

ADOPTED MINUTES

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

Wednesday, January 28, 2004

On Wednesday, January 28, 2004, Board President Rebecca Ramirez 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 R. Acuña, Rudy Cardenas Jr.,
Marian Long, Romualdo Medina,
Rebecca Ramirez

BOARD MEMBERS ABSENT: Kelly Keithly, Louis Wong

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate
Miriam Trejo, Students

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Tom Hudson, Dean for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Marion Boenheim, Director of Human Resources
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

John Abarca; Beatrice Avila; Kathy Berry; Heather Bremmer; Eileen Buckel; James Carpenter and 15 Auto Body students; Dr. Dennis Carnes; Ted Ceasar; Dawn Chun; Edgar Coronel; Lenny Fabian; Renee Fenn; Bill Gay; Becky Green; Gonzalo Huerta Betty Kakiuchi; Carol Lee; Jan Magno; Gail Parish; Tony Salcedo; Ivette Saldana; Kathie Westerfield.

WRITTEN COMMUNICATIONS

1. Tina D. Ramsey, English Instructor (RE: Resignation)
2. Roxanne Olivas, Preschool Teacher (RE: Resignation)
3. John Hunt, Vice President for Academic Services (RE: Retirement)

PUBLIC COMMENTS

1. Leonard Fabian introduced Ivette Saldana, a student involved in coordinating the North End Showcase, a job fair to be held on March 10, 2004 from 12:00 P.M. to 7:00 P.M. at Calipatria's Radamacher Park. Ms. Saldana stated that this event is sponsored by Imperial Valley College, IVROP, Workforce Investment Board,

Imperial County, Brawley Chamber of Commerce, and the City of Calipatria. Students will be able to meet more than 40 employers and will be given information on applying for jobs, colleges, and job training opportunities. The priority target population for this event are youth between the ages 18-24. IVC's role will be to highlight various areas of the IVC curriculum and focus on career options.

2. Becky Green invited the Board to the Child Development Conference scheduled for Saturday, January 31, to be held at the IVC College Center beginning at 8:00 A.M. More than 450 participants are expected to take part in the daylong activities and workshops.
3. Tony Salcedo, Past President of CSEA introduced the new officers for 2004-2005 which include: John Abarca, President; Carol Cortez-Ramirez, Vice President; Lisa Cross, Secretary; Betty Kakiuchi, Treasurer; Connie Smith, Public Relations Officer.
4. James Carpenter and 15 concerned Auto Body students informed the Board of the need for an Auto Body 72 teacher. President Ramirez referred the issue to Mr. Hunt and Dr. Pai.

CCLC LEGISLATIVE CONFERENCE/INLAND VALLEYS' COMMUNITY COLLEGE TRUSTEE ASSOCIATION/SDICCCA ALLIANCE MEETING

Marian Long, Rudy Cardenas and Bill Gay attended the CCLC Legislative Conference held in Sacramento on January 24-26. The following information was presented:

- Marion Long chaired the Inland Valleys Group session where they interviewed 13 legislators and legislative aides. Most were well informed about the issues facing community colleges.
- The Under Funded Caucus met and 65 people participated. The group determined that CCLC would take the lead in getting equity of funding for community colleges implemented, as well as growth funding and COLA. Governor Schwarzenegger supports equalization. The importance to pass Proposition 57, the bond measure to bail out California, was stressed.
- Rudy Cardenas stated that the conference was well attended. The new Community College Chancellor Mark Drummond was very impressive. Community Colleges were treated well, budget wise, in comparison to the state college and university system.
- Well over 100,000 students at under funded community colleges throughout California were on waiting lists trying to get into classes that were bursting at the seams during the fall 2003 semester.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Miriam Trejo, reported the following:

- An Information Booth was available to students on January 20-21.
- Elections for Sweetheart King and Queen will take place on February 9-10.
- Black History month will be celebrated February 9-13.
- The Sweetheart Dance will take place in the College Center on January 18, with Sweetheart Coronation in the Gym during half-time activities.

ACADEMIC SENATE UPDATE

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

- The Academic Senate met last Wednesday for the first meeting of the spring semester.
- The Senate affirmed the recommendations of the Curriculum and Instruction Committee, which are included for action in the Board's agenda.
- An election is scheduled for three at-large Senate seats. The Senate has nine division or area representatives and nine senators elected at-large. Three at-large seats are elected each year.
- The Senate reviewed recommendations from the Senate Handbook Subcommittee regarding modifications to the bylaws.
- The Senate is working with the Director of Human Resources on several recommendations related to Faculty Service Areas, the Tenure Review process, and compensation for Adjunct Faculty.
- The Academic Senate meets on the first and third Wednesdays of each month at 2:00 P.M. in the Board Room. The meetings are open and anyone is welcome to attend.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- Board President Becky Ramirez reported on the Community Educational Fair held at the Quechan Community Center in Winterhaven on January 22, 2004. There was great support from IVC who provided 16 booths, and Arizona Western had 5 booths. Mr.

Jackson, the Tribal President expressed his pleasure with the event. Everyone was thanked for their participation.

- The next Community Educational Fair will take place on March 10, at Calipatria's Radmacher Park.
- The Expanded Visioning Steering Committee will meet on Thursday, January 29, 2004, at 1:30 P.M. in Room 2131. The campus community will be able to comment on the recommendations prioritized at the Stakeholders Summit.
- The Vision 2006 Task Force meeting will take place on February 10 and 12, from 5:30 P.M. to 7:30 P.M. in Room 2131. A group of 25 community members and 25 internal staff members will refine and consolidate the vision goals.
- Spring 2004 classes started on January 20. Both head count and student contact hours enrollments are up. Signs show a constrained growth, and several classes were added.
- The SDICCCA Annual Board Dinner will be held on Wednesday, February 25, from 5:30 P.M. to 8:30 P.M., at the Barbara Worth Golf Resort. All trustees are invited to attend. The guest speakers will be the new Community Colleges Chancellor Mark Drummond, and Dr. Piedad Robertson, President of Santa Monica College and the Governor's Transition Team Member and Special Advisor to Richard Riordon, Education Secretary.
- IVC is participating in the Irvine Grant/National Council for Community and Educational Partnerships (NCCEP), along with San Diego State University, Imperial County Office of Education, College Going Initiative, Kennedy Middle School, Central Union High School District, Brawley Union High School District, and McCabe Union School District. Dr. Victor Jaime represents IVC. The project aims to articulate a common P-16 vision to increase student eligibility, admittance, and attendance at post-secondary options, to develop a countywide P-16 plan in math student success, and to develop and implement a PK-12 parent engagement.

BOARD MEETING SCHEDULE

The Board will defer discussion of this issue until the February Board meeting.

M/S/C Cardenas/Medina to approve the Minutes dated December 15, 2003

M/S/C Cardenas/Medina

Resolution No. 12870: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 401510 through 401631, 4504014, and 4004028 through 4004029, inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 400921 through 401110, inclusive are approved.

M/S/C Cardenas/Medina

Resolution No. 12871: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 11 in the amount of \$126,444.00 and Warrant Order No. 12 in the amount of \$1,547,117.20 be ratified.

M/S/C Cardenas/Medina

Resolution No. 12872: **COMMERCIAL WARRANT ORDERS**

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

- 21 in the amount of \$74,064.90
- 22 in the amount of \$136,743.96
- 23 in the amount of \$1,751,585.31
- 24 in the amount of \$486,540.47

M/S/C Cardenas/Medina

Resolution No. 12873: **QUARTERLY REPORT**

BE IT RESOLVED that the Board of Trustees accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending December 31, 2003, and directs that 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.

BE IT FURTHER RESOLVED that this policy be administered in accordance with Education Code Sections 68050-68134 and 76140-76160.

M/S/C Medina/Cardenas

Resolution No. 12874: **NON-RESIDENT TUITION**

WHEREAS, statutes require each school district to set its own tuition rate on the basis of its current cost of education, or on the statewide average of the current cost of education;

BE IT RESOLVED that the tuition for out-of-state and out-of-country students be computed at \$149.00 per unit (statewide average) commencing July 1, 2004, for the fiscal year 2004-2005.

BE IT FURTHER RESOLVED that this policy be administered in accordance with Education Code Sections 68050-68134 and 76140-76160.

M/S/C Cardenas/Long

Resolution No. 12875: **DELETION OF COURSES**

BE IT RESOLVED that the Board approves the recommendations of the Curriculum and Instruction Committee (11/13/03, 11/20/03, 12/4/03) and the Academic Senate (1/21/04) for the deletion of the following courses:

PIPE 38: Tig Welding

PLUMB 10: Pipe Trades Organization

GERM 1A-Elementary German

GERM 1B-Elementary German

GERM 1-Elementary German

GERM 2-Elementary German

HUM 1A-The Humanities in the Western Culture

HUM 1B-The Humanities in the Western Culture

HUM 26-The Humanities

HA 17-Home Health Care Attendant

AJ 42-Arrest

SOC 49-Computers & Society

DSPS 3-Survey of Campus Life for the Physically Limited

ENV T 113-Safety and Emergency Response

NUTR 1-Sanitation & Safety Control

NUTR 3-Food Production Management

NUTR 4-Supervision for Food Services

NUTR 5-Modified Diets

NUTR 6-Field Experience

NUTR 7-Introduction to Hospitality

NUTR 8-Menu Planning & Purchasing

HRS 21-Humanities Division Honors Program

HRS 22-Business Division Honors Program

HRS 23-Behavioral & Social Science Honors Program

HRS 25-Automotive and Agriculture Technology Honors Program

HRS 26-English Division Honors Program

HRS 27-Science Division Honors Program
HRS 28-Math, Science, and Engineering Division Honors Program
HRS 29-Exercise Science, Wellness & Sport Division Honors Program
HRS 30-Field Study
INDST 40-Vocational Education
INDST 41-Humanities
INDST 42-English
INDST 43-Natural Science
INDST 44-Social Science
INDST 45-Business
INDST 46-Exercise Science, Wellness, & Sport
INDST 48AB-Physically Limited Program
INDST 49ABCD-Individual Studies/Nursing Learning Center
INDST 80-Vocational Education
INDST 81-Humanities
INDST 82-English
INDST 83-Natural Science
INDST 84-Social Science
INDST 85-Business
INDST 88AB-Physically Limited Program
INDST 89ABCD-Individual Studies/Nursing Learning Center
SPEC 51-Vocational Education
SPEC 52-Humanities
SPEC 53-English
SPEC 54-Natural Science
SPEC 55-Behavioral & Social Science
SPEC 56-Business
SPEC 57-Exercise Science, Wellness, & Sport
SPEC 58-Supervised Tutoring
SPEC 81-Vocational Education
SPEC 82-Humanities
SPEC 83-English
SPEC 84-Natural Science
SPEC 85-Behavioral & Social Science
SPEC 86-Business
SPEC 87-Exercise Science, Wellness, & Sport
PE 4ABCD-Badminton
PE 15ABCD-Physical Fitness, Advanced
PE 22ABCD-Racquetball and Handball
PE 40ABCD-Synchronized Swimming
NURS 6-Nursing Transition Course
NURS 1A (V)-Introduction to Patient Care
NURS 1B (V)-Introduction to Patient Care II
NURS 3A (V)-Common Health Problems II
NURS 3B (V)-Common Health Problems II
NURS 1A (R)-Introduction to Patient Care II
NURS 1B (R)-Introduction to Patient Care II
NURS 3A (R)- Common Health Problems II

NURS 3B (R)-Common Health Problems II
NURS 4A(R)-Common Health Problems III
NURS 2C (R)-Pharmacology II
NURS 1C (V)-Pharmacology I
NURS 3C (R)-Patient Care Management & Critical Thinking
NURS 3C (V)-Patient Care Management & Critical Thinking
NURS 2B (R)-Common Health Problems I
NURS 2B (V)-Common Health Problems I
NURS 2A (R)-The Maternity Cycle
NURS 2A (V)- The Maternity Cycle
NURS 1C (R)-Pharmacology I
NURS 2C (V)-Pharmacology II

M/S/C Cardenas/Long

Resolution No. 12876: **NEW COURSES**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (11/13/03, 11/20/03, 12/04/03) and the Academic Senate (1/21/04) adding the following new courses:

CIS 050: On-Line Learning-An Orientation

HIST 220-Women in American History

JRN 106-Photojournalism

COMM 120-Introduction Video and TV Production

COMM 122-Intermediate Video and TV Production

ENGL 094-High Intermediate Grammar & Composition

NURS 110-Nursing Process I

NURS 111-Nursing Skills Lab I

NURS 112-Nursing Process Application I

NURS 114-Pharmacology and Medication Administration

NURS 120-Nursing Process II

NURS 121-Nursing Skills Lab II

NURS 122-Nursing Process Application II

NURS 200-Psychiatric Nursing

NURS 202-Psychiatric Nursing Application

NURS 210-Nursing Processing III

NURS 211-Nursing Skills Lab III

NURS 212-Nursing Process Application III

NURS 220-Nursing Process IV

NURS 221-Nursing Skills Lab IV

NURS 222-Nursing Process Application IV as presented.

M/S/C Cardenas/Long

Resolution No. 12877: **TITLE CHANGES**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (11/13/03) and the Academic Senate (1/21/04) relating to the following title changes:

PIPE 38: Tig Welding

PLUMB 10: Pipe Trades Organization

BUS 152- Basic Keyboarding

BUS 178- Business Computer Applications.

CIS 106- Microsoft Word

CIS 121- Microsoft Word

CIS 124- Excel

CIS 125- Excel

CIS 128- Access

CIS 132- FrontPage.

ELTR 120- Electronic Devices

ELTR 140- Electrical Circuits & Semiconductors.

WT 210- Water Treatment Plant Operator II.

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

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation--
Significant exposure to litigation pursuant to subdivision (b) of
Section 54956.9: Three Cases
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Subdivision (a) of section §54956.9)
Name of cases: C. Marylynn Carlson, Case No. LM-1781-E
Craig R. Luoma, Case No. 1780-E
Roy Bernardi, Claim No. WCSISC2003034098
3. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations

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

Board President Ramirez stated that in Item #1 legal counsel gave a report to the Board; Item #2 two cases are now closed and a report was given on the third claim; Item #3 the Board gave direction to the Negotiating Team.

M/S/C Medina/Long

Resolution No. 12878: **ADMINISTRATIVE RETIREMENT**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of John Hunt, Vice President for Academic Services, effective July 31, 2004.

BE IT FURTHER RESOLVED that approval is given to Mr. Hunt's request for reassignment to the temporary position of Special Assistant to the President effective March 1, 2004.

NOW BE IT RESOLVED that sincere appreciation is expressed for his seven years of service to Imperial Valley College.

M/S/C Cardenas/Acuña

Resolution No. 12879: **REPLACEMENT OF ADMINISTRATIVE POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to replace the position of Vice President of Academic Services.

M/S/C Cardenas/Acuña

Resolution No. 12880: **INTERIM VICE PRESIDENT FOR ACADEMIC SERVICES**

BE IT RESOLVED that the Board approves the appointment of Dr. Marion Boenheim as Interim Vice President for Academic Services effective March 1, 2004 through July 31, 2004, or until the position is filled.

FISCAL IMPACT STATEMENT: \$1,134 per month increase over the salary of Director of Human Resources.

M/S/C Cardenas/Acuña

Resolution No. 12881: **DESIGNATION OF DISTRICT NEGOTIATOR**

BE IT RESOLVED, that the Board approves the appointment of Thomas R. Hudson, Dean of Business Services, as a member of the District's negotiating team effective January 28, 2004.

M/S/C Cardenas/Acuña

Resolution No. 12882: **REPLACEMENT OF FULL-TIME FACULTY POSITIONS**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, Academic Senate Representative, and the area Division Chair in the replacement of the following full-time tenure track positions:

Biology Instructor

(replacement for the position vacated by Jim Pendley)

History Instructor

(replacement for the position vacated by Leon Kelsoe)

Philosophy Instructor

(replacement for the position vacated by Richard Hann)

Political Science Instructor

(replacement for the position vacated by Dr. Robert Wilhelm)

Reading and Composition Instructor

(replacement for the position vacated by Tina Ramsey)

M/S/C Medina/Acuña

Resolution No. 12883: **TENURE FOR FACULTY**

WHEREAS the faculty listed below have fulfilled the obligations set forth in the IVC Tenure Policy:

Beatriz Avila, Transfer Counselor

BE IT NOW RESOLVED that the Board approves granting tenure to the academic personnel listed, and that they be credentialed as tenured faculty effective 2004-2005 academic year.

M/S/C Cardenas/Acuña

Resolution No. 12884: **FULL-TIME TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Spring 2004 Semester on a temporary contract basis:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Fields, Rebecca	Appropriate Classification and Step Contingent Upon Verification of Records	Biology Instructor
Knaak, Manfred	"	Anthropology/Geography Instructor
Kramer, Christopher	"	Philosophy Instructor

M/S/C Cardenas/Acuña

Resolution No. 12885: **EMPLOYMENT OF FULL-TIME TEMPORARY PERSONNEL**

BE IT RESOLVED that the Board approves the following academic personnel for employment for the balance of the 2003-2004 academic year effective January 12, 2004, as a 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>
Fristrup, Carey	Counselor	State	Outreach Coordinator

M/S/C Cardenas/Acuña

Resolution No. 12886: **EMPLOYMENT OF FULL-TIME TEMPORARY PERSONNEL**

BE IT RESOLVED that the Board approves the following academic personnel for employment effective January 14, 2004 through May 29, 2004, 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>
Williams, Jack	Instructor	Workforce Investment Act	Nursing

M/S/C Cardenas/Acuña

Resolution No. 12887: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, for the 2003-2004 academic year, in accordance with the hourly rate provided in Resolution No. 12565. 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</u>
Vizcarra, Margarita	Counselor	Federal

M/S/C Cardenas/Acuña

Resolution No. 12888: **ATHLETIC COACHING STAFF**

BE IT RESOLVED that the Board approves the appointment of Vanessa Mateus as Assistant Coach for Women's Tennis for the Spring 2004 Semester at a stipend of \$1,700.00.

M/S/C Cardenas/Acuña

Resolution No. 12889: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that approval is given to Kevin McFadden, Volunteer Assistant Women's Basketball Coach, and that he be covered by Workman's Compensation Insurance through March 31, 2004.

BE IT FURTHER RESOLVED that thanks is extended to Kevin McFadden for his contribution to Imperial Valley College.

M/S/C Cardenas/Acuña

Resolution No. 12890: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed during the Spring 2004 semester, as credentialed, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger printing clearance, and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Abedi, Mizaba	English as a Second Language
Alibrandi, Thomas	English
Ballard, Timothy	Political Science
Beckett, Phillip	English
Bernal, Claudia	English as a Second Language
Coffer, Herbert	Business
Garcia, Sarah	English as a Second Language
Haddad, Virginia	English as a Second Language
Hann, Richard*	Philosophy
Huerta, Gonzalo	Welding
Staten, Patrick	Math
Vasquez, Gloria	Special Studies (American Citizen)

*Substitute

M/S/C Cardenas/Acuña

Resolution No. 12891: **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>
Peraza, Connie	Financial Aid Technician	State	27-A	1/26/04

M/S/C Medina/Acuña to **ADJOURN** - A Board Study Session will take place at 3:30 P.M. on Monday, February 23, 2004, in the Casbah Room, and the regular meeting of the Board of Trustees will take place at 6:00 P.M. in the Administration Building Board Room.