

ADOPTED MINUTES

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

Wednesday, July 11, 2001

Location: IVC Administration Building Board Room

On Wednesday, July 11, 2001, Board President Kelly Keithly, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:03 P.M.

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

REPRESENTATIVES PRESENT: Michael Lopez, Student Affairs
Frank Rapp, Academic Senate
James Patterson, Faculty
Gail Parish, Classified

CONSULTANTS PRESENT:

Dr. Gilbert M. Dominguez, Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Ruth Montenegro, Director of Human Resources
Gonzalo Huerta, Dean of Instruction for Applied Sciences
Janell Hodgkin, Director of Fiscal Services

VISITORS PRESENT:

Kathy Berry; Darryl Croft; Jack Duff; Lenny Fabian; Eileen Ford; Bill Gay; Grayce Lopez; Rueben Lopez; Sergio Lopez; Jan Magno; Alicia Ortega; Tom Remington; Patricia Robles; Jay von Werlhof;

WRITTEN COMMUNICATIONS

1. Gloria Valenzuela (RE: Resignation)
2. David B. Wolf, Accrediting Commission (RE: Certificate of Accreditation for IVC)

PUBLIC COMMENT

No comments were heard.

ASSOCIATED STUDENT GOVERNMENT UPDATE

Student Government Representative Michael Lopez reported that renovations to the College Center are taking place. A television monitor, wireless PA system, and a satellite dish will be installed in time for the beginning of the fall semester.

ACADEMIC SENATE UPDATE

Frank Rapp reported that since no meeting of the Academic Senate has been held, there was nothing to report. However, Mr. Rapp stated that he was working on creating a personal/professional mission statement, which he plans to present to the Board at their August meeting.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. With the assistance of Kathy Berry and Gonzalo Huerta, two applications for Economic Development Grant have been submitted to the State for approval. Funding of these grants could have a significant impact on the college and its role in the community.

One of the applications is titled *Capacity Development* and provides \$50,000 to improve IVC's ability to serve the local community and participate in local economic development. The products and services resulting from the project will be staff development activities, contract and noncredit courses, new services, and procedures to meet the needs of local economic development.

The second application is titled *Industry Driven Regional Collaborative*, requires a partnership. The partnership is with the two local hospitals to provide targeted training and retraining to 40 registered nurses in the specialty units of critical care, emergency services, labor and delivery. This grant for \$178,000, will subsidize skill advancement training and retraining, job enhancement activities, and on the job training through a formal preceptor ship program.

We should know if these proposals have been accepted by the end of this month, and the money should be available in September.

2. Everyone is invited to attend the Fall 2001 Orientation scheduled for Friday, August 17, 2001, in the College Center at 8:30 A.M. Dr. Dana Murphy, Professor of Political Science at San Diego State University, Imperial Valley Campus, will be the keynote speaker, and his speech topic will be "IVC Now and IVC in the Future."

ENROLLMENT UPDATE

Dr. Victor Jaime reported that as of July 11, 2001, 4,280 students were enrolled in classes, which is 200 more than last year.

Dr. Jaime apprised the Board that there was a computer crash on June 29, 2001, affecting telephone registration. The backup system retrieved 70% of the data. The 400 students with appointments were identified and a crew of counselors immediately contacted these individuals to ask them to re-register.

IVC DESERT MUSEUM FUNDING

Dr. Dominguez noted that the Memorandum of Understanding agreed upon on October 13, 1992, between the District and the IVC Museum Society, and Resolution No. 11833 dated February 9, 2000, relating to Funding of the IVC Desert Museum is being presented for the Board's review and discussion.

Jay von Werlhof stated the following:

- The Museum will not be self-supporting, although there will be some income from the gift shop, admission fees, and donations.
- The Museum will provide Imperial County students with a great educational program.
- The grand opening target date is November 2002, in conjunction with the Indian Fair.
- The plan is to apply for grants to develop various programs.
- Hours of operation will be 9:00 A.M. to 6:00 P.M., with some evening programs, all year long.
- The estimated completion date of the building is in a year from now.
- The employees at the IVC Desert Museum are Karen Collins, Michael Pflaum, and Jay von Werlhof.

2001-2002 VATEA APPLICATION AND THE VOCATIONAL EDUCATION PROGRAMS

Gonzalo Huerta responded to a letter from Claudine Duff questioning the process in preparing for the VTEA Title I-C Funding Application submitted to the Chancellor's Office on May 30, 2001. The responses to the questions were as follows:

- The VTEA allocation that the District is eligible to is determined by the vocational student enrollment.
- Any increase or decrease in the funding allocation is based on vocational student enrollment.
- To ensure that there are no errors in the calculation of the amount of VTEA funds the District is eligible to the state sends IVC an enrollment certification based on the MIS reports sent to the state. The District, through the Institutional Data Committee, responds to the certification with corrections and amendments.
- VTEA funding is distributed based on core indicator performance, improvement, expansion, innovation, and analysis of Master Plan, program reviews, surveys and proposals. The Dean of Instruction for Applied Sciences provides the data, with recommendations to the VTEA Local Planning Team.
- The VTEA program rules and regulations were presented to Cabinet, but the actual application was not reviewed.
- The VTEA application is an informational item and Board approval is not required.

M/S/C Duff/Cardenas to approve the Minutes dated June 13 and 28, 2001

M/S/C Duff/Cardenas

Resolution No. 12218: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 104901 through 105068 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0103076 through 0103561, inclusive are approved.

M/S/C Duff/Cardenas

Resolution No. 12219: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 24 in the amount of \$112,186.19, and No. 25 in the amount of \$959,977.06 be ratified.

M/S/C Duff/Cardenas

Resolution No. 12220: **COMMERCIAL WARRANT ORDERS**

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

44 in the amount of \$419,812.46
45 in the amount of \$188,766.05
46 in the amount of \$519,768.31
47 in the amount of \$327,993.09
48 in the amount of \$215,541.25

M/S/C Cardenas/Medina

Resolution No. 12221: **CERTIFICATE OF AUTHORITY AND CORPORATE RESOLUTION FOR THE ADDITION OF ONLINE BANKING**

WHEREAS, the College maintains checking accounts with Valley Independent Bank which require two signatures of the majority of Authorized Signers to transact items drawn against the College Accounts.

BE IT RESOLVED that Carlos Fletes, Vice President for Business Services, is designated as the Authorized Signer on the Online Banking Enrollment Form and is authorized and empowered to act for and on behalf of the College with single signature authorization to carry out and perform transactions under the terms and conditions of the Valley Independent Bank Online Banking Agreement and Electronic Fund Transfers Act Disclosure ("Agreement").

BE IT FURTHER RESOLVED that the Board has considered the security procedures set forth in the Agreement and finds that such security procedures are commercially reasonable for verifying that a payment order or other communication purporting to have been issued by the College is in fact a payment order or communication of the College. In reaching this determination, the Board has considered the size, type and frequency of entries that the College anticipates submitting to the Bank.

BE IT FURTHER RESOLVED that the Board recognizes that the terms of the Agreement allows the College, through employees specified in the Agreement to transfer Corporate funds. The Board further recognizes that the Bank will not be responsible for verifying whether a payment order or other communication is originated by an authorized individual other than through the verification process contained in the security procedures of the Agreement. Thus, other than its compliance with the security procedures outlined in the Agreement, the Bank will not verify that individual is authorized by College or otherwise investigate whether the individual is exercising authority granted by the College or consistent with any internal limitations on activity established by the College for that individual.

M/S/C Duff/Cardenas

Resolution No. 12222: **CHILD CARE CENTER**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number 13-6315-00-1, for fiscal year 2001-2002, in the amount of \$402,864.00, with the California State Department of Education, and that Dr. Gilbert M. Dominguez, Superintendent/President, and John Hunt, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Ramirez/Duff

NO: Medina

Resolution No. 12223: **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 \$15,000.00 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 Duff/Cardenas

Resolution No. 12224: **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, Nancy Hoyt, Mary Carter, Susan Rodriguez, Mirtha Galindo, Lisa Favela, Phyllis Gilliam, Janell Hodgkin, Ruth B. Montenegro, Linda Amidon, Mayra Mendez, Sue Strain, Sheila Dorsey-Freeman, and Zula Hartfield.

M/S/C Duff/Cardenas

Resolution No. 12225: **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 2001-2002 school year.

M/S/C Duff/Cardenas

Resolution No. 12226: **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 Ramirez/Cardenas

NO: Medina

Resolution No. 12227: **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 \$15,000) in the name of said District during the 2001-2002 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 Duff/Cardenas

Resolution No. 12228: **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 Duff/Cardenas

Resolution No. 12229: **AUTHORIZED AGENTS**

BE IT RESOLVED that the following persons be designated as "Authorized Agents" to sign the documents indicated for the 2001-2002 school year:

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

M/S/C Duff/Cardenas

Resolution No. 12230: **AUTHORITY TO SIGN CHECKS**

BE IT RESOLVED that the following persons be authorized to sign checks for the accounts indicated for the 2001-2002 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
Director of Student Affairs
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
Director of Student Affairs
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 Duff/Cardenas

Resolution No. 12231: **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 Duff/Long

Resolution No. 12232: **SENATORIAL REDISTRICTING PROPOSAL**

WHEREAS, every ten years, after the national census, California is required to redraw the political boundary lines for the State Legislature, the State Board of Equalization and the California Congressional Districts; and

WHEREAS, Article XXI of the California Constitution also requires that the boundaries of California's political districts be drawn; and

WHEREAS California law states that redistricting, or the legal process of redrawing the boundaries of the political districts, be conducted through the legislative process; and

WHEREAS, development of the new district maps is a public process, and the Senate Electors and Reapportionment Committee invites members of the public to submit comments for the legislature's consideration; and

WHEREAS, Imperial Community College District has greater professional, educational and health care association with institutions and facilities in San Diego County;

NOW, THEREFORE, BE IT RESOLVED that the Imperial Community College District, which includes over 142,000 residents and educates over 7,500 students per year, proposes that when redistricting occurs, that the Imperial Community College District be included within the district which includes San Diego County.

M/S/C Medina/Ramirez

Resolution No. 12233: **COACHING ASSIGNMENTS**

BE IT RESOLVED that the following list be approved to appoint Athletic Coaches and Supervisors to their respective positions for the 2001-2002 Academic Year as indicated:

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Jim Mecate	Athletic Director	
Jose Aldaña	Head Coach	Women's Soccer
Angelica Ramos	Assistant Coach	Women's Soccer
Rafael Contreras	Head Coach	Men's Soccer
Juan Dublin	Assistant Coach	Men's Soccer
Jill Tucker	Head Coach	Volleyball
Alan McCalmont	Assistant Coach	Volleyball
Jill Tucker	Head Coach	Women's Basketball
Nick Gehler	Head Coach	Men's Basketball
Rick Cook	Assistant Coach	Men's Basketball
Anna Garcia	Head Coach	Women's Tennis
Mayra Sanchez	Assistant Coach	Women's Tennis
Mike Palacio	Head Coach	Men's Tennis
Gerardo Casarez	Assistant Coach	Men's Tennis
Jill Lerno	Head Coach	Softball
Denise Mays	Assistant Coach	Softball

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

1. CONFERENCE WITH LABOR NEGOTIATOR
Unrepresented Employee: Superintendent/President

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

The Board President announced that negotiations had been completed with the Superintendent/President.

M/S/C Long/Wong

NO: Duff

Resolution No. 12234: **2000-2001 AND 2001-2002 AGREEMENT BETWEEN THE DISTRICT AND THE SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED that the Board ratifies the Agreement between the District and the Superintendent/President for school years 2000-2001 and 2001-2002, as follows:

1. Salary Increase:

- FY 2000-2001 1% on schedule retroactive to 7/1/00 (contract wages only)
 1% off schedule retroactive to 7/1/00 (contract wages only)
- FY 2001-2002 3% on schedule beginning 7/1/01*
 *Amount contingent upon receipt of proposed 3.87% COLA from State; automatic re-opener if 3% or less COLA received

2. Maintain total insurance benefits at the 2000-2001 level. Any upgrades to current benefits package to be paid by employee.

Fiscal Impact Statement: Total annual cost is approximately \$2,266.00 for FY 2000-2001 and \$4,577.00 for FY 2001-2002. This expense is not part of original budget. This expense is expected to be funded out of anticipated year-end surplus and district reserves for FY 2000-2001 and out of COLA for FY 2001-2002.

M/S/C Medina/Wong

Resolution No. 12235: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed during the 2001 Summer Session, 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>
Garrie, Ronnie	Automotive
Martin, Mariano	Welding
*Taylor, Sandra	Nursing-Independent Studies

*Substitute

M/S/C Medina/Wong

Resolution No. 12236: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, for the 2001 Summer Session, in accordance with the hourly rate provided in Resolution No. 11354-4. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated, and approval of the program officer:

<u>NAME</u>	<u>PROJECT POSITION</u>	<u>FUNDING SOURCE</u>
Neely, Maria	Counselor	State
Finnell, Lillian	Counselor	District

M/S/C Medina/Wong

Resolution No. 12237: **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>
Valenzuela, Gloria	Staff Secretary I (Nursing)	District	23-E	8/15/01

M/S/C Medina/Wong

Resolution No. 12238: **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>
Felix, Irma	Library Technician I 50% - 20 hrs/wk	District	21-A	8/13/01
Mascarenas, Benjamin	Microcomputer Technician	District	31-B	7/16/01

M/S/C Medina/Wong

Resolution No. 12239: **SUBSTITUTE EMPLOYMENT**

BE IT RESOLVED that the following individuals be employed on a substitute basis, as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Arapiz, Salvador	Custodian	District	21-A	7/1/01
Garcia, Salvador	Custodian	District	21-A	7/1/01
Gastelo, Santos	Custodian	District	21-A	7/1/01
Montes, Raul	Custodian	District	21-A	7/1/01

M/S/C Medina/Wong

Resolution No. 12240: **SHORT-TERM CLASSIFIED EMPLOYMENT**

BE IT RESOLVED that the following individual be employed on a short-term basis, as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Cook, Kristi	Instructional Lab Assistant (20 hrs/wk)	District	23-A	6/18/01 to 7/27/01
Osibun, Luz	Science Lab Technician	District	29-A	6/18/01 to 7/26/01
Rivera, Elsa	Instructional Lab Assistant (32 hrs/wk)	District	23-A	6/18/01 to 7/26/01

M/S/C Ramirez/Medina to **ADJOURN** - the next regular meeting of the Board of Trustees is scheduled for Wednesday, August 8, 2001, at 6:00 P.M.

Adopted this _____ day of _____, 2001

Board President

Board Secretary