTY

Dr. Kendra Jeffcoat introduced two new faculty members as follows:

- Stephen Pacheco, Philosophy Instructor, received his M.A. from the University of California, Riverside, and his B.S. from the University of Oregon. He also had the great opportunity of living and studying in Oxford, England. Mr. Pacheco stated that he loves teaching, and that IVC has great students with great minds.
- Gaylla Finnell, Instructor of Political Science, received her A.A. at Imperial Valley College, B.A. at San Diego State University, and M.A. in Public Administration from San Diego State University. Mrs. Finnell stated that she is thrilled to be on staff at IVC.

INTRODUCTION OF TWO NEW CLASSIFIED STAFF MEMBERS

Tom Hudson introduced the following new classified staff members:

- Kathleen Lang, Administrative Assistant for the Vice President for Academic Services, has been a resident of Imperial Valley for four and one-half years. She graduated from IVC in May 2004 with degrees in Business Management, Business Administration, and Transfer Studies. She is currently enrolled at SDSU as a Public Administration major. She had previously been employed with the Imperial County Behavioral Health Services as an Office Technician for the Quality Improvement Units. Ms. Lang stated that she is happy to be at IVC.

- Javier Gutierrez, Microcomputer Lab Technician, assists in the implementation of new technologies for computer systems in the Business Division, as well as assisting in the technical support of students and faculty. Since his hiring last year, Mr. Gutierrez has accomplished creating and maintaining a new Business Division web site.

NEW YORK CITY TRIP

Marian Long shared experiences of a trip made on December 19 to 22, by Mrs. Long, Mr. Keithly, Dr. Pai, and Mr. Hudson to New York City. The details of the trip were arranged by IVC bond consultant, Caldwell Flores Winters. The purpose of the trip was to make presentations to bond rating agencies whose decisions affect how the market favors our General Obligations Bond sale, and bond insurance agencies whose opinions also have secondary effects on bond sales and also the insurance premiums.

Mr. Cardenas thanked the group for making the trip and for their dedication to IVC.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Irene Garcia, reported the following:

- On January 31, the U.S. Navy will be setting up a flight simulator in front of the Gym from 9:00 A.M. to 2:00 P.M.
- On February 1, the San Diego based U. S. Navy Jazz Band named "Millennium" will be performing in the College Center at Noon.
- On February 1, in commemoration of Black History Month, the ASG will be hosting Donald Walker, who will display artwork in the IVC Train Station Art Gallery. A reception will be held from 4:00 P.M. to 6:00 P.M.
- On February 7 and 8, the IVC Sweetheart elections will be held, and the candidates will be announced.
- The Basketball Homecoming and Sweetheart Coronation will be held on February 12.

ACADEMIC SENATE UPDATE

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

- The blueprint for the Student Equity Plan, as mandated by the Chancellor's Office, was developed by Dr. Victor Jaime, Dr. Kendra Jeffcoat, Dr. James Patterson, Tom Hudson, Jan Magno, and Dawn Chun, and examines access to classes, completion of classes, success rate of students moving from pre-college to transfer level courses, degree/certificate completion, and transfer. The core concept of the Student Equity Plan has been approved by the Academic Senate and College Council. The College Council wanted to see the final draft of the plan at their special meeting on February 7.
- The Assessment Team (Victor Jaime, Kathy Berry, James Patterson, and Cathy Zazueta) have worked for a year to (1) introduce the concepts of Student Learning Outcomes to the campus community and to (2) pass the baton for campus leadership in developing and assessing Institutional Student Learning Outcomes to the Academic Senate. Presentations were given in the Spring 2004 and Fall 2004 semesters, including the Orientation speaker, Dr. Mary Allen, culminating in an Institutional Student Learning Outcomes Summit held on January 13.

In unranked order, the following Institutional Student Learning Outcomes were identified at the summit: Communication Skills, Information Literacy, Critical/ Analytical Thinking, Global/Multicultural Awareness, and Personal Responsibility.

In December, the IVC Academic Senate passed Resolution 50 seeking affirmation from the Governing Board that the Senate will provide campus-wide leadership in the development, design, and assessment of Institutional Student Learning Outcomes. Assuming Board affirmation, the Senate would then move forward to expand the discussion of the five student learning outcomes identified in forums with faculty, students, administrators, staff, and community groups. The purpose would be to clarify the identified student learning outcomes and begin exploring mechanisms for assessment.

The fiscal impact would be the same whether the Academic Senate provided leadership or the CIO, Dr. Jeffcoat, provided leadership; however, the fiscal impact to the District (at this point) is zero. In future budget years, there would be some fiscal impact to develop, design, and assess student learning outcomes, and that fiscal impact would be incorporated in the campus-wide budget development process. Depending upon what assessment measures

might be used in the future, the costs could be significant. However, the recommendation would be to utilize the talents and expertise of IVC faculty, administrators, and staff in the development of assessment measures that would keep expenses down.

MONTHLY FINANCIAL REPORT

Tom Hudson called attention to the monthly budget report for the month ending December 31, 2004, and that 50% of the major budget categories has been spent, which is on target.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- On January 19, a successful bond sale took place. The electronic bidding process of our first 2005 series bond sale happened in a mere 15-minute period plus two automatic two minute extensions due to two bid changes. Four groups submitted bids on the \$24,500,000 bond, and Citigroup Global Marketing Inc. was the lowest bidder (offering an interest rate of 4.4969%) and was awarded the all-or-none sale. This syndicate will resell the bonds to retailers. We should see funds wired to our IVC bank account as early as January 27.
- The ACCESO Project is progressing, and has made it possible to replace outdated computers at the Calexico and Brawley Extended Campuses. Installation of 21 new computers at the Calexico campus and 23 new computers at the El Centro campus has taken place. The ACCESO Project has also funded the Reading Plus online software with 20 new computers for the Reading/Writing/Language Lab for the support of developmental readers, and has the ability to track student progress online.
- The SDICCCA Alliance is organizing an appreciation luncheon in honor of outgoing Senator Dede Alpert on March 2, at the Prado in Balboa Park. Student representatives are encouraged to attend.
- The annual SDICCCA Board Dinner and Workshop has been scheduled for February 10, from 6:00 P.M. to 9:00 P.M. at the Del Mar Marriott Hotel. The event is being organized by Mira Costa College. Trustees were encouraged to attend.
- IVC will be assisting (1) the U. S. Border Patrol by offering Emergency Medical Training; (2) the Department of Forestry by providing fire fighting courses; (3) the National Federation of Retailers by providing courses in retail sales and Customer Service.

- Congratulations was expressed to STRATA and the IVC staff involved in the successful implementation of the student module in the Banner conversion process.
- Science/Math/Engineering Division Chair, Dr. Lianna Zhao, continues to develop the Cooperative Title V Grant proposal with the help of Erin Ieza, Sherry Zobell, Kathy Berry and their counterparts at SDSU-IV Campus. The purpose is to expand educational programs for students in 2+2 arrangements to achieve their bachelor's degrees in biology, computer science, and nursing.
- California Community Colleges Chief Executive Officers Board are supporting the Board of Governors funding proposal, and reiterated its support of the system's budget request, which includes \$80 million for equalization.

ANNUAL BOARD RETREAT

Dr. Pai distributed a draft of the agenda for the February 12, Board Retreat as follows:

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|-----------------------------|---|
| 8:00 A.M. to
8:30 A.M. | Continental Breakfast |
| 8:30 A.M. to
10:30 A.M. | <ul style="list-style-type: none"> • Update on State Budget and Growth - Dr. Paul Pai and Tom Hudson • Bond Projects Update - Dr. Pai and Tom Hudson • Program Review Summary - Dr. Kendra Jeffcoat • Discussion: Administrative Alignment - Dr. Kendra Jeffcoat • Discussion: 2005-2006 Board Goals |
| 10:30 A.M. to
12:30 P.M. | Regular Monthly District Board Meeting |
| 12:30 P.M. to
1:15 P.M. | Lunch - College Center |
| 1:15 P.M. to ? | Continued Discussion if Needed |

M/S/C Cardenas/Wong to approve of Minutes dated December 14, 2004.

M/S/C Cardenas/Wong

Resolution No. 13172: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P5000701 through P5002440 in the amount of \$548,951.62, and Direct Payment Nos. I0006989 through I0007311 in the amount of \$38,599.94 are approved.

M/S/C Cardenas/Wong

Resolution No. 13173: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 11 in the amount of \$144,963.21 and Warrant Order No. 12 in the amount of \$1,723,681.06 be ratified.

M/S/C Cardenas/Wong

Resolution No. 13174: **COMMERCIAL WARRANT ORDERS**

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

22 in the amount of \$60,006.70
23 in the amount of \$2,042,194.79
24 in the amount of \$318,118.23

M/S/C Cardenas/Wong

Resolution No. 13175: **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 J4051608, J4051609, J4051610, J4051613 and J4051585 be approved.

M/S/C Ramirez/Cardenas

Resolution No. 13176: **2003-2004 AUDIT**

BE IT RESOLVED that the Board approves the Imperial Community College District Auditor's Report for the year ending June 30, 2004, as prepared by Wilkinson and Hadley, Certified Public Accountants.

M/S/C Cardenas/Wong

Resolution No. 13177: **NON-RESIDENT TUITION**

WHEREAS, statutes require each school district to set its own tuition rate on the basis of its current cost of education, or on the statewide average of the current cost of education;

BE IT RESOLVED that the tuition for out-of-state and out-of-country students be computed at \$151.00 per unit (statewide average) commencing July 1, 2005, for the fiscal year 2005-2006.

BE IT FURTHER RESOLVED that this policy be administered in accordance with Education Code Sections 68050-68134 and 76140-76160.

M/S/C Cardenas/Wong

Resolution No. 13178: **PRESCHOOL PLAYGROUND PROJECT**

BE IT RESOLVED that the Board accepts and approves the bid from CHILDS PLAY in the amount of \$ 117,692.00 (State Child Development Funds) for the surface replacement, installation and purchase of playground equipment for the Playground Project.

M/S/C Ramirez/Cardenas

Resolution No. 13179: **PROFESSIONAL ARCHITECTURAL SERVICES**

WHEREAS the Citizens Oversight Committee for Measure L Bond formed a Subcommittee (Norma S. Galindo, Barbara Macchi-Trethewey, Henry Monroy, and Bill Thornburg) to select and recommend an architectural firm for development of the new Science and Technology Facility and modernization of all campus buildings; and

WHEREAS the Subcommittee reviewed the RFP for the Request for Qualifications for the Professional Architectural Services, and the RFP was advertised in the Imperial Valley Press, San Diego Union Tribune and Yuma Daily Sun; and

WHEREAS the Subcommittee reviewed seven RFPs and on January 14, 2005, interviewed six architectural firms; and

WHEREAS the Subcommittee met to recap and present overall scores from each firm interviewed, and the top two firms were as follows: #1 Sanders, Inc. and #2 the HMC Group.

WHEREAS the Subcommittee recommended to the Administration (Dr. Pai and Mr. Hudson) to conduct background checks on references and fee negotiations with the first choice firm, Sanders, Inc., and if the results were not positive or acceptable, then conduct a background check on the second choice firm, HMC Group.

WHEREAS the Subcommittee further recommended that the Administration proceed with the process and present their recommendation to the Board of Trustees for approval at the January 25, 2005 Board meeting.

BE IT NOW RESOLVED that the Board accepts and approves the recommendation from the Citizens Oversight Subcommittee to award the Architectural Services for the Measure L Bond (the New Science and Technology Facility and Modernization of all Buildings) to Sanders, Inc.

BE IT FURTHER RESOLVED that based on the findings from the Citizens Oversight Committees review of the Request for Qualifications (RFP) and interviews conducted with six architectural firms, in addition to the results of a background check of references and fees negotiation from the Administration that if such results are not acceptable to the Administration, the Board approves and awards the second place firm the HMC Group based on results of the same background check and fees negotiation.

M/S/C Ramirez/Acuña

Resolution No. 13180: **STUDENT LEARNING OUTCOMES**

WHEREAS, the WASC Accreditation Standards (June 2002) call for an "institution-wide dialogue" regarding institutional effectiveness; and

WHEREAS, WASC Accrediting Standards call for an institution to demonstrate its effectiveness, in part, by providing "evidence of the achievement of student learning outcomes" (Standard I B); and

WHEREAS, Student Learning Outcomes (SLOs) by their very nature are linked to curriculum and, subsequently, to graduation requirements; and

WHEREAS, the IVC Board of Trustees has elected to rely primarily upon the advice and judgment of the IVC Academic Senate in matters of curriculum and graduation requirements; and

WHEREAS, the IVC Academic Senate is in the best position to provide campus-wide leadership in the development and design of institutional student learning outcomes (which relate to the General Education program); and

Notwithstanding, the IVC Academic Senate recognizes and asserts that the use of student learning outcomes in faculty evaluation is a matter for collective bargaining (Standard III A.1.c.);

NOW, THEREFORE, BE IT RESOLVED that the Board affirms that the IVC Academic Senate will provide campus-wide leadership in the development, design, and assessment of institutional student learning outcomes.

FISCAL IMPACT STATEMENT: There is no fiscal impact to the District.

M/S/C Ramirez/Acuña to go into **CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS
District Negotiators: Dr. Marion Boenheim and Tom Hudson
Employee Organizations: IVC Chapter CTA/NEA and CSEA Chapter 472
2. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: IVC Administrators
3. CONFERENCE WITH GLENN GOLDSBY, LEGAL COUNSEL-
UPDATE ON EXISTING LITIGATION
Subdivision (a) of section §54956.9
Name of case: Amalia Ortiz
U. S. District Court 03CV2451IEG{NLS}
4. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation-Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case
5. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

M/S/C Ramirez/Acuña to go back into **OPEN SESSION**

Board President Marion Long announced that information was received on all items and direction was given.

M/S/C Ramirez/Acuña

Resolution No. 13181: **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, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Hegarty, Carol	Appropriate Classification and Step Contingent Upon Verification of Records	Art (Studio and Art History)
Heumann, Michael	"	English (Basic Composition)
Leon, Allyn	"	Mathematics
Mason, Charles	"	American Sign Language
McClain, John	"	English as a Second Language
Unangst, Helen	"	Child, Family, and Consumer Science
Woods-Rodea, Diane	"	English as a Second Language

M/S/C Ramirez/Acuña

Resolution No. 13182: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Spring 2005 Semester, on a temporary contract basis, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Riesberg, Curt	Appropriate Classification and Step Contingent Upon Verification of Records	English (Reading)

M/S/C Ramirez/Acuña

Resolution No. 13183: **WITHDRAWAL OF SABBATICAL LEAVE**

BE IT RESOLVED that the Board approves the request of Dr. Dennis Carnes, Associate Professor of Science, to withdraw the sabbatical leave granted to him for the spring, 2005.

M/S/C Ramirez/Acuña

Resolution No. 13184: **AUTHORIZATION TO EMPLOY DEAN OF TECHNOLOGY AND LEARNING SERVICES**

WHEREAS, the consulting services of STRATA will terminate in April; and

WHEREAS, there will be a continued need for expertise in technical support for the Banner implementation; and

WHEREAS, it is anticipated that Eileen Buckel, Dean of Learning Services, will retire during the summer of 2005;

BE IT RESOLVED that the Board approves the request of the Superintendent/President, and authorizes Academic Services to fill the position of Dean of Learning Services with the Dean of Technology and Learning Services.

BE IT FURTHER RESOLVED that the selected candidate would serve as Director of Technology from the date of hire until the existing Dean of Learning Services retires, and at that time, the individual would assume the responsibilities of the Dean of Technology and Learning Services.

M/S/C Ramirez/Acuña

Resolution No. 13185: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed effective January 3, 2005 through June 30, 2005, as temporary, full-time contract personnel contingent upon continued funding of the Federal grant designated and verification of records:

<u>NAME</u>	<u>PROJECT POSITION</u>	<u>FUNDING SOURCE</u>
Cabrera, Hector	Counselor	Upward Bound

M/S/C Ramirez/Acuña

Resolution No. 13186: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed January 10, 2005 through May 28, 2005, as temporary contract personnel, contingent upon continued funding of the grant designated:

<u>NAME</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>
Sullivan, Terrie	Workforce Investment Act LVN Training Grant	Nursing Instructor

M/S/C Ramirez/Acuña

Resolution No. 13187: **PER-SESSION FACULTY EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2005 Spring Semester, as 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>
Aguayo, Rodolfo	Political Science
Arango, Fernando	Business
Jones, Shane	Computer Information System
Kramer, Chris	Philosophy
Lewenstein, Jay	English
Rolland, Tim	Psychology

M/S/C Ramirez/Acuña

Resolution No. 13188: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Rogers, Monica	Student Services Representative (Brawley Extended Campus)	District	24-A	1/18/05

M/S/C Ramirez/Acuña

Resolution No. 13189: **SHORT-TERM EMPLOYEES**

BE IT RESOLVED that the following individuals be employed on a short-term basis as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Armenta, Claudia	Accounting Technician	District	27-A	1/12/05 to 2/17/05
Cadena, Judy	Instructional Lab Assistant	District	23-A	1/18/05 to 3/4/05
Lang, Kathleen	Administrative Assistant (Academic Services)	District	5-1	1/10/05 TO 1/31/05

M/S/C Ramirez/Wong to **ADJOURN** - The next regular meeting of the Board of Trustees is scheduled for Saturday, February 12, 2005, at 10:30 A.M.

Adopted this _____ day of _____, 2005.

ICCD Board President

ICCD Board Secretary