

ADOPTED MINUTES

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

Wednesday, November 8, 2000

Location: IVC Administration Building Board Room  
380 East Ira Aten Road, Imperial, CA 92251

The regular meeting of the Imperial Community College District Board of Trustees was called to order at 6:00 P.M., on Wednesday, November 8, 2000, by Board President Rebecca Ramirez.

TRUSTEES PRESENT: Rudy Cardenas, Jr.  
Claudine Duff  
Kelly Keithly  
Marian Long  
Rebecca Ramirez  
Louis Wong

TRUSTEES PRESENT: Romualdo Medina

REPRESENTATIVES PRESENT: Julie Fernandez, Associated Students  
Eric Jacobson, Academic Senate  
Nona Hughes, Classified Staff

CONSULTANTS PRESENT:

Dr. Gilbert M. Dominguez, Superintendent/President  
John Hunt, Vice President for Academic Services  
Carlos Fletes, Vice President for Business Services  
Dr. Victor Jaime, Vice President for Student Services  
Ruth Montenegro, Interim Director of Human Resources  
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Kathy Berry; Dawn Chun; Todd Hansink; Janell Hodgkin; Kelly Rausch;  
Sergio Lopez; James Patterson; Valerie Rodgers; Tom Remington.

PUBLIC COMMENTS

The Board President invited members of the public to comment on any agenda item, or any item not on the agenda. No comments were made.

ACADEMIC SENATE UPDATE

Eric Jacobson reported on the following:

1. The Senate thanked the campus community for the generous donations of \$3,402.00, to the Rich Williams Benefit and Silent Auction. They were able to purchase a laptop computer equipped with software to meet the needs of his disability. Any funds left over will be applied to the scholarship fund.
2. Full-time faculty will be evaluating all administrators and the President during the month of November.
3. The Senate passed a resolution recognizing Ray White's 30 years of service as a teaching faculty member in the area of Automotive Technology, and supports the naming of the IVC Tool Distribution Center as the "Ray White Tool Distribution Center."
4. The Senate supports Dr. Dominguez's proposal regarding the Academic Senate and Administrators Retreat, which is scheduled during Flex Week on Thursday, January 11, 2001.

ASSOCIATED STUDENT GOVERNMENT UPDATE

Julie Fernandez, Associated Student Government Treasurer, reported on the following:

1. The "Fright Flick Marathon" held October 12, 13, and 30, 2000, went well and had good student attendance. Halloween festivities on October 31, 2000, included contests for pumpkin carving, pumpkin pie eating, bobbing for bones, costume contest, and a dance.
2. Veterans Day was celebrated by featuring lectures from various guest speakers, and wartime movies were shown.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. On Friday, November 2, 2000, 22 students, faculty, administrators, and Board Member Marian Long, left from the Calexico Chamber of Commerce to tour CETYS University, Kwikset Maquiladora, among other sites of interest in Mexicali. The trip was sponsored by Spectrum and the Mexicali Tourism Bureau. Everyone found the trip most interesting and valuable. Many contacts were made and a deeper appreciation of our neighbors to the south was gained.

2. On Monday, November 6, 2000, at the Region 10 meeting of SDICCCA Presidents, CSU Chancellor Charles Reed expounded on his commitment to improve the number of community college transfer students into the CSU system. He cited that some students have to take 170 units to get a 120-unit degree before they are accepted in the CSU system, and that 70% of the teachers in California come through the community colleges. One of his goals is to move the CSUs to a common calendar with community colleges. Another goal is to work toward a more seamless transfer degree program so that excessive units are not taken. One of the outcomes of this meeting is that Region 10 community colleges will be used as a pilot case for many of these goals.
3. One of our Board members has been nominated and was selected for the Distinguished Citizen Award by the University of Arizona Alumni Association. Kelly Keithly will be presented this Award on November 10, 2000, at the Marriott Hotel in Tucson, Arizona. IVC congratulates him, as we have been witness to his efforts and the communities he serves. This is a well-deserved award.

#### PROGRAM REVIEW UPDATE

Business Division Chair Todd Hansink presented a report on the state of the Business Division, and the results of their recently completed program review and self-studies. The Business Division is an enthusiastic, hard working full-time faculty of nine. In 1999, there were 1,350 declared business majors, which is 12% of the total student population. There has been a dramatic increase (1,484 students) in computer lab use, and an increase of 30 technology-training sessions. The Business Division found that the areas of strength are (1) very high teaching quality and standards; (2) computer equipment and software are used constantly; (3) provides a variety of short-term certificates; (4) course offering vs. demand for classes.

#### 2000-2001 BOARD RETREAT

Dr. Dominguez reminded the Board that the Retreat is scheduled for Saturday, January 27, 2001, and topics were needed to develop the day's activities. Mr. Cardenas suggested Armando Ruiz, a Trustee from South Orange Coast Community College District, as facilitator.

#### PUBLIC HEARING

A public hearing was held on the CSEA, Chapter 472 Negotiations Proposal for 2000-2001, which was presented to the Board on October 11, 2000. No comments were made.

M/S/C Cardenas/Keithly to approve the Minutes dated October 11, 2000.

M/S/C Cardenas/Keithly

Resolution No. 12055: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 101277 through 101889 inclusive be approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 100586 through 100824, inclusive be approved.

M/S/C Cardenas/Keithly

Resolution No. 12056: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 7 in the amount of \$95,069.05, and No. 8 in the amount of \$1,380,447.40, be ratified.

M/S/C Cardenas/Keithly

Resolution No. 12057: **COMMERCIAL WARRANT ORDERS**

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

- 14 in the amount of \$172,503.20
- 15 in the amount of \$683,604.72
- 16 in the amount of \$396,045.76
- 17 in the amount of \$72,319.37

M/S/C Cardenas/Keithly

Resolution No. 12057-A: **CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Board of Trustees accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending September 30, 2000, and directs the 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.

M/S/C Duff/Cardenas

Resolution No. 12058: **CERTIFICATION OF THE INSTITUTIONAL SELF STUDY REPORT FOR ACCREDITATION**

WHEREAS the Imperial Valley College Institutional Self Study Report for Accreditation is being submitted to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges for the purpose of assisting in the determination of our institution's accreditation status; and

WHEREAS Imperial Valley College certifies that there was broad participation by the campus community, and we believe the Self Study Report accurately reflects the nature and substance of this institution.

BE IT NOW RESOLVED that Board commends everyone that contributed to the Self Study Report, and approves the submission of this Report.

M/S/C Keithly/Duff

Resolution No. 12059: **2000-2001 TELECOMMUNICATIONS AND TECHNOLOGY INFRASTRUCTURE PROGRAM (TTIP)**

WHEREAS the District has been notified by the Chancellor's Office that funds are to be allocated for the purposes of video conferencing, college library automation and technology human resources training; and

WHEREAS the total amount allocated to Imperial Valley College is \$248,832.

NOW, THEREFORE BE IT RESOLVED that the Board hereby approves the 2000-2001 Telecommunication and Technology Infrastructure Program (TTIP) Expenditure Plan as submitted.

M/S/C Long/Keithly

Resolution No. 12060: **SURPLUS PROPERTY LIST**

BE IT RESOLVED that the Board approves declaring outdated, nonfunctional property of the Imperial Community College District, as surplus property (Exhibit A), which is no longer being used for educational purposes;

BE IT FURTHER RESOLVED that the Superintendent/President, and or the Vice President for Business Services, and/or the Director of Purchasing and Warehouse is authorized and instructed to dispose of the equipment in the best interest of the College as referred to on the Surplus Property List, Exhibit A.

M/S/C Cardenas/Keithly

Resolution No. 12061: **REVISION TO THE TRAVEL POLICY**

BE IT RESOLVED that the Board approves the following changes to the Travel Policy:

BOARD POLICY SECTION 7          ACCOUNTING

7.6 Conference Attendance and Reimbursements (Board Resolution No. 11149)

It is the policy of the Imperial Community College District to pay for, or reimburse staff members for actual and necessary travel expenses incurred in traveling on official business.

THE REIMBURSEMENT POLICY AS IT RELATES TO CONFERENCE ATTENDANCE, AS WELL AS TO LOCAL AND DISTANT TRAVEL, IS:

1. In-County Travel:

- a. Mileage reimbursement rate: ~~Thirty cents (.30)\* per mile when an employee uses his/her personal car for official District business within Imperial County. (\*The mileage rate shall be one cent less than the Internal Revenue Service maximum tax-exempt reimbursement.)~~

**The mileage rate shall be the Internal Revenue Service maximum tax-exempt reimbursement rate in effect at the time the request is submitted. Mileage shall be reimbursed when an employee uses his/her personal car for official District business within Imperial County.**

- b. All mileage shall be documented on a Mileage Expense Claim form, and approved by the immediate supervisor, appropriate Vice President, and Vice President for Business Services.
- c. Reimbursement for off-highway archeological travel shall be at the in-county mileage rate.

2. Out-of-County Travel:

Requests to attend conferences shall be made on the Travel Request and Expense forms ~~as much~~ in advance ~~as is practical for all departmental approvals~~. All faculty conference attendance must be approved by the division chairperson, the Vice President for Academic Services, and the Superintendent/President. The Dean of ~~Vocational Education~~ **Instruction for Applied Science** shall act upon requests for conference attendance for those individuals

involved in that area. All conference travel must come within the ~~departmental~~ **cost control center** budget allocation **and must be accompanied by appropriate supportive documentation (i.e., flyer or other seminar information).**

a. Transportation:

Prior authorization as to the mode of transportation and the means of reimbursement is required for all out of District travel (Travel Request and Expense form and/or Transportation Request form). For approved travel outside District boundaries, either a rental vehicle, private vehicle, or public transportation is to be used. The following procedure shall be used for travel relating to official district business and conference/workshop attendance:

- i. The employee may request a rental car/van and a district gas credit card.
- ii. If a credit card is not available, the employee may use their personal credit card or cash, and claim reimbursement (receipts required).  
**Reimbursement will only be made for gasoline on rental cars/vans.**
- iii. Employees may drive their personal vehicle and ~~may request a district gas credit card. If a personal vehicle is used, reimbursement shall be at the rental car rate for a compact vehicle~~ **with mileage reimbursed at the current rate for actual miles driven to and from the conference. This reimbursement will cover gasoline and vehicle wear and tear. All mileage shall be documented on a Mileage Expense Claim form and approved by the immediate supervisor, appropriate Vice President, and Vice President for Business Services. Employees driving their personal vehicles need to provide a copy of insurance coverage documents.**
- iv. Airline Tickets/Other Commercial Transportation:

It is recommended that the purchase order system be used to obtain plane tickets. If an employee pays for his/her own transportation, a receipt or proof of payment is required for reimbursement.

v. Other Transportation Costs

Other costs associated with transportation (e.g., shuttles, taxis, parking) are reimbursable on a substantiation basis (receipts required).

b. Lodging:

The District will pay the cost of lodging at the hotel where a conference is held; if an employee elects to stay at another hotel, the District will pay **transportation and hotel** cost up to the cost of the conference hotel. Lodging receipts are required for reimbursement.

c. Conference Registration:

~~It is recommended that~~ Registration fees for conferences **should** be paid through the Purchase Order system. If registration is paid by the employee, a receipt (or proof of payment) is required for reimbursement; **however, prior approval must be obtained.**

d. Meals:

**Employees:** Reimbursement for meals will be on a per-diem basis of \$35. **Travelers will be reimbursed for breakfast if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.** Incidentals such as tips, are included in the per diem.

Breakfast Allowance	\$ 7.00
Lunch Allowance	\$10.00
Dinner Allowance	\$18.00
Incidentals (tips)	<u>INCLUDED</u>
Total per day	\$35.00

**Students:** Reimbursement for meals will be on a per diem basis of \$25. **Travelers will be reimbursed for breakfast if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.** Incidentals such as tips are included in the per diem.

Breakfast Allowance	\$ 5.00
Lunch Allowance	\$ 7.00
Dinner Allowance	\$13.00
Incidentals (tips)	<u>INCLUDED</u>
Total per day	\$25.00



~~Conference meals which are part of the program shall be reimbursed at actual cost. Receipt for this expenditure will be required.~~

Conference meals, which are part of the program, but not included with registration, will be reimbursed at the allowance rate. When a conference includes a meal, no allowance for that meal will be provided.

- e. Conference travel for which the District pays the full expense:
  - i. The District will pay the full cost if conference attendance is provided for and clearly identified in a special federal or foundation appropriation;
  - ii. In the case of Imperial Valley College personnel who attend meetings or conferences that are required by District approved projects with external resources of funding, per diem rates in excess of the above will be allowed **with Vice Presidential approval**. (Board Resolution 7055)
  - iii. Members of the District Governing Board, the Superintendent/President and vice presidents may be reimbursed for their actual expense of travel, meals and lodging while attending conferences in an official capacity. (Board Resolution 6411)

M/S/C Duff/Cardenas

Resolution No. 12062: **REPLACEMENT OF ACADEMIC POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, an Academic Senate Representative, and the Dean of Instruction for Applied Sciences of the replacement of a full-time tenure track instructor for Automotive Technology.

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators  
RE: Direction for Negotiations
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 and consideration of initiation of litigation pursuant to subdivision (c) of Section 54956.9: One Case
3. Public Employee Discipline/Dismissal/Release

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

The Board President Ramirez announced the following:

1. Direction was given to the administrative staff regarding negotiations.
2. Direction was given to Legal Counsel and the Administrative Staff regarding anticipated litigation.
3. M/S/C Duff/Cardenas to ratify the decision of the Administration to terminate the employment of the incumbent in the job classification of Custodian.

M/S/C Cardenas/Keithly

Resolution 12063: **TITLE CHANGE FOR DIRECTOR**

BE IT RESOLVED that the Board approves the recommendation of the Vice President for Student Services, and to conform with current practice in all other California Community Colleges, that the current title of Director of Student Life be changed to Director of Student Affairs.

BE IT FURTHER RESOLVED that approval is given to changing the name of the Student Life Office to the Student Affairs Office.

M/S/C Cardenas/Duff

Resolution No. 12064: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed on a temporary, short-term basis effective October 9, 2000 through May 26, 2001 for 138 service days at 100%:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Peters, Wayne	Appropriate Classification And Step Contingent Upon Verification of Records	Instructor of Automotive Technology

M/S/C Cardenas/Duff

Resolution No. 12065: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the temporary short-term, full-time appointment for the following academic personnel be extended from October 30 through December 15, 2000:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Walker, W. Robert	Appropriate Classification And Step Contingent Upon Verification of Records	Extended Campus Instructional Coordinator

M/S/C Cardenas/Duff

Resolution No. 12066: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the remainder of the 2000-2001 academic year, 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>	<u>DATES</u>
Neely, Maria	Counselor	State	DSP&S	10/23/00 to 6/31/01

M/S/C Cardenas/Duff

Resolution No. 12067: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the remainder of the fall semester 2000, 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>	<u>DATES</u>
Shipman, Kristen	Counselor	Federal 60%	Student	10/16/00 to
		District 40%	Support Services/ HR 8	12/15/00

M/S/C Cardenas/Duff

Resolution No. 12068: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed temporarily, on a part-time hourly basis, during the 2000-2001 academic year, in accordance with the hourly rate provided for in Resolution No. 11354-4. 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 SOURCE</u>
Fristrup, Carey	Counselor	State
Campos, Ramona	Counselor	State
Spears, Wayne	Instructional Specialist	State

M/S/C Cardenas/Duff

Resolution No. 12069: **PER-SESSION EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2000-2001 academic year, as credentialed, at the hourly rate provided for in Resolution No. 11354-4. Employment is contingent upon verification of records, credentials, and sufficient enrollment or whether the class is essential to a full-time instructor's load.

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
*Angulo, Shawn	Administration of Justice
Ontiveros, Lorenia	Health Assistant
*Substitute	

M/S/C Cardenas/Duff

Resolution No. 12069-A: **ASSISTANT COACHING ASSIGNMENTS**

BE IT RESOLVED that the following personnel be appointed to the respective coaching positions for the 2000-2001 Academic Year as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>EXTRA RESPONSIBILITY</u>
Carey Fristrup	Assistant Coach	Basketball (Men's)
Tony Espinoza	Assistant Coach	Basketball (Men's)
Rick Cook	Volunteer	Basketball (Men's)

M/S/C Cardenas/Duff

Resolution No. 12070: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Boyle, Clarence Michael	Microcomputer Lab Assistant (Workforce Development Center	State	25-A	10/23/00
Fregoso, Hugo	Grounds Maintenance Worker	District	24-A	10/24/00
Torres, Rafael	Custodian	District	21-A	10/24/00
Robles, Patricia	Administrative Secretary (Applied Sciences)	District	31-B	10/30/00
Noriega, Karina	Office Assistant I (Student Services)	Federal	19-A	10/30/00

M/S/C Cardenas/Duff

Resolution No. 12071: **EXTENDED SICK LEAVE**

BE IT RESOLVED that Angelica Hueso, Instructional Lab Assistant is granted Extended Sick Leave per Article 11.2 of the Unit Bargaining agreement, for up to five (5) months beginning Thursday, October 5, 2000 and ending March 5, 2001.

M/S/C Keithly/Cardenas

**ADJOURNMENT** - The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 13, 2000, at 6:00 P.M.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
ICCD Board President

\_\_\_\_\_  
ICCD Board Secretary