

ADOPTED MINUTES

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

Tuesday, June 15, 2004

On Tuesday, June 15, 2004, Board Clerk Marion Long called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:05 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

BOARD MEMBER ABSENT: Romualdo Medina

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate
Irene Garcia, Students
John Abarca, Classified

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

VISITORS PRESENT:

Kathy Berry; Eileen Buckel; Dennis Carnes; Ted Ceasar; Lenny Fabian;
Renee Fenn; Carlos Fletes; Laurie Franks; Bill Gay; Becky Green; Saul
Hom; John Hunt; Sergio Lopez; Jan Magno; Gail Parish; Alfonso Ruiz;
Angie Ruiz; Rick Webster; Kathie Westerfield; Lianna Zhao.

WRITTEN COMMUNICATIONS

1. 2004-2005 Board Meeting Schedule
2. IVC Chapter CCA/CTA (RE: Opening Negotiations)

PUBLIC COMMENTS

1. Dr. Dennis Carnes communicated some of his observations while serving a two-year term as Chair of the College Council:
 - We work in an environment that is positive in nature, a place of growth, of success, and of incredible opportunities for members of our community.
 - Our energies should be directed to teaching people who want and need to learn.
 - Political and power guarding run deep in many of the constituencies of the campus community.
2. Dr. Lianna Zhao, Chair of the Science/Math/Engineering Department, stated that her division organized the 24th Annual Math Festival as their yearly outreach program. Commemorative t-shirts were distributed to the Board, and appreciation was expressed for their guidance and support.
3. John Abarca requested that Resolution No. 13021, regarding the Confidential Staff Salary Scheduled, be pulled for discussion.

EMPLOYEE OF THE YEAR AWARD

Renee Fenn congratulated and presented Angie Ruiz, Business Instructor, with the Employee of the Year 2004 Award. The following statement was presented:

Angie Ruiz, recognized as Imperial Valley College's Employee of the Year, is an exemplary employee for many reasons.

As a faculty member in the Business Division, she specializes in teaching courses in office technology. She brings work experience, which she applies to development and delivery of curriculum for management, supervision and customer service-related coursework. Training in these will be started at Paradise Casinos very soon. Her Masters in English as a Second Language has been key to her understanding of Vocational ESL and to her work with second language students.

Angie was asked to serve as the faculty coordinator for the IVC Customer Service Academy three years ago. She attended training sessions and is now leading the training of trainers here in Imperial Valley. Thanks to her strong belief in the value of Academy courses for employees and to hours of capable, hard work, the Academy has been very

successful. She herself has taught the majority of the courses to community members at-large representing retail businesses, banks, and industry. Recently she has taught courses for IVC employees. Evaluations of her instruction are consistently positive.

Angie has put together a strong team of faculty for the Academy, all of who have done an excellent job and who have benefited from her strong organizational skills and support.

Angie brainstormed ideas for the original CONAHEC grant proposal, which was funded for this year and ensured its success throughout this year through, once again, hours and hours of dedicated work. She constantly strives to provide quality instruction and to achieve effective learning, the essence of that project.

In addition, Angie has served as the Business Club advisor. Students involved in the club have learned a great deal by working with such ventures as the Bird Festival and various fund-raising activities.

One can consider Angie Ruiz the kind of teacher who defines herself more by whom she teaches first, then by what she teaches. She believes in her students, and they feel that from her, responding accordingly. It is, therefore, no surprise that she was given the Rafael Santos Award this year.

In her calm, collected, competent manner, Angie best teaches by who she is, a caring, committed professional willing to go far beyond the call of duty if it might benefit others.

Congratulations, Angie.

SDICCCA ALLIANCE MEETING

Trustee Marian Long attended the SDICCCA Alliance on June 7, and presented to following information:

- The Governor remains firm on the budget of \$80 million for equalization for community colleges. IVC's portion will be \$299,379.
- The Latino Trustees Association has proven that under funded districts serve more Latino students.
- Alliance group members were asked to contact their legislators to ask them to support the Governor's plan for equalization.

- SB 1442 (Ducheny) proposes that apportionment rates per full-time equivalent student (FTES) for community college noncredit courses be equalized with the apportionment rates per average daily attendance of adult education classes offered by school districts.
- SB 1875 (Alpert) provides that equalization funds appropriated in the annual Budget Act not be allocated to community college districts until the Chancellor of the California Community Colleges develops an equalization plan that is approved by the Director of Finance.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Irene Garcia, reported that they were working on their events calendar for the 2004-2005 academic year.

ACADEMIC SENATE UPDATE

Academic Senate President, Dr. James Patterson, reported that the last meeting of the Senate took place on May 19. The Senate recommended, for Board submission, Registration Priority and the hiring of an Athletic Counselor. The Senate also endorsed the work of the Policies and Procedures Task Force, and approved modifications to the Tenure Review Policy and Procedures, which was negotiated with the District by CTA. The Academic Senate is not scheduled to meet again until August 18.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- Visits have been made to the Brawley Union High, San Pasqual and Calipatria school boards. At all three meetings, Dr. Pai reported the progress and the facility need of IVC, and asked for their support. The boards echoed back with affirmative responses.
- Summer school started on Monday, June 14, and there is an enrollment increase of 6.5%. The Academic Services leadership was thanked for their leadership in increasing classes to sustain the unmet demand. There will be more classes in the fall to accommodate the expected growth.
- At the Imperial County School Superintendents' meeting, IVC convinced six school districts to join CalPASS, which is the only student computer data sharing effort in California. Longitudinal and matriculation studies of students from elementary through college can be performed with the cooperation of these districts.

- A dinner for IVC Alumni will take place on June 28, from 5:30 P.M. to 7:30 P.M., in the Casbah Room. The purpose of this meeting is to revive the Alumni Association, to discuss the graphics for the new mascot, ask for ideas and input for passage of a bond. The IVC Foundation will host the dinner.
- The second Imperial Valley Leadership Institute 2020 will be held beginning Thursday night, June 24, through Friday and Saturday, June 25, 26 from 9:00-3:00 P.M., at the Holiday Inn Express in El Centro, at a cost of only \$100 per participant.

BUDGET UPDATE

Tom Hudson reviewed the last budget report for the 2003-2004 fiscal year. The ending cash balance as of May 31, 2004 is \$2,021,624.40, which is on target.

UPWARD BOUND BRIDGE AND SUMMER PROGRAM

This summer Sergio Lopez will be substituting for Rosalie Lopez, Director of the Upward Bound Program, who is recovering from head trauma suffered in a car accident. Mr. Lopez presented an overview of the Bridge and Summer Residential Program to be held at the University of California, San Diego, from June 18 through July 25, 2004. The purpose of the program is to motivate local Upward Bound high school students by exposing them to the following:

- They live in a residential collegiate environment;
- They earn high school credits by taking English, Spanish, Science, Math, and Computer classes;
- They gain awareness to career opportunities;
- They are exposed to various cultural activities;
- Their experiences help them gaining self-confidence.

ICCD BOARD POLICIES

Dr. Victor Jaime, Chair of the Board Policy Task Force, presented the Board with the new and updated Board Policies for their review. The Policies will be placed on the next Board agenda for approval.

M/S/C Keithly/Acuña to approve the Minutes dated May 18, 2004

M/S/C Keithly/Acuña
Resolution No. 13002: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P4050066 through P405M055 in the amount of \$253,990.14, and Direct Payment Nos. I0002234 through I0002862 in the amount of \$277,069.06 are approved.

M/S/C Keithly/Acuña
Resolution No. 13003: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 21 in the amount of \$113,150.62 and Warrant Order No. 22 in the amount of \$1,534,361.91 be ratified.

M/S/C Keithly/Acuña
Resolution No. 13004: **COMMERCIAL WARRANT ORDERS**

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

- 40 in the amount of \$127,014.96
- 41 in the amount of \$354,616.73
- 42 in the amount of \$1,462,324.08
- 43 in the amount of \$138,188.69

M/S/C Keithly/Acuña
Resolution No. 13005: **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 4050578, 4050580, 4050585, 4050586, 4050587, 4050592, 4050599, 4050606, 4050617, 4050627, 4050628, 4050630, 4050631, 4050636, 4050645, 4050654, 4050655, 4050657, 4050658, 4050664, 4050668, 4050674, 4050677, 4050684, 4050685, 4050686, 4050687, 4050688, 4050689, 4050690, 4050693, 4050700, 4050701, 4050702, 4050704, 4050707, 4050708, 4050709, 4050713, 4050716, 4050729, 4050730, 4050732, and 4050735 be approved.

M/S/C Keithly/Acuña

Resolution No. 13006: **PUBLIC HEARING ON THE ESTABLISHMENT OF THE GANN APPROPRIATION LIMIT**

WHEREAS on November 1979, the people of California passed Proposition 4, a Constitutional Amendment establishing appropriation limits for State and local government units; and

WHEREAS, the State of California has enacted AB 1352 (1980 Session) to implement these provisions; and

WHEREAS, the District's 2004-2005 budget appears to be in conformance with the requirements of Proposition 4 and AB 1352;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees finds that the 2004-2005 tentative budget, to be adopted, is within the limits established by Proposition 4.

M/S/C Keithly/Cardenas

Resolution No. 13007: **TENTATIVE BUDGET**

BE IT RESOLVED that the Tentative General Fund budget be approved for the 2004-2005 school year and filed with the Imperial County Superintendent of Schools.

BE IT FURTHER RESOLVED that the date of the public hearing on the 2004-2005 budget, prior to its adoption, be and is hereby set for Tuesday, September 14, 2004, at 6:00 P.M., in the Administration Building Board Room.

M/S/C Keithly/Acuña

Resolution No. 13008: **CONTRACT FOR PUBLIC RELATIONS AND MARKETING SERVICES**

WHEREAS the Accreditation Commission Standard Three, Section C.2, mandates that: "*The Institution uses information from its evaluation and planning activities to communicate matters of quality assurance to the public,*" and to insure that IVC complies with this standard;

BE IT NOW RESOLVED that the Board approves renewing an agreement with Reliance Communications for the purpose of providing public relations and marketing services for Imperial Valley College as outlined in a work plan for the 2004-2005 fiscal year.

BE IT FURTHER RESOLVED that the Superintendent/President is authorized to negotiate the terms of this contract.

<p>Fiscal Impact Statement: Total monthly cost of \$4,000.00, total annual cost of \$48,000.00 to be paid out of the General Fund unrestricted. This expense is part of the 2004-2005 Tentative Budget.</p>
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M/S/C Keithly/Cardenas

Resolution No. 13009: **RFP FOOD SERVICES CONTRACT**

BE IT RESOLVED that the Board authorizes entering into a contract with Chips & Salsa to provide food services beginning July 23, 2004, and that Dr. Paul Pai, Superintendent/President, and Dr. Victor Jaime, Vice President for Student Services are authorized to execute the contract.

M/S/C Keithly/Cardenas

Resolution No. 13010: **REVISION OF COLLEGE COUNCIL BYLAWS AND PROCEDURES**

BE IT RESOLVED that the Board approves the recommendation of the College Council dated May 24, 2004 to revise the College Council Bylaws and Procedures as follows:

IMPERIAL VALLEY COLLEGE
Standing Rules of the College Council
*Access to the College Council is available to all members of all
constituencies*

Board Approval December 11, 1996, Resolution No. 11062

MEETINGS

At its first meeting of each academic year the College Council will set a time and place to meet agreeable to its members. The Council will meet at least once a month.

AGENDA

1. The College Council will generate its agenda from items submitted by any College Council member or ~~policy making~~ **or any member of the campus** community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members one week in advance of the meeting.
3. In addition, copies of the agenda **and minutes of previous meetings** will be posted ~~at various locations throughout the college on the College website and available for review, with attachments, at the President's Office.~~

OPERATIONS

1. A quorum must be present to hold a meeting. For this Council a quorum is nine members.

2. ~~Members unable to attend will designate an alternate and/or proxy.~~ **Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.**
3. Robert's Rules of Order will be used to conduct meetings.
4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The chair of the College Council shall be elected for a two-year term by the College Council **and be a member of College Council.** The term shall commence on July 1 and end on June 30 of the second year.
2. The vice chair of the College Council shall be elected for a ~~one~~ **two**-year term by the College Council. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.

PROCEDURES

Since the Board of Trustees has established the College Council to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all ~~four~~ **five** constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted ~~at various locations throughout the college~~ **on the College website and available for review, with attachments, at the President's Office.**
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President ~~and/or the appropriate policy making committee.~~
4. The views and opinions of the College Council will be expressed in written form to the College President ~~and/or the appropriate policy making committee.~~

5. When the views and opinions by the members of the College Council are not accepted by the College President ~~and/or other policy making committees~~, a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.
6. The College Council will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserves the right to express its views and opinions to the College President on any of the above. **It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.**

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 12 College Council members.

IMPERIAL COMMUNITY COLLEGE DISTRICT
BOARD POLICY/PROCEDURES SECTION 3.7 - SHARED GOVERNANCE
COLLEGE COUNCIL

PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well being of the institution.

PURPOSE

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President ~~or other policy making college committee.~~

FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make recommendations to the College President on which college committees or task forces are needed or should be activated.
- To make recommendations on proposed college policies developed by the College President or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy-making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all ~~four~~ **five** constituent groups.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The ~~four~~ **five** groups represented in this shared governance structure are faculty, classified staff, classified managers/confidentials, students, and administrators.
2. The permanent members of the College Council are:
 - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
 - Three classified at large **appointed by CSEA.**
 - **One member of the Classified Managers/Classified Confidentials appointed by CMCA.**
 - Three students at large **appointed by ASG.**
 - Three administrators: ~~1 non instructional, 2 instructional~~ **appointed by the Administrative Council.**

- The College President **and the IVC Foundation Director will be** ex-officio members
4. A Chair and Vice-Chair will be elected by the members of the College Council.
 5. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

OPERATION PROCEDURES

Operational procedures for the College Council will be developed and maintained by its members

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees.

M/S/C Keithly/Acuña

Resolution No. 13011: **MEMORANDUM OF UNDERSTANDING WITH WESTMORLAND UNION SCHOOL DISTRICT**

WHEREAS the IVC Extended Campus has the opportunity to enter into a partnership with the Westmorland Union School District for use of a computer laboratory between the hours of 8:00 A.M. and 12:00 P.M. and 6:00 P.M. and 10:00 P.M. to conduct basic computer classes.

BE IT NOW RESOLVED that the Board authorizes the Superintendent/ President and/or the Dean of Business Services to sign a Memorandum of Understanding with the Westmorland Union School District for use of classroom facilities.

M/S/C Keithly/Acuña

Resolution No. 13012: **MEMORANDUM OF UNDERSTANDING WITH SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT**

WHEREAS the IVC Extended Campus has the opportunity to enter into a partnership with the San Pasqual Valley Unified School District for use of a computer laboratory between the hours of 9:00 A.M. and 12:00 P.M. and 1:00 P.M. and 4:00 P.M. to conduct basic computer classes.

BE IT NOW RESOLVED that the Board authorizes the Superintendent/President and/or the Dean of Business Services to sign a Memorandum of Understanding with the San Pasqual Valley Unified School District for use of classroom facilities.

M/S/C Cardenas/Keithly

Resolution No. 13013: **REGISTRATION PRIORITY FOR ACADEMICALLY PREPARED FRESHMAN**

WHEREAS, the Imperial Community College District Board of Trustees has approved an institutional goal to give Imperial County high school graduates "primary" priority at the entry freshman level (Goal F); and

WHEREAS, the College desires to provide opportunities for new freshmen to complete degrees in two years or less; and

WHEREAS, state law places certain restrictions on how community colleges can bestow registration priority; and

WHEREAS, the Admissions Operating Committee has proposed that new freshmen who are academically prepared to enroll in college-level courses be granted Category B priority registration so they may have an opportunity to participate along with continuing IVC students in the Academically Prepared Freshman Program; and

WHEREAS, student registration priorities at Imperial Valley College are an area in which the governing board has elected to reach mutual agreement with the IVC Academic Senate;

THEREFORE BE IT RESOLVED that the Board approves the recommendation of the Academic Senate (May 19, 2004) with the approval of the Superintendent/President, that students who through multiple-measure methods are determined to be academically prepared to enroll in college-level courses in each of three areas (English, Reading, and Mathematics) be granted registration priority in Category B for the fall and spring semesters immediately following high school completion; to receive the classification, students must be enrolled in fall semester; and, after the two-semester assignment, priority will be determined on the same basis as for all other students.

IMPERIAL VALLEY COLLEGE
Priority Registration Categories and Groups

Category A - DSP&S

1. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
2. 46-60.5 units
3. 31-45.5 units
4. 16-30.5 units
5. 0.5-15.5 units
6. 0 units

Category B - Student Athletes/A.S. Government (& Academically Prepared Freshman Program - proposed)

1. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
2. 46-60.5 units
3. 31-45.5 units
4. 16-30.5 units
5. 0.5-15.5 units
6. 0 units

Category C - Continuing Students and New Students who complete Orientation

1. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
2. 46-60.5 units
3. 31-45.5 units
4. 16-30.5 units
5. 0.5-15.5 units
6. 0 units

Category D - Returning IVC Students and New Students

1. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
2. 46-60.5 units
3. 31-45.5 units
4. 16-30.5 units
5. 0.5-15.5 units
6. 0 units

Category E - Students on Scholastic and/or Lack-of-Progress Probation

1. DSP&S
2. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
3. 46-60.5 units
4. 31-45.5 units
5. 16-30.5 units
6. 0.5-15.5 units
7. 0 units

Category F - Concurrently enrolled High School students

1. 61-90 units (students with 90+ units revert to group 5 and start moving up again)
2. 46-60.5 units
3. 31-45.5 units
4. 16-30.5 units
5. 0.5-15.5 units
6. 0 units

All units are IVC degree applicable units only. Units taken at another accredited college can be counted if the registrar has official transcripts and a student petition is submitted at least five

working days before the registration appointment deadline. In addition, units taken at IVC prior to 1981 are not in our computer, so students wishing to establish a priority using units received prior to 1981 need to submit a student petition at least five working days before the registration appointment deadline. The Petition Review Committee will consider all cases of mitigating circumstances.

EOPS students who fall within each of the 1-6 unit groups will receive priority appointments within that group.

Students who owe money to the college will be denied priority registration.

M/S/C Cardenas/Keithly

Resolution No. 13014: **ATHLETIC COUNSELOR**

WHEREAS, at the October 30, 2003 meeting of the Curriculum & Instruction Committee, the Athletic Department requested a full-time Athletic Counselor position to be in compliance with the Pacific Coast Conference/Commission on Athletics Program Review Standard Five (Academic Planning/Matriculation); and

WHEREAS, at the November 6, 2003 meeting of the Curriculum & Instruction Committee, the Athletic Counselor position was prioritized for a new hire position; and

WHEREAS, at the March 18, 2004 meeting of the Curriculum & Instruction Committee, the Curriculum & Instruction Committee recommended that the District seeks funds to fill this position;

THEREFORE BE IT NOW RESOLVED that the Board approves the recommendation of the Academic Senate (5/19/04) with the approval of the Superintendent/President to authorize funds beginning Fall 2004 for a new full-time position of Athletic Counselor.

M/S/C Cardenas/Keithly

Resolution No. 13015: **MATH COORDINATOR RELEASE TIME**

WHEREAS, the District acknowledges release time activities/ positions for the purposes of conducting non-contract activities; and

WHEREAS, the District acknowledges the importance and value of said activities/positions for the well-being of the District and the population it serves; and

WHEREAS, because of the increase in full-time equivalent instructors in the Science/Math/Engineering Division from 13 instructors to 20 effective with the 2004-2005 academic year, and an increase in the number of adjunct faculty and math tutors, the Chair of the Science/Math/Engineering Division recommended that a Science/Math

Coordinator position be established to more efficiently coordinate the services provided by the Science/Math/Engineering Division;

THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Interim Vice President of Academic Services, Academic Senate (5/19/04), and the approval of the Superintendent/President, to establish the position of Science/Math Coordinator, and that the annual term of the Coordinator begin August 14, 2004;

BE IT FURTHER RESOLVED that in accordance with Board Policy, the Science/Math Coordinator shall receive 6 hours of release time, and shall be elected from the pool of full-time tenured instructors currently assigned to the Science/Math/Engineering Division.

M/S/C Cardenas/Keithly

Resolution No. 13016: **NOT-FOR-CREDIT COURSE: BASKETBALL SCHOOL**

WHEREAS in its continued effort to be responsive to the greater community, the District offers not-for-credit courses for the personal development and enjoyment of the local community; and

WHEREAS, a Basketball School shall be established as a not-for-credit course and shall be coordinated by the Exercise Science/Wellness/Sport Division; and

WHEREAS, the Basketball School is designed for youth ages 6 to 18 and shall be held during designated days during the summer,

BE IT RESOLVED that the Board approves the establishment of the Basketball School as a not-for-credit course, upon the recommendation of the Interim Vice President for Academic Services.

M/S/C Cardenas/Keithly

Resolution No. 13017: **NEW COURSES/COURSE DELETIONS**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee and the Academic Senate (5/19/04), with the consent of the Superintendent/President, relating to the following new courses:

NEW COURSES:

HR 63C: Orientation to College and Life Skills
French 1: Computer (Web-Enhanced) Instruction

COURSE DELETIONS:

ART 18B: Watercolor Painting
ART 23B: Ceramics

Art 25B: Life Drawing
ART 25: Life Drawing
ART 30B:Intermediate Sculpture
ART 50B: Advertising/Graphic Design
FREN 1A: Elementary French

M/S/C Cardenas/Keithly

Resolution No. 13018: **CHILD DEVELOPMENT PROGRAM**

BE IT RESOLVED that the Board authorizes entering into local agreement number GPKR-3113 for fiscal year 2004-2005, in the amount of \$1,661.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Marion Boenheim, Interim Vice President for Academic Services are authorized to sign the transaction for the Board.

BE IT FURTHER RESOLVED that these grant funds must be used for the benefit of prekindergarten children, and to enhance program quality for prekindergarten childcare and development programs.

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations

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

Board President Ramirez announced that the Board gave direction to the District negotiators.

M/S/C Cardenas/Wong

Resolution No. 13019: **NEGOTIATIONS AGREEMENT BETWEEN THE DISTRICT AND CSEA CHAPTER 472**

BE IT RESOLVED that the Board approves the negotiated Agreement for 2003-2004 between the Imperial Community College District and CSEA Chapter 472 as follows:

1. Salary:
 - a) No salary increase for fiscal year 2003-2004.
 - b) A 5% on-schedule salary increase effective July 1, 2004.
 - c) Effective July 1, 2005, the District shall use future COLA monies received from the state for salary increases for IVC employees in at least the same proportion as salaries are

represented in the total apportionment funds. For example, if salaries represent 80% (eighty percent) of our total revenue apportionment for the year and a 3% (three percent) COLA is granted, then at least 80% of the 3% COLA must be used for salary increases.

2. Effective July 1, 2004, add step L to the longevity steps of the Classified Salary Schedule so that an employee shall receive a 5% increase in salary at the beginning of the 26th year of service.
3. Maintain total health insurance benefits at the current level for classified employees and retirees hired prior to July 1, 2004.
4. Add a new subparagraph (4) to Article 10.2:

(4) Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Article 10.2 after the age of 65.
5. Replace the existing subparagraph (4) of Article 10.3 with the language below, and renumber the existing subparagraph (4) as subparagraph (5):

(4) Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Article 10.3 after the age of 65.
6. Revise Article 11.9, Bereavement Leave, to include "stepparent" and "stepchild" in the definition of "member of the immediate family."
7. Revise Article 11.19, Catastrophic Leave Pool Program, to allow faculty and administrators to donate eligible leave credits of no less than eight hours and no more than 24 hours to the pool per fiscal year, but not be eligible to utilize the pool.
8. Revise Article 20, Professional Growth Program, as reflected in Attachment A.
9. Delete the following language from Article 13, Holidays (including examples):

"Any future salary schedule increases which cumulatively exceed the COLA will result in the reduction in the number of paid holidays at a ratio of one (1) holiday for each cumulative 5% salary increase over COLA until the number of remaining holidays have reached 16."
10. Revise Article 17.2, Notice of Layoffs, to extend the 30-day layoff notice to 45 days, in accordance with current law, and to add the following language to Article 17.3, Order of Layoffs:

"When reclassification results either in a merger of two or more classes or the separation of a class into two or more classes, seniority rights of unit employees who are classified within the new class shall be computed from the date of their earliest entrance into regular service in the original class."

11. Golden Handshake: add two years of service, as a retirement incentive, for fiscal years 2003-2004 and 2004-2005.

M/S/C Cardenas/Wong

Resolution No. 13020: **2003-2004 AGREEMENT BETWEEN THE DISTRICT AND CLASSIFIED MANAGERS**

BE IT RESOLVED that the Board approves the Agreement for 2003-2004 between the Imperial Community College District and Classified Managers as follows:

1. Salary:
 - a) No salary increase for fiscal year 2003 - 2004.
 - b) 5% increase on the Salary Scale, effective July 1, 2004 (Exhibit 1).
 - c) Effective July 1, 2005, the District shall use future COLA monies received from the state for salary increases for IVC employees in at least the same proportion as salaries are represented in the total apportionment funds. For example, if salaries represent 80% (eighty percent) of our total revenue apportionment for the year and a 3% (three percent) COLA is granted, then at least 80% of the 3% COLA must be used for salary increases.
2. Maintain total health insurance benefits at the current level for classified employees and retirees hired prior to July 1, 2004.
3. Add a new subparagraph Section VII (A):

Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Section VII (A) after the age of 65.
4. Replace the existing subparagraph Section VII (B) with the language below:

Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Section VII (B) after the age of 65.

5. Revise Section VIII (H), Bereavement Leave, to include "stepparent" and "stepchild" in the definition of "member of the immediate family."
6. Revise Section VIII (O), Catastrophic Leave Pool Program, to allow faculty and administrators to donate eligible leave credits of no less than eight hours and no more than 24 hours to the pool per fiscal year, but not be eligible to utilize the pool.
7. Revise Section XIV, Professional Growth Program, as reflected in Attachment A.
8. Delete the following language from Section X, Holidays (including examples):

"Any future salary schedule increases which cumulatively exceed the COLA will result in the reduction in the number of paid holidays at a ratio of one (1) holiday for each cumulative 5% salary increase over COLA until the number of remaining holidays have reached 16."
9. Revise Section XII, Notice of Layoffs, to extend the 30-day layoff notice to 45 days, in accordance with current law, and to add the following language to Section XII (C), Order of Layoffs:

"When reclassification results either in a merger of two or more classes or the separation of a class into two or more classes, seniority rights of unit employees who are classified within the new class shall be computed from the date of their earliest entrance into regular service in the original class."
10. Golden Handshake: add two years of service, as a retirement incentive, for fiscal years 2003-2004 and 2004-2005.

M/S/C Keithly/Cardenas NO VOTE: Acuña
Resolution No. 13021: **2003-2004 AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL EMPLOYEES**

BE IT RESOLVED that the Board approves the agreement for 2003-2004 between the Imperial Community College District and Confidential Employees as follows:

1. Salary:
 - a) No salary increase for fiscal year 2003-2004.
 - b) New Salary Scale and placement for Confidentials effective July 1, 2004, to include appropriate longevities.
 - c) 5% increase on the Salary Scale, effective July 1, 2004.

- d) Effective July 1, 2005, the District shall use future COLA monies received from the state for salary increases for IVC employees in at least the same proportion as salaries are represented in the total apportionment funds. For example, if salaries represent 80% (eighty percent) of our total revenue apportionment for the year and a 3% (three percent) COLA is granted, then at least 80% of the 3% COLA must be used for salary increases.
2. Maintain total health insurance benefits at the current level for classified employees and retirees hired prior to July 1, 2004.
3. Add a new subparagraph Section VII (A):

Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Section VII (A) after the age of 65.
4. Replace the existing subparagraph Section VII (B) with the language below:

Classified employees hired after July 1, 2004, will not be eligible for the health insurance benefits provided under Section VII (B) after the age of 65.
5. Revise Section VIII (H), Bereavement Leave, to include "stepparent" and "stepchild" in the definition of "member of the immediate family."
6. Revise Section VIII (O), Catastrophic Leave Pool Program, to allow faculty and administrators to donate eligible leave credits of no less than eight hours and no more than 24 hours to the pool per fiscal year, but not be eligible to utilize the pool.
7. Revise Section XIV, Professional Growth Program, as reflected in Attachment A.
8. Delete the following language from Section X, Holidays (including examples):

"Any future salary schedule increases which cumulatively exceed the COLA will result in the reduction in the number of paid holidays at a ratio of one (1) holiday for each cumulative 5% salary increase over COLA until the number of remaining holidays have reached 16."
9. Revise Section XII, Notice of Layoffs, to extend the 30-day layoff notice to 45 days, in accordance with current law, and to add the following language to Section XII (C), Order of Layoffs:

"When reclassification results either in a merger of two or more classes or the separation of a class into two or more classes,

seniority rights of unit employees who are classified within the new class shall be computed from the date of their earliest entrance into regular service in the original class."

10. Golden Handshake: add two years of service, as a retirement incentive, for fiscal years 2003-2004 and 2004-2005.

M/S/C Cardenas/Wong

Resolution No. 13022: **2003-2004 AGREEMENT BETWEEN THE DISTRICT AND SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED that the Board authorizes the following compensation and benefit increases for the Superintendent/ President:

1. Effective July 1, 2004, the Superintendent/President's Salary Contract shall be increased by five percent (5%).
2. Effective July 1, 2004, the doctoral stipend shall be increased to five thousand dollars (\$5,000.00) per year.

M/S/C Cardenas/Wong

Resolution No. 13023: **FULL-TIME TENURE TRACK ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time tenure track, academic personnel be employed for the 2004-2005 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Dr. Andrew Chien	Appropriate Classification and Step Contingent Upon Verification of Records	Biology Instructor
Maria Coronel	"	Spanish Instructor
Gaylla Finnell	"	Political Science Instructor
Dr. Melani Guinn	"	Speech Instructor
Bruce Page	"	Speech/Journalism Instructor
Toni Pfister	"	Exercise/Science/Wellness/Sports Instructor
Mary-Jo Wainwright	"	History Instructor

M/S/C Cardenas/Wong

Resolution No. 13024: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Fall 2004 Semester, on a temporary contract basis:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Jorge Estrada	Appropriate Classification and Step Contingent Upon Verification of Records	Art Instructor
Jean Montenegro	"	English (Writing) Instructor

M/S/C Cardenas/Wong

Resolution No. 13025: **2004-2005 DIVISION CHAIRS**

BE IT RESOLVED that the following individuals have been elected to act as Division Chairs in their respective divisions for the 2004-2005 academic year:

<u>DIVISION</u>	<u>CHAIRPERSON</u>
Behavioral & Social Science	Krista Byrd
Business	Valerie Rodgers
English	Dr. Fred Fischer
Exercise Science/Wellness/Sport	Jill Tucker
Humanities	Tom Gilbertson
Science/Math/Engineering	Dr. Lianna Zhao

M/S/C Cardenas/Wong

Resolution No. 13026: **COACHING ASSIGNMENTS FOR 2004-2005**

BE IT RESOLVED that the Board approves the following list of individuals to be appointed as Athletic Coaches for the 2004-2005 Academic Year as follows:

<u>NAME</u>	<u>POSITION</u>	<u>SPORT</u>
Jim Mecate	Athletic Director	

Rafael Contreras	Head Coach	Men's Soccer
Juan Dublin	Assistant Coach	
Angelica Ramos	Head Coach	Women's Soccer
Anabel Acevedo	Assistant Coach	
Jill Tucker	Head Coach	Women's Volleyball
Gerardo Cazares	Assistant Coach	
Melissa Medina*	Assistant Coach	
Nick Gehler	Head Coach	Men's Basketball
Carey Fristrup	Assistant Coach	
Jill Tucker	Head Coach	Women's Basketball
Jeff Deyo	Assistant Coach	
Joe Garcia*	Assistant Coach*	
Jim Mecate	Head Coach	Men's Baseball
TBA	Assistant Coach	
Jill Lerno	Head Coach	Women's Softball
Jared Redden	Assistant Coach	
Mike Palacio	Head Coach	Men's Tennis
Gerardo Cazares	Assistant Coach	
Ana Garcia	Head Coach	Women's Tennis
Vanessa Mateus	Assistant Coach	
Jill Lerno	Cheer Advisor	

* Paid with Fund Raised Money

M/S/C Cardenas/Wong

Resolution No. 13027: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that the Board approves Gabriel Lopez as Volunteer Assistant Coach for Men's Soccer, and that he shall be covered by Workman's Compensation Insurance during the duration of his services.

BE IT FURTHER RESOLVED that thanks are hereby expressed to Gabriel Lopez for his contribution to Imperial Valley College.

M/S/C Cardenas/Wong

Resolution No. 13028: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2004 Summer Session, 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>
Alex Jaime	Computer Information Systems
Robert Rhoades	Math

M/S/C Long/Keithly

Resolution No. 13029: **TITLE IX COMPLIANCE OFFICER**

BE IT RESOLVED that Lincoln Davis and Olga Artechhi be appointed to serve jointly as the Title IX Compliance Officer for the District for the 2004-2005 academic year at the stipend established in Resolution No. 12772 dated August 13, 2003.

M/S/C Cardenas/Wong

Resolution No. 13030: **CLASSIFIED RECLASSIFICATION**

BE IT RESOLVED that the following Classified Personnel be reclassified as indicated:

<u>NAME</u>	<u>PRESENT CLASSIFICATION</u>	<u>NEW CLASSIFICATION</u>	<u>FUNDING</u>	<u>EFFECTIVE</u>
Saria Cardoza	Staff Secretary I Range 23	Student Affairs Secretary Range 27	District	7/1/04
Jose Alarcon	Student Services Evaluator Range 30	Student Services Evaluator Range 32	District/ Partnership for Excellence	7/1/04
Norma Gonzalez-Morales	Reading/Writing Lab Coordinator Range 27	Reading/Writing Lab Coordinator Range 30	District	7/1/04
Raquel Gonzalez	Office Assistant II Part-Time/20 hrs. wk./12 mos./ Range 21	Office/Evening Resources Assistant Full-Time/40 hrs. wk. 12 mos./Range 22	District	7/1/04

M/S/C Cardenas/Wong

Resolution No. 13031: **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>
Kimberly	Staff Secretary I	State	23-C	5/17/04
Ann Alden	Consumer Education			

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

Adopted this _____ day of _____, 2004.

ICCD Board President

ICCD Board Secretary