

ADOPTED MINUTES

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

Wednesday, September 12, 2001

Location: IVC Administration Building Board Room

On Wednesday, September 12, 2001, Board President Kelly Keithly, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:02 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
Carlos Fletes, Vice President/Business Services
Dr. Victor Jaime, Vice President/Student Services
Ruth Montenegro, Director of Human Resources
John Hunt, Vice President for Academic Services

VISITORS PRESENT:

Tom Barrington; Eileen Ford; Bill Gay; Janell Hodgkin; Gonzalo Huerta; Sergio Lopez; Jan Magno; Tom Remington; Dr. Isaac Romero; Ben Solomon.

WRITTEN COMMUNICATIONS

1. Jesus Perez, Talent Search Director (RE: Resignation)
2. Janet L. Dickey, Preschool Teacher (RE: Resignation)
3. Guadalupe Ruvalcaba, Student Services Technician (RE: Resignation)
4. Imperial County Clerk - Recorder and Registrar of Voters (RE: Appointment of Governing Board Member)
5. Jay von Werlhof and Tom Barrington, IVCD Museum Society (RE: IVC Desert Museum Funding)

PUBLIC COMMENT

No comments were made.

ASSOCIATED STUDENT GOVERNMENT UPDATE

Student Government Representative Michael Lopez reported the following:

- A number of special activities will be held during the month of September.
- ASG Elections were held during the first week in September and the following new senators for 2001-2002 were introduced:

SOPHOMORE

Cesar Campos
 Juan Jose Sandoval
 Mary Waters
 Karina Zammarripa

FRESHMEN

Mario Conde
 Ashley Galbreath
 Belinda Ham
 Christine May Sunday
 Stephanie Samaniego
 Alicia Trejo

UPCOMING EVENTS/ASG WEBSITE

Director of Student Affairs, Sergio Lopez, demonstrated the new ASG Web Page created and maintained by the students. An ASG activities calendar has been posted on the web page and reflects events for the year. Upcoming activities are as follows:

September 17	Latino Film Festival in the College Center
September 18	Dr. Richard S. Wagner, International Folk Singer, performing in the College Center
September 19	Video and Latino Music Festival
September 20	National Hispanic Heritage Festival with IVC Estudiantinna, Mariachi Mex Cal, Sol Azteca Baile Folklorico
September 25	I.V. Student Leadership Conference sponsored by Herff-Jones Inc. and the ASG involving several hundred local high school leaders
September 25-26	Blood Drive
September 26	Chuck Milligan, nationally acclaimed hypnotist will be in the College Center

ACADEMIC SENATE UPDATE

Frank Rapp reported on the following items:

1. The Board was requested to respond to an earlier request for individual statements regarding the IVC mission statement and each individual's role in the overall mission.
2. A scholarship fund has been established by the Academic Senate in memory of Olga Artechy's son, Paul, a former IVC student. Donations to the fund should be given to Mr. Rapp, with any checks made out to "IVC Foundation-Paul Artechy Fund."
3. A monthly report will be given on reports of exemplary teaching going on in IVC classrooms. This month, Mr. Rapp heard from a member of the community who teaches at SDSU-IVC that his students have told him that they find Mr. Zielinski's English classes challenging and extremely helpful because of how much they learn.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. The restoration of scheduled maintenance and equipment funds continues to elude final decision and distribution. The Assembly voted unanimously to approve the restoration. The Senate voted 77 to 1 to also approve it, but it now sits on the Governor's desk awaiting his final decision. Many of us have written the Governor and signed a petition via e-mail, asking the governor to restore the funds. Everyone was invited to write the Governor and/or sign this on-line petition www.ccleague.org/petition
2. Imperial Valley College is engaging in a data sharing consortia with the high schools and the four year university (SDSU) to improve articulation, improve instruction, empower faculty, improve high school preparation, improve community college preparation, better meet accreditation standards, improve statewide accountability, and to increase communication between systems. We will start with a model project including the schools from the Central Union High School District. This project will begin this fall and continue into the spring semester. When the data and model has been developed, we will share this information with the Board.

3. California Postsecondary Education Commission (CPEC) is undertaking a study of border colleges and universities. The Commission has invited IVC, among others, to make a presentation on our opportunities and issues as a border college at SDSU in Calexico on October 1, 2001, at 1:00 P.M.

IVC DESERT MUSEUM UPDATE

Tom Barrington, President of the IVCD Museum Society, referred to Board correspondence regarding a request for additional funding in the amount of \$4,000 for the IVC Desert Museum Groundsperson.

2001-2002 BUDGET

Carlos Fletes presented the following highlights of the 2001-2002 IVC Budget:

- The budget is balanced
- COLA 3.87% - \$673,503
- Growth (63 FTES) - \$214,200
- Partnership for Excellence - \$1,452,232
- Lottery Fund - \$609,110
- 6% Reserves - \$1,600,000
- Projected Fund Balance - \$2,054,619
- Restricted Programs Reserve - \$260,707
- Unrestricted Reserves - \$193,912

BOARD/FACULTY/STAFF OPEN FORUMS

Board President Keithly acknowledge receipt of the letter written by Academic Senate President Frank Rapp regarding establishing open forums as a means of exchanging ideas and information between the Board, faculty and staff. Dr. Dominguez and Mr. Rapp were directed to setup these forums.

M/S/C Duff/Cardenas to approve Minutes dated August 8, 2001

M/S/C Duff/Cardenas

Resolution No. 12253: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0200295 through 200671 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 200201 through 200421, inclusive are approved.

M/S/C Duff/Cardenas

Resolution No. 12254: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 3 in the amount of \$197,274.41, and No. 4 in the amount of \$1,223,886.55 be ratified.

M/S/C Duff/Cardenas

Resolution No. 12255: **COMMERCIAL WARRANT ORDERS**

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

5 in the amount of \$289,605.45
6 in the amount of \$171,550.63
7 in the amount of \$64,937.67
8 in the amount of \$118,595.20

M/S/C Duff/Cardenas

Resolution No. 12256: **CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Governing Board accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending June 30, 2001, 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 Duff/Cardenas

Resolution No. 12257: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2001-2002 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Duff/Cardenas

Resolution No. 12258: **CONTRACT FOR MANDATED COST CLAIM SERVICES**

WHEREAS, the District has the authority to seek reimbursement for certain costs from the State of California pursuant to California Government Code Section 17550 et seq.; and

WHEREAS, the District has the authority to contract for the preparation of said claims through a designated individual or entity; and

WHEREAS, Vavrinek, Trine, Day & Co., is duly qualified to provide the service of preparing said mandated costs claims.

NOW, THEREFORE BE IT RESOLVED that the Imperial Community College District enter into a contract with Vavrinek, Trine, Day & Co. to prepare all mandated cost claims, including all unfiled and amendable claims, which must be filed within the 2001/2002 fiscal year and by June 30, 2002 to be reimbursed.

BE IT FURTHER RESOLVED that the term of the contract will be July 1, 2001 through June 30, 2002, and the annual fee will be \$8,000, plus expenses. Said fees and expenses are reimbursable by the State.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services be authorized to sign the contract on behalf of the District.

<p>Fiscal Impact Statement: Total cost of \$8,000 plus expenses are fully reimbursable by the state under the Mandated Cost Reimbursement Program. No financial impact on the District's general fund.</p>

M/S/C Duff/Cardenas

Resolution No. 12259: **SURPLUS PROPERTY**

BE IT RESOLVED that approval is given to declaring outdated, nonfunctional property of the Imperial Community College District, as surplus property and is no longer being used for educational purposes.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services, and/or the Director of Purchasing and Warehouse be hereby authorized and instructed to dispose of the equipment in the best interest of the District as referred in the attached Surplus Property List:

M/S/C Cardenas/Ramirez

Resolution No. 12260: **IVC FOUNDATION EXECUTIVE DIRECTOR
RESIGNATION**

WHEREAS, Tom Remington was elected and served as President of the IVC Foundation Board from 1985 until 1999; and

WHEREAS, Tom Remington has served as Interim and Executive Director of the IVC Foundation from 1999 until 2001; and

WHEREAS, Tom Remington has contributed to the well-being and welfare of Imperial Valley College students and staff through his work with the IVC Foundation.

BE IT NOW RESOLVED that the Board accepts, with sincere regret the resignation of Tom Remington as of September 30, 2001.

M/S/C Cardenas/Duff

Resolution No. 12261: **CHILD AND ADULT CARE FOOD PROGRAM**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number 13-1942-1A, for fiscal year 2001-2002, with the California State Department of Education, Child and Adult Care Food Program, with an estimated reimbursable amount of \$50,000, 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.

BE IT FURTHER RESOLVED that the Civil Rights Coordinator of Imperial Valley College will be Ruth B. Montenegro, Affirmative Action Officer.

M/S/C Cardenas/Duff

Resolution No. 12262: **SMALL BUSINESS DEVELOPMENT CENTER**

WHEREAS the Small Business Development Center is presently located at 1240 State Street in El Centro, California, and the rent expense is \$21,000.00 per year; and

WHEREAS there is office space available at the El Centro Extended Campus located at 301 N. Imperial in El Centro, California, to relocate the office for rent expense of \$9,000.00 per year.

NOW, BE IT RESOLVED that the Board authorizes the relocation of the Small Business Development Center to 301 N. Imperial in El Centro, California at the El Centro Extended Campus site.

<p>Fiscal Impact Statement: Anticipating a November 1, 2001, moving date, there will be an approximate savings to the SBDC (local match) budget of \$12,000.00 per year. This move will also generate savings of about \$9,000.00 per year to the El Centro Extended Campus budget.</p>
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M/S/C Cardenas/Duff

Resolution No. 12263: **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>
Jill Lerno	Cheerleader Advisor	
Angelica Ramos	Head Coach	Women's Soccer
Anabel Acevedo	Assistant Coach	Women's Soccer

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

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case

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

The Board President announced that this issue will be continued at the October Board Meeting.

M/S/C Medina/Ramirez

Resolution No. 12264: **FACULTY AND STAFF DIVERSITY PLANS GOALS AND TIMETABLES**

WHEREAS, California Community College Districts are required to review every three years, and if necessary submit to the Chancellor's Office for approval, their Faculty and Staff Diversity Plans including Goals and Timetables pursuant to Title 5, Section 53003;

WHEREAS, the District's Goals and Timetables for the period of 2001-2002, 2002-2003, 2003-2004 are to be submitted to the Chancellor's Office by November 1, 2001, after Board approval; and

WHEREAS, the District's Goals and Timetables were reviewed with the CSEA President, CCA/CTA President, and the Academic Senate President.

NOW, THEREFORE, BE IT RESOLVED that the Board approve the Faculty and Staff Diversity Goals and Timetables as presented in the following document and that it be submitted to the Chancellor's Office.

M/S/C Medina/Ramirez

Resolution No. 12265: **STAFF DEVELOPMENT CHAIR/COORDINATOR**

BE IT RESOLVED that Sergio Lopez, Director of Student Affairs, be appointed as Staff Development Chair/Coordinator for the 2001-2002 academic year, effective August 17, 2001, at the stipend rate established in Resolution No. 12050 dated October 11, 2000.

M/S/C Medina/Ramirez

Resolution No. 12266: **EVENING ADMINISTRATORS**

BE IT RESOLVED that the Board approves the employment of the following individuals as Evening Administrators during the 2001-2002 Academic year at the compensated rate set forth in Resolution 11935:

- Olga Artech
- David Drury
- Sergio Lopez
- Cesar Guzman (Alternate)
- Ed Scheuerell (Alternate)

M/S/C Medina/Ramirez

Resolution No. 12267: **TITLE IX COMPLIANCE OFFICER**

BE IT RESOLVED that Norma Nava, continues to serve as Title IX Compliance Officer for the District for the 2001-2002 academic year.

M/S/C Medina/Ramirez

Resolution No. 12268: **TALENT SEARCH PROGRAM DIRECTOR RESIGNATION**

BE IT RESOLVED that the Board accepts the resignation of Jesus Perez, Talent Search Program Director, effective August 31, 2001.

M/S/C Medina/Ramirez

Resolution No. 12269: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time, tenure track, academic personnel be employed for the academic year 2001-2002, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Pradis, Ricardo	Appropriate Classification and Step Contingent upon Verification of Records	Automotive Technology Instructor
Turini, Paige	"	High Tech Center Specialist DSP&S

M/S/C Medina/Ramirez

Resolution No. 12270: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed for the Fall 2001 Semester, as temporary full-time contract personnel:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Wood, Jerilyn	Appropriate Classification and Step Contingent upon Verification of Records	English Instructor

M/S/C Medina/Ramirez

Resolution No. 12271: **TEMPORARY SHORT TERM ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following full-time, short-term academic personnel be employed for the period of August 20 through December 21, 2001, under the provisions of the California Education Code Section 87482 (employment due to higher enrollment):

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Colunga, Ramiro	Appropriate Classification and Step Contingent upon Verification of Records	ESL Instructor

M/S/C Medina/Ramirez

Resolution No. 12272: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed for the Fall 2001 Semester, as temporary pro-rata daily contract personnel:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Standiford, William	Appropriate Classification and Step Contingent upon Verification of Records	English Instructor

M/S/C Medina/Ramirez

Resolution No. 12273: **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 2001 Semester I accordance with the rate established in Resolution No. 11354 dated April 8, 1998:

<u>NAME</u>	<u>ASSIGNMENT</u>
Barba, Cecilia	History
Biley, Patti	ESL
Carlson, Marylynn	Nursing/Exercise Science
Carnes, Dennis	Anatomy/Biology/Zoology
Cypher, Jackie	EMT
Davis, Donna	Nursing
Deyo, Jeff	Health/Physical Education
Fitzsimmons, Rick	Nursing
Giauque, Gerald	French/Spanish
Gilbertson, Thomas	Art
Kelsoe, Leon	History/Physical Education/Social Science
Lopez, Jose	Automotive Technology
Luoma, Craig	Nursing
Marcuson, Bruce	Administration of Justice
Mecate, Jim	Health/Physical Education
Meek, Al	Nursing
Patterson, James	English/Speech/Theater
Pendley, Jim	Anatomy/Biology
Pollock, Deidre	Nursing
Santistevan, Judy	Business/Work Experience
Stroud, Jean	Nursing
Valentine, Martin	ESL
Wendell, Josefina	ESL
Wilhelm, Robert	Geography/Political Science
Zhao, Lianna	Biology/Physiology

M/S/C Medina/Ramirez

Resolution No. 12274: **PER-SESSION INSTRUCTORS EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed for the Fall 2001 Semester, under an Emergency Determination of Equivalency as per Sections 3.5.7.1 and 3.5.7.2 of the Full-Time Academic Hiring Procedures:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Agundez, Rene	English 3AB
Lorente, Rhonda	Disabled Students - REC 74AD
Samuels, Stephen	Mathematics 120
Swearingen, Michael	History 17B

M/S/C Medina/Ramirez

Resolution No. 12275: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed during the 2001-2002, 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>
Cox, Jeffrey	Legal Assistant
Ellison, Judy	Sign Language
Fletes, Myriam	Human Relations
Fristrup, Carey	Human Relations - Orientation
Galloway, Brandon	Business
Lemus, Sylvia	Business
Munguia, Monica	ESL
Peralta, Rosa	Nursing - Learning Center
Ramos, Angelica	Physical Education
Reel, Timothy	Fire Science
Register, Tiffany	History
Riehle, Betsy	Mathamatics
Williams, Jack	Health Assistant
Zimmerman, Ann	Legal Assistant

M/S/C Medina/Ramirez

Resolution No. 12276: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, during 2001-2002 Academic Year, 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>
Cuevas, Cynthia	Counselor	Federal
Rodriguez, Julio	Counselor	Federal

M/S/C Duff/Wong

Resolution No. 12277: **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>
Dickey, Janet	Preschool Teacher	District	26-F	8/24/01
Romo, Alma	Student Services Representative (Extended Campus)	District	24-G	9/6/01
Ruvalcaba, Guadalupe	Student Services Representative (Extended Campus)	District	26-H	8/17/01

M/S/C Medina/Ramirez

Resolution No. 12278: **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>
Montes, Raul	Custodian	District	21-A	8/30/01
Thale, Matthew	Instructional Lab Assistant	District	23-B	8/16/01

M/S/C Medina/Ramirez

Resolution No. 12279: **SHORT-TERM EMPLOYMENT**

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>
Cardenas, Lucia	Office Assistant I (Industrial Technology)	District	19-A	8/8/01 to 9/30/01
Martinez, Benito	Computer Lab Assistant (Business Lab)	District	25-A	8/30/01 to 10/31/01
Pflaum, John	Custodian (Desert Museum)	District	21-A	7/1/01 to 6/30/02
Sulak, Robin	Office Assistant I (Maintenance)	District	19-A	7/16/02 to 8/17/01

M/S/C Medina/Ramirez

Resolution No. 12280: **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>
Euhus, Kathleen	Associate Preschool Teacher	District	23-A	7/1/01
Jaura, Sandra	Preschool Teacher	District	26-A	8/28/01
Medina, Elvia	Custodian	District	21-A	7/1/01

M/S/C Medina/Ramirez to **ADJOURN** the meeting at 7:12 P.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, October 10, 2001, at 6:00 P.M.

Adopted this _____ day of _____, 2001.

ICCD Board President

ICCD Board Secretary