

ADOPTED MINUTES

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

Wednesday, December 14, 2005

On Wednesday, December 14, 2005, Board President Carlos Acuña called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., in the Administration Building Board Room.

BOARD MEMBERS PRESENT: Carlos Acuña, Norma Sierra Galindo,
Marian Long; Romualdo Medina;
Rebecca Ramirez,

BOARD MEMBERS ABSENT: Rudy Cardenas, Jr.; Louis Wong

REPRESENTATIVES PRESENT: Monica Bulong, Associated Students
Dr. James Patterson, Academic Senate
Suzanne Gretz, Faculty
John Abarca, Classified

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Dr. Joe Vogel, Interim Dean for Business Services
Dr. Kendra Jeffcoat, Vice President for Academic Services
Dr. Marion Boenheim, Associate Dean of Human Resources
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Kathy Berry; Frances Beope; Carlos Fletes; Lenny Fabian; Laurie Franks; Bill Gay; Carol Hann; Saul Hom; Mark Horsman; Gonzalo Huerta; Carol Lee; Sergio Lopez; Lorraine Mazeroll; Jim Pendley; Harold Richwine; Efrain Silva; Darren Simon; Rick Webster; Kathy Westerfield.

WRITTEN COMMUNICATIONS

1. District Negotiations Proposal for 2005-2006 to IVC CCA/CTA/NEA
2. District Negotiations Proposal for 2005-2006 to CSEA Chapter 472
3. Community College League of California (RE: CCCT Board Nominations and Election)

PUBLIC COMMENTS

- John Abarca, CSEA Chapter 472 President, welcomed new District Board Member Norma Sierra Galindo.
- Carol Hann, English Professor, expressed concern that the District Negotiations proposals were not posted to the website with the December Board Agenda.
- Suzanne Gretz, CCA/CTA President, expressed disappointment that the letter from the District requesting opening of negotiations was not received until this date, after faculty had left campus for winter break.
- Jim Pendley pointed out that Page 2 Item 2A of the "Plan to Return IVC to a Healthy Financial Status" only refers to faculty and not administrators.

PRESENTATION TO MARIAN LONG

Board President Carlos Acuña presented Marian Long with a card of appreciation and a poinsettia plant for her contributions as District Board President during the past year.

EMPLOYEE OF THE MONTH RECOGNITION

Dr. Victor Jaime congratulated Isabel Contreras, Student Services Assistant, as Employee of the Month for December. The three nominators stated the following:

Isabel is our main contact for Extended Campus when we have a student application on hold. She is always willing to help in a friendly way, always patient and goes the extra mile to help our students.

Isabel was extremely helpful and had a good attitude when assisting me. Which I might say is rare. I have really been surprised this year with the courteous good attitude of this employee.

Isabel really helps Extended Campus staff. She is always there to help us with student application problems and resolves them very quickly. This is non-stop all day long.

- Scott Lay is reviewing the community college initiative to remodel Proposition 98 to make community colleges independent from the K-12 system. This is an effort to insure that community colleges get their prescribed amount.
- There is an effort to stabilize the tuition rate at \$20.00.
- Information received on those seeking a system-wide solution to the retiree health benefit crisis.

ASSOCIATED STUDENT GOVERNMENT

ASG President Monica Bulong commented on the following:

- The annual ASG Talent Show held on November 30 was a success.
- AIDS Awareness activities were held on December 1.
- The ASG sponsored a lecture series dinner on November 29 for Dr. Linda Hall who presented "Mary, Mother and Warrior: The Virgin in Spain and the Americas."
- The IVC Academic Senate has proposed changing the date at which students may drop a class and still receive a grade of "W" by moving the deadline two weeks earlier in the semester. The Academic Senate asked the ASG Senate to conduct a survey of students on the proposal. The ASG surveyed 13 classes meeting at 10:15 A.M. Of those students surveyed, only 18% favored the change being proposed by the Academic Senate. As a result of the survey, the ASG Senate voted unanimously to recommend that the College maintain the current drop deadline at 75% of the semester.

ACADEMIC SENATE UPDATE

Academic Senate President, Dr. James Patterson, reported on the following:

- On December 7, the Senate voted to recommend to the Board that the last day to drop a course be moved from 75% of the semester to 62% of the semester, which would move the drop date forward by two weeks. The recommendation has been forwarded to Dr. Pai.
- The Senate has begun discussions on limiting the number of years a student can challenge a final grade for a course. IVC currently has no limit. The Senate will also begin discussion on limiting the number of times a student can take a "W" in a class.

- The next scheduled meeting of the Senate is February 15. The Senate's Bylaws provide a provision in the event a special meeting is necessary.
- A request was made to consider moving the District Board meetings to a larger venue such as Room 2131.

MONTHLY FINANCIAL REPORT

Dr. Joe Vogel reviewed the budget report for the month ending November 30, 2005, which is on target at 42%.

PRESIDENT'S UPDATE

Dr. Pai reported the following information:

- The Alliance for Regional Collaboration to Heighten Educational Success (ARCHES) and California Engaging Latino Communities for Education (ENLACE) have funded \$20,000 for a collaborative planning grant among various agencies including ICOE, most school districts, SDSU, and IVC. The purpose of this grant is to create a college bound community from preschool school through college. Trustee Galindo commented that administration needs to make sure that IVC's expenses relating to the grant are covered by the grant.
- A WIRED (Workforce Innovation in Regional Economic Development) Grant proposal has been submitted to the Governor to propose to the Department of Labor granting \$3 million per year for up to three years. The purpose is to stimulate partnerships that engage in structural transformative action that leads to the creation of high-skill and high-wage opportunities in the context of regional economics. The list of partners that have committed to participating in the proposal are the Workforce Investment Board (WIB) of Imperial County, Imperial Valley Economic Development Corporation (IVEDC), Imperial Irrigation District (IID), San Diego State University (SDSU), City of Calexico, and Imperial Valley College.
- On December 5, a team of Underfunded Districts' Caucus members traveled to Sacramento for a daylong series of meetings with representatives from the Governor's administration. The group presented a recommendation for the Governor to include the third installment of equalization in his budget, expressed support for the Board of Governors' 2006-2007 budget change proposal (which includes equalization at the \$80 million level), and they discussed how equalization funds have been used thus far.

- The revised "Plan to Return IVC to a Healthy Financial Status" was distributed. This plan will change as information becomes available. The enrollment FTES growth goal is 6,335.

ACCREDITATION PROGRESS REPORT

Dr. Jeffcoat distributed copies of the "Guide to Evaluating Institutions" from the Accreditation Commission for Community and Junior Colleges. The Accreditation Inquiry Teams are divided up into the following Standards:

- Institutional Mission and Effectiveness
- Student Learning and Services
- Resources
- Leadership and Governance.

The themes in the Standards are as follows:

- Dialogue
- Student Learning Outcomes
- Institutional Commitments
- Evaluation
- Planning and Improvement
- Organization and Institutional Integrity

The Accreditation Validation Team is scheduled to visit IVC in March 2007 and will be looking for evidence to support the College's claims of meeting the standards stated in a Self-Study Report. The timeline is to collect evidence during the 2006 Spring Semester and write the self-study during the Summer 2006. More information will be provided at the Board's Retreat.

ANNUAL BOARD RETREAT

The Board determined that the Annual Board Study Session will take place on Saturday March 11 followed by a Board meeting on Monday, March 13. A tentative schedule will be presented to the Board at the January meeting.

M/S/C Medina/Long ABSTAIN: Galindo to approve the Minutes dated November 15, 2005.

M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13426: **PURCHASE ORDERS**

BE IT RESOLVED that the Board approves the issuance of current year Purchase Orders for the month of November 2005 in the amount of \$308,045.62 and Direct Payments in the amount of \$58,318.53, according to the Purchase Order Listing submitted by the Purchasing Department are approved.

M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13427: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following Payroll Warrants:

Payroll Warrant	#	General Fund	BOND FUND	Certificates of Participation	Child Development	Lease Rev. Bond	Warrant Total
11/10/2005	9	182,256.18	52.35	2,297.48			184,606.01
11/30/2005	10	2,337,295.82	8,520.25		40,915.97		2,386,732.04
		2,519,552.00	8,572.60	2,297.48	40,915.97	0.00	2,571,338.05

M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13428: **COMMERCIAL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following Commercial Warrant Orders:

Commercial Warrant	#	General Fund	BOND FUND	Certificates of Participation	Child Development	Lease Rev. Bond	Warrant Total
11/3/05	17	71,566.47	15,524.42	222.50	500.00	1,000.00	88,813.39
11/10/05	18	451,807.98	11,629.40	9,284.10	102.46		472,823.94
11/16/05	19	414,347.42	1,821.85	22.94	58.09		416,250.30
11/23/05	20	105,064.14	4,185.62	10,432.17			119,681.93
11/30/05	21	394,405.33	4,323.88		1,223.54		399,952.75
		1,437,191.34	37,485.17	19,961.71	1,884.09	1,000.00	1,497,522.31

M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13429: **BUDGET CHANGES**

WHEREAS, the California Code of Regulations, Title V, Sections 58307 and 58308, and the Community College Budget and Accounting Manual require the Board of Trustees to adopt the annual District budget by resolution, and to approve any changes to that budget by resolution.

BE IT NOW RESOLVED that the Board approves the following budget changes: J4052774, J4052798, J4052815, J4052827, J4052842, J4052844 and J4052845

M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13430: **FACILITY PLANNING SERVICES**

WHEREAS, the Imperial Community College District's Five Year Construction Plan must be revised to enhance its competitive eligibility for participation in the State Capital Outlay Funding Program; and

WHEREAS all projects being planned by the District must be included in the Five Year Construction Plan as required by the State Chancellor's Office.

BE IT NOW RESOLVED that the Board accepts the proposal from Merle E. Cannon, Educational Planning Consultant, to revise the Imperial Community College District's Five Year Construction Plan at a cost not to exceed \$5,000.

FISCAL IMPACT: Maximum cost of \$5,000 to be paid from Bond Funds; services needed to maximize the College's chances of obtaining State Capital Outlay Funding to augment Bond Funds for construction projects.
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M/S/C Medina/Long ABSTAIN: Galindo
Resolution No. 13431: **BUDGET DEVELOPMENT CALENDAR**

BE IT RESOLVED that the Board approves the recommendation of the Planning and Budget Committee (11/23/05), College Council 11/23/05, and Academic Senate (12/7/05) to establish the following Budget Development Calendar:

November 23, 2005	Review and Adoption of Budget Development Calendar by Planning and Budget Committee
November 28, 2005 December 7, 2005 December 14, 2005	Budget Development Calendar Presented to College Council and Academic Senate Adoption by Board of Trustees
January 17, 2006	Development of Budget Guidelines Guidelines Reviewed and Adopted by Planning and Budget Committee Presented to Academic Senate and College Council Adoption by Board of Trustees
February 1-28, 2006	Budget Development and Assessment of Program Review
March 1-15, 2006	Tentative Budget Compiled
March 22, 2006	Planning and Budget Committee Reviews Draft of Tentative Budget and Program Reviews
March 23-31, 2006	Budget Adjustments
April 5, 2006	Tentative Budget Presented to Academic Senate
April 10, 2006	Tentative Budget Presented to College Council
April 26, 2006	Follow-up Review by Planning and Budget Committee
May 10, 2006	Final Review of Tentative Budget by Planning and Budget Committee Recommendation for Adoption Forwarded to Superintendent/President
June 20, 2006	Tentative Budget Presented to the Board of Trustees (must be adopted by June 30)
End of July, 2006	Adjustments to Budget Based on Adoption of State Budget
August 2006	Review of Final Budget by Planning and Budget Committee, Academic Senate and College Council
By September 15, 2006	Final Budget Presented to the Board of Trustees

M/S/C Medina/Ramirez

Resolution No. 13432: **MAJORS/CERTIFICATE REVISIONS, NEW COURSES,
COURSE DELETIONS**

WHEREAS, program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All provisions of Title 5, Section 55130(b) have been considered. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional program.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee on October 20 and November 3, 2005, and the Academic Senate dated December 7, 2005 as follows:

MAJOR/CERTIFICATE REVISIONS:

Alcohol and Drug Studies

NEW COURSES:

ADS 176 - Sex and Gambling Addiction
ADS 177 - Anger Management
ADS 178 - Life Skills
CFCS 170 - Child Abuse
CFCS 171 - Children and Challenging Behaviors
CFCS 172 - Creative Cooking for Children
CFCS 173 - Current Issues in Childhood Education
ENGL 803 - Language Laboratory for ESL (Non Credit Course)

COURSE DELETIONS:

ADS 160 - Human Services in a Changing Society
NURS 3CR - Patient Care Management and Critical Thinking
NURS 4AR - Common Health Problems IV
NURS 4BR - Advanced Nursing

M/S/C Medina/Long 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: One Case

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

Board President Acuña announced that that in Item #1 information was given to the Board and direction was given to District Negotiators. In Item #2 information was presented action was taken and direction was given to the District's Counsel.

M/S/C Long/Median

Resolution No. 13433: **2006-2007 AGREEMENT BETWEEN THE DISTRICT AND SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED that the Board approves a voluntary salary reduction for the Superintendent/President effective July 1, 2006, by re-instating the salary paid for year 2004-2005 (5% increase over 2003-2004 salary of \$128,000.00 per Resolution No. 13022 dated June 15, 2004) in the amount of \$134,400.00, to help preserve the financial balance of the District.

FISCAL IMPACT: Total savings to the District of \$35,600.00 per year.

M/S/C Medina/Ramirez

Resolution No. 13434: **COMPENSATION METHOD FOR ADJUNCT CREDIT TEACHING FACULTY**

WHEREAS, Imperial Valley College adjunct credit teaching faculty do not work under a collective bargaining agreement; and

WHEREAS, Board Resolution No. 12951 (April 20, 2004) provided a method of compensation for adjunct credit teaching faculty, based upon a rate of \$30.00 per hour, which aimed at paying adjunct credit teaching faculty on a "per class" basis (computed as the sum of the lecture hours and lab hours taught per week, as noted in the college catalog file (Cat File), multiplied by the "load rate" of \$540.00); and

WHEREAS, the "load rate" is computed as the total number of instruction hours required to earn one unit of credit, multiplied by the overload hourly rate (i.e., 1 unit = 18 instruction hours [lecture and lab], 18 hours x \$30.00 [former hourly overload rate] = \$540.00; 1 unit = 18 instruction hours [lecture and lab], 18 hours x \$40.00 [current hourly overload rate] = \$720.00);

WHEREAS, the Business Office must report "hours earned" per week for hourly employees; and

WHEREAS, Imperial Valley College moved to a compressed calendar beginning with the 2005-2006 academic year (compressing an 18-week

semester into 16 weeks), and thereby increasing the class periods per week to accommodate the shorter semester; and

WHEREAS, Board Resolution No. 13257 (May 17, 2005) effectively increased the compensation for adjunct credit teaching faculty to \$40.00 per hour;

NOW, THEREFORE, BE IT RESOLVED that "hours earned" per week shall be computed by multiplying the sum of the weekly lecture hours and lab hours for a course, as listed on the official course outline (and Cat File), by 1.125, the resulting product of which shall be defined as the "work unit;"

BE IT FURTHER RESOLVED that effective August 22, 2005, adjunct credit teaching faculty shall be compensated per "work unit load," computed as the "work unit" multiplied by the "load rate" of \$720.00.

BE IT FURTHER RESOLVED that should the District return to an 18-week calendar, the multiplier of 1.125 shall be deleted from the "work unit" computation (i.e., the "work unit" would be computed by adding the weekly lecture hours and lab hours for a course, as listed on the official course outline (and Cat File); and the "work unit load" would be computed by multiplying this "work unit" by the current "load rate").

Example: An adjunct instructor teaches a 3-unit class which is composed of 2 hours of lecture and 2 hours of lab, according to the official course outline and Cat File. In a normal semester of 18 weeks, the instructor taught 4 hours each week. Under the compressed calendar, the instructor now teaches 4.5 hours per week (2 hours lecture plus 2 hours lab multiplied by 1.125). The instructor would be compensated \$2,880.00 for the class (2 hours lecture plus 2 hours lab multiplied by \$720.00)

M/S/C Long/Medina

Resolution No. 13435: **ACADEMIC EMPLOYMENT OF CATEGORICALLY FUNDED POSITION**

BE IT RESOLVED that the Board approves the following full-time (categorically funded until September 2009) academic personnel to be employed for the 2005-2006 academic year effective January 3, 2006:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Heumann, Michael	Appropriate Classification and Step Contingent Upon Verification of Records	Distance Education Coordinator

BE IT FURTHER RESOLVED that Michael Heumann resigns his position as full-time tenure track English Instructor effective December 9, 2005.

M/S/C Long/Medina

Resolution No. 13436: **TENURE**

WHEREAS, Lorraine Mazeroll, Evening/Weekend Counselor, has fulfilled the obligation set forth in the IVC Tenure Policy.

BE IT NOW RESOLVED that the Board approves granting tenure to Lorraine Mazeroll, and that she be credentialed as tenured faculty effective the Spring 2006 Semester.

M/S/C Medina/Ramirez

Resolution No. 13437: **ACADEMIC WINTER INTERSESSION EMPLOYMENT**

BE IT RESOLVED that the following instructors be employed for the 2006 Winter Intersession at a salary computed in accordance with Resolution No. 1907. Employment is contingent upon sufficient enrollment.

<u>NAME</u>	<u>ASSIGNMENT</u>
Alibrandi, Tom	English
Archuleta, Joe	Math
Aye, Tyson	Physical Education
Barba, Cecilia	History
Beckley, Jeffrey	Business/Agriculture
Bemis, Roberta	English
Biley, Patti	English
Blek, Craig	Economics/Business
Carnes, Dennis	Biology
Chien, Andrew	Biology
Coronel, Maria	Spanish

Craven, Julie	English
Cypher, Jacki	Emergency Medical Technician Paramedic
David, Samuel	Biology
Davis, Lincoln	English
Decker, Van	Music
Deyo, Jeff	Health Education/Physical Education
Drury, David	Health Education/Physical Education
Fisher, James	Chemistry
Gage-Mosher, Ronald	Psychology
Gretz, Suzanne	History
Guinn, Melani	Speech
Hann, Carol	English
Hansink, Todd	Economics/Business
Harris, Dianne	English
Hegarty, Carol	Art
Heumann, Michael	English
Kareva, Kseniya	English
Kelly, Nannette	Art
Knaak, Manfred	Anthropology
Lavery, Russell	Astronomy
Lay, Nancy	English
Leon, Allyn	Math
Lofgren, Mary	Psychology
Lopez, Jose	Automotive Technology
Lovitt, Paige	Disabled Students Program & Services
Magno, Janis	Health Education/Physical Education
Marcuson, Bruce	Administration of Justice
Marty, Kevin	Geology
Mason, Charles	American Sign Language
McNeece, Brian	English
McClain, John	English
McCormick, John	English
Mecate, James	Health Education/Physical Education
Meek, Alfred	Nursing
Miller, Fonda	Child, Family, and Consumer Science
Miranda, Frank	Air Conditioning and Refrigeration
Mosier, Laura	Speech
Nava, Norma	Disabled Students Programs and Services
Page, Bruce	Speech
Patterson, James	Speech
Peterson, Cindi	English

Pfister, Toni	Health Education/Physical Education
Plascencia, Jose	Alcohol and Drug Studies/Sociology
Pollock, Deidre	Allied Health Professions/Nursing
Pradis, Ricardo	Automotive Technology
Rapp, Frank	English
Riesberg, Curt	English
Rodgers, Gary	Sociology
Rodgers, Valerie	Computer Information Systems
Rowley, Deirdre	English
Ruiz, Angelica	Business
Ruiz, Jose	Spanish
Sanchez-Dominguez, Romano	Spanish
Scheuerell, Edward	English
Seivertson, Bruce	Geography
Sheppard, David	Child, Family, and Consumer Science
Shokoufi, Mardjan	Math
Simpson, Scott	English
Staton, Mary	Psychology
Stevens, Michelle	Agriculture/Environmental Science
Thoreson, Josephina	English
Tucker, Jill	Physical Education
Unangst, Helen	Child, Family, and Consumer Science
Voldman, Aleksandr	Math
White, Kevin	Political Science
Williams, Jack	Allied Health Professions
Woods-Rodea, Diane	English
Zhao, Lianna	Biology
Zielinski, David	English

M/S/C Long/Medina

Resolution No. 13438: **ASSISTANT COACHING ASSIGNMENTS**

BE IT RESOLVED that the Board approves the appointment of the following Assistant Coaches for the 2005-2006 Academic Year:

<u>NAME</u>	<u>SPORT</u>
John Michael Palacio, Jr.	Men's Tennis
Robert Silva	Men's Basketball

M/S/C Medina/Ramirez

Resolution No. 13439: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the Board approves the following person be employed temporarily, on a part-time hourly basis for the 2005-2006 Academic Year, in accordance with the hourly rate provided in Resolution No. 13257. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated and approval of the program officer:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>
Shipman-Gomez, Kristen	Counselor	Title V Cooperative Grant - Federal

M/S/C Medina/Ramirez

Resolution No. 13440: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the Board approves the following classified employee resignation:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT/ FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Herrera, Marissa	Assessment Technician	Assessment Center Categorical Funding	14-4	11/30/05

M/S/C Medina/Ramirez

Resolution No. 13441: **SHORT-TERM CLASSIFIED PERSONNEL**

BE IT RESOLVED that the Board approves the following individual to be employed on a short-term as needed basis:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT/ FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Ocampo, Anna M.	Financial Aid Technician	Financial Aid State Funding	14-1	1/2/06 to 3/3/06

M/S/C Medina/Long to **ADJOURN** the meeting at 9:00 P.M. - The next regular meeting of the Board of Trustees is scheduled for **Tuesday, January 17, 2006**, at 6:00 P.M.

Adopted this _____ day of _____, 2006.

ICCD Board President

ICCD Board Secretary