

ADOPTED MINUTES

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

Wednesday, September 13, 2000

Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., on Wednesday, September 13, 2000, in the Administration Building Board Room.

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

REPRESENTATIVES PRESENT:
Julie Fernandez, Associated Students
Eric Jacobson, Academic Senate
Richard Hann, Faculty
Gail Parish, Classified Staff

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

VISITORS PRESENT:
Ted Ceasar; Eileen Ford; Bill Gay; Gonzalo Huerta; Tom Remington; Janell Hodgkin; Kathy Berry; Jan Magno; Sergio Lopez; Rosalie Lopez; Fernando Gonzales; Jesus Perez; Access Reporters: Xavier Rodriguez and Ernie Velasquez.

WRITTEN COMMUNICATIONS

1. Edward D. Brashear, Auto Tech Instructor (RE: Resignation)

PUBLIC COMMENT

The Board President invited members of the public to comment on any agenda item and on any item not on this agenda. No comments were made.

ACADEMIC SENATE

Academic Senate President Eric Jacobson reported on the following:

1. Everyone was reminded of the Technical Assistance Visit scheduled for September 14, 2000, by Linda Collins, State Academic Senate President, and David Viar, Executive Director of the Community College League of California.
2. The Senate Officers are Olga Artechy, Vice-President/Treasurer; Frank Rapp Secretary. Senate positions filled are Tom Paine, Business Division; Harold Richwine, Adjunct Faculty.
3. An announcement was made that a silent auction is being planned as a fund raiser to purchase a laptop computer for Rich Williams.
4. The Senate approved the revision to the Sabbatical Leave Policy.
5. The Senate approved the Administrative Hiring Procedure Policy.
6. Everyone was urged to take a stand against Proposition 38, the Voucher issue.

ASSOCIATED STUDENTS GOVERNMENT UPDATE

Associated Student Government Representative Julie Fernandez reported on the following:

1. Eleven students were elected to the Associated Student Government on September 7, 2000.
2. National Hispanic Heritage Week is scheduled to begin on Monday, September 18 through 22, 2000.
3. The ASG is working on the sale of student planner/handbooks and a fundraiser to benefit an IVC Student Scholarship.
4. On September 26, 2000, the ASG will be hosting the Third Annual High School Leadership Conference.

HISPANIC HERITAGE WEEK/STUDENT LEADERSHIP CONFERENCE

Director of Student Life, Sergio Lopez, reviewed the activities planned for Hispanic Heritage Week as follows:

Monday September 18	9:20 A.M. to 3:10 P.M. Latino Film Festival 12:15 P.M. to 1:10 P.M. Award Winning Imperial Artist, Margaret Silva Chairez
Tuesday, September 19	11:15 A.M. to 12:15 P.M. Musician and Storyteller Ramon "Chunky" Sanchez 12:30 P.M. to 1:15 P.M. IVC Estudiantina
Wednesday, September 20	10:00 A.M. to 11:00 A.M. Isabel Allende: The Women's Voice in Latin American Literature (Video) 12:00 Noon to 1:00 P.M. The Adventures of Don Chipote - as translated by Ethriam Cash Brammer, Poet, Writer & IVC Instructor
Thursday, September 21	10:00 A.M. to 11:00 A.M., Magical Realism with Gabriel Garcia Marquez (Video) 11:15 A.M. to 12:15 P.M., Jimmy Dorantes, Professional Photographer 5:00 P.M. to 7:30 P.M., Artist Exhibit and Reception in the Art Gallery
Friday, September 21	Simon Silva, Nationally Renown Latino Artist and Author

The Third Annual Student Leadership Conference will be held on Tuesday, September 26, 2000, with an expected participation of 250 high school students from all the local high schools.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. The Technical Assistance Visit is scheduled for September 14, 2000, beginning at 1:00 P.M., in Room 2131. At 6:45 P.M., a dinner is planned with David Viar, Executive Director for the Community College League California and Linda Collins, Statewide Academic Senate President. The topic for discussion is "Shared Governance".
2. The 2001-2002 California Community Colleges Budget Proposal requests \$735 million, which includes a \$400 million increase in revenues for FTES, and \$45 million for equalization, which is now being called Ensuring Student Success Statewide, and \$152 million for growth.
3. Kudos to Mary Kay Borchard and IVC's Reserve Officer Training Program for the feature story which appeared in Imperial Valley Press on September 5, 2000, touting the fact that our program gives

many future police officers the inside track on what it means to be a law enforcement officer before entering a full police academy.

4. Spectrum Advertising of El Centro has extended an invitation to the Imperial Valley College community, in the spirit of international relationships, for up to 25 members of the student body, faculty, staff, administration, and Board to tour historical, industrial, and educational Mexicali on Friday, November 3, 2000, from 8:00 A.M. until 12:00 P.M. noon. Announcements explaining the details will follow.

UPWARD BOUND PROGRAM

Rosalie Lopez, Director of the Upward Bound Program, presented a Power-Point presentation on the upcoming April 18-23, 2001, New York City Study Tour and the Summer Residential Program held at the University of California, San Diego.

The Educational and Cultural Study Tour will 40-45 high school students from throughout the Imperial Valley to experience New York City. The trips master schedule was distributed, and students will experience a campus tour and presentation of Columbia University, United Nations, World Trade Center, and the Statue of Liberty, and students attended two Broadway performances and toured Manhattan. Each student raised \$750.00 through a variety of community fund-raising activities.

The 2000 Summer Residential Program at the University of California, San Diego, motivates high school students by allowing them to experience the residential collegiate environment, earned 10 high school credits, improved their career awareness, and gained confidence in personal development.

2000-2001 BUDGET/DISTRICT RESERVES

Carlos Fletes reported that the budget is balanced and has been developed by the IVC Budget and Planning Committee in coordination with the Superintendent/President and the Business Services Office. The total projected income for 2000-2001 is \$34,810,077.26, which does not include growth in enrollment, but does include COLA of 4.17% or \$476,105, Partnership for Excellence funding of \$747,587, Instructional Equipment Grant of \$18,666, and Block Grant for \$439,062. The total budgeted expenditures for 2000-2001 are projected at \$32,847,524.22. The reserves include the Board Reserve of \$1,300,000, restricted program reserve of \$455,893, and unrestricted reserves of \$206,660, which totals \$1,962,553.

2000-2001 BOARD RETREAT

The Board directed Dr. Dominguez to recommend a date in January or February that did not conflict with the annual CCCT Legislative Conference.

M/S/C Medina/Cardenas to approve the Minutes dated August 9, 2000.

M/S/C/Medina/Cardenas
Resolution No. 12012: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 14741, 100132 through 100785 inclusive be approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 100161 through 100414, inclusive be approved.

M/S/C Medina/Cardenas
Resolution No. 12013: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 3 in the amount of \$82,861.43, and No. 4 in the amount of \$1,157,868.73, be ratified.

M/S/C Medina/Cardenas
Resolution No. 12014: **COMMERCIAL WARRANT ORDERS**

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

- 5 in the amount of \$ 176,097.90
- 6 in the amount of \$ 151,277.11
- 7 in the amount of \$1,444,803.36
- 8 in the amount of \$ 73,709.84
- 9 in the amount of \$ 168,650.66

M/S/C Medina/Cardenas
Resolution No. 12015: **CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Board of Trustees accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending June 30, 2000, 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 Medina/Cardenas

Resolution No. 12016: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2000-2001 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Medina/Cardenas

Resolution No. 12017: **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 2000/2001 fiscal year and by June 30, 2001 to be reimbursed.

BE IT FURTHER RESOLVED that the term of the contract will be July 1, 2000 through June 30, 2001, and the annual fee will be \$7,500, 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.

M/S/C Medina/Cardenas

Resolution No. 12018: **SWITCHGEAR PROJECT**

BE IT RESOLVED that the low bid of Supreme Electrical Contracting in the amount of \$157,750.00, for replacement of the main electrical switchgear, per the plans and specifications, be hereby accepted. Said project to be funded 50% by state Scheduled Maintenance funds.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services be hereby authorized and instructed to sign all notices, contracts, change-orders, or other documents to effectuate the completion of said project.

M/S/C Medina/Cardenas

Resolution No. 12019: **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 College as referred to on the Surplus Property List, Exhibit A.

M/S/C Medina/Cardenas

Resolution 12020: **INTER FUND TRANSFER BETWEEN GENERAL FUND AND CHILD DEVELOPMENT FUND**

WHEREAS the State of California is late in releasing the 2000-2001 initial allocation for the Child Development Fund; and

WHEREAS funds are needed immediately to meet obligations of the Child Development Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the Vice President for Business Services to transfer \$50,000 from the General Fund to the Child Development Fund; and

BE IT FURTHER RESOLVED that once the Child Development apportionment is received from the State of California, a transfer be executed to return \$50,000 to the General Fund.

M/S/C Medina/Cardenas

Resolution No. 12021: **INLAND VALLEY TRUSTEES AND CEO ASSOCIATION**

BE IT RESOLVED that the Imperial Community College District Board of Trustees endorses its participation in the Inland Valley Trustees and CEO Association.

M/S/C Keithly/Duff

Resolution No. 12022: **TIERRA DEL SOL REGIONAL LIBRARY NETWORK**

WHEREAS, the Spencer Library Media Center of Imperial Valley College desires to join the Tierra del Sol Regional Library Network; and

WHEREAS, the Spencer Library Media Center agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network; and

WHEREAS, the Board of Trustees of the Imperial Community College District agrees not to reduce funding for library services as a result of network participation; and

WHEREAS, the Spencer Library Media Center agrees that it will:

1. Share resources and services with other members of the Tierra del Sol Regional Library Network.
2. Provide resources and services for other members of the Tierra del Sol Regional Library Network.
3. Meet the minimum resource-sharing performance standards of the Tierra del Sol Regional Library Network;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Imperial Community College District authorizes membership of the Spencer Library Media Center in the Tierra del Sol Regional Library Network, and that Eileen Ford, Dean of Learning Services is authorized to sign the Tierra del Sol Regional Library Network Membership Authorization Form.

M/S/C Cardenas/Medina

Resolution No. 12023: **INSTRUCTOR RESIGNATION**

BE IT RESOLVED that the resignation of Edward D. Brashear, Automotive Technology Instructor, be accepted effective October 4, 2000.

M/S/C Medina/Long

Resolution No. 12024: **EMPLOYMENT OF ADMINISTRATIVE PERSONNEL**

BE IT RESOLVED that upon the recommendation of the Hiring/Screening Committee, and with the endorsement of the Superintendent/President, that Kathy Berry be employed as Director of Nursing Education and Health Technologies, a full-time administrative position, effective September 1, 2000.

M/S/C Keithly/Cardenas

Resolution No. 12025: **TITLE IX COMPLIANCE OFFICER**

BE IT RESOLVED that Norma Nava, continues to serve as Title IX Compliance Officer for the District for the 2000-2001 academic year.

M/S/C Keithly/Cardenas

Resolution No. 12026: **EVENING COLLEGE ADMINISTRATORS**

BE IT RESOLVED that the Board approves the appointment of Olga Artech, Sergio Lopez, and Amy Olsen as Evening College Administrators for the 2000-2001 academic year.

M/S/C Keithly/Cardenas

Resolution No. 12027: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following temporary pro-rata hourly academic personnel be employed for the period of August 15, 2000 through December 15, 2000:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Shapow, Simon	Appropriate Classification And Step Contingent Upon Verification of Records	ESL Instructor

M/S/C Keithly/Cardenas

Resolution No. 12028: **DIVISION CHAIR SUMMER EMPLOYMENT**

BE IT RESOLVED that the following Division Chair be employed during the 2000 summer for the number of days indicated at their regular daily rates, subject to applicable deductions and benefits:

<u>NAME</u>	<u>DIVISION</u>	<u>DAYS</u>	<u>TIME PERIOD</u>
Borchard, Mary	Public Safety &	10	June 26, 27, 28, 29, 30
Kay	Services		July 25, 26, 27, 28, 31

M/S/C Keithly/Cardenas

Resolution No. 12029: **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 2000 fall semester in accordance with the rate established in Resolution No. 11354 dated April 8, 1998:

<u>NAME</u>	<u>ASSIGNMENT</u>
Bemis, Roberta	English
Brashear, Ed	Auto Tech
Carlson, Marylynn	Nursing
Deyo, Jeff	Physical Education
Fitzsimmons, Richard	Nursing
Gehler, Nicolas	Physical Education/Health Education
Giauque, Gerald	French/Spanish
Hansink, Todd	Business
Kelsoe, Leon	History/Physical Education
Lopez, Jose	Auto Tech
Luoma, Craig	Nursing

McCormick, Mike	English/Physical Education
Marcuson, Bruce	Administration of Justice
Meek, Al	Nursing
Patterson, James	Speech/Theater
Santistevan, Judy	Business
Stroud, Jean	Nursing
Tucker, Jill	Physical Education
Valentine, Martin	English/Spanish
Welch, Larry	History/English
Wendell, Josefina	ESL
Wilhelm, Robert	Political Science

M/S/C Keithly/Cardenas

Resolution No. 12030: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following temporary pro-rata daily academic personnel be employed for the period of August 24, 2000, through October 13, 2000:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Williams, Jack	Appropriate Classification And Step Contingent Upon Verification of Records	Nursing Instructor

M/S/C Keithly/Medina

Resolution No. 12031: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the 2000-2001 academic year, as temporary full-time contract personnel contingent upon continued funding of the grant designated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>	<u>DATES</u>
Perez, Jesus	Counselor/ Project Director	Federal	Talent Search	9/1/00 to 8/31/01*

*Reflects new program year (9/1/00 to 8/31/01)

M/S/C Keithly/Cardenas

Resolution No. 12032: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed temporarily, on a part-time hourly basis, during the 2000-2001 academic year, in accordance with the hourly rate provided for 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>
Borjorquez, Maricruz	Counselor	Federal
Iruegas, Adriana	Instructional Specialist	State

M/S/C Keithly/Cardenas

Resolution No. 12033: **PER-SESSION 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>
Aldana, Jose	Physical Education
Brown, Karla	Business
Choo, LeeSing	Sociology
Cox, Jeffrey	Legal Assistant
Fletes, Myriam	Human Relations
Galindo, Lorenzo	Welding
Gaytan, Julio	Spanish
Jaramillo, Ninfa	Mathematics
Maldonado, Rosa	Human Relations
Martin, Mariano	Welding
Rodriguez, Denisa	Business/Computer Systems
Ruvalcaba, Guadalupe	Business
Walther, Kimberly	Mathematics
Zimmerman, Ann	Legal Assistant
Zwart, Martin	Physical Education

M/S/C Keithly/Cardenas

Resolution No. 12034: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following individuals be accepted as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Banda, Hector	Senior Computer Programmer	District	43-F	9/1/2000
Albanez, Judith	Library Technician III	District	27-E	8/22/2000
Angeles, Michael	Microcomputer Lab Assistant	State	25-B	8/25/2000
Pinuelas, Maria	Preschool Teacher	State	26-F	9/8/2000

M/S/C Keithly/Cardenas

Resolution No. 12035: **CLASSIFIED 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>
Boyle, Clarence M.	Microcomputer Lab Assistant	State	25-A	8/28/00 to 10/31/00
Felix, Irma	Library Technician I	State	21-A	8/21/00 to 10/31/00
Manriquez, Julio	Library Technician I	State	21-A	8/14/00 to 12/15/00
Pflaum, John	Custodian	District	21-A	7/1/00 to 6/30/01

M/S/C Keithly/Cardenas

Resolution No. 12036: **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>
Carrillo, Debbie	Associate Preschool Teacher	State	23-A	8/15/00 to 6/30/01
Euhus, Kathleen	Associate Preschool Teacher	State	23-A	8/15/00 to 6/30/01
Mora, Karla	Associate Preschool Teacher	State	23-A	8/15/00 to 6/30/01
Garcia, Salvador	Custodian	District	21-A	7/1/00 to 6/30/01
Gastelo, Santos	Custodian	District	21-A	7/1/00 to 6/30/01
Montes, Raul	Custodian	District	21-A	7/1/00 to 6/30/01
Trujillo, Ernie	Custodian	District	21-A	7/0/00 to 6/30/01

M/S/C Keithly/Cardenas to **ADJOURN** - the next regular meeting of the Board of Trustees is scheduled for Wednesday, October 11, 2000, at 6:00 P.M.

Adopted this _____ day of _____, 2000.

ICCD Board President

ICCD Board Secretary