

ADOPTED MINUTES

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

Wednesday, December 13, 2000

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

Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:05 P.M., on Wednesday, December 13, 2000.

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

REPRESENTATIVES PRESENT: Rosie Gomez, Associated Students
Eric Jacobson, Academic Senate

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:

Julio Camargo; Ted Ceasar; Gonzalo Huerta; Sergio Lopez; Jan Magno;
Valerie Rodgers; Harold Richwine; Tom Remington.

WRITTEN COMMUNICATIONS

1. Richard Hann (RE: Opening of the Negotiation Proposal for IVC/CCA/CTA/NEA for Academic Year 2000-2001)

PUBLIC COMMENTS

The Board President invited members of the public to comment on any agenda item, or any item not on the agenda.

Mr. Harold Richwine, part-time faculty member teaching Water Safety Instructor Training and Swimming courses, read a lengthy letter complaining of ongoing harassment against him by the administration.

ACADEMIC SENATE UPDATE

Eric Jacobson reported on the following:

1. Ted Cesear has been very helpful in locating the most helpful software for the Rich Williams Computer Project. The desktop computer will be setup after Christmas.
2. The Senate has been working with Dr. Dominguez on identifying issues to be addressed in the Academic Senate/Administrators Retreat, which is scheduled Thursday, January 11, 2001, at the Calexico Extended Campus Center. Senators requested that the following items be placed on the retreat agenda: (1) Academic quality vs. quantity; (2) Equivalency; (3) Long term academic planning; (4) Allocation of budget funds among academic divisions; (5) Hiring procedures; (6) Combined vision for the College; (7) Extended campus; (8) Distance education; (9) Campus parking; (10) Staff Development/Flex; (11) Human Resources pool of potential faculty.

ASSOCIATED STUDENT GOVERNMENT UPDATE

Rosie Gomez, Associated Student Government Representative, reported on the following:

1. The November 17, 2000, Karaoke dance was enjoyed by everyone who attended.
2. The Ping Pong Tournament was held on November 29-30, 2000, with 16 participants.
3. The Christmas Talent Show will be held on December 8, 2000.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. All administrators' evaluations will be completed by Friday, December 15, 2000, and will be available in the President's Office after January 8, 2001, for Board of Trustees to review.

2. A planning meeting for CEO's of all levels of education in Imperial County, from K through 16, community college, and four-year colleges will be taking place on February 1, 2001, at Brunner's Restaurant. The summit meeting will site common issues in curriculum, credentialing, distance learning, transfer, and any other items that we can meet and help resolve. Quarterly meetings will be planned for addressing these issues.
3. An Economic Development Project meeting sponsored by Senator Polanco, is scheduled for Monday, December 18, 2000, from 11:00 A.M. until 1:00 P.M., in Calexico. The discussion will revolve around a proposed small business incubator, constituting a cross-border supplies network. Invited are dignitaries such Senator Battin, Assemblyman Kelley, Imperial County Board of Supervisors, and Calexico City Council members.

ACCREDITATION STATUS REPORT

John Hunt distributed the final draft of the Institutional Self-Study for Reaffirmation of Accreditation, which is being submitted to twelve members of an evaluation team and the Accrediting Commission for Community and Junior Colleges. Valerie Rodgers and the more than 100 individuals that contributed to the document were congratulated for producing an outstanding product, which was one month ahead of schedule. The evaluation team will be visiting IVC on March 6-8, 2001.

CAMPUS SECURITY

Carlos Fletes gave a progress report on the Campus Security Program that was instituted six months ago. The campus is covered from 7:00 A.M. to 11:00 P.M., with two uniformed officers (one on foot and one in a cart). They can be reached by pager, cell phone, IVC radio, or by calling the IVC switchboard. The officers carry mace and a baton, and are CPR certified. The Business Services Office is provided with a daily log of their activities. A survey indicated that overall the students and staff are very pleased with the performance of the officers, and the atmosphere is one of a safer campus.

STAFF DEVELOPMENT/FLEX WEEK

Ruth Montenegro stated that the Staff Development Coordinator, J.B. West and the Staff Development Committee has done a tremendous job in organizing an excellent program for Flex Week scheduled for January 8 through 13, 2001. Members of the community and at no charge are presenting more than half of the activities. Everyone was invited to attend.

2000-2001 BOARD RETREAT

Dr. Dominguez reminded the Board that the Retreat is scheduled for Saturday, January 27, 2001, and topics were needed to develop the day's activities. Mr. Cardenas suggested Armando Ruiz, a Trustee from South Orange Coast Community College District, as facilitator.

ELECTION OF BOARD OFFICERS FOR 2000-2001

M/S/C Cardenas/Duff

President of the Board - Kelly Keithly

M/S/C Long/Wong

Clerk of the Board - Rudy Cardenas, Jr.

M/S/C Duff/Medina

Secretary of the Board - Dr. Gilbert M. Dominguez

Treasurer of the Board - Carlos Fletes

M/S/C Cardenas/Ramirez to approve the Minutes dated November 8, 2000

M/S/C Cardenas/Ramirez

Resolution No. 12072: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 101754 through 102240 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 100813 through 101077, inclusive are approved.

M/S/C Cardenas/Ramirez

Resolution No. 12073: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 9 in the amount of \$102,797.16, and No. 10 in the amount of \$1,438,470.45, be ratified.

M/S/C Cardenas/Ramirez

Resolution No. 12074: **COMMERCIAL WARRANT ORDERS**

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

- 18 in the amount of \$166,347.83
- 19 in the amount of \$369,737.96
- 20 in the amount of \$ 94,211.63
- 21 in the amount of \$306,267.88
- 22 in the amount of \$137,802.95

M/S/C Cardenas/Medina

Resolution No. 12075: **WASTE REDUCTION POLICY**

WHEREAS, AB 75 requires each state agency and large state facility to develop and adopt an Integrated Waste Management Plan; and

WHEREAS, the purpose of the Integrated Waste Management Plan is to disclose to the California Integrated Waste Management Board how the agency or large state facility will divert at least 25 percent of their solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent by January 1, 2004.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby adopts the following Recycling Policy Statement:

Imperial Valley College shall continually strive to minimize the generation of waste and support the markets for recycled materials through waste prevention, reuse, collection/recycling and composting and procurement of recycled content products.

M/S/C Cardenas/Ramirez

Resolution No. 12076: **LEASE AGREEMENT FOR ADDITIONAL SPACE AT CALEXICO EXTENDED CAMPUS CENTER**

BE IT RESOLVED that the Board authorizes the Superintendent/President and/or the Vice President for Business Services to sign a lease agreement with Calexico Hacienda Plaza, for the three year lease (December 18, 2000 through December 17, 2003) of 2,640 square feet of space at 1051 Imperial Avenue, Suite 1 and 2, Calexico for the monthly rent of \$2,164.80 per month.

M/S/C Medina/Ramirez

Resolution No. 12077: **AGREEMENT FOR LEGISLATIVE ADVOCACY SERVICES**

BE IT RESOLVED that the Board approves the continuation of the contract with School Services of California Inc., to provide full-service legislative consulting services for a fee of \$3,420.00 annually, plus expenses.

M/S/C Duff/Cardenas

Resolution No. 12078: **2000-2001 HANDBOOK FOR FACULTY ADVISORS AND STUDENT LEADERS**

BE IT RESOLVED that the Board approves the revisions to the 2000-2001 Handbook for Faculty Advisors and Student Leaders, as presented.

M/S/C Duff/Cardenas

Resolution No. 12079: **NURSING INSTRUCTOR JOINT VENTURE AGREEMENT**

BE IT RESOLVED that the Board approves the written Agreement between Imperial Valley College and Pioneers Memorial Hospital District to provide nursing instructors as an in-kind service to IVC's Nursing Program.

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. Public Employee Discipline/Dismissal/Release
3. Public Employee Discipline/Dismissal/Release

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

1. Direction was given to the administrative staff regarding negotiations.
2. M/S/C Cardenas/Medina to ratify the decision of the Administration to terminate the employment of the incumbents in the job classifications of Purchasing Technician and Lead Custodian.

M/S/C Cardenas/Medina

Resolution No. 12080: **AGREEMENT BETWEEN THE DISTRICT AND THE IVC CHAPTER OF CCA/CTA/NEA FOR THE 1999-2000 ACADEMIC YEAR**

BE IT RESOLVED that the Board ratifies the Agreement between the Imperial Community College District and the IVC Chapter of CCA/CTA/NEA, which was approved on December 7, 2000, as follows:

1. Calendar

The below referenced 2001-2002 calendar listed below has been recommended by the Association. The start date (Orientation) is August 17, 2001 and end date (Graduation) is May 25, 2002.

Fall 2001

August 17	Service Day (Orientation)
August 18	Fall Semester Begins (First Day of Class)
September 3	Labor Day (Holiday)
October 12	Non-service Day
November 12	Veteran's Day (Holiday)
November 22-23	Thanksgiving Recess
December 15, 17-21	Finals Week
Dec 24- Jan 4, 2002	Winter Recess

Spring 2002

January 7-11	Flex Week
January 12	Spring Semester Begins (First Day of Class)
January 21	Martin Luther King's Birthday (Holiday)
February 15	Lincoln's Birthday (Holiday)
February 18	Washington's Birthday (Holiday)
March 28	Non-Service Day
March 29	Good Friday (Holiday)
April 1-5	Spring Recess
May 18, 20-24	Finals Week
May 25	Service Day (Graduation)

2. Salary Increase

There shall be no salary increases for the 1999-2000 academic year.

3. Sabbatical Leave

Section 6.7, Sabbatical Leave, of the CTA Agreement to be revised as follows:

There shall be no more than three (3) ~~two (2)~~ unit members, ~~or two percent (2%) of all unit members, whichever is greater,~~ on sabbatical leave at any one time during a semester.

4. Restructure Salary Schedule

Column "E"- Master's + 45 of the salary schedule shall be amended to also include "Doctorate with no Master's."

5. CTA President Release Time

The CTA President shall be granted 3 lecture hours of release time for the spring 2001 and fall 2001 semesters.

The District also agrees to carryover the items listed below from the 1999-2000 CTA negotiations proposal. These items will be included in the 2000-2001 negotiations:

Article XIII - Workload

- a. Negotiate distance-learning policy
- b. Negotiate assignment to extended campuses

Article XV - Compensation

- a. Eliminate recency
- b. Restructure salary schedule
- c. Compensate at their regular daily rates, division chairs, instructors, and faculty advisors who work during summer school and school recess.

M/S/C Cardenas/Medina

Resolution No. 12081: **TRANSFER REASSIGNMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that a transfer/reassignment be implemented for the following employee effective November 13, 2000:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Avila, Beatriz	Appropriate Classification And Step Contingent Upon Verification of Records	Transfer Center Counselor

M/S/C Cardenas/Medina

Resolution No. 12082: **TRANSFER REASSIGNMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that a transfer/reassignment be implemented for the following employee effective January 8, 2001:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Plascencia, Jose	Appropriate Classification and Step Contingent Upon Verification of Records	Evening/Weekend Counselor

M/S/C Cardenas/Medina

Resolution No. 12083: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>	<u>DATES</u>
Argueles, Trinidad	Counselor	State	EOPS	1/8/01 to 6/30/01
Garcia, Martha	Counselor	State	CalWORKS Assessment	1/8/01 to 6/30/01

M/S/C Cardenas/Medina

Resolution No. 12084: **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>
*Sanchez, Gerardo	Physical Education
*Irving, Robert	Business
Lehman, William	Legal Assistant
Monson, Aaron	Legal Assistant
*Substitutes	

M/S/C Cardenas/Medina

Resolution No. 12085: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individuals be employed in the classified service as follows:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Henry, Janet	Student Employment Specialist (Workforce Development Center	State	35-A	11/21/00
Hoyt, Nancy	Accounting Coordinator	District	32-B	11/13/00
Sanchez, Martha	Senior Project Clerk (Small Business Development Center)	Federal/ State	31-A	11/13/00
Smith, Mary Ann	Library Technician III	District	27-A	11/16/00

M/S/C Cardenas/Medina

Resolution No. 12086: **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>
Aleman, Esperanza	Instructional Lab Assistant	District	23-A	10/9/00 to 12/15/00
Gutierrez, Eduardo	Student Services Representative	District	24-A	10/30/00 to 12/15/00
Ramirez, Jose	Grounds Maintenance Worker	District	24-A	11/6/00 to 12/15/00
Rivera, Elsa	Instructional Lab Assistant	District	23-A	10/23/00 to 12/15/00
Sanchez, Gloria	Office Assistant I	District	19-A	7/24/00 to 11/22/00

M/S/C Duff/Ramirez to **ADJOURN** at 7:20 P.M. - the next regular meeting of the Board of Trustees is scheduled for Wednesday, January 17, 2001, at 6:00 P.M.

Adopted this _____ day of _____ 2001.

ICCD Board President

ICCD Board Secretary