

UNADOPTED MINUTES  
FOR THE SPECIAL MEETING OF THE  
IMPERIAL COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

Saturday, February 19, 2000 - 8:30 A.M.

IVC College Center - Casbah Room  
380 East Aten Road  
Imperial, CA 92251

The special meeting of the Imperial Community College District Board of Trustees was called to order at 8:45 A.M., at the IVC College Center Casbah Room, on Saturday, February 19, 2000, by Board President Rebecca Ramirez.

Members Present: Claudine Duff  
Kelly Keithly  
Marian Long  
Romualdo J. Medina  
Rebecca Ramirez  
Louis Wong

Member Absent: Rudy Cardenas, Jr.

Consultants Present: Dr. Gilbert M. Dominguez  
John Hunt  
Carlos Fletes  
Dr. Victor Jaime  
Dr. Jon Tyler

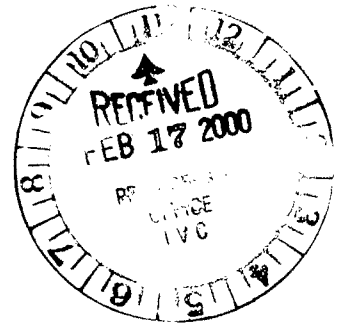
Visitors Present: Gail Parish  
Armando Ayala  
Alfredo Campus  
Janina Lopez  
Eric Jacobson  
Jay von Werlhof  
Bill Gay  
Dr. James Patterson  
Rosalio Ahumada  
Jim Pendley

PUBLIC COMMENT

The Board President invited members of the public to comment on any agenda item and on any item not on the agenda. The following comment was made:

Jay von Werlhof, Desert Museum Director, apprised the Board of the modifications made to the plans for the Desert Museum Building.

February 15, 2000



Dear Dr. Dominguez and Board of Trustees:

Thank you for the opportunity to address you in this open letter before your retreat.

As a faculty member, I am here to teach, facilitate and learn. I am here for my students, their future and our community's future. I enjoy and choose this honorable profession, and like you, have a vested interest in IVC.

Students delegate an implied trust to their instructors. Instructors work under an implied trust delegated to administrators. Administrators work under an implied trust from the Board. Blind trust, constructive trust or sacred trust, I would have to agree with the popularized understatement, "Houston, we have a problem." (NASA)

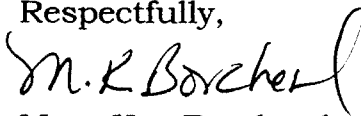
At a community college, agreement on all issues is not realistic. Disagreement on some issues can be healthy and collectively productive. But disagreement on every issue is not healthy, it is not productive and it is not effective leadership.

I am disappointed, embarrassed, and concerned not only over the administrative action taken against the Dean of Learning Services, but the effect it has had on the college community. This latest incident is yet another issue defining the direction in which the college seems to be headed. Perceived or real, the lines are drawn, and they are clearly becoming deep messy ruts. We choose up sides at every issue. In this never ending progression of misteps, misdeeds and misjudgments we have lost trust.

What can be done? We can start at the top to re-establish trust. We look to you, the leaders, those entrusted with direction and the administration of policies and procedures. We look to you and your actions, to rebuild an administration and rebuild that trust.

I am very hopeful your retreat has tangible, noticeable and unifying outcomes.

Respectfully,

  
Mary Kay Borchard

COMMUNICATIONS

1. Mary Kay Borchard (RE: Letter of Concern)

M/S/C Keithly/Medina

Resolution No. 11847: **ENDORSEMENT OF PROPOSITION 26**

WHEREAS, Proposition 26 authorizes school, community college districts, and county education offices that evaluate safety, class size, information technology needs to issue bonds for construction, reconstruction, rehabilitation or replacement of school facilities if approved by majority of applicable jurisdiction's voters; and

WHEREAS, Proposition 26 establishes new accountability requirements include annual performance financial audits; and

WHEREAS, Proposition 26 prohibits use of bonds for salaries or other school operating expenses;

BE IT RESOLVED that Proposition 26 authorizes property taxes higher than existing 1% limit by majority vote, rather than two-thirds currently required, as necessary to pay the bonds, and that this Board endorses the passage of Proposition 26 on the March 7, 2000, ballot, which will provide capital outlay bonds for California Community Colleges.

BE IT FURTHER RESOLVED that everyone is encouraged to vote for Proposition 26.

M/S/C Keithly/Medina

Resolution No. 11848: **NEW LEARNING RESOURCE CENTER**

BE IT RESOLVED that the Board of Trustees approves the submission of a Final Project Proposal to the Chancellor's Office for the construction of a new Learning Resource Center; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby guarantees to abide by the project terms and conditions.

M/S/C Medina/Duff

Resolution No. 11849: **APPROVAL OF THE DESERT MUSEUM BUILDING PLANS**

WHEREAS, the Board of Trustees has acquired real property in the desert area adjacent to the community of Ocotillo; and

WHEREAS, the Imperial Valley College acquired the property from the United States on the condition that the property be used for museum display and related purposes; and

WHEREAS, the Imperial Valley College Museum Society has offered to construct the museum building without cost to Imperial Valley College; and

WHEREAS, the parties previously signed a Memorandum of Understanding concerning this matter which will now need to be modified to conform to this resolution;

THEREFORE, BE IT RESOLVED:

That Imperial Valley College approves the plans for the museum building as submitted by the Museum Society;

That Imperial Valley College approves the concept that upon its completion, the building be deeded to the College with the proviso that the building be used predominately for museum display and related research; and

That staff is directed to return for approval any revised and modified agreements which fulfill the mandate of this resolution.

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

#### FACILITIES UPDATE

With a Power Point Program, Carlos Fletes reviewed the facilities that had been added since 1991 which included: the Preschool Building in 1991, the Vocational Education Lab modular building in 1993, the Human Resources modular building in 1996, the Infant Toddler Center modular building in 1999, the addition to the Library in 1999, and the Math Lab modular building which will be open for the 2000 Summer Semester. New construction will begin in mid-March on the new Tool Room for Auto Tech/Auto Body. Under consideration and pending approval, is a new Reading/Writing/Language Lab modular building, with possible funding through Partnership for Excellence.

Approximately 19,830 square feet has been added to the campus since 1991. No additional custodial services have been added since 1991. With the possible addition of two new buildings there is a desperate need for at least two additional full-time custodians, which would cost approximately \$50,000.00.

A new Learning Resources Center project is being submitted to the State for funding. Future plans include a new Science Building with an estimated cost of \$3.9 million, a Language Arts Center (\$2.23 million), Student Services Center (\$3.31 million), refurbishing of existing buildings (\$2.04 million), improvement of College Center (\$1.44 million), improvement to the utility system and parking (\$2.06 million).

The Five-Year Construction Plan lists the following projects: (1) Learning Resource Center; (2) Conversion of the old Learning Resource Center; (3) Science Building; (4) Language Arts Building; (5) Student Services Center; (6) Conversion of old Student Services Center.

The Five-Year Scheduled Maintenance Plan lists the following projects which requires 50% matching fees: (1) 2000-2001 renovation of gym restrooms, repair of pool, and repair of siding on Building 1600; (2) 2001-2002 replacement of six transformers, pool boiler, and electrical panels; (3) 2002-2003 repairing of roofs, replacement of warped doors and door frames; (4) 2003-2004 repair/replacement of restroom plumbing and fixtures; (5) 2004-2005 repair/replacement of Gym restroom/shower rooms plumbing.

The need for campus security was discussed at length. Options for providing protection to students and staff are: (1) contracting for day/night security patrol at a cost of up to \$23,923 per year; (2) hiring a full-time Law Enforcement Officer with a patrol vehicle at an estimated cost of \$42,000 per year. The Board directed Mr. Fletes to survey other community colleges, to ask an expert to make recommendations, and to bring this information to the Board at the March 15, 2000 meeting.

Campus lighting concerns were discussed and action will be taken to remedy problem areas.

#### PROGRAM REVIEW

John Hunt stated that program review helps develop an Instructional Master Plan, it tells if we are serving our students adequately, it shows if we have proper course offerings, it shows areas that need improvement, and it is valuable information to assist the administration in making decisions.

Since 1995 there has been an increase of 29 programs, which is a result of CalWORKS, and Partnership for Excellence funding. Lack of facilities limits the increase of additional programs. Enrollment trends reflect English/ESL as the most impacted program with significant growth since 1995.

The campus-wide instructional program review schedule is as follows: 1997-98 Auto Tech/Ag Welding/Electronics Division, 1997-98 Nursing Education/Health Technologies Division, 1998-99 English Division, 1999-2000 Business Division, 1999-2000 Math/Science/Engineering Division, 1999-2000 Humanities Division, 2000-2001 Behavioral Science/Social Science Division, 2001-2002 Public Safety Division, 2001-2002 Exercise Science/Wellness/Sport Division.

Some observations from program reviews that have been completed are:

1. Writing Program Strengths:

- Quality instructional support
- Quality support personnel
- Quality interdepartmental support

Areas of Concern:

- Overcrowding of classes
- Lack of formal curriculum reviewing procedures
- Quantity over instructional quality (lowering teacher student ratio)

2. English Laboratory Program Strengths:

- Extended hours
- Student retention
- Bilingual tutors

Areas of Concern:

- Lack of space
- Lack of adequate personnel

3. Reading Program Strengths:

- Standardized practice activities of assignments

Areas of Concern:

- Congestion and crowding in the existing lab due to student enrollment trends
- Lack of classes to facilitate the full acquisition of oral English skills beyond the ESL level

4. Humanities Division Strengths:

- All departmental personnel are amicable to growth
- Music, drama, art and speech make positive and measurable impacts on the Imperial Valley and the Valley's cultural exposure and growth.

Division Areas of Concern:

- Outdate equipment
- Dedicated space
- Qualified personnel

5. Auto/Agriculture/Welding/Electronic Technology Strengths:

- Instructor dedication
- Curriculum revision
- Continuation of instructor skills development
- Contact with local industries

Areas of Concern:

- Lack of complete dedicated space
- Lack of full-time instructional personnel
- Lack of support personnel

6. Business Division Strengths:

- Committed faculty and support staff dedicated and responsive to student and community needs
- Part-time faculty with expertise
- Committed advisory board
- Ongoing collaborations

Areas of Concern:

- Keeping current with changing software and program enhancements
- Financial support to replace outdated equipment
- Overcrowding and limited lab and classroom space

## 7. Nursing and Health Technologies Strengths:

- A well qualified community sensitive, clinically competent faculty
- A strong connection to the health care community and inclusion of members of the health care industry as instructors
- Use of current technologies both in the health care and lab settings for teaching

## Areas of Concern:

- Classroom space is the primary concern
- Additional instructors and support staff to implement new programs and support continued enrollment in existing programs
- Storage space in labs to store and house instructional and lab equipment

Future programs that are under considerations are as follows

- Expansion in Economic Development course offerings
- Expansion in Contract Education, serving training needs to local businesses and industry
- Development of Agricultural programs
- Development of the Environmental Technology Program
- Soft Skills Training
- Course offering in Computer Science Major
- CalWORKS Program Development
- Expansion of Community Service Programs
- Distance Education Program Development

These new programs will be made possible through funding of special grants.

The 2000 Summer Session will be on a modified schedule, course offerings will be increased, and more sessions will be available. Summer school will start on June 5 and end on July 28.

IVC will soon be linking into the fiber optic line with the Imperial County Office of Education and the local high schools. The Imperial Irrigation District Substation, housing the fiber optic center, is in close proximity to the IVC Campus. High schools will then be able to connect with our Library and with Student Services. Online course offerings will also be provided.



IMPROVEMENT OF COMMUNICATION

Dr. Dominguez reviewed the Master Plan Goals for 2000-2003, as follows:

- To improve accuracy/availability of institutional data.
- To improve the image of the college with the community.
- To improve student access using technology.
- To develop partnership and consortia of business and industry.
- To increase the total number of students completing courses
- To increase course offerings in all programs.

Dr. Dominguez explained that the following measures have been taken to improve communication:

- Division meetings, at least once per month, with agendas and minutes.
- Periodic Presidential visits to departments and division meetings.
- Published Board, Cabinet, Administrative Council, Academic Senate, College Council Agendas and Minutes on the Web site.
- Developed a "Super User" e-mail system for distributing campus-wide announcements.
- Developed an Ad Hoc Campus-wide Committee to analyze and make recommendations on Customer Service at Imperial Valley College.
- Hired a Communications/Public Relations Consultant to author and publish articles pertinent to the college community and the public.
- Worked at making top-level Administrative Offices more effective and efficient, i.e. keeping secretaries informed of location and expected time of return; improved use of phone answering.
- Faculty/Staff Forums
- Restructured the Instruction Office Staff.
- Posted all events, athletic schedules, etc., on the Web Site.
- Held weekly meetings with Academic Senate President.
- Consistent, open dialogue with Bargaining Units.
- Monthly Dean and Division Chair Meetings with CIO.

Topics discussed to further improve communications were the following:

- Development of a regularly published newsletter.
- Collect and post to the Web site, agendas and minutes of all meetings.
- Sponsor all staff workshops on communication, use of telephones, Shared Governance, customer service.
- Survey other campuses, collect, and share ideas for improving communication.
- CEO can visit more offices on a drop-in basis.

- Work at improving the College Web site to make it more user friendly.
- Post all athletic events on the Web Site.

Eric Jacobson read a letter of concern submitted to Dr. Dominguez and the Board of Trustees from Mary Kay Borchard, which is attached.

Concern was expressed by faculty feeling unable to voice their disagreements freely, and how could trust be reestablished. The issue of communication will continue to be a topic of further improvement.

M/S/C Long/Duff to **ADJOURN** at 2:51 P.M. The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for March 15, 2000, at 6:00 P.M., in the IVC Administration Building Board Room.

EXCERPT FROM THE MINUTES OF THE MEETING OF THE  
IMPERIAL COMMUNITY COLLEGE DISTRICT  
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February 19, 2000

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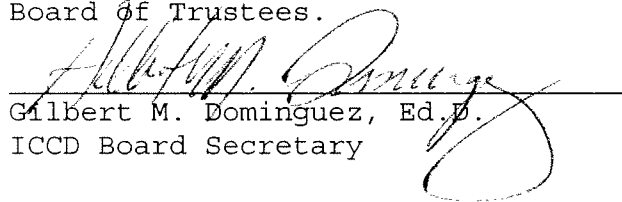
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	Medina	-	Abstain
	Ramirez	-	Yes
	Wong	-	Yes

I hereby certify that the above is a true and correct copy of a portion of the minutes from the meeting of the Imperial Community College District Board of Trustees.

  
\_\_\_\_\_  
Gilbert M. Dominguez, Ed.D.  
ICCD Board Secretary