

ADOPTED MINUTES

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

Wednesday, January 16, 2002

Location: IVC Administration Building Board Room

On Wednesday, January 16, 2002, Board President Rudy Cardenas, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M.

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

REPRESENTATIVES PRESENT: Mary Lofgren, Academic Senate
James Patterson, Faculty
Gail Parish, Classified
Michael Lopez, Students

CONSULTANTS PRESENT:

Dr. Gilbert Dominguez, Superintendent/President
John Hunt, Vice President for Academic Services
Ruth Montenegro, Director of Human Resources
Frank Oswald, Legal Counsel

VISITORS PRESENT:

Kathy Berry; Dennis Carnes; Janell Couchman; Renee Fenn; Eileen Ford; Laurie Franks; Bill Gay; Saul Hom; Mark Horsman; Gonzalo Huerta; Kris Leppien-Christensen; Sergio Lopez; Jan Magno; Sandra Standiford; Rick Webster; Larry Welch; David Zielinski.

PUBLIC COMMENT

Larry Welch, Assistant Librarian, expressed concern over Article 14 of the District's Negotiation Proposal, relating to changing workload.

STUDENT SENATE UPDATE

ASG President, Mike Lopez, reported on the following:

- Beginning with the week of January 22, 2002, the ASG will sponsor a voter registration drive.
- There will be a Welcome Back Dance on Friday, January 25.
- Elections will be held for IVC Sweetheart with coronation at the basketball game on February 13. There will also be a dance in the afternoon.
- The ASG is hosting a Candidates Forum on February 20, for those running for election on March 5.

ACADEMIC SENATE UPDATE

Academic Senate Vice President, Mary Lofgren, introduced herself to the Board. The Senate will be holding an election for all faculty to vote on a new President and Vice President.

PRESIDENT'S UPDATE

Dr. Dominguez shared the following information:

- The proposed 2002-2003 Budget for California Community Colleges has been released with some augmentation and many reductions:
 - 1) There are proposed augmentations of 3% for enrollment growth (\$118 million) and 2.15% (or \$88.8 million) for COLA.
 - 2) There are proposed reductions in CalWORKs, Matriculation, Telecommunications and Technology, Economic Development, Nursing Expansion, and Faculty and Staff Development. The major reductions are in CalWORKs(\$58 million), Economic Development(\$8.8 million), and Faculty and Staff Development (\$5.2 million). The total reduction is approximately \$130 million, and literally decimates CalWorks, Faculty and Staff Development.
 - 3) There will be many debates and discussions before the final budget is proposed in May. At this point, the proposal is 1.7% above the current year budget. Other levels of higher education did not fair as well. This year the discussions promise to be long and tedious.
- The California Postsecondary Education Commission study, in which IVC participated, was released on November 30, 2001, and is titled "California and Mexico: The Realities and Possibilities For Higher Education". Page eight of this document summarizes the presentation and points to some

issues presented as challenges to the employees of Imperial Valley College.

- The Customer Service Academy was successfully launched as a pilot program last semester with 12 members of Government Agency Federal Credit Union successfully completing the program. We are in the planning stages of launching a full-scale Customer Service Academy for businesses and agencies in the community who are interested in the full 10-week package or any module that would assist them with their customer service relationship needs. The target launch date for the Academy is the week of April 15, 2002. Preparation will involve the building of a large instructor pool, marketing, and promoting the program to suit the clients on a contractual basis. Next year we will be able to offer the program for credit units.
- There will be a Media Training Seminar on Friday, January 25, 2002, on campus at no cost to participants. Individuals will learn how to deal with the media and respond to questions. There will be two sessions, one in the morning from 8:00 A.M. to 12:00 noon, and the other from 1:00 P.M. to 5:00 P.M.
- IVC will participate in the Joint Chambers Business Showcase at the Fairgrounds Expo on Thursday, January 17th, 2002, from 4:00 to 8:00 P. M., and everyone was invited to attend.

NURSING PROGRAM UPDATE

Kathy Berry, Director of the Nursing, presented the following information:

- The national nursing shortage has continued to worsen. California is ranked second to the lowest in RN to patient ratio. Imperial County continues to rank lowest in California.
- There are approximately 260,000 licensed RNs in California, and has the second lowest ratio to population in the 50 states.
- The average age of nurses in California is 45.2 years, and the average age of RN faculty is 50 years.
- Over 50% of new RN licensees receive nursing education outside of California. Approximately 70% of RNs educated in California are from Associate Degree Programs, and 20% of those pursue Bachelor of Science Degrees.
- California will need approximately 61,000 additional RNs by the year 2020. If the current supply trends continue there will only be 36,000 RNs.

- To help with the nursing shortage IVC has developed the Imperial County Nursing Partnership with El Centro Regional Medical Center and Pioneers Memorial Healthcare District. Pioneers has supplied clinical and adjunct faculty for clinical and lecture courses.
- IVC has received an Industry Driven Collaborative Grant for \$180,000 to Train Specialty Nurses in Critical Care. The final allocation for enrollment growth for Associate Degree Nursing Programs is \$59,701 per year for two years.
- IVC will admit 10 additional students to the Vocational Nurse to Associate Degree Nurse (RN) track option beginning with the Summer 2002, and 10 students for the Summer 2003. This will require hiring one additional full-time categorically funded faculty.
- IVC Nursing enrollment for the Spring 2002 is 92 students. The number of Nursing graduates for 2001 was 40 Associate Degree and 9 Vocational Nurses.

STAFF DEVELOPMENT/FLEX WEEK

Sergio Lopez informed the Board that the IVC Staff Development/Flex Week (January 7-11) activities was a success with good staff participation. Workshop evaluations were presented and reflected favorable responses to all the presentations.

BOARD RETREAT FEBRUARY 9, 2002

The Board reviewed the Board Retreat scheduled for Saturday, February 9, 2002, from 8:30 A.M. to 3:30 P.M., at Brunner's Restaurant Gold Room. The retreat is open to anyone who wishes to attend. The topics for discussion are as follow:

- Board Goals and Self Evaluation - Cindra Smith from CCLC
- General Obligation Bond for a Science Building - Bob Barna representing SUTRO
- Board Policy and Procedures - Cindra Smith from CCLC
- IVC Technology Survey Results - Liz Rocklin/Darrow Neves representing CampusWorks Inc.
- Mission Statement/IVC Goals and Objectives

PUBLIC HEARING

A public hearing was held for the Imperial Community College District Negotiations Proposal for 2001-2002 submitted to the IVC Chapter CCA/CTA/NEA on December 12, 2001. No comments were made.

M/S/C to approval of Minutes dated December 12, 2001

M/S/C Medina/Keithly

Resolution No. 12337: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0202029 through 0202370 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0201409 through 0201653, inclusive are approved.

M/S/C Medina/Keithly

Resolution No. 12338: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 11 in the amount of \$110,000.78, and No. 12 in the amount of \$1,583,423.75 be ratified.

M/S/C Medina/Keithly

Resolution No. 12339: **COMMERCIAL WARRANT ORDERS**

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

23 in the amount of	\$184,424.51
24 in the amount of	\$1,382,971.90
25 in the amount of	\$569,567.16

M/S/C Medina/Keithly

Resolution No. 12340: **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, 2001, 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 Ramirez/Long

Resolution No. 12341: **AUDIT REPORT**

BE IT RESOLVED that the Board approves the Imperial Community College District Auditor's Report for the year ending June 30, 2001, as prepared by Harlan and Boettger, Certified Public Accountants.

M/S/C Long/Medina

Resolution No. 12342: **NON-RESIDENT TUITION FEE**

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 \$141.00 per unit (statewide average) commencing July 1, 2002, for the fiscal year 2002-2003.

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

M/S/C Medina/Keithly

Resolution No. 12343: **MILEAGE RATE CHANGE**

BE IT RESOLVED that the Board approves the following change to the MILEAGE REIMBURSEMENT RATE: (Board Policy 7.6.1.a)

1. In-County Travel and all other authorized Travel where a personal car is used:
 - a. Mileage reimbursement rate shall be the current maximum rate of per mile allowed by the Internal Revenue Service. ~~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.)~~

<p><i>Fiscal Impact Statement: The total increase of \$.02 would cost approximately \$1,000.00 for the remainder of the 2001-2002 Fiscal Year</i></p>

M/S/C Medina/Keithly

Resolution No. 12344: **STUDENT WAGE RATES**

BE IT FURTHER RESOLVED that the Board approves the following Student Wage Rates, Section 6.11.1 of the Board Policy Manual, as requested by the Vice President for Student Services and the Dean of Financial Aid and State Programs, in accordance with Minimum Wage Rates mandated by California Law, and based on the fair treatment of student employees, to become effective January 1, 2002.

All student employees will begin at the wage rate stated for their job classification and will remain at the rate for one full calendar year. Any student who is employed in that same classification for a subsequent year, will receive a raise of \$.50 per hour for each additional year served, up to a maximum of three (3) years. A student employed for a subsequent year in a different classification will start at the initial wage rate for that classification and assignment.

Tutors

Regular	\$7.00
Paraprofessional	
Junior (Level 1)	7.50
Senior (Level 2)	8.50
Lead (Level 3)	9.50
Upward Bound Summer Residential	8.00
Deaf and Hard of Hearing	8.50

Interpreters (American Sign Language)

Level 1	10.00
Level 2	12.00
Level 3	16.00
Level 4	19.00

Parking Attendants

Regular - Day Shift	6.75
Lead - Day Shift	7.25
Regular - Night Shift	7.50
Lead - Night Shift	8.00

Life Guards

Regular	8.50
Lead Guard	9.00

Miscellaneous

Computer Assistant	8.50
Peer Counselor	7.50
Recruitment Assistant	7.50
Student Financial Aid Assistant	7.50
Student Program Clerk	7.50

Other

All Other Work Study - Day Shift	6.75
All Other Work Study - Night Shift	7.50

NO ACTION TAKEN

Resolution No. 12345: **GRADES POLICY CHANGE**

BE IT RESOLVED that the Dean of Admissions and the Vice President for Student Services recommend the following amendments to Section 5.27.1 "Grades" in the Board Policy Manual to conform to the California Education Code Title V 55758.

GRADES

A	Superior	Excellent
B	Better Than Average	Good
C	Average	Satisfactory
D	Below Average	Pass, Less than Satisfactory
F	Failing	
CR	Credit (at least satisfactory	
NC	No credit less than satisfactory	
I	Incomplete	
IP	In Progress	

An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that (because of medical or other sufficient reason) an important assignment such as a term paper, final examination, or experiment is missing.

An incomplete (I) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing a grade point average.

In progress "IP" symbol is used only when a course extends beyond the normal end of the academic term. A grade will be assigned at the end of the course.

NO ACTION TAKEN

Resolution No. 12346: **GRADE POINTS POLICY CHANGE**

BE IT RESOLVED that the Dean of Admissions and the Vice President for Student Services recommend the following amendments to Section 5.27.6 "Grade Points" in the Board Policy Manual to conform to the California Education Code Title V 55758.

GRADE POINTS

Grade points, per semester unit, are assigned as follows:

A - 4 grade points per unit

- B - 3 grade points per unit
- C - 2 grade points per unit
- D - 1 grade point per unit
- F - 0 grade points per unit
- Cr - 0 grade points per unit;
units not charged against the student
- NC - 0 grade points per unit;
units not charged against the student
- I - 0 grade points per unit;
units not charged against the student
- IP - 0 grade points per unit;
units not charged against the student
- W - 0 grade points per unit;
units not charged against the student

The grade point average is computed by dividing total grade points earned by total units attempted less Cr units. Thus, in any given semester, if the grade points earned total 28 and the total units attempted less Cr units equal 14, the grade point ratio is 2.00.

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

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: Two Cases
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT - Conference with District Negotiators
RE: Direction for Negotiations
3. CONFERENCE WITH LABOR NEGOTIATOR
Unrepresented Employee: Superintendent/President

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

Board President Rudy Cardenas announced the following:

1. In Case One the resignation will be accepted from Blanca McCormick. In Case Two instructions were given to counsel on how to proceed.
2. Directions were given to the Director of Human Resources on how to proceed with negotiations.
3. The Board has regretfully accepted the unsolicited resignation of our Superintendent/President, Dr. Gilbert Dominguez, effective June 28, 2002. A more formal announcement will be made later.

M/S/C Medina/Keithly

Resolution No. 12347: **REPLACEMENT OF ACADEMIC POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, an Academic Senate Representative, and the Behavioral/Social Sciences Division Chair to replace one full-time Psychology Instructor.

M/S/C Medina/Keithly

Resolution No. 12348: **INSTRUCTOR RESIGNATION**

BE IT RESOLVED that the Board accepts the resignation of Blanca McCormick, Psychology Instructor, effective December 21, 2001.

M/S/C Medina/Keithly

Resolution No. 12349: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time, tenure track, academic personnel be employed for the balance of the 2001-2002 academic year:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Rowley, Deirdre	Appropriate Classification and Step Contingent upon Verification of Records	English Instructor
Mazeroll, Lorraine	"	Counselor for Evening/Weekend
Davis, Lincoln	"	English Instructor

M/S/C Medina/Keithly

Resolution No. 12350: **EMPLOYMENT OF TEMPORARY SHORT-TERM ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time, short-term academic personnel be employed for the Spring Semester 2002, due to additional enrollment, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Delys, John	Appropriate Classification and Step Contingent upon Verification of Records	ESL Instructor
Laveaga, Norma	"	ESL Instructor

M/S/C Medina/Keithly

Resolution No. 12351: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Spring Semester 2002, as temporary pro-rata daily contract personnel pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Peralta, Rosa Maria	Appropriate Classification and Step Contingent upon Verification of Records	Nursing Instructor

M/S/C Medina/Keithly

Resolution No. 12352: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed during the 2001-2002 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>ASSIGNMENT</u>
DeLeon, Felix	Water Treatment
Ellison, Robert	Sign Language
Hernandez, Carlos	Spanish
Higuera, Edward	Business - Accounting
Hopkins, Theron	English
Jimenez, Ricardo	Electronics
Morrow, Thurlow	Water Treatment
Nelson, Stephanie	Business - Accounting
Nippins, Fred	Special Studies - Fire Management
Quinn, Theresa	Administration of Justice
Richwine, Harold	Physical Education
Shapow, Simon	English
Vasquez, Melisa	Business

M/S/C Medina/Keithly

Resolution No. 12353: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code 87359, and the District's Hiring Procedures (Resolution No. 11647, dated June 9, 1999) the following individuals have been determined to possess qualifications that are at least equivalent to the minimum qualifications for the disciplines indicated, and are hereby approved to teach subjects under said discipline for the 2001-2002 academic year:

<u>NAME</u>	<u>ASSIGNMENT</u>
Bonniksen, Kimberly	English 3AB
Cornejo, Frank	Water Treatment
Hodge, Bill	Special Studies - Citizenship
Kim, Guisook	ESL
Moran, Santos	Mathematics

M/S/C Medina/Keithly

Resolution No. 12354: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed temporarily, on a part-time hourly basis, during the 2001-2002 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>
Ramirez, Arturo	Counselor	State

M/S/C Medina/Keithly

Resolution No. 12355: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed for the balance of the 2001-2002 academic year, effective January 7, 2002, 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>
Argüelles, Trinidad	Counselor	State	CalWORKS Assessment
Esquer, Maria	Counselor	State	CalWORKS Assessment
Garcia, Martha	Counselor	State	CalWORKS Assessment

M/S/C Medina/Keithly

Resolution No. 12356: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the following classified employee resignation be accepted at the dates indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Kleinhesselink, Scott	Network Coordinator	District	41-E	1/14/02

M/S/C Medina/Keithly

Resolution No. 12357: **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>
Martin, Tracy	Preschool Teacher	State	26-A	1/14/02
Nava, Elifonso	Grounds Maintenance Worker	District	24-B	1/7/02
Serna, Jose	Receiving and Warehouse Technician	District	27-B	1/03/02

M/S/C Medina/Keithly

Resolution No. 12358: **RECLASSIFICATION OF CLASSIFIED POSITION**

BE IT RESOLVED that the following classified employee be reclassified as follows:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>FUNDING</u>	<u>EFFECTIVE</u>
Hueso, Angelica	Instructional Lab Assistant Range 23 9 months	Instructional Lab Assistant Range 23 10 months	District	1/01/02

M/S/C Medina/Keithly

Resolution No. 12359: **SHORT-TERM CLASSIFIED SERVICE 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>
Anaya, Gloria	Staff Secretary II Business Services 40 hrs. wk.	District	25-A	12/10/01 to 3/31/02
Santana, Norma	Budget Technician Applied Sciences 40 hrs. wk.	State	27-A	12/10/01 to 3/31/02
Womack, Lillian	Office Assistant II Nursing 30 hrs. wk.	State	21-A	1/7/02

M/S/C Keithly/Medina to **ADJOURN** the meeting at 7:40 P.M.

- There will be a Special Meeting of the Board for their Annual Retreat on Saturday, February 9, 2002, from 8:30 A.M. to 3:30 P.M., at Brunner's Restaurant.
- The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 13, 2002, at 6:00 P.M.