

ADOPTED MINUTES

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

Tuesday, April 20, 2004

On Tuesday, April 20, 2004, Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:04 P.M., in the Administration Building Board Room.

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

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate
Miriam Trejo, Students

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Tom Hudson, Dean for Business Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Marion Boenheim, Interim Vice President for Academic
Services/Director of Human Resources
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Kathy Berry; Eileen Buckel; Dennis Carnes; Edgar Coronel; Renee Fenn;
Laurie Franks; Bill Gay; Becky Green; Laura Guidino; Gonzalo Huerta;
Jan Magno; Beth Smith; Kathie Westerfield; Caldwell Flores Winters,
Inc. Consultants: Khushroo Gheyara and Lynn Paquin.

WRITTEN COMMUNICATIONS

1. Monica C. Bane, Custodian (RE: Retirement)
2. Rashaell R. Amarillas, Transfer Center Secretary (RE: Resignation)
3. John C. Abarca, CSEA Chapter 472 President (RE: Classified
Employees Week May 16-22, 2004)

PUBLIC COMMENTS

1. Kathy Berry thanked the Board for allowing eight nursing students to attend the National Student Nurses' Association Convention in Nashville.

2. Dennis Carnes, Life Science Professor, made comments relating to the growth plan for IVC. Statements of concerns related to: Are the sources of funds for fueling this project truly available or will funds become available, as predicted? Is the backlog of students really there to fill new classes? Do we have the necessary infrastructure to expand this rapidly? Do we need to expand so expeditiously?

EMPLOYEE OF THE MONTH AWARD

Dr. Victor Jaime congratulated and presented Beth Smith, Administrative Assistant for Student Services, with the Employee of the Month Award for March. Her nominator stated the following:

Beth Smith is a true professional, excellent at her job, yet never looks past the real reason that we're all here - the students. Her day to day activities may not bring her into direct contact with large numbers of students, yet she has made a profound difference in many of their lives - one student at a time. She is always willing to share her knowledge, understanding and support for new projects and ideas, and members of her department turn to her often for advise and support. Beth Smith embodies all of the qualities we value in each other - professionalism, intelligence, competence, collegiality, community involvement, and a willingness to share with others, especially with the students, and deserves to be Employee of the Month.

SDICCCA ALLIANCE MEETING

Marian Long attended the SDICCCA Alliance meeting held in San Diego on April 5, 2004. The following information was presented:

- Equalization funding deserves to be a top priority within the community college budget because it will infuse well over 50 districts with funding which will increase access. The \$80 million Equalization funding is under attack. Even with the solidly proven need for these funds, other parties are targeting them for other purposes. It is important to communicate to legislators how important this money is, how the Governor has already indicated his support for Equalization, and how this money will actually increase access while not reducing any standards of quality.
- The first hearing on the Governor's proposal will be at the April 14 Senate Education Committee Hearing, when SB 1875 (Alpert) is heard. This bill provides for the allocation of equalization funds following the development of an equalization plan. This is the first step in changing the funding system.

- The Under Funded Districts Caucus will meet on April 30 at the CCLC Trustees Conference in Long Beach.
- AB 2477 seeks to control college textbook pricing and outlines a process for rental of books.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Miriam Trejo, reported the following:

- The St. Patrick's Day, March 17, Gold Nugget Hunt was a success.
- *The Gatekeeper* movie premiere on March 25 was well attended.
- Everyone enjoyed the annual Preschool Easter Egg Hunt held on April 7.
- The Battle of the Bands will take place in the evening on April 23 at the College Center.
- ASG will hold elections on April 26 and 27 for President, Mr. and Ms. Freshman and Sophomore, and the IVC Mascot.
- The Third Annual Sexual Assault Awareness Day will take place on April 27.
- The Student Spring Awards Banquet will take place at the Barbara Worth Golf Resort on May 14.
- Life's a Beach event will take place on May 19.

ACADEMIC SENATE UPDATE

Academic Senate President, Dr. James Patterson, reported the following:

- The Academic Senate and CTA Adhoc Committee appointed to review the tenure review policy and procedures have completed their work. The draft will go to the Academic Senate and CTA Executive Committee for approval. This is a negotiable item.
- At the April 7 Academic Senate meeting the Master Plan/Program Review Integration Template for 2005-2008 was approved. Also approved was the Curriculum and Instruction Committee's recommendation for 25 new faculty positions to be hired. The Senate is continuing their discussion on the proposed separation of Board policies and procedures.
- At its annual Spring Session the State Academic Senate approved a number of resolutions relating to: support for equalization;

course integrity and articulation of online courses; CSU system to exempt all community college students who are in their final quarter or semester prior to transfer from any newly imposed transfer requirements; insisted that the Legislature provide full apportionment funding for redirected students; urged local senates to assume leadership positions with regard to the defining and assessment of student learning outcomes; and opposition to SB 1335, the Academic Bill of Rights.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- The Accreditation Mid-Term Visit took place on March 31. The visiting team leader, Chancellor Edward Hernandez, and Commissioner Joe Richie interviewed seven people. IVC receive a great commendation for making significant and tremendous improvements and changes. They have trust in the faculty, staff, and administrators, who have made these changes, to overcome the hurdle of program review.
- Compromise attempts among the community college camps, i.e. those who are pro-growth and those who are pro-equalization, is receiving attention. Talks are more in the redistribution of available funds in the Governor's proposal among three categories: growth, equalization, and non-credit increases.
- A new SDICCCA task force has been established, made up of all Chief Student Services Officers, Chief Instructional Officers, and representatives from CSU San Marcos, SDSU, and UCSD. Their purpose is to address transfer issues.
- The IVC Leadership Institute was held on March 26-28, and 34 leaders from throughout the Valley participated. The Institute has gained strong support for continuation of this program from the Imperial Irrigation District, Valley Independent Bank, Imperial County Office of Education, and the Workforce Investment Board. Ben Solomon and Renee Fenn are working with these partners to develop a plan to hold more Institutes. The IVC Foundation was thanked for providing the seed money for this program.
- Imperial County schools have been invited to participate in a Cal-Pass (California Partnership for Achieving Student Success) Workshop on April 21. This is an initiative that collects, analyzes and shares student data in order to track performance, facilitate planning, and improve student success from elementary school through university.
- A Southern California Hispanic Serving Institution Consortium is being formed. This Consortium will be an avenue for Hispanic Serving Institutions to receive additional assistance in acquiring

grants, scholarships, internships, and legislative support. IVC is among 29 institutions participating.

- On April 15 the Imperial Valley Association of Governments Transportation Committee recommended the addition of two morning express lines, one from the north and one from the south, and the restoration of evening routes to and from the campus. They also recommended that a consultant with IVC to improve the bus schedule.

COMMUNITY OPINION SURVEY

Bond Consultants Lynn Paquin and Khushroo Gheyara representing Caldwell Flores Winters, Inc., gave an overview of the Community Opinion Survey of 400 telephone interviews conducted April 14-17, 2004. The conclusions of the voter opinion survey reflected the following:

- IVC enjoys strong community support.
- Over 55% of voters surveyed support the recommended project list at the maximum recommended level.
- At the Proposition 39 Tax Rate, the District is estimated to acquire between \$55-\$60 million.
- Proceeds from the bond could be used to fund a Science/Math Building, New Classroom Construction, Technology and Health and Safety Improvements.
- Final Bench Question: "In order to improve the quality of education and better serve the community, build additional classrooms and labs, make health and safety improvement, construct a science and technology building and improve student access to programs and technology, shall the Imperial Community College District issue \$55,000,000 in bonds, appoint an independent Citizens' Oversight Committee, and perform audits to ensure no bond money is used for salaries or operating costs?" The response received was over 81% level in support.

The recommendations include:

- Appointment of a Long Range Facilities Planning Finance Committee.
- Conduct a Campus Community Survey.
- Conduct a public information process among community members to gather input and support for the proposed program.
- Present a revised Capital Plan and Financing Plan to the Board of Trustees, along with recommendations.
- Present a resolution for Board consideration for a Bond Election.

BANNER PROJECT UPDATE

Jan Magno updated the Board on the progress of the Banner conversion. The first phase to go live on January 1, 2004, was the Finance/Business Module. The conversion went well, and the printing of accounts payable checks is taking place in-house, along with electronic approvals. The 2004-2005 Budget will be developed using the new system.

The Student Module is planned to go live by Spring 2005, with the catalog, class schedule, rosters, instructor load all converted to the web based program. The registration process for students will be done online. Access issues such as availability of computers and the language barrier for limited English speaking students are being addressed. This conversion will mean that access to information will be greatly improved.

The next modules for conversion will be Financial Aid and then Human Resources. Financial Aid is now beginning to map its business process.

A group from IVC traveled to College of the Sequoias to get a first hand look at their conversion process to Banner. They were able to share training materials, knowledge and ideas.

M/S/C Keithly/Medina to approve the Minutes dated March 16, 2004

M/S/C Keithly/Medina
Resolution No. 12935: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P4050048 through P405M015 in the amount of \$137,589.76, and direct payment I000869 through I0001584 in the amount of \$273,863.26 are approved.

M/S/C Keithly/Medina
Resolution No. 12936: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 17 in the amount of \$132,442.09 and Warrant Order No. 18 in the amount of \$1,562,544.95 be ratified.

M/S/C Keithly/Medina

Resolution No. 12937: **COMMERCIAL WARRANT ORDERS**

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

32 in the amount of \$49,811.12
33 in the amount of \$157,370.57
34 in the amount of \$603,680.79
35 in the amount of \$74,079.48

M/S/C Keithly/Medina

Resolution No. 12938: **BUDGET CHANGES**

WHEREAS, the California Code of Regulations, Title V, Sections 58307 and 58308, and the Community College Budget and Accounting Manual require the Board of Trustees to adopt the annual District budget by resolution, and to approve any changes to that budget by resolution.

BE IT NOW RESOLVED that budget changes 4050201, 4050209, 4050291, 4050296, 4050302, 4050319, 4050320, 4050321, 4050332, 405033, 4050359, 4050365, 4050366, 4050372, 4050373, 4050383, 4050384, 4050386, 4050402, 4050408, 4050413, 4050414, 4050415, 4050416, 4050417, 4050419, 4050420, 4050421, 4050422 be approved.

M/S/C Keithly/Medina

Resolution No. 12939: **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 & Hadley, LLP, Certified Public Accountants, be awarded a three year contract to perform the District Audit for fiscal year 2003-2004 in the amount of \$13,000.00, 2004-2005 in the amount of \$13,600.00 and 2005-2006 in the amount of \$14,100.00.

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/Keithly

Resolution No. 12940: **2003-2004 PARTNERSHIP FOR EXCELLENCE (PFE)
SURVEY OF LOCAL INVESTMENTS OF PARTNERSHIP FUNDS**

WHEREAS Imperial Valley College has received an allocation of \$1,089,174 for fiscal year 2003-2004; and

WHEREAS every year, the California Community Colleges Chancellor's Office, as part of their effort to ensure the accountability of the Partnership for Excellence, have asked districts to complete an expenditure plan for such funds showing that funds are being spent consistent with Partnership for Excellent triggers and goals; and

WHEREAS Partnership for Excellent guidelines require that funds be invested for student success; and

WHEREAS Partnership for Excellence guidelines require that this report be reviewed publicly at the District Board meeting; and

WHEREAS Imperial Valley College has charged the Planning and Budget Committee with the task of making sure that collegial and participatory governance procedures have been followed in developing this survey.

NOW BE IT RESOLVED that the Board of Trustees accepts the 2003-2004 Partnership for Excellence Survey of Local Investments of Partnership Funds as submitted.

M/S/C Medina/Keithly

Resolution No. 12941: **PRESCHOOL FENCING AND ENTRY BID**

BE IT RESOLVED that the Board accepts and approves the bid from Green Construction in the amount of \$77,757.00 (State Child Development Funds) for the construction of fencing and a new entry for the Preschool.

M/S/C Keithly/Wong

Resolution No. 12942: **INDIRECT COSTS**

WHEREAS, at its January 24, 2004 meeting, the Planning and Budget Committee recommended that all categorical programs and subsidiary funds be charged for indirect costs (as allowed by each program).

NOW THEREFORE BE IT RESOLVED that all categorical programs and subsidiary funds be charged for indirect costs as allowed by each program effective 2004-2005 academic year.

M/S/C Keithly/Wong

Resolution No. 12943: **EQUIPMENT REPLACEMENT SCHEDULE**

WHEREAS, Imperial Valley College has approximately \$7,000,000 in equipment, and the College spends approximately \$1,000,000 annually on capital equipment and improvements; and

WHEREAS, \$1,000,000 invested in classroom instruction could return \$6,500,000 in perpetuity to the College resulting from increased reimbursable FTES.

NOW BE IT RESOLVED that the Administration recommends the removal of all capital outlay items from the General Fund Budget and develop a capital equipment replacement schedule that will replace all equipment over a seven-year schedule.

BE IT FURTHER RESOLVED that the replacement schedule be funded using Certificates of Participation debt instruments to fund the annual purchases from the capital equipment replacement schedule, and that repayment of the Certificates of Participation will come from the General Fund capital outlay budget, at the approximate annual cost of \$130,000, with a cash savings from 2003-2004 to be deposited in the District Reserve, which would increase the reserve to approximately \$4,000,000 or nearly 10% for 2004-2005.

NO ACTION TAKEN

Resolution No. 12944: **NON-CREDIT PROGRAMS**

WHEREAS, the Imperial Community College District is the only public community college in the State of California that does not offer non-credit courses and programs; and

WHEREAS, the community has requested course offerings that fit under the non-credit category of instruction; and

WHEREAS, the Vice President for Academic Services and Curriculum and Instruction Committee recommend that the District seek approval from the California Community Colleges Chancellor's Office to offer projected non-credit courses and programs;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Vice President for Academic Services, the Curriculum and Instruction Committee, and the Academic Senate, with the approval of the Superintendent/President, to offer non-credit courses and programs, and that the required approval process be initiated.

NO ACTION TAKEN

Resolution No. 12945: **INSTRUCTORS OF NON-CREDIT COURSES**

WHEREAS, the District plans to offer noncredit courses and programs beginning Fall 2004; and

WHEREAS, the District's current list of employment categories does not include instructors of noncredit courses;

WHEREAS, the minimum qualifications for instructors of noncredit courses is the same as the minimum qualifications for credit instruction in the appropriate discipline, or as specified in California Code of Regulations, Title 5, Section 53412; and

WHEREAS, the Vice President of Academic Services, the Curriculum and Instruction Committee and Academic Senate recommend that the "instructors of noncredit courses" be added to the District's list of employment categories, and that instructors of noncredit courses be compensated from \$18.00 per hour to \$30.00 per hour, depending upon the type of noncredit course taught, as designated by the Director of Human Resources; and

BE IT RESOLVED that the Board approves the recommendation of the Vice President of Academic Services, the Curriculum and Instruction Committee, the Academic Senate, with the approval of the Superintendent/President to add "instructors of noncredit courses" to the District's list of employment categories effective July 1, 2004. BE IT FURTHER RESOLVED that instructors of noncredit courses shall be compensated from \$18.00 per hour to \$30.00 per hour, depending upon the type of noncredit course taught, as designated by the Director of Human Resources.

M/S/C Keithly/Acuña

Resolution No. 12946: **DESIGNATION OF NEW FACULTY POSITIONS**

WHEREAS access of students to classes is a recurring theme in the community and negatively impacts the image of IVC; and

WHEREAS the Board committed to hiring up to 25 new teaching faculty positions for Fall 2004; and

WHEREAS the Curriculum and Instruction Committee has prioritized the following list.

THEREFORE BE IT RESOLVED that the Board approves the following listed teaching tenure track positions for Fall 2004.

2004-2005 PRIORITIZATION RANKING

- 1 English/Reading
- 2 English as a Second Language

- 3 Spanish
- 4 English as a Second Language
- 5 English as a Second Language
- 6 Speech/Journalism
- 7 Mathematics
- 8 Geology
- 9 Astronomy/Physics
- 10 Biological Science
- 11 Child Family Consumer Services-Hospitality
- 12 Geography
- 13 Biological Sciences
- 14 Speech
- 15 Spanish
- 16 Art
- 17 Physical Education
- 18 Heating Ventilation Air-Conditioning
- 19 Mathematics
- 20 Anthropology
- 21 Nursing-Pediatric
- 22 Non-Credit (Coordinator)
- 23 Administration of Justice
- 24 Welding
- 25 American Sign Language

Fiscal Impact Statement: Approximately \$42,500.00 per teaching position at the beginning level including benefits.

M/S/C Keithly/Acuña

Resolution No. 12947: **PILOT TRANSFER FAST TRACK PROGRAM**

WHEREAS, a pilot program for the 2004-2005 academic year is a microcosm of an extensive program designed to begin fully in 2005 and forward; and

WHEREAS the design of the program is to pair courses with scheduling options in order to enable students to complete all their requirements for:

- Associate of Arts Transfer Studies
- four-year general education
- requirements in as little as 18 months

WHEREAS the pilot shall provide General Education course offerings over and above the traditional/regular current course offerings; and

WHEREAS the pilot, selected sets of courses will be offered during Fall and Spring Semesters, designed to meet the general education needs of students from many segments of our student population; and

WHEREAS courses will be offered in full-term, as well as eight-week formats, in time blocks that allow students to take several courses that meet different degree requirements; and

WHEREAS courses selected for eight-week time frames, are those that can be taught in the compressed format, and other courses will be taught as full-term, but offered in coordinated time slots so they may be taken in conjunction with the short-term courses; and

WHEREAS to serve as many of our IVC students as possible for whom this new delivery method may resolve some scheduling issues; and

WHEREAS categories of students who may wish to take advantage of this exciting new delivery method include, but are not limited to:

- New freshmen who are academically prepared to undertake and have a good chance for success in college-level courses. Students who do not need remedial course work and take full advantage of the "fast-track" program will be able to earn an Associate Degree in two years or less.
- Former and current IVC students who have one or more degree requirements remaining and would like to take advantage of the opportunity to fulfill those requirements with eight-week courses.
- Transfers from other colleges who may have completed some degree requirements previously and would like the opportunity to take remaining requirements in a short-term format.
- Students who make the decision to enroll or re-enroll after registration has ended for full-term courses, but could take one or more in the second eight-week session.
- Students who have personal commitments they could better meet if they were enrolled in the beginning of the semester eight-week courses, or the ones that begin half way through.
- Students whose learning style adapts well to shortened-semester courses.

THEREFORE, BE IT RESOLVED that the Board endorses a Pilot Fast Track Program for transfer students to begin Fall 2004.

M/S/C Keithly/Acuña

Resolution No. 12948: **ENDING DATE FOR NEW COURSES AND PROGRAMS FOR 2004-2005**

WHEREAS, the ending date for new courses and programs to be included in the 2004-2005 Catalog was December 2003; and

WHEREAS, the District has indicated a desire to include new courses and programs to be taught for Fall 2004; and

WHEREAS, the Vice President for Academic Services, with the approval of the Curriculum and Instruction Committee, the Academic Senate, with the endorsement of the Superintendent/President, recommends that the ending date for new courses and programs to be included in the 2004-2005 catalog be extended to May 3, 2004;

NOW THEREFORE BE IT RESOLVED that the Board approves extending the ending date for new courses and programs to be included in the 2004-2005 Catalog is extended to May 3, 2004.

M/S/C Cardenas/Medina to go into CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation--
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: Three Cases
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Subdivision (a) of section §54956.9
Name of case: Roy Bernardi, Claim No. WCSISC2003034098
3. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
4. EVALUATION: Superintendent/President

M/S/C Keithly/Cardenas to go back to OPEN SESSION

Board President Ramirez announced that Legal Counsel presented information and discussion took place regarding Items 1 and 2. In Item 3 there was discussion and direction was given. In Item 4 the Superintendent/President's evaluation was presented and accepted by the Board.

M/S/C Keithly/Acuña

Resolution No. 12949: **HAZARDOUS COMMUNICATION PROGRAM**

WHEREAS, federal and state regulations require employers to provide and maintain a safe and healthful workplace for employees;

WHEREAS, employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to in the workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program;

WHEREAS, California Code of Regulations, Title 8 (8 CCR), Section 5194, requires that employers develop, implement, and maintain a written hazard communication program;

WHEREAS, the Environmental Health and Safety Committee recommends implementation of the HAZARDOUS COMMUNICATION PROGRAM, which has been developed in compliance with applicable statutes and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the HAZARDOUS COMMUNICATION PROGRAM, and that it shall become effective April 20, 2004.

M/S/C Keithly/Acuña

Resolution No. 12950: **CONTRACT BETWEEN THE DISTRICT AND IVC CHAPTER OF CCA/CTA/NEA FOR 2001-2004**

BE IT RESOLVED that the Board ratifies the Contract between the District and the Imperial Valley College Chapter of the CCA/CTA/NEA for 2001-2004.

M/S/C Keithly/Acuña

Resolution No. 12951: **COMPENSATION METHOD FOR ADJUNCT CREDIT TEACHING FACULTY**

WHEREAS, Imperial Valley College adjunct credit teaching faculty do not work under a collective bargaining agreement;

WHEREAS, adjunct credit teaching faculty are compensated monthly at \$30 per hour for every lecture and lab hour taught;

WHEREAS, full-time faculty with overload assignments are compensated per unit load, which is computed as the sum of the lecture hours and lab hours taught per week, as noted in the college catalog (CAT File), multiplied by \$540.00, which is the per unit load rate;

WHEREAS, the Director of Human Resources and the Academic Senate recommend that adjunct credit teaching faculty be paid the same way full-time faculty are compensated for overload;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to change the method in which adjunct credit teaching faculty are compensated;

BE IT FURTHER RESOLVED that effective August 14, 2004, adjunct credit teaching faculty shall be compensated per unit load, which is computed as the sum of the lecture hours and lab hours taught per week, as noted in the College catalogue (Cat File), multiplied by the per unit load rate of \$540.00.

M/S/C Keithly/Acuña

Resolution No. 12952: **ACADEMIC TEMPORARY EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed on a pro-rata hourly, short-term temporary basis, effective March 29, 2004 through April 30, 2004:

<u>Name</u>	<u>Classification/Step</u>	<u>Assignment</u>
Chee, Fabio	Appropriate Classification and Step Contingent Upon Verification of Records	Spanish

M/S/C Keithly/Acuña

Resolution No. 12953: **PER-SESSION FACULTY EMPLOYMENT**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code Section 87359, and District 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 academic year 2003-2004:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Grivanos, Maria	Spanish

M/S/C Keithly/Acuña

Resolution No. 12954: **2004 SUMMER SCHOOL SCHEDULE SIDE LETTER
AGREEMENT WITH CSEA**

BE IT RESOLVED that the Board approves the following 2004 Summer School Schedule Side Letter Agreement between the District and the CSEA, Chapter 472, and that the terms of the agreement shall apply during the 2004 Summer School Session, from June 14, 2004 through July 22, 2004:

1. The agreements and understandings herein are subject to and contingent upon the approval of the membership of CSEA and the Board of Trustees of the District.
2. The summer workweek for classified employees shall consist of four ten-hour days. In general, the work schedule shall be Monday through Thursday, 7:00 A.M. to 6:00 P.M., with a one-hour lunch break. The College will be closed Fridays, Saturdays, and Sundays.
3. Hours for Maintenance and Operations staff shall be adjusted due to weather.
4. There shall be no overtime pay for the ninth and tenth hours worked during the extended day.
5. There shall be no differential pay for classified employees whose normal workday is extended past 5:00 P.M. due to the increase in workday from eight to ten hours.
6. Classified employees working any hours between 6:00 P.M. and 4:00 A.M. shall be eligible for night differential.
7. For any workweek containing a holiday (i.e., week of July 5, 2004) classified employees will work four eight-hour days, 8:00 A.M. to 5:00 P.M., with a one-hour lunch break.
8. The change to the summer workweek shall be on a one-time basis, and shall not constitute a precedent or a "past practice" for any future contract years.
9. Classified employees unable to work the summer work schedule will be required to use vacation, compensatory time, or personal leave, or take leave without pay.
10. The Director of Human Resources must approve any deviation from the summer work schedule in advance.

M/S/C Keithly/Acuña

Resolution No. 12955: **CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 16 THROUGH 22, 2004**

WHEREAS, classified professionals provide valuable services to the school and students of the Imperial Community College District; and

WHEREAS, classified professionals contribute to the establishment and promotions of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Imperial Community College District's students; and

WHEREAS, classified professionals employed by the Imperial Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Imperial Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Imperial Community College District and declares the week of May 16-22, 2004, as Classified School Employee Week in the Imperial Community College District.

M/S/C Keithly/Acuña

Resolution No. 12956: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that Resolution 12934 dated March 16, 2004, regarding Classified Service Employment be amended to reflect the effective date change as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Curiel, Maria S.	Financial Aid Technician	State	27-A	4/1/04

M/S/C Keithly/Acuña

Resolution No. 12957: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that Judith Avendano, a volunteer assisting in the Library from April 21 to June 4, 2004, be approved for coverage under the District's Workman's Compensation Insurance Policy.

BE IT FURTHER RESOLVED that thanks is extended to Judith Avendano for her contribution to Imperial Valley College.

M/S/C Keithly/Acuña

Resolution No. 12958: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that Irma Delia Barak, a volunteer assisting in the Business Division from March 1 to May 21, 2004, be approved for coverage under the District's Workman's Compensation Insurance Policy.

BE IT FURTHER RESOLVED that thanks is extended to Irma Delia Barak for her contribution to Imperial Valley College.

M/S/C Keithly/Acuña

Resolution No. 12959: **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>
Contereas, Victor	Custodian	District	21-A	3/22/04 to 6/30/04
Rico, Camillo	Custodian	District	21-A	3/25/04 to 6/30/04

M/S/C Keithly/Acuña

Resolution No. 12960: **CLASSIFIED RETIREMENT**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Monica C. Bane, Custodian, effective June 25, 2004.

BE IT FURTHER RESOLVED that sincere appreciation be expressed for her 27 years of service to Imperial Valley College.

M/S/C Keithly/Acuña

Resolution No. 12961: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following classified staff member be accepted at the date indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Amarillas, Rachael	Secretary Transfer Center	District	23-E	5/31/04

M/S/C Keithly/Acuña to **ADJOURN** at 9:20 P.M.- The next regular meeting of the Board of Trustees is scheduled for Tuesday, May 18, 2004, at 6:00 P.M.

Adopted this _____ day of _____, 2004.

ICCD Board President

ICCD Board Secretary