



ADOPTED MINUTES

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

Wednesday, October 21, 2009

Location
Administration Board Room, Building 10
380 East Aten Road
Imperial, CA 92251

CALL TO ORDER/ROLL CALL

On Wednesday, October 21, 2009, at 6:00 p.m., Board President Acuña called the regular meeting of the Imperial Community College District Board of Trustees to order in the Administration Board Room, Building 10.

BOARD MEMBERS PRESENT:

Carlos R. Acuña
Rudy Cardenas, Jr.
Jerry D. Hart
Romualdo Medina
Norma Sierra Galindo
Rebecca L. Ramirez [arrived at 6:35 p.m.]
Louis Wong

BOARD MEMBERS ABSENT: None

REPRESENTATIVES PRESENT:

Steven Sciaky, Associated Student Representative
Kevin White, Academic Senate Representative
Dr. Michael Heumann, College Council Representative
John Abarca, CSEA Representative

CONSULTANTS PRESENT:

Dr. Ed Gould, Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
John Lau, Vice President for Business Services
Tina Aguirre, Interim Vice President for Academic Services
Bill Gay, Public Relations Officer

PLEDGE OF ALLEGIANCE

Calexico City Manager Victor Carrillo led the Pledge of Allegiance to the Flag.

CHANGES TO THE AGENDA

Board President Acuña announced the following changes to the agenda:

Resolution No. 14500: Major, Certificate, Course Additions and Deletions
PULLED from the agenda as it was not acted during Academic Senate.

Resolution No. 14512: Extended Leave of Absence

The effective date to be corrected as follows:

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve an initial request for an extended leave of absence due to a non-industrial illness for Joe Serna. Joe Serna is requesting an extended sick leave of absence effective November 17, 2009 through April 16, 2009~~10~~. The extended leave of absence is being requested pursuant to CSEA Contract, Articles 11.2 and 11.3.

PUBLIC COMMENT

Former Board of Supervisor and current city manager of Calexico Victor Carrillo spoke and stated that he was speaking on students' behalf regarding the extended campuses. He stated Calexico has a large segment of population that is in need of remedial help in ESL. He stated he was approached by students who conveyed their fears that the Brawley Extended Campus had already been closed and that El Centro and Calexico were next to close. He stated he met with Dean Roeder of SDSU-IV campus of the availability of any classrooms that could be utilized for classrooms as well as the possible use of the other locations in Calexico. He stated he wants to work with IVC and the Board, as a safety net, if the District is considering closing. He asked the Board to keep the extended campuses.

Board President Acuña thanked him.

Elva Aleman of El Centro, California spoke in favor of keeping the extended campuses.

Maria Manzano spoke in favor of keeping the extended campuses and asked for the reasons of their closure. Board President Acuña responded by stating that it has to do with the State budget.

Filiberto Flores spoke in favor of keeping the extended campuses.

Sylvia Quintero spoke and questioned whether all options were exhausted before deciding to close down the extended campuses.

Trustee Galindo apologized for the fact that the solutions to the problem are being presented by the public rather than the college.

Maria Caballero spoke in favor of keeping the extended campuses.

A woman who declined to state her name asked if the reason to close the extended campus was due to them being Mexicans.

Francisco Villalobos representing his daughter and his community spoke of keeping the extended campuses and asked why the Trustees could not represent them in Sacramento.

Maria Manzano spoke again and asked the Board for help.

Trustee Acuña asked if the Board wished to extend the public comment.

President Gould spoke and stated that there was no decision to close the campuses.

Peter Martinez, a former student and former employee of the college, spoke in favor of keeping the extended campuses.

President Gould stated that there is no decision for the Board to make regarding the extended campuses.

A woman spoke asking about the crowding in classes.

Another woman spoke about the extended campuses.

A man spoke about the extended campuses.

Patricia (no last name given) spoke in favor of keeping the extended campus

Maria Del Carmen Sanchez spoke regarding the fees of books and lack of financial aid.

Rosa Hernandez spoke about having a new parking lot instead of ESL classes.

Victoria Aguilera spoke about the extended campuses.

A man spoke about the extended campuses.

Elva Aleman spoke again regarding the extended campuses.

Board President Acuña asked if the Board wished for the Public Comment period to be extended.

Trustee Ramirez said no.

Trustee Galindo said yes.

Trustee Wong said another 15 minutes.

Trustee Hart is willing to listen to what they have to say but wants to relay to them that the closures have not occurred (this was due to most speakers using the Spanish language).

Trustee Medina stated there was no action to be made tonight and there was no proposal to close the campuses.

Coordinator of the ESL program Edward Schurell spoke regarding the extended campuses and the ESL program stating he had not been advised of classes closing and expressed his concerns.

Legal Counsel Frank Oswald spoke and stated that the Board could not respond to comments by law. He explained to the public the procedures that the District has in place for the Public Comment period.

Trustee Medina suggested that two more speakers be heard.

M/S/C Medina/Acuña to allow two more speakers regarding the Extended Campuses comments. (OPPOSED: Galindo)

Maria Manzano spoke once again and stated that they understood that the ESL classes would not be canceled but was not aware whether one of the extended campuses would remain.

Nancy Trejo spoke and stated she has been living here [Imperial Valley] many years. She stated that the extended campuses were not only for people that do not speak English, she stated it was also for those that do not know how to write in English.

A woman spoke regarding the ESL opportunities.

The Public Comment period was closed.

PRESENTATION

M/S/C Cardenas/Medina

Resolution No. 14494: Tribute to Jay von Werlhof

Whereas Jay von Werlhof has been a luminary in California archaeology for over 60 years; and,

Whereas Jay von Werlhof spent a major part of his career as a professor at Imperial Valley College, sharing his extensive knowledge and love of California's deserts with literally hundreds of IVC students; and,

Whereas Jay von Werlhof has made major contributions to the knowledge of the anthropology of the western deserts; and,

Whereas Jay von Werlhof's work included research into the history of ancient Lake Cahuilla, the use of fish traps and early human occupation of the deserts as well as discovery and mapping of ancient geoglyphs and rock alignments; and,

Whereas Jay von Werlhof has also had major influence upon cultural resource management and the development of the California Site Stewardship program; and,

Whereas the work of Jay von Werlhof will be the focus of a symposium Saturday, October 24, 2009, in Ocotillo at the Imperial Valley College Desert Museum that will feature 20 archaeologists;

NOW THEREFORE BE IT RESOLVED that the Imperial Community College District Board of Trustees extends its sincere and heartfelt appreciation to Jay von Werlhof for his commitment and service to our county and state and thank him for his contributions to archaeology, Native American studies, and to decades of students at IVC.

INFORMATION REPORTS

Employee of the Month for October 2009 – Tina Aguirre

Interim Vice President Tina Aguirre spoke and stated that Ana Rojas was selected as Employee of the Month. She stated that Ana was recognized for excellent customer service.

Board Member Reports

Trustee Hart reported the following:

- Attended the SDICCCA and the Alliance meeting for October. He invited the Board to attend the Legislative Conference.

Public Relations Officer Bill Gay spoke and stated that an opinion editorial message was being developed to present to Sacramento with all the SDICCCA groups.

Trustee Ramirez reported the following:

- Apologized for her lateness and stated that she was able to secure some H1N1 vaccinations for children in her community.
- In regards to ESL classes stated that her community is just as devastated. She stated the community had ESL last year and no longer has it.

Associated Student Government Senate Update – Steven Sciaky

ASG President Sciaky presented a PowerPoint and reported the following:

- National Campus Safety Awareness Day
Reported the event had a great turnout and ASG raffled an iPod. He stated the California Highway Patrol, Imperial County Sherriff's Office, and IVC Mental Health participated in the event.
- Student Health Fair
Reported that agencies were available to do blood work, flu shots, and Planned Parenthood was available.
- IVC Idol
He reported there were over 30 participants and it was a great event for students.
- President's Own Marine Band
Announced the President's Own Marine Band would be at the DePaoli Sports Center on October 29, 2009, at 7:00 p.m.
- California Community College Student Affairs Association (CCCSAA)
Reported he attended the conference held in Sacramento and stated it was geared towards developing their skills.
- Region X
Reported there will be Regional Budget Cut Rally in February, currently there are complaints being received via phone calls, fax, text, and email, as well as social media outlets such as Twitter. He stated there will be more to come on how IVC will rally.
- HACU
Announced he would be attending the HACU Conference in Florida next week.
- Student Senate for California Community Colleges (SSCCC) General Assembly
Announced there would be a general assembly where several resolutions will be brought forward.

Academic Senate Update – Kevin White

Academic Senate President Kevin White reported the following:

- Announced Academic Senate was held today.
- Launched a college-wide faculty survey, attempt to get consensus and ideas of what is important to faculty so that Academic Senate can prioritize their workload.
- Met with Superintendent/President Gould and the will be working on a white paper on how shared governance would work on campus.
- Announced that last Friday, the 3rd annual employees versus students softball game was held and was happy to report that staff won the game.

College Council Update – Dr. Michael Heumann

College Council Chair Heumann reported the following;

- Interested in hearing details about the white paper President Gould and Academic Senate President White will be working on.
- Developed a new committee Facilities and Environmental Improvement Committee which merges several committees (Environmental Health and Safety Committee, Greening Committee, Beautification Committee, and Campus Operations Committee) putting them into one committee.
- One of the items discussed at College Council was the issue regarding split lighting. He stated the issue was brought to College Council and Director Rick Webster's crew took care of some of the buildings and is in the processing of fixing the remaining buildings.
- Discussed putting ads in the student portal. He stated College Council heard that it is legal to do but it has been sent to the Marketing Committee for further discussion.
- All Users email will be coming to the College Council soon.

Board President Acuña asked if the ads on the students would affect the nonprofit status of the college.

Trustee Galindo stated that when the closed circuit system was introduced to the high schools, there were issues regarding the types of advertisements/advertisers that would be broadcast. She suggested that this issue be looked at more closely.

There was discussion regarding the parameters of the ads.

President's Update – Dr. Ed Gould

President Gould presented a PowerPoint presentation and reported the following:

- **California in a Major Fiscal Crisis**
The State revenue has declined 20% in past two years; the community college system, along with other sectors, has had major budget cuts since the budget was adopted on July 28th; \$840 million in cuts from the system budget in 2009; \$84 million from 2008-09 in property tax short falls; \$754 million that came from the 2009-10 budget; expected \$130 million of ARRA funds received only \$35 million, and stated the Department of Finance says the budget will stay balanced through the end of the calendar year.
- **Getting Control During Difficult Times**
President will be talking to Calexico City Manager Victor Carrillo about the possibility of Calexico donating some land to IVC.
- **Keep Our Eye on the Prize**
Reminded everyone that the students are the reasons the District there were
- **Budget Highlights**
Reported that the health insurance will have increases
Reserves reduced by \$2.5 million to balance
Reserves reduced to 6.37% by end of fiscal year
No Growth or COLA Expected
Mid-Year Cuts Expected – Possible Federal Assistance
Categorical Programs still to be reduced
2010-2011 and Beyond Continue to Look Bleak

Budget Assumptions

FTES of 7000, 100 over Cap

0% COLA and Enrollment Growth

100% of Property Tax Shortfall Funded

Freeze in Adjunct Faculty Overload @ \$55/hour

A 6% reserve will be maintained if budget cuts are greater

- **2009-2010 Budget Goals**

Announced that budget stabilization is the goal along with balancing it according to principles that will improve fill rates, create new efficiencies, only fund critical positions, and increase revenue through grants, review of fees, and new revenue concepts for community involvement.

- **Budget Reduction Ideas**

Reported that there are some programs that are not certifiable and those programs will be phased out if they: automobile and welding. Will not fill three administrator positions. Looking at reducing hours of service.

- **Reorganization – Creating Order from Chaos**

Discussed the reorganizations showing the newest organizational charts and stated that it will provide structure that meets current institutional, student body, faculty and staff size demands; create efficiencies and cost effectiveness; provide services to all faculty, part-time and full-time, and better supervision for classified, and lessen dependence on expensive release time commitments. He discussed office moves that would take place to assist in aligning services and offices.

Announced the Director of Evening Tim Nakamura and stated he has been asked if he has an interest in becoming POST certified.

- **Other News**

- Reported the Progress Report has been submitted.
- Shared Governance for IVC to be revisited.
- ESL Students protested the possible closure of Extended Campuses on the south lawn.
- IVC Grants have topped the \$2 million mark or the equivalent of 6% of the General Fund Budget. He stated the plan is to use the grant money for its intended purpose and off-set salaries. He reported that approximately \$170,000 already obtained as indirect cost will pay for grants staff, grant writers and business office personnel.
- Strategic Plan has been unveiled.
- SDICCCA Budget “Op Ed piece has been developed and will be adapted for local use.

Trustee Galindo asked if there was a conflict of interest for the Strategic Planning meeting to have taken place at Yum Yum Restaurant. She stated if a trustee benefits monetarily from a college activity, it is perceived as conflict of interest. President Gould asked Legal Counsel Frank Oswald to look into the matter but stated there was no conflict as Trustee Wong was not participating in the meetings.

Trustee Galindo asked about the Foundation status. President Gould gave an update.

CONSENT AGENDA – BUSINESS

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Approval of Minutes dated September 15, 2009, Regular Board Meeting

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Approval of Minutes dated October 14, 2009, Regular Board Meeting

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Resolution No. 14495: Purchase Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of purchase orders and direct payments for the month of September 2009 in the amount of \$4,561,928.15:

<u>September 2009</u>	
Purchase Orders	4,241,446.26
Direct Payments	<u>320,481.89</u>
	4,561,928.15

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Resolution No. 14496: Payroll Warrant Orders

BE IT RESOLVED that the Board approves the issuance of the following Payroll Warrants for the month of September 2009:

<u>Date Paid</u>	<u>General Fund</u>	<u>Child Dev.</u>	<u>Bond Fund</u>	<u>Warrant Total</u>
9/10/09	212,756.06	2,832.89	638.65	216,227.60
9/30/09	2,704,019.73	43,310.48	11,023.18	2,758,353.39
	<u>2,916,775.79</u>	<u>46,143.37</u>	<u>11,661.83</u>	<u>2,974,580.99</u>

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Resolution No. 14497: Commercial Warrant Orders

BE IT RESOLVED that the Board approves the issuance of the following commercial warrant orders for the month of September 2009:

<u>Date Paid</u>	<u>Fund 10 General Fund</u>	<u>Financial Aid</u>	<u>Fund 20 Building Fund</u>	<u>Fund 45 Child Dev.</u>	<u>Fund 80 Bond Fund</u>	<u>Warrant Total</u>
9/3/09	180,892.17		171,902.35		265,861.01	618,655.53
9/10/09	634,689.02		720.00		3,509,177.48	4,144,586.50
9/17/09	54,185.11				18,225.00	72,410.11
9/24/09	320,166.28	2,404,458.20		550.00	67,435.00	2,792,609.48
	<u>1,189,932.58</u>	<u>2,404,458.20</u>	<u>172,622.35</u>	<u>550.00</u>	<u>3,860,698.49</u>	<u>7,628,261.62</u>

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Resolution No. 14498: Notice of Completion - Parking Lot Improvements, Phase III

WHEREAS the following contracts were awarded on June 21, 2009 for the Parking Lot Improvements – Phase III project:

<u>Contract awarded to</u>	<u>Bid Package</u>	<u>Contract Amount</u>
R.E. Hazard Construction	Demolition; Grading; Paving; Concrete work	2,732,000
Neal Electric Corporation	Electrical Lighting	384,000

WHEREAS the work has been completed;

NOW, THEREFORE, BE IT RESOLVED that the Board directs the Vice President for Business Services to file Notices of Completion for the Parking Lot Improvements – Phase III project with the County Recorder's Office, with a completion date of October 22, 2009.

M/S/C Medina/Cardenas (ABSTAIN: Galindo)
Resolution No. 14499: Strategic Plan for 2009-2013

BE IT RESOLVED that the Board approves the 2009-2013 Strategic Plan as presented in Exhibit A.

CONSENT AGENDA – EDUCATIONAL SERVICES

NO VOTE – ITEM PULLED

Resolution No. 14500: Major, Certificate, Course Additions and Deletions

This resolution was pulled from the agenda as Academic Senate had not acted on it.

~~WHEREAS, new programs, deleted programs, and new courses within the programs have been approved by the Curriculum and Instruction Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.~~

~~BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (6/4/09) and the Academic Senate (10/21/09), with the consent of the Superintendent/President, as follows:~~

~~**Deleted Majors and Certificates**~~

~~Electrical Wiring Technology Certificate~~

~~Electronics Certificate~~

~~Waste Water Technology Certificate~~

~~Water Treatment Technology Certificate~~

~~Carpentry Construction Technology Certificate~~

~~Electrical Trades Certificate~~

~~Cement Mason Construction Technology Certificate~~

M/S/C Galindo/Cardenas

Resolution No. 14501: Agreement with Department of Rehabilitation

WHEREAS, the Board of the Imperial Community College district has read the Agreement No. 27452A, (Project Title: American Recovery and Reinvestment Act) between the State of California, Department of Rehabilitation, and Imperial Valley College and acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW THEREFORE, BE IT RESOLVED that the Board does hereby authorize Dr. Ed Gould, Superintendent/President or Dr. Victor Jaime, Vice President for Student Services, on behalf of Imperial Valley College, to sign and execute said agreement and all amendments thereto, except to increase the financial liability of said public agency.

CLOSED SESSION

M/S/C Cardenas/Wong to go into CLOSED SESSION at 7:58 p.m.

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators: John Lau and Travis Gregory
Employee Organization: CSEA Chapter 472
RE: Negotiations
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators: John Lau and Travis Gregory
Employee Organization: IVC Chapter of CCA/CTA/NEA
RE: Negotiations
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
One Case

OPEN SESSION

M/S/C Cardenas/Wong to go into OPEN SESSION at 8:26 p.m.

1. Information provided, direction given.
2. Information provided, direction given.
3. Information given.

CONSENT AGENDA – HUMAN RESOURCES

Trustee Galindo pulled Resolution No. 14512: Extended Leave of Absence.

M/S/C Cardenas/Hart

Resolution No. 14502: Full-Time, temporary, non tenure track categorically grant funded, academic personnel

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to reemploy the following Full-Time, temporary, non tenure track, categorically grant funded, academic

personnel effective September 21, 2009 through June 30, 2010, pursuant to Board Resolution 14441 and contingent upon funding from Imperial County Behavioral Health.

<u>Name</u>	<u>Project Position</u>
Felix, Mireya	Counselor
Romero, Yolanda	Counselor

M/S/C Cardenas/Hart

Resolution No. 14503: Full-Time temporary, non tenure track, academic personnel

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to continue employment for the following Full-Time temporary, non tenure track, academic personnel (replacement for Rosa Pitones-medical leave) as a Reference Librarian effective October 1, 2009 through October 30, 2009.

<u>Name</u>	<u>Classification/Step</u>
Quintana, Helena	Appropriate Classification and Step Contingent Upon Verification of Records

M/S/C Cardenas/Hart

Resolution No. 14504: Full-Time, temporary, non tenure track employee transfer

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to transfer the following full time, temporary, non tenure track employee effective Spring 2010 pursuant to Article 8.4 of the CCA/CTA/NEA Agreement.

<u>Name</u>	<u>Present Position</u>	<u>New Position</u>
Jepson, Rosalba	Nursing Instructor (Categorically Funded)	Nursing Instructor (District Funded-replacement for Marylynn Carlson)

M/S/C Cardenas/Hart

Resolution No. 14505: Adjunct Instructor Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel during the fall 2009 session, at the hourly rate provided for in Resolution No. 14438. Employment is contingent upon verification of records, credentials, finger printing clearance and sufficient enrollment, or whether the class is essential to a Full-Time instructor's load:

<u>Name</u>	<u>Possible Assignment</u>
Granados, Veronica	American Sign Language

M/S/C Cardenas/Hart
Resolution No. 14506: Classified Substitute Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel on a short-term basis for the period reflected:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Sandoval, Diana	Staff Secretary I	Business Services	District	10-1	10/01/09
Ruiz, Ricardo	Grounds Maintenance Worker	Maintenance	District	11-1	10/07/09

M/S/C Cardenas/Hart
Resolution No. 14507: Classified Service Employment (Foundation)

BE IT RESOLVED that pursuant to the Master Agreement between the Imperial Valley College Foundation and the Imperial Community College District ratified on September 15, 2009 (Resolution No. 14477), the Board approves the recommendation of the Superintendent/President to employ the following personnel:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Rogers, Monica	College Foundation Coordinator	Foundation Office	District	19-2	09/08/09

M/S/C Cardenas/Hart
Resolution No. 14508: Classified Management Service Employment (Foundation)

BE IT RESOLVED that pursuant to the Master Agreement between the Imperial Valley College Foundation and the Imperial Community College District ratified on September 15, 2009 (Resolution No. 14477), the Board approves the recommendation of the Superintendent/President to employ the following personnel:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Evangelist, Todd	Executive Director of College Foundation	Foundation Office	District	1-2	09/01/09

**M/S/C Cardenas/Hart
Resolution No. 14509: Classified Management Service Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel pending medical and background clearance:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Nakamura, Tim	Director of Evening College -Part-time Position (.65 FTE)	Academic Services	District	3-2	10/26/09

**M/S/C Cardenas/Hart
Resolution No. 14510: Occupational Education Agreement between Imperial County Office of Education (ICOE) and Imperial Valley College (IVC)**

WHEREAS, the Imperial Community College District embraces diversity and strives to provide opportunities for all individuals; and

WHEREAS, Imperial County Office of Education’s work experience program provides high school and college age disabled students with supervised occupational, paid work experience opportunities; and

WHEREAS, the District acknowledges that volunteers can play a valuable role in the development and delivery of services;

BE IT RESOLVED that the District agrees to participate in ICOE’s sponsored program and provide volunteer employment opportunities for eligible participants;

NOW THEREFORE BE IT RESOLVED, that the Board approves the recommendation of the Superintendent/President to ratify the following Occupational Education Agreement:

IMPERIAL COUNTY OFFICE OF EDUCATION
1398 Sperber Road, El Centro, California, 92243 (760) 312-6428
SPECIAL SERVICE OFFICE
ON-THE-JOB TRAINING AGREEMENT

Amongst the

IMPERIAL COUNTY OFFICE OF EDUCATION, COMMUNITY EMPLOYER, AND TRAINEE

The Imperial County Office of Education provides vocational services for students to become prepared for competitive employment upon completion of their high school and/or college education. One means of vocational preparation is on-the-job training in an actual employment setting within a business or industry in the community.

There are some basic responsibilities that are expected of the employer, the Imperial County Office of Education, and the trainee in the development and implementation of such a training agreement, as outlined below:

EMPLOYER’S RESPONSIBILITES

- ❖ Provide a work site and realistic work tasks for the trainee to perform;

- ❖ Provide the tools, supplies, and equipment necessary for the trainee to perform the assigned work tasks, unless the job is one which requires the employee to supply their own tools;
- ❖ Provide instruction on the assigned work task;
- ❖ Provide general supervision of the trainee;
- ❖ Complete bi-weekly training evaluation forms on the trainee's performance;
- ❖ In the event of an injury, the employer is responsible for contacting the Imperial County Office of Education immediately. If the accident occurs after work hours (i.e., evenings, weekends) the employer is responsible for transporting the trainee to designated medical facility.

IMPERIAL COUNTY OFFICE OF EDUCATION RESPONSIBILITIES

- Pre screen the student with Live Scan and TB Skin Test.
- Provide vocational training and preparation for the trainee;
- Prescreen the trainee by assessing his/her work skills, interests, aptitudes, and behavior, and matching these with an appropriate training setting;
- Provide on-going counseling and follow-up with the trainee throughout the training period;

IMPERIAL COUNTY OFFICE OF EDUCATION
1398 Sperber Road, El Centro, CA 92243 (760) 312-6428

SPECIAL SERVICES OFFICE OCCUPATIONAL EDUCATION AGREEMENT

The Imperial County Office of Education hereby agrees to enter into a cooperative Vocational Work Experience Program the scope of which follows:

1. The program sponsor is the Imperial County Office of Education.
2. The program host (work site) is Imperial Community College District.
3. The purpose of this work experience program is to expose the student to a realistic, educational, and supervised occupational education work experience opportunity.
4. The students involved are a high school and/or college age and enrolled in County special education programs.
5. All students involved are covered under the Imperial County Office of Education's worker's compensation benefits or liability insurance.
6. The students will attend their work experience station two (2) to ten (10) hours per week as arranged with the work station.
7. The Imperial County Office of Education will provide a work experience advisor specifically trained to work with youth who have disabilities. This advisor will be responsible for the program supervision and for arranging transportation to and from the work site.
8. Imperial Community College District agrees to provide a work site which will in no way displace any regular employee or result in the disruption of his productive capabilities.
9. Program evaluation will involve designated program liaison employee from the work site and/or the work experience advisor from the County Office.

10. Program length will be determined by the County Office and the working schedule for the work site.
11. This agreement will remain in effect until modified or terminated by either the host or the sponsor.

M/S/C Cardenas/Hart
Resolution No. 14511: Sabbatical Leave

BE IT RESOLVED that the Board approves the recommendation of the President/Superintendent (September 30, 2009) to award James Patterson, English Professor, a sabbatical leave for February 16, 2009 – June 12, 2010, the Spring semester.

M/S/C Cardenas/Galindo
Resolution No. 14512: Extended Leave of Absence

Discussion

Trustee Galindo thanked everyone at IVC for their generosity in helping the Serna family. She stated that the support the college has provided for the family has saved them.

Resolution

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve an initial request for an extended leave of absence due to a non-industrial illness for Joe Serna. Joe Serna is requesting an extended sick leave of absence effective November 17, 2009 through April 16, 2010. The extended leave of absence is being requested pursuant to CSEA Contract, Articles 11.2 and 11.3.

ADJOURNMENT

M/S/C Wong/Hart to ADJOURN the meeting at 8:30 p.m.

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **WEDNESDAY, NOVEMBER 18, 2009, AT 6:00 P.M.** in the **Administration Board Room located in Building 10.**

Adopted this ____ day of November 2009.

ICCD Board President

ICCD Board Secretary