

ADOPTED MINUTES

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

Wednesday, October 10, 2001

Location: IVC Administration Building Board Room

On Wednesday, October 10, 2001, Board President Kelly Keithly, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M.

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

REPRESENTATIVES PRESENT: Frank Rapp, Academic Senate  
James Patterson, Faculty  
Gail Parish, Classified

CONSULTANTS PRESENT:

Dr. Gilbert M. Dominguez, Superintendent/President  
Carlos Fletes, Vice President/Business Services  
Dr. Victor Jaime, Vice President/Student Services  
John Hunt, Vice President for Academic Services  
Sandra Standiford, Dean of Admissions

VISITORS PRESENT:

Carlos Acuna; Jack Duff; Renee Fenn; Bill Gay; Ceasar Guzman;  
Sergio Lopez;

WRITTEN COMMUNICATIONS

1. Stanley D. Lenart (RE: Resignation)
2. James Patterson, CCA/CTA President (RE: Opening Negotiations)
3. Tom Remington (RE: Thanks)

PUBLIC COMMENT

No comments were made.

ACADEMIC SENATE UPDATE

Frank Rapp reported on the following items:

1. Only a small number of administrators, faculty and staff have replied to the request for mission statements. Mr. Rapp stated that he is concerned that the effort to write a new mission statement will not result in an effective end result, unless a large number of the campus community takes interest and becomes involved.
2. The Academic Senate and Board Forum has been scheduled for Tuesday, November 20, 2001, at 3:00 P.M. Dr. Dominguez and Frank Rapp will develop the format for the Forum.
3. Susan Altamirano, ESL Instructor, was recognized for her excellent teaching. A full-time faculty member observed that Ms Altamirano is extremely thorough and effective in her method of teaching vocabulary definitions and word usage to her students. The faculty member was also impressed with her clarity, conciseness, enthusiasm and effectiveness.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. The California Postsecondary Education Commission (CPEC) met at San Diego State University - Calexico Campus on October 1 and 2, 2001. IVC representatives were invited, along with representatives from Calexico High School, SDSU, CONAHEC (Consortium for North American Higher Ed Collaboration), and the University of California Cooperative Extension Program, to make presentations on issues and opportunities as "border institutions." On the second day the CPEC members visited the university in Mexicali, meeting with educational officials from Mexico. On October 3, 2001, one of the CPEC staff members visited the IVC campus. This is the first time the Commission has visited and studied higher education in this area in California and Mexico. A report based on their findings will be published within the next month. This document will be a reference for legislators, the Board of Governors, Chancellor's Office, and the Governor.
2. Senate Bill 735, which would restore the maintenance and instructional materials funding, continues to sit on the Governor's desk for signature. The deadline for the Governor's approval is October 14, 2001. Speculation estimates for funding range from zero to full restoration.

IVC received guidelines for *Part-time Faculty Compensation* on September 26, 2001. The 20 page document is being analyzed and colleagues from other colleges are being contacted. The College will be receiving \$258,912, to make part-time faculty more comparable with the full-time faculty rate. The guidelines direct colleges to negotiate the compensation. The District will be prepared to set up the negotiation process.

3. A short-term management training contract education class has been established for Government Agencies Federal Credit Union (GAFCU). We expect this will be the first of many such training programs that IVC will offer community agencies.
4. Renee Fenn was introduced as the new Dean of Instruction for Extended Campus. Ms. Fenn comes to IVC from Arizona where she has been an instructor of Spanish, French, and ESL; a program director at Arizona Western College for off-campus programs; and a program coordinator at the University of Arizona for learning Spanish in Guadalajara, Mexico.
5. A tentative date has been set for the Board Campus Forum on Tuesday, November 20, 2001, at 3:00 P.M.
6. The IVC Foundation and sponsors are planning a complimentary dinner/promotion night for the IVC Foundation and Imperial Valley College at Stockman's Club in Brawley. "Be True to Your School Night" will be held on Wednesday night, October 24, 2001, with a social hour at 5:30 P.M., and dinner at 6:00 P.M. Everyone is expected to wear colors of their favorite alma mater.
7. The largest ever IVC Career Fair and Industrial Technology Day will take place on October 17, 2001, from 10:00 A.M. until 7:00 P.M. Large equipment, a helicopter, and radiology equipment will be among the features to promote careers and occupations in industrial technology. Everyone is invited to attend.

#### INLAND VALLEY'S COMMUNITY COLLEGE TRUSTEES MEETING

Marian Long attended the quarterly meeting of the Inland Valleys' Community College Trustees Association on September 14, 2001, at Riverside Community College. There were eleven member groups represented. The colleges representing the Association are comparable to one another. The purpose of the Association is to place influence on legislation by voicing the needs of the represented colleges. The group heard updates on various legislative issues, and a plan of action was outlined.

CAMPUS IMPROVEMENTS

Carlos Fletes presented the following information relating to campus improvements for 2001-2002:

The following improvement projects have been completed:

- Buildings. 600, 700, 800 and 2000 Restrooms
- Swimming Pools
- Fire Suppression System
- Water Treatment Plant
- Parking Lot Improvements
- Perimeter Road
- Library Landscaping
- 1600 Building Reading/Writing Lab
- 1400 Building Tool Distribution Center
- Electrical Switch Gear
- New Reading/Writing/Language Building 2600
- Air conditioning in the College Center
- College Center PA System, Satellite, and TV Monitors
- Renovation of the Casbah Room
- 1100 Building Classroom/Lab
- Offices in the 1700 Building

The cost of the projects totaled \$1,086,795.00, with the District funding \$312,701.00 and \$774,094.00 from State Scheduled Maintenance, Block Grant, and Hazardous Materials Funding.

FALL ENROLLMENT UPDATE

Sandra Standiford reported the following:

1. After telephone registration from June 25 through July 27, 2001, out of 912 classes, 562 classes were closed, and 955 students were moved from the wait list into 386 classes.
2. The headcount for the District is 7,186, which is an increase of 4.3%; full-time enrollment is 2,528, or an increase of 1.5%; part-time enrollment is 4,658 or an increase of 5.9%; 64.8% of student enrollment is part-time or less take than 12 units.
3. The Hispanic population is 85.8%.
4. 55% of students are under 25 years of age; 4% of the student population is over the age of 50.
5. The weekly student contact hours and FTES increased by 3.5%.

BOARD SELF EVALUATION AND RETREAT DATE

Board President Keithly requested that each Board member fill-out and return their self-evaluation form. The information will be compiled and presented at the November Board meeting.

M/S/C Ramirez/Long

Resolution No. 12281: **CLAUDINE DUFF**

WHEREAS Claudine Duff has dedicated service to the Imperial Community College District and has advocated equity among all staff members for more than twelve years; and

WHEREAS Claudine Duff's interest and efforts on behalf of Imperial Valley College have contributed greatly to the progress and growth during her tenure; and

WHEREAS Claudine Duff has been committed to the highest possible quality education for the students of the Imperial Valley College.

NOW, THEREFORE, BE IT NOW RESOLVED that the Governing Board and all employees of the District extend its sincere appreciation and gratitude for Claudine Duff's commitment to service as a member of the Imperial Community College District Board of Trustees.

M/S/C Cardenas/Medina to approve the Minutes dated September 12, 2001.

M/S/C Cardenas/Medina

Resolution No. 12282: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 200672 through 201134 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 200425 through 200657, inclusive are approved.

M/S/C Cardenas/Medina

Resolution No. 12283: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 5 in the amount of \$48,284.80, and No. 6 in the amount of \$1,390,468.41 be ratified.

M/S/C Cardenas/Medina

Resolution No. 12284: **COMMERCIAL WARRANT ORDERS**

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

- 9 in the amount of \$132,289.36
- 10 in the amount of \$134,696.97
- 11 in the amount of \$353,128.45
- 12 in the amount of \$1,468,981.89

M/S/C Cardenas/Medina

Resolution No. 12285: **AGREEMENT FOR LEGAL SERVICES**

BE IT RESOLVED that pursuant to the terms and conditions of Education Code Sections 35042.5 and 72420, that an agreement be approved with the legal firm of Horton, Knox, Carter, and Foote to provide legal services to the Imperial Community College District, which shall continue in effect through October 31, 2002.

M/S/C Duff/Long

Resolution No. 12286: **REPLACEMENT OF ACADEMIC POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, an Academic Senate Representative, and the area Division Chair in the replacement of a full-time tenure track History instructor (replacement for the position vacated by Stanley D. Lenart).

M/S/C Duff/Long

Resolution No. 12287: **COACHING ASSIGNMENTS**

BE IT RESOLVED that the following list be approved to appoint Athletic Coaches and Supervisors to their respective positions for the 2001-2002 Academic Year as indicated:

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Kim Witte	Assistant Coach	Volleyball
Joe Garcia	Assistant Coach	Women's Basketball
Dave Drury	Head Coach	Baseball
Jim Mecate	Assistant Coach	Baseball

**NO ACTION TAKEN**Resolution No. 12288: **MINIMUM QUALIFICATIONS**

WHEREAS, on September 20, 2001, the Curriculum and Instruction Committee authorized instructor candidates to meet the Title V Minimum Qualifications where a Master's Degree is not generally expected or available to teach sports specific courses such as: intercollegiate classes, conditioning classes, theory and activity classes; and

WHEREAS the Curriculum and Instruction Committee stated that these instructor candidates will be subject to review by the Equivalency Committee.

BE IT NOW RESOLVED that the Board amends Board Policy Section 3.5.7 to include directives stated in Title 5 Regulations 53410: Minimum Qualifications and Equivalencies as follows:

4. In the event a Master's Degree candidate is not available, Title V Regulations relating to, "Disciplines in Which a Master's Degree is Not Generally Expected or Available" will be used when hiring instructors for sport specific physical education courses. The minimum qualifications are any bachelor's degree and two years of experience, or any associate degree and six years of experience.

M/S/C Duff/Long

Resolution No. 12289: **TENURE REVIEW FOR OTHER FACULTY**

WHEREAS, the Board approved the Tenure Review Policy (Resolution No. 11981, dated July 12, 2000), which did not address tenure review for other faculty;

BE IT NOW RESOLVED that approval be given to the following process for a tenure policy for other faculty who are certificated employees who do not teach in a classroom in the Tenure Review Policy:

**IMPERIAL VALLEY COLLEGE  
TENURE REVIEW FOR OTHER FACULTY**

Other faculty are certificated employees who do not teach in a classroom, includes but are not limited to the Director of Student Affairs, the Tutorial Specialist in the Reading/Writing Lab, and the Technology Center Coordinator.

**I. STATEMENT OF PURPOSE**

The tenure review process should ensure that students have access to the most knowledgeable and student-oriented faculty available. To that end, the four-year

probationary period should provide sufficient time for contract employees to understand the expectations for tenure, to develop the skills and acquire the experience, to participate successfully in the educational process, and to use appropriate resources for professional growth. Based upon clear evaluation criteria, the process should enhance academic growth by providing a useful assessment of performance.

## II. EVALUATION CRITERIA

### A. STUDENTS

The contract employee who merits tenure:

1. Is concerned about, and acts to enhance, students' academic success.
2. Respects the opinions and concerns of the students.
3. Is willing and available to assist students.
4. Is patient, prompt, and fair in discussing and evaluating the work of student assistants.
5. Is responsive to the education and individual needs of students by exhibiting awareness of, and sensitivity to, the diversity of cultural backgrounds, lifestyles, learning styles, and goals of students, as well as gender and age differences.

### B. DUTIES

The contract employee who merits tenure:

1. Is clearly knowledgeable in the area of assignment.
2. Is aware of current developments and research in the field.
3. Communicates effectively with students and colleagues.
4. Uses methods and resources appropriate to the job assignment.
5. Uses appropriate methods to evaluate and monitor work.
6. Stimulates use of, and interest in, work assignment.
7. Maintains work assignment records in accordance with district policies.

C. PROFESSIONAL RESPONSIBILITIES

The contract employee who merits tenure:

1. Participates in division activities and at least one college standing committee.
2. Maintains ethical standards.
3. Makes a reasonable effort to develop and to maintain workable relationships with colleagues and staff.
4. Demonstrates a commitment to the profession.

III INDIVIDUAL TENURE REVIEW COMMITTEE

- A. The Individual Tenure Review Committee shall be composed of three members:
- One tenured faculty member chosen by the candidate, and
  - The Chief Instructional Office or Chief Student Services Office, as appropriate, or designee, and
  - One tenured faculty member selected by the Individual Tenure Review Committee.
- B. The Individual Tenure Review Committee shall be formed as follows:
- First, the candidate shall select one tenured faculty member who agrees to serve on the committee, and then the Individual Tenure Review Committee will select the one additional tenured member who should be reasonably familiar with the candidate's area of assignment.
- C. The same committee members will serve for the duration of the candidate's probationary period, with replacements made by the Individual Tenure Review Committee chairperson for members who retire or remove themselves for cause.
- D. The CIO or CSSO, as appropriate, or designee, shall call an orientation meeting at which the chairperson of the Individual Tenure Committee shall be elected by the committee. The elected chairperson shall preside over the remainder of that meeting and over all subsequent meetings.
- E. The Individual Tenure Review Committee chairperson shall designate a substitute to serve in his or her absence.
- F. The Chairperson of the Individual Tenure Review Committee has the following responsibilities for all Individual Tenure Review Committees:

1. To establish committee membership following the guidelines in Section III. A., B., and C.
  2. To convene the first meeting in accordance with the timelines established in these tenure review procedures.
  3. To inform all committee members of their duties and responsibilities as specified in these tenure review procedures.
- G. Individual Tenure Review Committee members' duties and responsibilities are:
1. To be knowledgeable concerning all tenure review laws, policies and agreements.
  2. To be objective when evaluating the candidate's performance, basing judgments on the criteria outlined in Section II of these tenure review procedures.
  3. To take care to base the evaluation only on the candidate's professional characteristics and ability to perform their assignment.
  4. To recognize that the candidate may have a different philosophy of education and style than theirs, and let the main concern be the effectiveness of the candidate in the work site.
  5. To respect the confidentiality of the tenure review process, and treat evaluations and the reviews of members, as private information.
- H. If any conflicts of interest exist, the involved member should disqualify himself or herself for cause or be subject to disqualification by the Individual Tenure Review Committee.
- I. Committee members shall receive flex credit not to exceed 30 hours per year.
- J. Committee members may be granted an authorized absence when observations conflict with the committee members' teaching schedule.

#### IV. EVALUATION PROCESS

- A. An orientation meeting shall be held for all newly hired full-time probationary faculty members during their first semester of employment. Each probationary faculty member shall be given a copy of the job announcement under which she or he was hired, a blank copy of the administrative and peer evaluation form, and a blank copy of the student evaluation form for faculty. It is partially on the basis of the criteria that have been incorporated into these forms that the probationary employee is

to be evaluated. The chairperson of the Individual Tenure Review Committee shall be responsible for ascertaining that the probationary employee has received a description of, and has understood, the evaluation process.

- B. The evaluation process shall include the following general steps:
1. An orientation meeting for the committee members called by the CIO or CSSO, or designee, during which a committee chairperson shall be elected.
  2. An orientation meeting with the candidate in which the committee explains the evaluation criteria, the evaluation process, and the timelines.
  3. A formal evaluation of the candidate in accordance with the tenure review procedures.
  4. A committee meeting:
    - a. To consider all evaluation input, and
    - b. To decide on the recommendation for the candidate's subsequent-year status, and
    - c. To design a plan of instructional improvement for the candidate, if appropriate.
  5. A committee meeting with the candidate:
    - a. To discuss the employment recommendation, and
    - b. To recommend a plan for improvement, if appropriate.
  6. The submission of the Individual Tenure Review Committee's recommendation to the college president.
- C. The candidate shall be evaluated in the following areas and in the following manner:
1. An evaluation of performance by the Individual Tenure Review Committee in accordance with the following:
    - a. A minimum of one observation per committee member will be conducted during the second, fourth, and seventh semesters, and
    - b. The candidate shall be given a minimum of five duty days notice regarding the date and time of each specific observation, and
    - c. The candidate may provide an outline of the workshop or training to the evaluator prior to the observation.

2. An evaluation by clients in accordance with the following:
  - a. An Evaluation of Other Faculty by Client shall be distributed to those persons for whom assistance has been given.
  - b. Clients will deposit their completed forms in a locked collection box.
  - c. Forms from the locked box will be retrieved and tabulated by the chairperson of the Individual Tenure Review Committee.
3. An evaluation of duties and responsibilities of the candidate conducted by the immediate supervisor who shall evaluate:
  - a. The candidate's adherence to assigned responsibilities, and
  - b. The candidate's performance of departmental and campus duties such as attending meetings and serving on committees.
- D. The candidate may submit additional information concerning professionally related activities such as conference or workshop attendance, professional association memberships, scholarly publications, and research as part of the Candidate's Self-Assessment.
- E. The candidate has the right to respond to any complaint, concern, or other issue regarding this tenure review process.

V. DUTIES TO BE PERFORMED DURING THE CANDIDATE'S FIRST SEMESTER OF EMPLOYMENT

The plan for carrying out the candidate's evaluation is to be as follows:

1. The Individual Tenure Review Committee shall be established.
2. A committee orientation meeting shall be held.
3. A committee meeting with the candidate shall be held to discuss the evaluation process and the timelines.
4. The candidate shall submit copies of assigned responsibilities.

VI. DUTIES TO BE PERFORMED DURING THE CANDIDATE'S SUBSEQUENT SEMESTERS OF EMPLOYMENT

1. The Individual Tenure Review Committee shall meet to review all the pertinent areas of the evaluation and evaluation materials and to prepare a distribution plan for Student and Faculty Evaluations, including a timeline for distribution, which is established in consultation with the candidate.
2. Observations shall be made by committee members.

3. The candidate shall submit a self-assessment.
4. The candidate's immediate supervisor shall conduct the duties and responsibilities evaluation.
5. The committee shall decide upon an employment recommendation for the candidate, and, if appropriate, shall establish a specific course of action for helping the candidate improve in recognized areas of weakness.
6. The committee shall meet with the candidate to discuss the recommendation for the candidate, and, if appropriate, to present a course of action for the candidate to improve in recognized areas of weakness.
7. The committee shall submit its employment recommendation, along with copies of appropriate substantiating documents, to the college president, who shall, in turn, present the recommendations of the committee and the substantiating documents to the Board of Trustees no later than the regular February board meeting.
8. Items V.1 and VI.1 through 7 shall be completed by the end of the candidate's second, fourth, and seventh semesters of employment.

## VII. THE RIGHT TO FILE A GRIEVANCE

An allegation that the District, in a decision not to reappoint a contract employee or not to grant tenure, made a decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of contract employees shall be classified, and procedurally addressed, as a grievance.

M/S/C Medina/Ramirez 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 Cases

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

The Board President announced that direction has been given to legal counsel on both issues.

M/S/C Medina/Duff

Resolution No. 12290: **RESIGNATION**

BE IT RESOLVED that the Board accepts the resignation of Stanley D. Lenart, History Instructor, effective December 21, 2001.

M/S/C Medina/Duff

Resolution No. 12291: **EMPLOYMENT OF ADMINISTRATIVE PERSONNEL**

BE IT RESOLVED that Renee Fenn, be employed as Dean of Instruction for Extended Campus, as full-time administrative personnel effective October 1, 2001.

M/S/C Medina/Duff

Resolution No. 12292: **EMPLOYMENT PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed for the Fall 2001 Semester, under an Emergency Determination of Equivalency as per Sections 3.5.7.1 and 3.5.7.2 of the Full-Time Academic Hiring Procedures for the Fall 2001 Semester:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Barkalow, Holly	Disabled Students
Cole, William	Physical Education

M/S/C Medina/Duff

Resolution No. 12293: **EMPLOYMENT PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following academic personnel be employed during the 2001-2002, 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>
Ellison, Judy	Sign Language
*Green, John	EMT
*Ontiveros, Lorenia	Health Assistant

\*Substitute

M/S/C Medina/Duff

Resolution No. 12294: **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>
Davis, Lara	Administrative Secretary (Extended Campus)	District	31-A	9/24/01

M/S/C Medina/Duff

Resolution No. 12295: **SHORT-TERM EMPLOYMENT**

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>
Cadena, Judy A.	Instructional Lab Assistant (Language Lab)	District	23-A	9/28/01 to 12/21/01
Lopez, Rosa	Office Assistant I (Applied Sciences)	District	19-A	9/17/01 to 11/30/01
Martin, Tracy	Preschool Teacher	District	26-A	9/24/01 to 12/21/01

M/S/C Cardenas/Ramirez to **ADJOURNMENT** - the next regular meeting of the Board of Trustees is scheduled for Wednesday, November 14, 2001, at 6:00 P.M.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

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

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