

**ADOPTED MINUTES**

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

**Wednesday, April 17, 2002**

**Location: IVC Administration Building Board Room**

On Wednesday, April 17, 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.  
Marian Long  
Romualdo Medina  
Rebecca Ramirez  
Louis Wong

TRUSTEE ABSENT: Kelly Keithly

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate  
James Patterson, Faculty  
Gail Parish, Classified  
Michael Lopez, Students

CONSULTANTS PRESENT:

Dr. Gilbert Dominguez, Superintendent/President  
Carlos Fletes, Vice President for Business Services  
John Hunt, Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
Ruth Montenegro, Director of Human Resources  
Carol Lee, Transfer Center Director

VISITORS PRESENT:

Kathy Berry; Isabel Campos; Dennis Carnes; Denis Cheng; George Conway;  
Dawn Chun; Dr. Van Decker; Dolores Diaz; Leonard Fabian; Renee Fenn;  
Eileen Ford; Bill Gay; Gonzalo Huerta; Betty Kakiuchi; Armando  
Lizarraga; Jan Magno; Barbara Stuart; Strata Representative: Frank  
Vascellos and Henry Eimstad.

COMMUNICATIONS

1. Dr. Gregorio Ponce (RE: Resignation)
2. District Negotiating Proposal for 2002-2003

PUBLIC COMMENT

1. Leonard Fabian, Chair of the Customer Service Committee, announced that the first annual IVC Staff Appreciation barbeque was a great success, and that 227 IVC employees attended the positive and upbeat event. Appreciation was expressed to Ron Schoors for coordinating the event, and for the many generous donations the he received in food and supplies from local businesses. The volunteers that assisted in setting up, providing music, cooking, serving, cleanup were all thanked. The purpose of the event was to show appreciation to the staff for "excellence in education and service."
2. George Conway, a Part-Time Business Instructor, voiced concern over the grading policy change making "d" a passing grade.
3. Sandra Standiford, Dean of Admissions, stated that the grading change policy was a mandate by Education Code definition, and the change brings IVC into compliance.
4. Barbara Stuart, Professor of English, commented on the following:
  - Thanks was expressed for the all staff appreciation barbeque.
  - Concern was expressed over the perception that there was an inadequate number of faculty representatives on the CEO Search Committee.
  - Concern was expressed over the District's reluctance to granting release time for CTA and Academic Senate Presidents.
  - Concern was expressed over the increase in the insurance rates and the employees paying more for deductibles.
  - COLA should go directly to employees.
  - Conditions at IVC should be improved to attract and keep faculty.

CAPITOL DAY IN SACRAMENTO

Marian Long reported that she attended the third annual Inland Valley Trustees Association Legislative Day in Sacramento, on March 19, 2002. The group visited 11 legislators, including Senator Jim Battin, and they found them to have limited knowledge, but were good listeners. There was little hope or encouragement where the state budget was concerned. It was noted that:

- 74% of all students in higher public education are in the community college system, and 26% are in the UC/CSU system;
- 60% of all CSU students who graduate have a community college background.
- 31% of all UC students who graduate have a community college background.

- Cal State is planning to cutback on the number of freshmen students it will accept.
- Especially critical to the Inland Valleys Colleges is the 4% growth money.
- Cutback of the CalWorks Program is a big concern for community colleges as they train welfare recipients to become active paid workers.
- Funding of equalization is another critical need.
- Partnership for Excellence has served community colleges well and needs to continue.

#### ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Mike Lopez, reported the following:

- The Sexual Assault Awareness Conference took place on Friday, April 12. The workshops were well attended.
- On April 22, at 10:00 A.M. in Room 2131, the ASG will host Dr. Ceasar Sereseres, University of California-Irvine, Dean, School of Social Science, who will speak on "How National Security Issues Affect Border Regions."
- On Wednesday, April 24, the ASG have organized a Secretary's Day Luncheon and Fashion Show.
- The Bloodmobile will be at IVC on April 24 and 25.
- On April 29 and 30, the ASG will hold elections for 2002-2003 ASG President, and Mr. and Ms. Freshman and Sophomore of the year.

#### ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- The Senate would like to see more faculty on the CEO Search Committee.
- The standing committee reorganization is almost complete, and Mr. Pendley stated that he was pleased over the good cooperation with the Administration.
- The Rafael Santos Award recipient will be announced at the next Board meeting.
- The Senate is working on the revision of Board Policy and Procedures.

#### PRESIDENT'S UPDATE

Dr. Dominguez shared the following information:

- For the last several months Bill Gay and Dr. Dominguez have been visiting community service clubs throughout the Valley, making presentations on Imperial Valley College. The program is a Powerpoint presentation developed by Sergio Lopez. To date, nine

clubs have been visited, including Rotary, Kiwanis, Optimist, and Lions. The response has been very positive and sets the stage for a Bond Measure in the future.

- For the last six months, individuals from throughout campus have been engaged in evaluation, exploration, and selection of a computer-consulting firm, which will assist the District in migrating to a new information system. On April 10, 2002, the Cabinet made visits to Southwestern and Grossmont Colleges where two consulting firms under consideration have been operating. A recommendation is being made to the Board of Trustees, after countless hours of evaluating services at other campuses. The significance of this recommendation, and its implications to the future of IVC should be recognized.
- The Customer Service Committee sponsored an "all staff appreciation barbeque" on April 17, 2002 from 10:00 A.M. to 2:00 P.M. Food was cooked and served by IVC administrative staff, which was donated by restaurants and businesses from the community. The idea for the barbeque grew out of the "Positive Attitude Promotions" Subcommittee. It was a way of saying thank you to the staff "excellence in education and service." The Customer Service Committee was thanked, not only for the food and work to produce this luncheon, but also for promoting and sponsoring such a positive project.
- Dr. Dominguez and Dolores Diaz, Director of the Student Support Services Program, introduced IVC Student and National TRIO Award Winner Amado Lizarraga and his mother, Isabel Campos. A certificate of award was presented by Dr. Dominguez.

#### TRANSFER CENTER UPDATE

Carol Lee, Transfer Center Director, provided an informative report on the purpose and function of the Transfer Center Program, with highlights as follows:

- The Transfer Center assists in assisting the student make choices on where to go to college/university after IVC.
- Provides field trip opportunities to various universities.
- Provides course articulation agreements with other colleges and universities.
- Provides workshops in how to complete college applications, scholarship opportunities, transfer admission guarantee workshops.
- Supports IVC counselors to assist with educational goals, by providing information on majors and courses needed to transfer.
- Organizes College and University Day.
- Facilitates career and transfer presentations.
- Provides reference materials such as catalogs, articulation documents and a video library, computer programs.

M/S/C Medina/Ramirez to approval of Minutes dated March 13, 2002.

M/S/C Medina/Ramirez

Resolution No. 12396: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0203204 through 0203686 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0202114 through 0202395, inclusive are approved.

M/S/C Medina/Ramirez

Resolution No. 12397: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 17 in the amount of \$224,551.13, and No. 18 in the amount of \$1,476,295.50 be ratified.

M/S/C Medina/Ramirez

Resolution No. 12398: **COMMERCIAL WARRANT ORDERS**

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

- 34 in the amount of \$274,374.62
- 35 in the amount of \$563,036.14
- 36 in the amount of \$204,900.31
- 37 in the amount of \$327,715.70

M/S/C Long/Wong

Resolution No. 12399: **DISTRICT AUDIT SERVICES**

WHEREAS, Education Code Sections 41020/84040 authorizes school and community college districts to contract for an audit of their books and accounts, and

WHEREAS, the Imperial County Office of Education and the Imperial Community College District have solicited and received proposals from various certified public accountants.

NOW, THEREFORE, BE IT RESOLVED that the firm of Wilkinson and Hadley, LLP, Certified Public Accountants, be awarded a one year contract to perform the District Audit in the amount of \$10,200.00 for fiscal year 2001-2002; and

BE IT FURTHER RESOLVED that the Superintendent/President or the Vice President for Business Services be authorized to execute said contract.

M/S/C Long/Wong

Resolution No. 12400: **SECURITY FOR EXTENDED CAMPUS**

WHEREAS, Imperial Valley College is committed to providing a safe campus environment for students and staff; and

WHEREAS, Day Night Security Patrol currently provides security services for the main campus.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves security services for each extended campus center, effective April 18, 2002 (4 hours per day for every day that the centers are open for classes).

<p><b>Fiscal Impact Statement:</b> A total of \$6,204.00 for fiscal year 2001-2002. This total includes the services of 3 security guards for a total of 47 days, 4 hours per day, at \$11.00 per hour.</p>
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M/S/C Medina/Wong to TABLE

Resolution No. 12401: **INFORMATION SYSTEMS CONSULTING SERVICES**

BE IT RESOLVED that the firm of Strata Information Group, an Information Technology Consulting Firm, be awarded a three (3) year contract to assist in upgrading information technology system at Imperial Valley College, in the amount of \$1,224,000.00 effective May 1, 2002; and

BE IT FURTHER RESOLVED that the Superintendent/President or the Vice President for Business Services be authorized to execute said contract.

M/S/C Medina/Ramirez

Resolution No. 12402: **GIFT TO THE COLLEGE**

BE IT RESOLVED that the Imperial Community College District Board of Trustees expresses its appreciation to David MacLean for his generous donation of darkroom materials and equipment, which will be used for setting up the new Photography Program for IVC students.

M/S/C Long/Wong

Resolution No. 12403: **PARTNERSHIP FOR EXCELLENCE NEW POSITIONS**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instruction Officer, the C & I Committee (May 17, 2001) and the Planning and Budget Committee (October 31, 2001) to hire the following full-time tenure track positions, effective the 2002-2003 academic year, contingent on continuation of funding:

<u>Department</u>	<u>New Position</u>
Consumer Education and Family Studies	Child Development and Family Studies Instructor
Nursing Education/Health Technologies/EMS	Allied Health Instructor

M/S/C Long/Wong

Resolution No. 12404: **SUMMER SCHOOL DROP DATE**

WHEREAS Board Policy 5.27.3 states that a student may withdraw from any full-term course, or from the college with a "W" grade by the end of the 14<sup>th</sup> week (or 75% of a term, whichever is less) of the semester by filing a drop card in the Registration Office.

BE IT RESOLVED that the Curriculum and Instruction Committee (December 6, 2001) and the Academic Senate (February 20, 2002) recommend that beginning with Summer School 2002 that a common drop date will be used for all three sessions (8-week, 6-week, and 4-week) which is an exception to Board Policy 5.27.3 "Withdrawal Grade Policy."

M/S/C Long/Wong

Resolution No. 12405: **GRADE POINTS POLICY CHANGE**

BE IT RESOLVED that the C & I Committee (February 7, 2002) and the Academic Senate (March 20, 2002) recommend the following amendments to Section 5.27.6 "Grade Points" in the Board Policy Manual to conform to the California Education Code: (change denoted in bold)

**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 Long/Wong

Resolution No. 12406: **GRADES POLICY CHANGE**

BE IT RESOLVED that the C & I Committee (February 7, 2002) and the Academic Senate (March 20, 2002) recommend the following amendments to Section 5.27.1 "Grades" in the Board Policy Manual to conform to the California Education Code: (changes denoted in bold)

#### GRADES

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

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.**



M/S/C Long/Wong

Resolution No. 12407: **MEDICAL DIRECTOR FOR EMS**

WHEREAS the Emergency Medical Services (EMS) Program is required, for accreditation purposes, to have a Medical Director in charge of the program who is a qualified physician, licensed to practice medicine in the State of California, and is an emergency medicine specialist, and has the requisite skills, education, training and certification;

WHEREAS on March 14, 2001 the Planning and Budget Committee agreed to enter into an Agreement with Bruce E Haynes, M.D. to take effect on April 1, 2001, to be renewed annually at a cost of \$11,700.00 per year.

BE IT NOW RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, the Director of Nursing Education and Health Technologies to renew the Medical Directorship Agreement effective January 1, 2002.

M/S/C Medina/Long

NO VOTE: Acuña

Resolution No. 12408: **2002-2003 IVC DESERT MUSEUM BUDGET**

WHEREAS, the Board recognizes the continued use of paid consulting services of several personnel at the IVC Desert Museum.

BE IT RESOLVED that the Board approves the recommendation of the Director of the IVC Desert Museum to establish and employ the following positions, supplies and services, at an annual expenditure not to exceed \$55,129.00, ending with fiscal year 2002-2003, and that the Director must report to the Chief Instructional Officer or his designee:

Museum Director (Consultant)	\$12,600
Acting Coordinator of Museum Operations	26,400
Short-term Grounds Person/Custodian	8,146
Benefits	4,479
Supplies	400
Copy/Print (Reprographics)	30
Conference Travel	400
Services/Utilities	2,674
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Total Amount Budgeted 2002-2003	\$ 55,129

M/C/S Long/Wong

Resolution No. 12409: **REPLACEMENT OF ACADEMIC POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, and Academic Senate Representative, and the Math/Science Division Chair to replace one full-time Mathematics Instructor.

M/S/C Wong/Acuña to go into **CLOSED SESSION** to discuss the following:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: One Case
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators  
RE: Direction for Negotiations
3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Property: 650 North Imperial Avenue, El Centro  
Negotiating parties: District and Grubb & Ellis  
Under negotiation: price, terms of payment, tenant improvements
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

The Board President announced that direction had been given to the Administrative Staff on all four issues.

M/S/C Medina/Wong

Resolution No. 12410: **AGREEMENT BETWEEN THE DISTRICT AND IVC CHAPTER CCA/CTA/NEA FOR SCHOOL YEAR 2001-2002**

BE IT RESOLVED that Board Resolution No. 12217 dated June 28, 2001, concerning Agreement between the District and IVC Chapter CCA/CTA/NEA for the 2001-2002 school year, be amended to reflect the following change (denoted in bold type):

3. Extend three (3) hours lecture release time for CTA President through spring ~~2001~~ **2002**.

M/S/C Medina/Wong

Resolution No. 12411: **PART-TIME FACULTY COMPENSATION FOR FULL-TIME FACULTY NON-COMPARABLE OVERLOAD ASSIGNMENTS**

BE IT RESOLVED that the Board ratifies the Memorandum of Understanding between the District and the Imperial Valley College Chapter of the CCA/CTA/NEA regarding compensation for non-comparable full-time overload assignments from the 2001 Budget Act Appropriation for Part-Time Faculty Compensation as follows:

WHEREAS, in the 2001 Budget Act Appropriation for Part-Time Faculty Compensation, the State of California provided Fifty-Seven Million Dollars (\$57,000,000) for community college districts to make part-time faculty compensation more comparable to full-time faculty compensation for similar work as determined through the local collective bargaining process; and

WHEREAS, pursuant to the September 25, 2001 Chancellor's Advisory on the 2001 Budget Act Appropriation for Part-Time Faculty Compensation, it is an allowable use of funds for districts to compensate the overload portion of a full-time faculty assignment if there exists only one hourly rate schedule for both full-time overload and part-time faculty; and

WHEREAS, in the Imperial Community College District, there exists only one hourly rate for both full-time overload and part-time faculty; and

WHEREAS, certain released time activities were inappropriately designated as overload assignments in the 2001-2002 year and also are not comparable to full-time faculty similar work.

NOW, THEREFORE, the District and the Association do hereby agree as follows:

- 1. The District shall compensate the following non-comparable overload assignments in the total estimated amount of \$1,701.00 (21 hrs lec x 18 weeks x \$4.50\*) from its general fund: [\*hourly rate increase for the Spring 2002 semester to be recalculated and adjusted.]

Fall 2001

Spring 2002

Athletic Director	3 hrs lec	Academic Senate President	6 hrs lec
CTA President	3 hrs lec	CTA President	3 hrs lec
Flex Coordinator	3 hrs lec	Flex Coordinator	3 hrs lec

- 2. The funds shall be distributed pursuant to the Memorandum of Understanding entered into by the District and the Association and ratified by the District's Board of Trustees at its March 13, 2002 regular meeting.

3. It is specifically acknowledged that these monies paid through the general fund are a one-time, off-schedule hourly rate increase applicable to the 2001-2002 contract year only and thereafter has no force or effect and does not establish any past practice or binding precedent.
4. This Memorandum of Understanding contains the entire agreement between the District and the Association and there is no agreement on the part of either party to do any act or thing other than as expressly stated herein. There will also be no modifications or amendments to this Memorandum of Understanding unless they are in writing signed by all of the parties.

M/S/C Medina/Wong

Resolution No. 12412: **INSTRUCTOR RESIGNATION**

BE IT RESOLVED that the Board accepts, with regret, the resignation of Dr. Gregorio A. Ponce, Mathematics Associate Professor effective June 30, 2002.

M/S/C Medina/Wong

Resolution No. 12413: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the balance of the 2001-2002 program year, effective March 20, 2002 through August 31, 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>
Fletes, Myriam	Project Director/Counselor	Federal	Talent Search

M/S/C Medina/Wong

Resolution No. 12414: **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>
Otero, Lina	Student Services Representative	District	24-A	3/25/02

M/S/C Medina/Wong

Resolution No. 12415: **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>
Acosta, Reynalda	Library Technician II	District	25-A	4/2/02
	Staff Secretary II			
Anaya, Gloria		District 50%/20 hrs.	25-A	4/8/02 to 6/30/02

M/S/C Medina/Wong

Resolution No. 12416: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that Workman's Compensation Insurance covers Eleanor Necochea, acting as a volunteer Office Assistant, beginning March 8, 2002 to April 5, 2002, at the Small Business Development Center.

BE IT FURTHER RESOLVED that thanks be hereby extended to Eleanor Necochea for her contribution to Imperial Valley College.

M/S/C Ramirez/Wong to **ADJOURN** at 9:23 P.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 8, 2002, at 6:00 P.M.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

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

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