

ADOPTED MINUTES

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

Wednesday, April 11, 2001

Location: IVC Administration Building Board Room
380 East Ira Aten Road, Imperial, CA 92251

On Wednesday, April 11, 2001, Board President Kelly Keithly, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M.

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

REPRESENTATIVES PRESENT: Julie Fernandez, Student Affairs
Eric Jacobson, Academic Senate
Gail Parish, Classified

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
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Gonzalo Huerta; Kathy Berry; Bill Gay; Tom Remington; Sandra Standiford; Sergio Lopez; Laurie Franks; James Patterson; Gregorio Ponce; Janell Hodgkin; Chris Mays; Eileen Ford; Rosalio Ahumada; Lt. Col. Jeff Kramer; Jim Pendley; Carol Lee.

WRITTEN COMMUNICATIONS

1. Chris Mays, Athletic Trainer (RE: Equivalency to Teach)
2. Academic Senate Resolution #35 (RE: Request to include Ex-Officios on the President's Cabinet)
3. Academic Senate Request to Develop a Bond Issue Task Force

PUBLIC COMMENT

1. Dr. Gregorio Ponce thanked the College for their support and encouragement which assisted him in fulfilling the requirements for a degree of Doctor of Education. Dr. Ponce presented the Spencer Library with his dissertation submitted to the University of San Diego entitled, "A Case Study of Shared Governance at Imperial Valley College."

ASSOCIATED STUDENTS GOVERNMENT UPDATE

Student Government Representative, Julie Fernandez, reported the following upcoming events sponsored by the ASG:

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|-----------------|--|
| April 11 | <ul style="list-style-type: none"> ▪ Easter Egg Hunt for the
Preschool children ▪ D.J. Battle Dance |
| April 23-24 | <ul style="list-style-type: none"> ▪ ASG Presidential Elections ▪ Mr. & Ms. Freshmen and
Sophomores for 2000-2001 ▪ \$1 Student Representation Fee
Vote |
| April 23 | Illusion Fusion - the virtual
reality roller coaster |
| April 25 | Secretaries Day Luncheon and Fashion
Show |
| April 27 - Noon | ALMA Presentation, an all-acoustic
ensemble that brings to Life the
Chicano/Latino experience through
musical presentations. The group
features original compositions by
Agustin Lira; it presents works by
authors from throughout Latin
America and employs the musical
styles prevalent in Mexican, Latin
American, American, and Afro-Cuban
cultures." |
| May 1 | Celebrating Neruda with Kamau
Kenyatta |
| May 3 | Cinco de Mayo Celebration |
| May 11 | Life's a Beach |
| May 18 | Spring Student Awards Banquet |
| May 26 | Graduation |

ACADEMIC SENATE UPDATE

Eric Jacobson reported on the following:

1. Through the efforts of Carol Lee, Northern Arizona University in Yuma is offering a Bachelor Degree in Social Work.
2. Thanks was extended to all of the IVC students who presented Neil Simon's comedy, *The Good Doctor*, on April 4-7, 2001. The acting was superb, the set were imaginative, and the direction by Dr. James Patterson was first rate.
3. Gabriel Torres, Larry Welch, and Olga Artechy were elected to the Academic Senate for three-year terms.

PRESIDENT'S UPDATE

Dr. Dominguez introduced Lt. Col. Jeff Krammer, Program Manager for Advanced Distributive Learning for the California National Guard. Lt. Col. Krammer presented information on the Distributive Training Technology Project, which is a national learning and information delivery system for Guardsmen and their community providing access to education, training, and information for development of new skills, lifelong learning, and enhanced quality of life. The proposal is to partner with IVC, and would provide advanced technology connecting a classroom in the Workforce Development Center with a high-bandwidth network that would accommodate the transfer of voice, video and data simultaneously, with communications functions necessary to support the National Guard's readiness objectives, and providing IVC access to telecommunications technologies that might otherwise be cost-prohibitive. The estimated benefit to IVC is technology hardware valued at \$1.5 million, which would greatly enhance IVC's distance learning potential.

SPRING 2001 ENROLLMENT REPORT

Sandra Standiford reported that after telephone registration for the spring 2001 semester and wait list moves, enrollment was 5,848. This is an increase of nine more students over the same time last year. A total of 839 students were moved from the wait list into 331 classes. The headcount at the census date reflected a decrease by 2.5%; full-time enrollment increased by 1.9%; part-time enrollment decreased by 4.7%; 64.9% of the enrollment is part-time and 35.1% is full-time; 62.7% of the enrollment is female; 85.8% of the students are Hispanic; 55.9% of the students are under 25 years of age.

EX-OFFICIO MEMBERS ON THE PRESIDENT'S CABINET

Eric Jacobson stated that the Technical Assistance Visit, the Administration/Senate Retreat and the Accreditation Team summary called for widening the involvement of faculty, students and classified employees in the decision making process. The request was to include faculty, students, and classified employees on the President's Cabinet in an ex-officio capacity.

Dr. Dominguez reviewed the Shared Governance Process adopted by the Board in March 1995. Dr. Dominguez stated that ex-officio representatives were invited to participate in Administrative Council.

It was the consensus of the Board to refer this issue back to Administration to consult with the Academic Senate, until such time that agreement is reached.

BOND ISSUE TASK FORCE

Discussion surrounded the necessity for a new Science Building. The present building has outdated plumbing that is expensive to repair, there is a lack of space to adequately deal with hazardous waste materials, and a lack of lab and classroom space to meet the demand. The request was to establish a Task Force made up of a cross-section of every area for long-range planning for the major election in 2004. Concern was expressed over dissention against the bond from within the campus community, as took place with Bond Measure R. A classroom efficiency study to correctly identify rooms on campus, will be taking place during spring break by Carlos Fletes, Rick Webster, and Jim Sanders. The Board asked for a report on this issue at the next meeting.

M/S/C to approval of Minutes dated March 21, 2001

M/S/C Duff/Medina

Resolution No. 12140: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 103538 through 104117 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 101878 through 102127, inclusive are approved.

M/S/C Duff/Medina

Resolution No. 12141: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 17 in the amount of \$101,478.53, and No. 18 in the amount of \$1,418,693.09, be ratified.

M/S/C Duff/Medina

Resolution No. 12142: **COMMERCIAL WARRANT ORDERS**

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

- 33 in the amount of \$230,055.96
- 34 in the amount of \$831,183.21
- 35 in the amount of \$262,285.00
- 36 in the amount of \$386,906.47

M/S/C Long/Ramirez

Resolution No. 12143: **DONATION FROM THE CITY OF EL CENTRO**

WHEREAS, The Imperial Valley College Administration of Justice department is in need of an unmarked patrol vehicle for student training involving low speed pursuit maneuvers; and

WHEREAS, The City of El Centro found and determined that it was in the best interest of the City and the public to authorize the donation of a 1997 Ford Crown Victoria, an unmarked patrol vehicle, to Imperial Valley College (Resolution No. 01-21).

NOW, THEREFORE, BE IT RESOLVED that the Board graciously accepts the donation of such vehicle, and thanks the City of El Centro for its continued support of Imperial Valley College and its educational programs, and

BE IT FURTHER RESOLVED that the Board authorizes the Vice President for Business Services to execute the transfer of title of such vehicle

M/S/C Duff/Ramirez

Resolution No. 12144: **DISTRICT AUDIT SERVICES**

WHEREAS, Education Code Sections 41020/84040 authorizes school and community college districts to contract for an audit of their books and accounts by April 1, and

WHEREAS, the Imperial County Office of Education has received proposals from various certified public accountants.

NOW, THEREFORE, BE IT RESOLVED that the firm of Harlan and Boettger, Certified Public Accountants, be awarded one year contract to perform the District Audit in the amount of \$10,000.00 for fiscal year 2000-2002; and

BE IT FURTHER RESOLVED that the Superintendent/President be authorized to execute said contract.

M/S/C Duff/Medina

Resolution No. 12145: **DESTRUCTION OF RECORDS**

BE IT RESOLVED that Board approves the reclassification of Class 2 records listed below to Class 3 disposable records:

<u>DOCUMENT</u>	<u>YEAR ORIGINATED</u>
Student Transcripts	1996

M/S/C Ramirez/Duff

Resolution No. 12146: **BOARD SELF-EVALUATION PROCESS**

BE IT RESOLVED that the Board approves the Subcommittee's recommendation presented on March 21, 2001, to amend the Board Self-Evaluation Process in Board Policy No. 1.10, as follows:

1. The Board's self-evaluation forms would be included in the October Board agenda packets.
2. Board members would complete and return the self-evaluation forms to the Board Secretary for tabulation in time for the November Board meeting.
3. Using the results of the tabulation, at the November meeting, the Board would decide which of the items should be considered as topics for the Board Retreat.
4. At the December Board meeting the Board would review the items for any changes or additions prior to the Board Retreat.
5. The Board Retreat would be scheduled in January or early February if possible.

M/S/C Duff/Medina

Resolution No. 12147: **RECOGNITION OF CALIFORNIA'S 108 COMMUNITY COLLEGES**

WHEREAS, April is a time to celebrate the California Community Colleges' commitment to open access, diversity, and, above all, to students;

WHEREAS, California Community Colleges' specialize in not only transfer, but also high-quality training for the workforce;

WHEREAS, California Community Colleges' open doors for the people of this state like no other institution;

WHEREAS, our 108 colleges provide excellent instruction, nurture self-esteem, create a sense of direction, and instill the courage to accept challenges, and our near-impossible task is to ensure a first-rate education with an operating budget that is about 70 cents on the dollar as compared with the national average, but we continue to strive to do the best for our students -- all 2.5 million of them, who are the faces and the future of California.

WHEREAS, 2001 marks the centennial celebration of community colleges nationwide (the first, Joliet Junior College in Illinois), was established in 1901).

WHEREAS, in recent years, the month of April has been hailed as Community College Month on a national scale, but this is the first time that California has paid special tribute to its own community colleges.

BE IT NOW RESOLVED that the Imperial Community College District Board of Trustees endorses the proclamation from the Governor's Office and a resolution by the State Legislature, congratulating America's community colleges on their Centennial and the 108 California Community Colleges on their contributions to society.

M/S/C Duff/Ramirez

Resolution No. 12148: **DUTIES AND RESPONSIBILITIES OF THE DEAN OF INSTRUCTION FOR EXTENDED CAMPUS**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President and the Chief Instructional Officer to amend the job description for the Dean of Instruction for Extended Campus as follows:

Dean of Instruction for Extended Campus

The Dean of Instruction for Extended Campus Shall:

1. Supervise, coordinate and be responsible to the Vice President for Academic Services for the Extended Campus;
2. Direct and supervise the Extended Campus staff;
3. Maintain the development and supervision for noncredit, contract education, community service and adult education programs;
4. Develop and maintain the budgets for the Extended Campus;
5. Collaborate with division chairs, counseling staff, registration personnel and administration to ensure compliance with District policies and procedures in the registration process and general operations for the Extended Campus classes including Program Review;

6. Collaborate with division chairs for recruitment of part-time faculty for employment in the Extended Campus;
7. Determine need and make recommendations to the Vice President for Academic Services for new courses and curricula to better serve the various communities of the District;
8. Assist the Vice President for Academic Services in the evaluation of faculty, full-time and part-time, employed in the extended campus;
9. Collaborate with the Dean for Instruction for Applied Sciences, community leaders and District advisory groups to ascertain the educational needs of specific occupational areas.
10. Maintain project records and necessary data for facilitating report requirements.
11. Supervise and monitor security and general maintenance of all facilities and Extended Campus class sites.
12. Make formal presentations to various interest groups for strengthening the image of Imperial Valley College;
13. Cooperate with other administrators for institutional grants, bonds, and other fund-raising projects;
14. Maintain a major role in the faculty development process of extended campus faculty;
15. Conduct orientation sessions for Extended Campus faculty and staff;
16. Assist the Vice President for Academic Services in planning class schedules for courses offered in the Extended Campus;
17. Maintain the leadership role in the procurement and utilization of facilities to ensure student access to Extended Campus locations;
18. Perform other functions assigned by the Superintendent/President or the Vice President for Academic Services.

M/S/C Duff/Ramirez

Resolution No. 12149: **NEW COURSES/NEW CERTIFICATE/NEW MAJOR**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee dated March 1, 15, and 29, 2001, relating to a new courses, new certificate, new major, as follows:

NEW COURSES:	BUS 11	Business Retailing
	MATH 070S	Basic Mathematics
	MATH 080S	Beginning Algebra
	Math 090S	Intermediate Algebra
	ECE 49	School Age Child Development
	ECE 50	School Age Curriculum
	CIS 8	PC Maintenance, Repair & Upgrading

NEW CERTIFICATE: Business Retailing

NEW MAJOR: Business Retailing

M/S/C Duff/Ramirez

Resolution No. 12150: **TRANSFER CENTER AND ARTICULATION SERVICES PLAN**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee, dated March 29, 2001, to adopt the Transfer Center and Articulation Services Plan that describes the services provided to IVC students as established by Title 5, Division 6, Chapter 2, Subchapter 1, #51027, Transfer Center: Minimum Program Standards.

M/S/C Ramirez/Medina

Resolution No. 12151: **EMERGENCY MEDICAL SERVICES MEDICAL DIRECTOR AGREEMENT**

WHEREAS the Emergency Medical Services (EMS) Program is required, for accreditation purposes, to have a Medical Director in charge of the program who is a qualified physician, licensed to practice medicine in the State of California, and is an emergency medicine specialist, and has the requisite skills, education, training and certification;

BE IT NOW RESOLVED that the Board approves the recommendation of the Director of Nursing Education and Health Technologies and the Chief Instructional Officer, and the Planning and Budget Committee dated March 14, 2001, to enter into an Agreement with Bruce E. Haynes, M.D., to take effect on April 1, 2001, to be renewed annually at a cost of \$11,700.00 per year.

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

1. PUBLIC EMPLOYEE APPOINTMENT
TITLE: Teaching Position in Exercise Science
2. SUPERINTENDENT/PRESIDENT'S EVALUATION

M/S/C Ramirez/Long to go back to **OPEN SESSION**

The Board President announced that direction was given to staff relating to the first item, and the second item will be deferred to the May Board meeting.

M/S/C Medina/Long

Resolution No. 12152: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that following academic personnel be employed on a temporary, short-term basis effective March 19, 2001 through May 25, 2001, for 43 service days at 100% time:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Higgins, Brenda Sue	Appropriate Classification and Step Contingent Upon Verification of Records	Instructor of Nursing
Taylor, Sandra		

M/S/C Medina/Long

Resolution No. 12153: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the remainder of the 2001-2002 academic year, as temporary full-time contract personnel, contingent upon funding of the grant designated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>	<u>DATES</u>
Alvarado, Beatriz	Counselor	Federal	Student Support Services	9/1/01 to 8/31/02
Diaz, Dolores	Project Director	Federal	Student Support Services	9/1/01 to 8/31/02

Feliz, Mireya	Counselor	State	CalWORKS	7/1/01 to 6/30/02
Lopez, Rosalia	Project Director	Federal	Upward Bound	6/1/01 to 5/31/02
Mercado, Lourdes	Counselor	State	CARE	7/1/01 to 6/30/02
Perez, Jesus	Project Director	Federal	Talent Search	9/1/01 to 8/31/02
Romero, Yolanda	Coordinator	State	CalWORKS	7/1/01 to 6/30/02
Sandoval, Lilia	Counselor	State	CalWORKS	7/1/01 to 6/30/02

M/S/C Medina/Long

Resolution No. 12154: **SHORT-TERM TEMPORARY ACADEMIC APPOINTMENT**

BE IT RESOLVED that the following classified personnel be approved for a supplemental, blended hourly rate, short-term temporary academic appointment for the period of January 18, 2001 through January 25, 2001:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Mays, Chris	Physical Education 24AD

M/S/C Medina/Long

Resolution No. 12155: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2000-2001 academic year, as credentialed, at the hourly rate provided for in Resolution No. 11354-4. Employment is contingent upon verification of records, credentials, and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Kelley, Ryan	First Aid and CPR

M/S/C Medina/Long

Resolution No. 12156: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that Ernesto Rodriguez, a volunteer Office Assistant for the Small Business Development Center during March 28, 2001 through June 20, 2001, is hereby approved for coverage under the Workman's Compensation Insurance.

BE IT FURTHER RESOLVED that thanks is extended to Ernesto Rodriguez for his contribution to Imperial Valley College.

M/S/C Duff/Ramirez to **ADJOURN** at 9:02 A.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 9, 2001, at 6:00 P.M.

Adopted this _____ day of _____, 2001.

ICCD Board President

ICCD Board President