

**IMPERIAL VALLEY COLLEGE COUNCIL**

**MINUTES**

**Monday, February 27, 2006**

College Council Chair, Ted Ceasar, called the meeting of the College Council to order at 2:08 P.M., on Monday, February 27, 2006.

Council members in attendance were as follows:

Ted Ceasar, Administrative Representative (Chair)  
Efrain Silva, Administrative Representative  
Marion Boenheim, Administrative Representative  
Kathy Berry, Alternate Administrative Representative

Lincoln Davis, Faculty Representative (Vice Chair)  
Cathy Zazueta, Faculty Representative  
Patti Biley, Faculty Representative

Carol C. Ramirez, Classified Staff Representative

Monica Bulong, Student Representative  
Gloria Gomez for Nancy Ramirez, Student Representative  
Francisco Marical for Herman Quintanilla, Student Representative

Leonard Fabian, Alternate CMCA Representative

Paul Pai, Ex Officio

Council members not in attendance were as follows:

James Patterson, Alternate Faculty Representative  
John Abarca, Classified Staff Representative  
Patricia Robles, Classified Representative  
Frances Arce-Gomez, Alternate Classified Representative  
Rick Webster, CMCA Representative  
Nancy Ramirez, Student Representative  
Gene Hill, Ex Officio

Others present were:

Tom Alibrandi; Laurie Franks; Bill Gay; Carol Hann; Saul Hom; Mark Horsman; Dr. Victor Jaime; Dr. Kendra Jeffcoat; Sergio Lopez; Dr. Joe Vogel; Tom Alibrandi;

Recorder: Shirley Hofer-Bell

MEMBERSHIP CHANGES

It was noted that Gloria Gomez would replace Nancy Ramirez as Student Representative, and Francisco Mariscal will replace Herman Quintanilla as Student Representative, and the Alternate Student Representative is vacant.

PUBLIC COMMENTS

No comments were heard.

CORRESPONDENCE

There was no correspondence.

APPROVAL OF MINUTES

M/S/C M. Boenheim/L. Fabian to approve the minutes of February 13, 2006 as presented.

REPORT FROM THE PRESIDENT

Dr. Pai reported the following:

- The District Board once again tabled for another month, action on the Withdrawal Drop Deadline change which was recommended by the Academic Senate. The students were encouraged to complete data collection from other community colleges. Dr. Pai also encouraged that negotiations and consultation take place between the ASG and Academic Senate.
- Lincoln Davis was presented his tenure certificate by Dr. Pai. Suzanne Gretz and Deirdre Rowley also achieved tenure.
- Chancellor's Office Representatives Vicki Warner and Juan Cruz will visit IVC on February 28 and March 1 to assist IVC in the approval process with the State for non-credit courses that will meet the needs of the community.

MINUTES FROM STANDING AND AD HOC COMMITTEES

The following minutes were reviewed with no questions:

- a. Campus Operations Committee: January 12, 2006

CHANGE OF COLLEGE COUNCIL MEETING TIME

The time change was proposed by Sergio Lopez and the students who stated that classes no longer start and end on the hour since the compressed calendar was instituted. Concern was expressed by Lincoln

Davis over changing the time that College Council meets because everyone is aware that it meets at 2 p.m.

M/S/C F. Mariscal/M. Bulong that the College Council regular meeting time will change to 2:30 P.M. beginning with the March 13 meeting.

#### DISTRICT CODE OF ETHICS

M/S/C M. Boenheim/L. Fabian that the College Council recommends to the Superintendent/President that the following Code of Ethics go forward for approval by the District Board:

### **IMPERIAL COMMUNITY COLLEGE DISTRICT CODE OF ETHICS**

a. Preamble

Imperial Community College District is comprised of professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, and uniqueness of each individual within the college community. These professionals are committed to protecting human rights and pursuing academic excellence. While demanding for ourselves freedom of inquiry and communication, they accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and the college community; and avoidance of conflicts of interest and the appearance of impropriety.

b. Definition of Ethics

Ethical behavior is often defined as standards which are used to discriminate between "right" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is described as one who is fair, honest, straightforward, trustworthy, objective and unprejudiced. Integrity is the cornerstone of ethical behavior.

c. Rationale

The specifications of ethical standards enable us to clarify the nature of common ethical responsibilities not only for present and future employees, but also for those we serve. As a means of supporting these commitments and responsibilities, members of the Imperial Community College District Board of Trustees, administration, faculty, and staff subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to all individuals, including members of the Board of Trustees, full-time, part-time and student employees.

d. Limitations

The following policy is not an attempt to provide comprehensive guidelines regarding ethical issues in education. Nor does it supersede more specific board policies affecting ethical considerations. This code is intended to provide general guidelines and expectations for the conduct of individuals at Imperial Community College District as we work toward maintaining ethical standards. Employees are also guided by ethical standards established by professional organizations in their respective fields, such as: The American Association of University

Professors, American College Personnel Association, Association of California Community College Administrators, etc.

e. General Responsibilities to the College Community

Recognizing their responsibility to Imperial Community College District, every employee is expected to:

- Model ethical behavior for students and colleagues and expect the same from others at all times. If situations concerning ethical behavior regarding personal values, performance or conduct arise, then both the employee and the College have the responsibility directly and constructively to seek resolution of the conflicts. Possible actions include (a) confronting the individual in question, (b) utilizing institutional channels and procedures, such as the District Grievance Procedure, and/or (c) using available mechanisms of professional associations.
- Accept responsibilities to the institution and to individuals they serve. Thus, each employee is expected to support the philosophy and the mission of the institution.
- Address issues and work with people without prejudice or discrimination.
- Avoid conflicts of interest in relationships and contractual obligations.
- Monitor personal and professional effectiveness.
- Ensure that an accurate representation of college goals, services, programs, and policies are made to the public, students, and colleagues.
- Ensure those who engage in research are knowledgeable and skilled in research technique and use sound and defensible methodology.
- Adhere to copyright law and established guidelines which seek an appropriate balance between the propriety rights of copyright owners and the instructional needs of educational institutions.

f. Responsibility to the Profession

Recognizing a responsibility to their professions, employees are expected to:

- Contribute to the development of their respective professions through sharing skills and ideas; serving professional organizations; and serving as mentors to emerging professionals.
- Maintain and enhance individual professional effectiveness and competence through continuing education to improve skills and acquire new knowledge, and they assure the same opportunity for persons under their supervision.
- Accurately represent their experience and credentials, competencies and limitations to all concerned and are responsible for correcting any misrepresentations of their qualifications by others.

g. Responsibilities to Colleagues

In the interest of maintaining effective working relationships with our colleagues and promoting an environment of collegiality, employees are expected to:

- Facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to dissent.

- Avoid disclosing information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Refrain from making false or malicious statements about colleagues.
- Demonstrate a professional demeanor to those they supervise with respect and integrity.
- Foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.

h. Responsibility to the Student

In fulfillment of their obligation to the student, employees are expected to:

- Promote freedom of inquiry and expression in the pursuit of learning.
- Ensure that the student has access to varying points of view.
- Avoid intentionally suppressing or distorting subject matter relevant to the student's progress.
- Make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Avoid intentionally embarrassing or disparaging the student.
- Avoid disclosing information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- Demonstrate ethical behavior regarding issues in measurement and evaluation both in and out of the classroom.

i. References

Many professional organizations have developed ethical standards from which this Code of Ethics has been drawn. Employees are urged to refer to their own professional organizations for additional codes of ethics.

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EMPLOYEE CERTIFICATION

I acknowledge that I have received the Code of Ethics of Imperial Community College District.

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Employee Signature

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Date

SOLUTIONS TO GENERATING REVENUES FOR IVC

Ted Ceasar stated that many ideas for generating revenues have been shared on opencomm, and Tom Alibrandi's presentation on February 24 in room 2131 was well attended. Any idea that has merit should be pursued and brought forward through the proper channels.

Tom Alibrandi encouraged the pursuit of grants to generate additional revenues. Grant possibilities are to further Hispanic students academic success rate, or a program for the aging. Establishment of a brainstorming group to investigate grant opportunities was encouraged. Collaboration with the university in Mexicali for a bi-cultural teacher exchange was discussed. Waiving tuition for Mexicali students was discussed with a possibility of requesting a redefinition of residency from the Chancellor's Office.

Efrain Silva discussed the opportunity of expanding the revenue generating non-credit program in the areas of ESL, skills for older workers, citizenship classes, basic skills for the severely disabled, assisting high school students in passing the exit exam, and the establishment of a prison education program.

The need for a comprehensive needs assessment both on and off campus was discussed.

Kathy Berry reviewed the grant funding available by the state to address the nursing shortage crisis in California. Legislation will be amended to allow nursing grants to include funding of prerequisites. A grant is being submitted to the Chancellor's Office in the amount of \$401,687 to renovate and update skills labs and classrooms. A second grant requests \$125,000 to be used to augment the instruction of registered nurses.

Dr. Jeffcoat, Lenny Fabian and Gonzalo Huerta are actively pursuing a Quick Start Grant partnering with IV ROP.

Dr. Vogel and the College Council discussed the possibility of decreasing the reserves. It is mandated by Education Code to have at least 3% in reserve to meet unforeseen obligations that may arise. Falling below 3% the Chancellor's Office puts the District on a watch list. Current reserves are at 6.3%, and at least 5% is good business practice.

Also discussed was the \$1.77 million that the Chancellor's Office overpaid IVC the double counting of FTES for the 2006 summer session. This is money that was not earned and must be paid back. Dr. Vogel is exploring the possibility of refunding this money over a period of time.

Cathy Zazueta discussed implementing cost saving measures in the form of leaves of absence 199 day employees could temporarily work 177 days, and a voluntary work furlough program.

Cost savings from non replacement of retirees was discussed.

Allowing academically qualified administrators and classified managers to produce income for the college by teaching classes was discussed.

The need for a Grant Writing Committee and the need for someone to facilitate this group was emphasized. Dr. Jeffcoat stated that this would be a topic of Instructional Council to develop procedures.

The College Council took the following action:

M/S/C P. Biley/M. Boenheim that the College Council recommends to the Superintendent/President that a committee be established for the purpose of grant writing, and it is further recommended that a representative from each division be included on this committee, and these representatives should be granted reassigned time for their efforts. It was also recommended that an individual be designated to facilitate the Grant Writing Committee.

M/S/C C. Zazueta/L. Fabian that the College Council recommends to the Superintendent/President that he directs an investigation into the feasibility of a voluntary staff furlough/leave of absence (without pay with benefits) program.

M/S/C L. Fabian/C. Zazueta that the College Council recommends to the Superintendent/President that he directs an investigation into payback in installments over a period of time to the Chancellor's Office the \$1.77 million overpayment in revenue, and the possibility of reducing the reserve percentage.

The meeting was Adjourned at 3:38 p.m.

**2005-2006 College Council Meeting Schedule at 2:00 P.M. in the Board Room**

March 13 and 27
April 10
May 8 and 22
June 26