

ADOPTED MINUTES

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

Wednesday, August 13, 2003

On Wednesday, August 13, 2003, Board President Romualdo Median, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., in the Administration Building Board Room.

BOARD MEMBERS PRESENT: Carlos R. Acuña, Rudy Cardenas, Jr.,
Marian Long, Romualdo Medina, Rebecca
Ramirez, Louis Wong

BOARD MEMBERS ABSENT: Kelly Keithly

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
Gail Parish, Classified
Miriam Trejo, Students

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Carlos Fletes, Vice President for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Marion Boenheim, Director of Human Resources
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Tom Barrington; Kathy Berry; Ted Ceasar; Edgar Coronel; Renee Fenn;
Eileen Ford; Margaret Hangen; Gonzalo Huerta; Mark Kenner; Jan Magno;
Jay von Werlhof

WRITTEN COMMUNICATIONS

1. Lara C. Davis, Administrative Secretary, Extended Campus
(RE: Resignation)
2. Jose Tirado, Student Services Representative, Extended Campus
(RE: Resignation)

PUBLIC COMMENTS

Carlos Fletes introduced Mark Kenner as the new Director of Technical Services. Mr. Fletes stated that he had 12 years experience in the field.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Miriam Trejo, reported on the following ASG activities:

- August 15-16 Student Trustees Workshop in Sacramento
- August 18-19 ASG Information Booth supplying students with maps, schedules and free snow cones;
- August 25 first ASG Senate meeting
- August 29 Welcome Back Dance in the College Center, 10:00 A.M. to 1:00 P.M.
- September 8-9 Senator Elections

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the Senate will have its first meeting on August 20, 2003. There will be an election for new senators on September 8 and 9.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- Consortium for North American Higher Education Collaboration (CONAHEC) grant project, funded for \$32,430, is designed to develop cross-cultural competencies of US and Mexican faculty and students so that they can function more effectively in a learner-led environment. The project design includes a parallel strand of cultural sensitization for workplace training.
- Five IVC students were among a total of twenty students from Imperial and San Diego Counties with nine community colleges participating in 2003 University Link Medical Science Program. The summer portion took place during June 29 to July 26, at the UCSD School of Medicine. IVC has the most number of qualified participants and the greatest diversity with two from the DSPS Program and one from the Student Support Services Program.
- The Upward Bound Program Summer Residential Component at University of California, San Diego, involved 50 high school students. A wonderful awards ceremony took place on July 25, 2003. An uplifting keynote speech was given by Vice President of Student Services at Peninsula College in the State of Washington, Maria J. Peña, who was a former Upward Bound student from Brawley that attended IVC.

- Each Board member was asked to provide 20 names and addresses from their respective high school district for the Visioning Process.

INFORMATION TECHNOLOGY UPDATE

Jan Magno reported that the Finance system is the first section scheduled, in the implementation phase, to "go live" on January 1, 2004. All modules within the system must be evaluated, data cleaned up, and converted to the Banner software by that date. Training for all end-users will take place during Flex Week in January 2004.

The Student System will be implemented next, with a projected "go live" date of January 2005. Human Resources and Financial Aid will follow in 2005 and 2006.

The Banner software program has received its first upgrade to 6.0. Jan stated that this is an exciting, rewarding process, designed to integrate all areas on-campus.

BUDGET UPDATE

Carlos Fletes distributed a copy of a comparison of the IVC 2002-2003 budget with the 2003-2004 approved budget as of August 13, 2003. Mr. Fletes stated that the state apportionment was received on August 11, 2003. Mid-year cuts are a possibility, and there remains a \$8 billion deficit in California.

- Partnership for Excellence was cut by 25% of \$218,566;
- Part-time faculty compensation was cut by 10.8% or \$28,742;
- Telecommunications/technology was cut by 10% or \$11,460;
- Significant projected increases in costs are health insurance 11.22% or \$317,985, PERS increase of 7.649% or \$406,733, Retirement Incentives of \$104,065, and Lease Revenue Bond Payment of \$300,000

There will be a cautious approach to this budget year and in the future.

LOCATION OF BOARD MEETINGS

Dr. Paul Pai stated that the issue of change the location of the Board meetings has been around but never formally discussed by the Board. After discussion it was the consensus of the Board that the location of its meetings would be changed only on an as needed basis. Dr. Pai suggested that we put the factor of a larger more accessible Board meeting room into our planning. Mr. Medina stated that if there is a change in location that it should be a permanent change.

Mr. Medina stated that Mr. Keithly was interested in changing the day and time of the Board meetings. This will be discussed at the September Board meeting.

M/S/C Cardenas/Wong to approve the Minutes for July 9, 2003

M/S/C Cardenas/Wong

Resolution No. 12756: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 304437 through 400170, 4003090 through 4004008, and 4503034 through 4504001, inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 302583 through 400154

M/S/C Cardenas/Wong

Resolution No. 12757: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 1 in the amount of \$60,406.72 and Warrant Order No. 2 in the amount of \$1,403,063.87 be ratified.

M/S/C Cardenas/Wong

Resolution No. 12758: **COMMERCIAL WARRANT ORDERS**

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

- 1 in the amount of \$762,551.55
- 2 in the amount of \$18,668.83
- 3 in the amount of \$150,491.49
- 4 in the amount of \$358,703.66

M/S/C Cardenas/Wong

Resolution No. 12759: **QUARTERLY INVESTMENT REPORT**

WHEREAS effective January 1, 1996, Government Code section 53646 requires schools districts to annually give a statement of investment policy to their governing boards; and

WHEREAS effective January 1, 1996, Government Code Section 53646 requires that the chief business officer submit a quarterly report to the governing board including the type of investment, issuer, date of maturity, par and dollar amount invested in all securities, and investments and monies held by the district; and

WHEREAS all investments for the Imperial Community College District are on deposit with the Treasurer of the County of Imperial.

NOW, THEREFORE BE IT RESOLVED that the Board accepts the County of Imperial Statement of Investment Policy as the policy governing investments for the Imperial Community College District.

M/S/C Ramirez/Long

Resolution No. 12760: **5-YEAR CONSTRUCTION PLAN**

WHEREAS, the District is required to submit to the Board of Governors a Five-Year Capital Construction Plan.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the submission of the 2005-2009 Five-Year Construction Plan for the Imperial Community College District, as presented

M/S/C Ramirez/Wong

Resolution No. 12761: **2002-03 TELECOMMUNICATIONS & TECHNOLOGY INFRASTRUCTURE PROGRAM (TTIP)**

WHEREAS, the District has been allocated TTIP funds for the purposes of 4Cnet video/data and video conferencing, college library automation and satellite; and

WHEREAS, at its November 13, 2002 meeting the Board of Trustees approved the 2002-03 TTIP Expenditure Plan as submitted; and

WHEREAS, the District is required to submit a TTIP Expenditure Report for 2002-03 no later than August 29, 2003.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the 2002-03 TTIP Expenditure Report, as submitted.

M/S/C Cardenas/Wong

Resolution No. 12762: **INTERIM AGREEMENT WITH DESERT MUSEUM SOCIETY REGARDING FUNDING OF MUSEUM OPERATIONS**

WHEREAS, the Imperial Community College District (District) has been paying in excess of \$50,000.00 per year to defray the costs of operating the Imperial Valley College Desert Museum and Southeast Information Center, as well as associated cost of operation; and

WHEREAS, recent fiscal constraints make it impossible for the District to continue this support at this time; and

WHEREAS, the Imperial Valley College Desert Museum Society, Inc., a California corporation (Society) has sufficient funds as of the execution of this agreement; and

THEREFORE, District and Society agree as follows:

- Society will pay to District, on a quarterly basis, the estimated quarterly payment, which consists of the amount expended by the District for the fiscal year 2002-2003, plus any adjustments as necessary; total expenses under this agreement not to exceed \$60,000.
- The payment for the first quarter of the 2003-2004 fiscal year shall be made by Society to District upon execution of this agreement. Payments for the remaining three quarters of the 2003-2004 fiscal year shall be made on or about the following dates: September 15, 2003, December 15, 2003, and March 15, 2004.
- The term of this agreement is July 1, 2003 through June 30, 2004.
- This agreement may be terminated by either party by means of thirty days written intent to terminate.
- The Superintendent/President is directed to prepare and sign a written agreement in conformity herewith.

M/S/C Cardenas/Wong

Resolution No. 12763: **CHILD DEVELOPMENT (PLAYGROUND COMPLIANCE)**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number GPCF-2052/13-6315-00-2, for fiscal year 2002-2003 through 2004-2005, in the amount of \$76,144.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/ President, and John Hunt, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

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

1. CONFERENCE WITH LEGAL COUNSEL PRESENT - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of section 54956.9: One Case
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

Mr. Medina announced that information had been provided on items 1 and 2.

M/S/C Cardenas/Wong

Resolution No. 12764: **ASSISTANT DIRECTOR FOR NURSING**

BE IT RESOLVED that the Board approves Diedre Pollock to continue to serve as Assistant Director for the IVC Nursing Education/ Health Technologies Department for the 2003-2004 academic year and that release time will be granted for this assignment.

M/S/C Cardenas/Wong

Resolution No. 12765: **LAB SUPPLIES COORDINATOR FOR NURSING**

BE IT RESOLVED that the Board approves C. Marylynn Carlson to continue to serve as Lab Supplies Coordinator for the IVC Nursing Education/Health Technologies Department for the 2003-2004 academic year.

NO ACTION TAKEN

Resolution No. 12766: **STAFF DEVELOPMENT/FLEX COORDINATOR**

BE IT RESOLVED that the Board approves Sergio Lopez, Director of Student Affairs, to continue to serve as Staff Development/Flex Coordinator for the 2003-2004 academic year, at the stipend rate of \$2,000.000 per semester, effective the beginning of the Fall 2003 Semester.

M/S/C Cardenas/Wong

Resolution No. 12767: **TEMPORARY ACADEMIC CONTRACT PERSONNEL**

BE IT RESOLVED that the Board approves hiring the following academic personnel to be employed for the 2003-2004 academic year, as temporary contract personnel, contingent upon continued funding of the grant designated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>
Peralta, Rosa	Instructor	Workforce Investment Act	Nursing

M/S/C Cardenas/Wong

Resolution No. 12768: **FULL-TIME TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves hiring the following full-time temporary academic personnel for the Fall 2003 Semester, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Rangel, Beatriz	Appropriate Classification and Step Contingent Upon Verification of Records	ESL Instructor

M/S/C Cardenas/Wong

Resolution No. 12769: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed during the 2003-2004 academic year, as credentialed, at the hourly rate provided for in Resolution No. 12564. 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>
Candland, Robert	Journalism
Chee, Fabio	Spanish
Lemus, Sylvia	Business
Moreira-Nicklen, Anita	English as a Second Language
Piedra, Marcela	Business
Thompson, Arelys	Theatre
Watts, David	Driver Improvement Training

M/S/C Cardenas/Wong

Resolution No. 12770: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed as librarians during the 2003-2004 academic year, as credentialed, at the hourly rate provided for in Resolution No. 12564.

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Pitones, Rosa	Librarian
Tauler, Sandra	Librarian

M/S/C Cardenas/Wong

Resolution No. 12771: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, during 2003-2004 academic year, in accordance with the hourly rate provided for in Resolution No. 12564. 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>
Alvarado, Arturo	Counselor	District
Cabrera, Hector	Counselor	Federal
Cano, Edmundo	Counselor	State/District
Carrera, Jose	Counselor	Federal
Castillo, Stephanie	Counselor	Federal
Dorsey, Tanya	Counselor	State/District
Fristrup, Carey	Counselor	State/District
Garcia, Rosario	Counselor	State
Harmon, Mary	Counselor	State
Ibarra, Fabiola	Counselor	District
Lopez, Gabriela	Counselor	Federal
Nechochea, Alex	Counselor	Federal
Neeley, Maria	Counselor	State
Ragland, Lisa	Counselor	Federal
Ramirez, Arturo	Instructional Specialist	State
Ramirez, Xochitl	Instructional Specialist	Federal
Salgado, Cynthia	Counselor	Federal
Scott, Norma	Counselor	Federal
Sigala, Ana Isabel	Counselor	State
Treviña, Elizabeth	Counselor	State/District
Tan, Harlinda	Counselor	District
Vega, Olga	Counselor	Federal

M/S/C Cardenas/Wong

Resolution No. 12772: **TITLE IX COMPLIANCE OFFICER STIPEND**

BE IT RESOLVED that compensation for the duties and responsibilities associated with the position of Title IX Compliance Officer for the District shall be a fixed stipend in the amount of \$1,080.00 (\$540.00 per semester) for fiscal year 2003-2004.

BE IT FURTHER RESOLVED that at the beginning of 2003-2004 academic year an internal advertisement shall be posted for a person or persons to assume the duties and responsibilities of Title IX Compliance Officer.

M/S/C Wong/Cardenas

Resolution No. 12773: **PERSONAL SERVICES CONTRACT - MUSEUM CURATOR**

WHEREAS, personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible under Education Code Section 88003.1, provided certain conditions are met;

WHEREAS, a personal services contract must be awarded through a publicized, competitive bidding process;

WHEREAS, the District wishes to utilize a personal services contract for a Museum Curator.

NOW, THEREFORE, the Board directs the Superintendent/President to publish a Request for Proposal (RFP) and to execute a contract for personal services contract subject to Board ratification.

M/S/C Cardenas/Wong

Resolution No. 12774: **CLASSIFIED RESIGNATIONS**

BE IT RESOLVED that the resignations of the following classified employees be accepted at the dates indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Davis, Lara C.	Administrative Secretary	Extended Campus	District	31-B	9/01/03
Tirado, Jose	Student Services Representative	Extended Campus - Calexico	District	24-E	8/22/03
Ramirez, Mary	Instructional Lab Assistant	Language Lab	District	23-A	5/31/03

Rodriguez, Norma	Preschool Teacher	Early Childhood Education	State	26-E	7/21/03
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M/S/C Cardenas/Wong

Resolution No. 12775: **CLASSIFIED MANAGEMENT EMPLOYMENT**

BE IT RESOLVED that the following individual be employed as a Classified Management employee as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Kenner, Mark	Director of Technical Services	District	8-D	8/4/03

M/S/C Cardenas/Wong

Resolution No. 12776: **SUBSTITUTE EMPLOYEES**

BE IT RESOLVED that the following individuals be employed on a substitute basis, as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Harmon, Richard	Small Business Advisor	Federal	40-A	8/4/03 to 9/30/03
Sandoval, Sylvia	Office Assistant I	Federal	19-A	7/1/03 to 9/30/03
Supnet, Cesar	Microcomputer Lab Assistant	State	25-A	7/28/03 to 9/30/03
Valladares, Angelina	Office Assistant I	District	19-A	8/1/03 to 9/30/03

M/S/C Cardenas/Wong

Resolution No. 12777: **SHORT-TERM OFFICE ASSISTANT II, STUDENT AFFAIRS**

WHEREAS, the Director of Student Affairs has determined a need for a short-term employee in the Student Affairs department;

WHEREAS, this need is based on the following: the Staff Secretary I assigned to the Student Affairs Office will be taking a leave of absence effective August 25, 2003 and in order maintain the same level of services provided by the Student Affairs Office, it is necessary to train the short-term employee prior to the Staff Secretary I taking leave;

WHEREAS, the classification for the short-term employee is Office Assistant II;

WHEREAS, the specific duties to be performed by the short-term employee are:

- Perform secretarial duties and relieve the Student Affairs Director of a variety of clerical and routine duties and some technical assignments; utilize transcription/ dictation equipment as assigned, and record and transcribe minutes; prepare a variety of correspondence, memoranda, reports and other written materials.
- Review and proofread Student Affairs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
- Provide work direction to college work study students, and assign them to perform office tasks and procedures as appropriate; assist in training and evaluating their performance.
- Assist in monitoring the Student Affairs' budget expenditures and maintain financial records and current account balances; order and maintain office supplies and other materials.
- Receive, open and distribute mail; receive visitors, arrange travel for staff, schedule appointments, answer telephone calls, forward information, and refer or transfer calls to appropriate staff members; arrange and schedule a variety of meetings and conferences;
- Will provide clerical and supportive assistance to the President of the Associated Students; will attend the Associated Students meetings and take the minutes; will provide other support and clerical assistance to the Associated Student officers or designees in their activities, assignments, and tasks.
- Perform related duties, as assigned, to assist Student Affairs personnel during absences, periods of intense business, and other necessary work related to the positions responsibilities.

WHEREAS, the employment term of the short-term employee shall begin on August 14, 2003 and end on August 22, 2003;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the position of a short-term Office Assistant II at the Student Affairs department;

BE IT FURTHER RESOLVED that the person hired in the short-term position shall be employed in accordance with the provisions of Education Code Section 88003 relating to short-term employees.

M/S/C Cardenas/Wong
 Resolution No. 12778 **SHORT-TERM EMPLOYEES**

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>
Arceo, David	Math Lab Instructional Specialist	Federal	37-A	6/24/03 to 7/27/03
Cervantes, Dulce	Math Lab Instructional Specialist	Federal	37-A	6/23/03 to 7/27/03
Cervantes, Enrique	Math Lab Instructional Specialist	Federal	37-A	6/23/03 to 7/27/03
Flores, Veronica	Office Assistant II	Student Affairs	21-A	8/14/03 to 8/22/03
Gonzalez, Theresa	Math Lab Instructional Specialist	Federal	37-A	6/23/03 to 7/30/03
Rivera, Denice	Math Lab Instructional Specialist	Federal	37-A	6/23/03 to 7/30/03

M/S/C Wong/Acuña

ADJOURNMENT - The next regular meeting of the Board of Trustees is scheduled for Wednesday, September 10, 2003, at 6:00 P.M.

Adopted this _____ day of _____, 2003.

 ICCD Board President

 ICCD Board Secretary