

ADOPTED MINUTES

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

Wednesday, December 12, 2001

Location: IVC Administration Building Board Room

On Wednesday, December 12, 2001, Board President Rudy Cardenas, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M.

TRUSTEES PRESENT: Carlos Acuña
Rudy Cardenas, Jr.
Marian Long
Romualdo Medina
Rebecca Ramirez
Louis Wong

TRUSTEE ABSENT: Kelly Keithly

REPRESENTATIVES PRESENT: Frank Rapp, Academic Senate
James Patterson, Faculty
Nona Hughes, Classified
Michael Lopez, Students

CONSULTANTS PRESENT:

Carlos Fletes, Vice President/Business Services
Dr. Victor Jaime, Vice President/Student Services
John Hunt, Vice President for Academic Services
Ruth Montenegro, Director of Human Resources
Dennis Morita, Legal Counsel

VISITORS PRESENT:

Kathy Berry; Dennis Carnes; Dolores Diaz-Canez; Renee Fenn;
Eileen Ford; Laurie Franks; Bill Gay; Gonzalo Huerta; Sergio
Lopez; Jan Magno; Sylvia Parra; Lisa Ragland; David Zielinski.

WRITTEN COMMUNICATIONS

1. Opening District Negotiating Proposal for 2001-2002 with IVC Chapter CCA/CTA/NEA

PUBLIC COMMENT

There was no public comment.

STUDENT SENATE UPDATE

ASG President, Mike Lopez, reported on the following:

- The ASG sponsored a successful karaoke contest, pool tournament, and the annual Christmas talent show.
- The students and ASG Senators are working towards finals week.

ACADEMIC SENATE UPDATE

Academic Senate President, Frank Rapp, reported on the following items:

- Frank Rapp announced that he will be stepping down as Senate President as of December 21, 2001.
- A Declaration was distributed and read relating to a Academic Senate response, dated December 12, 2001, to the lawsuit filed by the District against two Nursing faculty members. The Declaration recommends that the lawsuit be dropped and that this matter be settled through arbitration.
- Frank Rapp read a statement to the Board regarding the importance of education as the only true service that we have to offer at Imperial Valley College and regarding his attempts, over many years, to persuade the Board and Administration of Imperial Valley College to actively and openly and consistently make quality education the number one priority for our school, including working with and for the faculty in their attempts to provide this service. Furthermore, he stated that the current Opening District Negotiations Proposal for 2001-2004 proposals for eighteen units as a full load and thirty students minimum for every class is disgraceful, regardless of its intentions, because it is detrimental to the quality of education at IVC and to the trust between faculty and administration, reminding the Board that the recent accreditation report highlighted the need to build trust between administration and faculty on this campus. Finally, he implored the Board to openly and consistently place quality education at IVC as its top priority because direct experience has shown him that doing so is necessary for that result to occur.

STUDENT SUPPORT SERVICES/TALENT SEARCH PROGRAMS

Dolores Diaz, Director of the Student Support Services Programs, presented a PowerPoint presentation, with the assistance of Lisa Ragland. The presentation focused on the benefits of the program, which targets high school students that have been identified with barriers that would keep them from a higher education.

PUBLIC RELATIONS PLAN

Bill Gay, presented the following information on the IVC Public Relations Plan:

- The mission is to assist IVC in providing quality education and training by developing public support, and to establish and maintain mutually beneficial relationships with constituencies.
- The plan was established in 1998 to position: (1) IVC as a realistic and affordable alternative to the first two years at a four-year college; (2) as the first choice for vocational training; (3) as the first choice for local residents seeking updated skills training; (4) with a theme for IVC, "Where Success Begins."
- The plan has been implemented through: (1) 250+ news stories to local media; (2) contact with editorial boards; (3) enhanced print ads; (4) testimonial television ad campaign and theater ads; (5) enhanced course schedule; (6) marketing brochures; (6) Mid-Winter Fair booth, Business Showcase, NAFTA Show, display at Pioneers Museum, campus suggestion box program.
- Goals of the plan are to: (1) fund a Science Building; (2) elimination of misperceptions about IVC; (3) IVC as the first choice of high school students; (4) increase number of businesses using IVC for training; (5) establish IVC as benchmark for customer service and customer service training.
- Key tactics are as follows: (1) to develop a Customer Service Academy to serve all Valley businesses; (2) to have media training for administrators, and Board members during the week of January 21, 2002; (3) outreach to all Valley service clubs, high school boards, chambers of commerce; (4) continue ad campaigns to market the image of the college to recruit students; (5) 80th/50th/40th anniversaries (1922 Central Junior College, 1951 Imperial Valley College named, 1962 campus opens).

BOARD SELF EVALUATION AND RETREAT DATE

The Board determined that the Board Retreat scheduled for February 9, 2002, will address the following topics:

- General Obligation Bond for a Science Building
- Campus Works - IVC Technology Survey Results
- Mission Statement/IVC Goals and Objectives
- Board Self Evaluation Results
- Board Policy and Procedures (Cindra Smith)

Three topics will be addressed in the morning session and two topics in the afternoon session. The Retreat will be open to anyone that wishes to attend.

M/S/C Medina/Wong

Approval of Minutes dated November 14, 2001, as amended:

Frank Rapp asked that the following statement be included in his report, ACADEMIC SENATE UPDATE:

Mr. Rapp read a statement, which was distributed to the Board, relating to President Dominguez's attempt to persuade the Academic Senate not to request that the conflicting viewpoints regarding the Administrative version and the Academic Senate version of faculty hiring procedure changes be placed on the Board agenda and relating to a need for communication between Board members and both the Administration and the Academic Senate when conflicting viewpoints are at issue.

M/S/C Medina/Wong

Resolution No. 12321: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0201625 through 0202028 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0201072 through 0201312, inclusive are approved.

M/S/C Medina/Wong

Resolution No. 12322: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 9 in the amount of \$103,036.78, and No. 10 in the amount of \$1,494,333.99 be ratified.

M/S/C Medina/Wong

Resolution No. 12323: **COMMERCIAL WARRANT ORDERS**

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

- 18 in the amount of \$105,532.29
- 19 in the amount of \$375,888.50
- 20 in the amount of \$258,589.04
- 21 in the amount of \$104,092.69
- 22 in the amount of \$194,039.49

M/S/C Ramirez/Medina

Resolution No. 12324: **READING/WRITING/LANGUAGE LAB CASEWORK**

WHEREAS, the Board of Trustees purchased a modular building that will serve as the Reading/Writing/Language Laboratory for the continuing instruction of college students and to meet existing needs to provide these services; and

WHEREAS, this laboratory is essential to provide needed services for existing classes serving the students of Imperial Community College District; and

WHEREAS, the college caused to be published a request for bids for the manufacturing of casework, i.e., cabinetry, and no bids were received by the date set for bid opening; and

WHEREAS, this laboratory will not be functional without the installation of the casework; and

WHEREAS, the California Public Contracts Code permits this Board to declare an emergency and proceed to negotiate a contract for the manufacture and installation of said casework;

THEREFORE, BE IT RESOLVED that Imperial Valley College hereby declares that an emergency has arisen which requires the immediate negotiation and performance of a contract with an appropriate contractor for the manufacture and installation of case work in the aforementioned laboratory; and

That the President/Superintendent or his designee is ordered to obtain the immediate written approval of the Imperial County Superintendent of Schools to this action as required by the California Public Contracts Code; and

That this resolution shall have no force or effect unless adopted by a unanimous vote of the Board of trustee; and

That when all the conditions above have been met, the Superintendent/President or his designee is authorized to negotiate and enter into a contract for not more than \$100,000.00 on behalf of the Imperial Community College District for the manufacture and installation of case work in the Reading/Writing/Language Laboratory located at the main campus of the College.

ROLL CALL VOTE:	Acuña	- Yes
	Cardenas	- Yes
	Keithly	- Absent
	Long	- Yes
	Medina	- Yes
	Ramirez	- Yes
	Wong	- Yes

M/S/C Ramirez/Medina
Resolution No. 12325: **75 COMPUTERS FOR THE READING/WRITING/LANGUAGE LAB**

BE IT RESOLVED that the low bid from Gateway Business in the amount of \$65,143.13 for the acquisition of 75 computer systems for the Reading/Writing/Language Lab, per plans and specifications, is hereby accepted, with said project to be funded 100% by State Partnership for Excellence Funding.

M/S/C Medina/Wong
Resolution No. 12326: **2001-2002 HANDBOOK FOR FACULTY ADVISORS AND STUDENT LEADERS**

BE IT RESOLVED that the Board approves the 2001-2002 Handbook for Faculty Advisors and Student Leaders as presented

M/S/C Long/Medina
Resolution No. 12327: **MINIMUM QUALIFICTATIONS**

WHEREAS, Title V allows community colleges to hire faculty to teach courses in disciplines where a Master's Degree is not generally expected or available; and

WHEREAS, the Coaching discipline is an area where a Master's Degree is not necessarily required; and

WHEREAS, instructors who meet minimum qualifications (possession of a Bachelor's Degree plus two-years of directly related professional experience, or possession of an Associates Degree plus six-years of directly related professional experience) may

be assigned to teach those sport specific credit courses as listed on Exhibit A.

NOW BE IT RESOLVED that the Board amends Board Policy Section 3.5.7 to include directives stated in Title 5 Section 53410: Minimum Qualifications and Equivalencies, as follows:

Instructors who meet minimum qualifications as approved by the Equivalency Committee, and are assigned as head coaches to instruct an intercollegiate class, may be assigned to teach classes directly related to their professional experience i.e., related activity courses, related theory classes, and the athletic conditioning classes.

M/S/C Ramirez/Wong

Resolution No. 12328: **COACHING ASSIGNMENTS**

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

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Espinoza, Tony	Volunteer Coach (no compensation)	Men's Basketball
Zwart, Marty	Volunteer Coach (no compensation)	Men's Basketball

M/S/C Ramirez/Wong

Resolution No. 12329: **NEW COURSES/DELETED COURSES**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee on October 4, 18, and November 1, 2001, and the Academic Senate on November 21, 2001, adding and deleting the following courses:

ADDED COURSES:

BUS 12	Personal Finance
BUS 70 A	Customer Service
BUS 70 B	Communicating with People
BUS 70 C	Team Building
BUS 70 D	Basic Time and Space Management
BUS 70 E	Stress Management, Job Burnout and Counseling
BUS 70 F	Conflict Resolution
BUS 70 G	Attitude in the Workplace
BUS 70 H	Managing Organizational Changes

BUS 70 I Decision Making and Problem Solving
BUS 70 J Foundation Essentials: Values and Ethics

DELETED COURSES:

ED 1 Introduction to Education
H REL 8A Personal and Career Development
H REL 8B Personal and Career Development
H REL 8C Personal and Career Development

LEVEL FOUR APPEAL HEARING

A Grievance hearing was held. Dr. James Patterson, IVC Chapter CCA/CTA/NEA President spoke on behalf of a group of unit members who have been frozen on the salary schedule under a practice referred to as recency. Director of Human Resources, Ruth Montenegro spoke on behalf of the Imperial Community College District administrative personnel.

M/S/C Long/Acuña to go into **CLOSED SESSION** to deliberate on the Grievance issue.

M/S/C Ramirez/Acuña to go back to **OPEN SESSION**. Board President Cardenas announced that a vote of the Board had taken place, and that five members voted yes and a no vote by Trustee Acuña to deny the Grievance. A written decision will be rendered within five days.

M/S/C Ramirez/Wong to go back to **CLOSED SESSION**.

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

M/S/C Ramirez/Wong to go back to **OPEN SESSION**. Board President Cardenas announced that information had been received from legal counsel and no action was taken.

M/S/C Ramirez/Wong

Resolution No. 12330: **SABBATICAL LEAVE**

BE IT RESOLVED that the Board approves the recommendation of the Sabbatical Leave Committee on November 27, 2001, and the President's Cabinet on December 4, 2001, to award Mary Kay Borchard, Administration of Justice Professor, a sabbatical leave for January 12, 2002 through June 30, 2002.

M/S/C Ramirez/Wong

Resolution No. 12331: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed during the 2001-2002 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>ASSIGNMENT</u>
Alibrandi, Thomas	ESL
Baltenbach, Judith	Sign Language
Fifer, Elizabeth	First Aid
Finnell, Lillian	Human Relations
Gillmore, Mark	Administration of Justice
Heredia, Carmen	ECE
Jaime, Caroline	Human Relations
Mazeroll, Lorraine	Orientation
Monge, Antonio	Correctional Science
Pegues, Ronald	Administration of Justice
Tauler, Sandra	Library
Turner, Lisa	English

M/S/C Ramirez/Wong

Resolution No. 12332: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code 87359, and the District's Hiring Procedures (Resolution No. 11647, dated June 9, 1999) the following individuals have been determined to possess qualifications that are at least equivalent to the minimum qualifications for the disciplines indicated, and are hereby approved to teach subjects under said discipline for the 2001-2002 academic year:

<u>NAME</u>	<u>ASSIGNMENT</u>
Martinez, Ann	English

M/S/C Ramirez/Wong

Resolution No. 12333: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, during the 2001-2002 academic year, in accordance with the hourly rate provided for in Resolution No. 113541-4. 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>
Fletes, Myriam	Counselor	Federal

M/S/C Ramirez/Wong

Resolution No. 12334: **CLASSIFIED RESIGNATIONS**

BE IT RESOLVED that the following classified employee resignations be accepted at the dates indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Barros, Angela	Infant Toddler Caregiver	State	21-C	12/21/01

M/S/C Ramirez/Wong

Resolution No. 12335: **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>
Castro, Ernesto	Video Captioning Assistant (Library)	State	21-A	12/10/01

M/S/C Ramirez/Wong

Resolution No. 12336: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individual be employed in the classified service as a voluntary transfer reassignment as indicated:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>EFFECTIVE</u>
Kakiuchi, Bertha	Budget Technician State Funded Range 27-E	Accounting Technician District Funded Range 27-E	12/3/01

M/S/C Wong/Medina to **ADJOURN** at 8:30 P.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, January 16, 2002, at 6:00 P.M.

Adopted this _____ day of _____, 2002.

ICCD Board President

ICCD Board Secretary