

ADOPTED MINUTES

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

Tuesday, August 17, 2004

On Tuesday, August 17, 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, Louis Wong

BOARD MEMBER ABSENT: Kelly Keithly

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate
Irene Garcia, Students
John Abarca, Classified

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Tom Hudson, Dean for Business Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Kendra Jeffcoat, Vice President for Academic Services
Dr. Marion Boenheim, Director of Human Resources

VISITORS PRESENT:

Frances Beope; Heather Bremmer; Eileen Buckel; Ted Ceasar; Edgar Coronel; Lisa Cross; Carlos Fletes; Bill Gay; Gonzalo Huerta; Carol Lee; Jan Magno; Kathie Westerfield; Dr. Lianna Zhao.

WRITTEN COMMUNICATIONS

1. District Negotiations Proposal for 2004-2005 to IVC CCA/CTA/NEA
2. IVC Chapter 472 CSEA Opening Negotiations for 2004-2005

PUBLIC COMMENTS

Cesar Guzman thanked the Board for their confidence in appointing him as Interim Dean of Instruction for Extended Campus.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Irene Garcia, reported the following:

- August 17-18 ASG sponsored an information booth where students can ask questions, pick up a campus map, receive student insurance information, class schedules, receive voter registration information, ASG pamphlets and applications.
- August 24-25 the ASG will be giving away snow cones in the College Center.
- August 27 is the deadline for ASG Senator applications.
- September 7-8 the ASG will hold Senate Elections.
- September 13-17 is Hispanic Heritage Week and activities are to be announced.

ACADEMIC SENATE UPDATE

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

- The Senate will hold its first meeting of the year on August 18.
- Dr. Mary Allen, retired CSU Institute for Teaching and Learning Director addressed the faculty and staff at Orientation held on August 16. Dr. Allen shared information on the new Assessment Student Learning Outcomes that will be a part of the Western Association of Schools and Colleges Accreditation Standards.
- Dr. Benny Andres, History Professor, has received the American Historical Association, Pacific Coast Branch, and Most Outstanding Dissertation Award on the History of the American West in the 20th Century.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- An invitation was extended to attend a Bond Campaign meeting on Saturday, August 21, from 3:00 to 5:00 P.M. at Dr. Pai's home. Abel Guillen, Bond Consultant, will be available to answer questions.
- Dr. Pai and Bill Gay have made several public presentations sharing information on IVC's facility needs. They has visited all high school Board meetings, one civic club, with many more to go. Appearances will

also be visible at the new teachers' appreciation lunches in Calexico and Brawley.

- Recognition was given to the IVC classified staff who are involved in Banner conversion preparing for online registration and admission, financial aid, purchasing, student in-take, preparation of campus facilities and grounds, and dealing with trouble-shooting dealing with glitches and breakdowns of the infrastructure.
- Dr. Pai shared the story of a third semester student that was not able to get into the science classes that she needed to get into the Nursing Program.
- AB 3063 Community College Interstate Attendance Agreements legislation is on the Governor's desk for signature. This would allow for the continuance of the existing agreement which allows for one-for-one exchange so that California residents, mostly from Winterhaven, in our District, would be able to attend Arizona Western College and pay in-state fees. At the same time, Arizona students can attend Imperial Valley College.

MONTHLY FINANCIAL REPORT

Tom Hudson called attention to the monthly budget report for the month ending July 31, 2004, and that 8.33% of the major budget categories has been spent.

FALL 2004 REGISTRATION UPDATE

Kathie Westerfield reported the following registration statistics as of July 27, 2004:

- Students with classes' number 7,171, or a 10.5% increase.
- Contact hours are up by 19.3%.
- There were 956 students moved from the wait list into 420 class rosters.

From the first day of classes (August 17, 2004) the following statistics reflected:

- Students with classes numbered 7,531, or an increase of 7.9%
- Total contact hours is up by 17%

FAST TRACK PILOT PROGRAM

Carol Lee, Director of the Transfer Center, reported that 24 high school graduates applied for the priority registration program for Imperial County high school graduates who are academically prepared for college level courses. Only 11 students met that requirement.

BOND ISSUE

Tom Hudson reported that a Campaign Task Force had been organized. The proper documents have been filed with the Imperial County Clerk's Office to place Bond Measure L on the November 2 ballot. Calipatria School Superintendent, Jim Hanks, will act as campaign chair; Allan Tyler will act as Treasurer. No arguments or rebuttals have been filed that would be against the measure.

M/S/C Cardenas/Acuña to approve the Minutes dated July 20, 2004

M/S/C Cardenas/Acuña
Resolution No. 13071: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P4050845 through P5000230 in the amount of \$286,081.75, and Direct Payment Nos. I0003753 through I0004329 in the amount of \$418,049.28 are approved.

M/S/C Cardenas/Acuña
Resolution No. 13072: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 1 in the amount of \$142,535.95 and Warrant Order No. 2 in the amount of \$1,497,618.51 be ratified.

M/S/C Cardenas/Acuña
Resolution No. 13073: **COMMERCIAL WARRANT ORDERS**

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

- 1 in the amount of \$289,510.58
- 2 in the amount of \$398,797.12
- 3 in the amount of \$500,919.72
- 4 in the amount of \$137,430.83
- 4A in the amount of \$4,793.55

WHEREAS the District Long Range Facilities Plan has forecasted a need for 12 science labs and the Measure "L" Bond Levy scheduled for November has the funding for the 12 science labs; and

WHEREAS, after the Bond passes it will take nearly three years to design, permit, construct and occupy the new science facility. That is seven semesters with inadequate science labs, and all of our labs are currently full; and

WHEREAS as a result it was the recommendation of the administration that a portable lab be rented and set-up for occupancy beginning of classes August 16, and the decision was made July 27, 2004, and at the time we ordered an office portable also to help accommodate the additional 25 full time and potential 50% increase in adjunct faculties, and the portables have been delivered, set-up and are ready for students and faculty.

WHEREAS, we anticipate needing an additional four to five portables over the next three years, and rather than purchasing the portable labs before we need them we will let student registration drive the decision as has been the case this year.

NOW, BE IT RESOLVED that the Board ratifies the rental of two portable buildings for the purpose of providing a temporary science lab to meet the needs of increased science students, and to provide office space for new faculty.

FISCAL IMPACT STATEMENT: \$1,800.00 per month plus \$9,000.00 in site improvements to be paid out of the Capital Projects Fund.

M/S/C Cardenas/Acuña

Resolution No. 13078: **CHILD DEVELOPMENT - FACILITIES RENOVATION AND REPAIR PROJECTS**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes Amendment 01, for Program Requirements for Facilities Renovation and Repair Projects, with local agreement number GRPM-3009, for fiscal years 2003-2004 through 2005-2006, in the amount of \$25,000.00, with the California State Department of Education.

BE IT FURTHER RESOLVED that Dr. Paul Pai, Superintendent/ President, and Dr. Kendra Jeffcoat, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

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: Two Case
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

Board President Rebecca Ramirez announced that information was received in Items 1 and 2, and action will be taken in Resolution No. 13079.

M/S/C Medina/Wong

Resolution No. 13079: **DISMISSAL OF CLASSIFIED EMPLOYEE**

BE IT RESOLVED that the Board approves the dismissal of the Staff Secretary I in the Child, Family & Consumer Sciences Department effective July 30, 2004.

NO ACTION TAKEN

Resolution No. 13080: **MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND IVC CHAPTER CCA/CTA/NEA**

BE IT RESOLVED that the Board approves this Memorandum of Understanding between the Imperial Community College District (District) and the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association (Association).

WHEREAS, to increase access to students, instructors were allowed to teach classes simultaneously on an experimental basis during the Spring 2004 and Summer 2004 school sessions;

WHEREAS, the District and CTA agreed that this method of offering classes to students did not establish any past practice or binding precedent;

WHEREAS, since the experiment proved to be a success the District and CTA wish to continue offering classes in this manner;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Effective with the fall 2004 semester, instructors will be allowed to simultaneously teach certain classes upon prior approval of the Vice President of Academic Services.
2. The compensation method for instructors teaching classes simultaneously shall be determined upon mutual agreement of the District and CTA.

M/S/C Medina/Wong

Resolution No. 13081: **FULL-TIME TENURE TRACK ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time tenure track, academic personnel be employed for the 2004-2005 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Hudson, Peggy	Appropriate Classification and Step Contingent Upon Verification of Records	Non-Credit Instructional Coordinator
Pacheco, Stephen	"	Philosophy Instructor
Peterson, Cindi	"	English as a Second Language Instructor

M/S/C Medina/Wong

Resolution No. 13082: **TEMPORARY CONTRACT ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the 2004-2005 academic year on a temporary contract basis, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Carter, Katrena	Appropriate Classification and Step Contingent Upon Verification of Records	Agriculture Instructor
Miranda, Frank	"	Heat Ventilation and Air Conditioning Instructor
Sorenson, Bonnie	"	Biology Instructor

M/S/C Medina/Wong

Resolution No. 13083: **TEMPORARY CONTRACT ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the fall 2004 Semester on a temporary contract basis, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Lopez, Teresa	Appropriate Classification and Step Contingent Upon Verification of Records	English as a Second Language Instructor
Paine, Yvonne	"	English (Reading) Instructor

M/S/C Medina/Wong

Resolution No. 13084: **INTERIM DEAN OF INSTRUCTION FOR EXTENDED CAMPUS**

BE IT RESOLVED that Cesar Guzman, Full-Time District Counselor, be appointed as Interim Dean of Instruction for Extended Campus effective August 2, 2004.

M/S/C Medina/Wong

Resolution No. 13085: **NURSING LAB SUPPLIES COORDINATOR**

BE IT RESOLVED that the Board approves Marylynn Carlson to continue as Lab Supplies Coordinator for the Imperial Valley College Nursing Education/Health Technologies Department for the 2004-2005 academic year.

M/S/C Medina/Wong

Resolution No. 13086: **VOLUNTEER EMPLOYMENT - DESERT MUSEUM DIRECTOR**

BE IT RESOLVED that John R. Cook, be approved for the position of Volunteer Desert Museum Director, for one year, and that he will be covered under the District's Workman's Compensation Insurance Policy.

BE IT FURTHER RESOLVED that sincere appreciation is expressed to John R. Cook for his contribution to the IVC Desert Museum.

M/S/C Medina/Wong

Resolution No. 13087: **LEAVE OF ABSENCE**

BE IT RESOLVED that the Board approves a leave of absence with health and welfare benefits for Rosalie Lopez, Upward Bound Director, which is in accordance with Article 6.10 of the Agreement between the District and the IVC Chapter of CCA/CTA/NEA, and will be effective for the 2004-2005 Academic Year.

M/S/C Medina/Wong

Resolution No. 13088: **PER-SESSION INSTRUCTOR EMPLOYMENT**

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

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Aguirre, Fernando	Spanish
Heredia, Rosa	English as a Second Language
Schultz, Richard	History
Torales, Maria-Elena	Spanish

M/S/C Medina/Wong

Resolution No. 13089: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Alarcon, Jose	Student Services Coordinator (Admissions)	District	33-G	8/1/04
Cantwell, Jeff P.	Microcomputer Lab Assistant	District	25-C	8/9/04
Fabian, Maria I.	Preschool/Infant/ Toddler Teacher	State	26-A	8/16/04

M/S/C Medina/Wong

Resolution No. 13090: **CLASSIFIED DISTRICT TRANSFER/REASSIGNMENT**

BE IT RESOLVED that the following individuals be employed in the classified service pursuant to a District transfer/reassignment as indicated:

<u>NAME</u>	<u>FROM POSITION/ DEPARTMENT/ RANGE/ FUNDING</u>	<u>TO POSITION/ DEPARTMENT/ RANGE/ FUNDING</u>	<u>EFFECTIVE</u>
Ceballos, Ada	Food Service Assistant II Cafeteria 18-G District Full-time	Custodian Maintenance and Operations 21-G District Full-time	7/1/04
Garcia, Maria F.	Food Service Assistant II Cafeteria 18-H District Part-time	Custodian Maintenance and Operations 21-H District Full-time	8/9/04
Smith, Connie	Food Service Assistant II Cafeteria 18-H District Full-time	Mail Room/Office Assistant Maintenance and Operations 21-H District Full-time	7/1/04

M/S/C Medina/Wong

Resolution No. 13091: **SHORT-TERM EMPLOYEES**

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>
Alman, Esperanza	Office Assistant I (Admissions)	District	19-A	8/9/04 to 6/30/05
Castro, Alma Lorena	Office Assistant I (Admissions)	District	19-A	8/9/04 to 6/30/05
Esquer, Carla	Office Assistant I (Admissions)	District	19-A	8/9/04 to 6/30/05
Lopez, Rosa	Office Assistant I (Industrial Technology)	District	19-A	7/1/04 to 9/16/04
Ortiz, Laura	Office Assistant I (Admissions)	District	19-A	8/9/04 to 6/30/05
Phlaum, John	Custodian (Museum)	Categorical	21-A	7/1/04 to 6/30/05
Renteria, Maritza	Assessment Center Technician*	State	27-A	7/13/04 to 7/22/04

*DRP Post-Assessment Services for summer 2004

M/S/C Medina/Wong

Resolution No. 13092: **SUBSTITUTE EMPLOYEES**

BE IT RESOLVED that the following individuals be employed on a substitute basis, as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Berry, Allison	Office Assistant I (Extended Campus)	District	19-A	8/1/04 to 6/30/05
Reyes, Maria	Office Assistant I (Extended Campus)	District	23-A	8/1/04 to 6/30/05
Rogers, Monica	Student Services Assistant (Extended Campus)	District	23-A	8/1/04 to 6/30/05

M/S/C Medina/Wong

Resolution No. 13093: **MUSEUM CURATOR**

BE IT RESOLVED that the Board approves the Personal Services Contract of Karen Collins as Museum Curator, with the Imperial Valley College Desert Museum Society, be extended for the 2004-2005 fiscal year for the amount of \$2,476.27 per month without benefits (funding provided by the IVC Desert Museum Society).

M/S/C Medina/Wong

Resolution No. 13094: **DIRECTOR OF ALCOHOL AND DRUG STUDIES**

BE IT RESOLVED that the Board approves Mary Staton to serve as Director of Alcohol and Drug Studies for the District for the 2004-2005 academic year.

M/S/C Medina/Wong

Resolution No. 13095: **STAFF DEVELOPMENT COORDINATOR**

BE IT RESOLVED that Sergio Lopez be appointed to serve as the Staff Development Coordinator for the 2004-2005 academic year.

M/S/C Medina/Acuña to **ADJOURN** this meeting at 6:55 P.M. - The next regular meeting of the Board of Trustees is scheduled for Tuesday, September 14, 2004, at 6:00 P.M.

Adopted this _____ day of _____, 2004.

ICCD Board President

ICCD Board Secretary