

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

Wednesday, June 11, 2003

On Wednesday, June 11, 2003, Acting Board President Rudy Cardenas, 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, Rebecca
Ramirez, Louis Wong

BOARD MEMBERS ABSENT: Romualdo Medina

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
John Abarca, Classified
Cesar Guzman, Faculty
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

VISITORS PRESENT:

Heather Bremmer; Renee Fenn; Eileen Ford; Bill Gay; Edgar Coronel;
Gonzalo Huerta; Connie Smith

WRITTEN COMMUNICATIONS

1. Nona Hughes, Staff Secretary II/Math, Science, Engineering Division
(RE: Retirement)
2. Gracie Romero, Assistant Food Services Manager (RE: Retirement)
3. Rashaell R. Amarillas, Transfer Center Secretary (RE: Voluntary Reduction
in Workload)
4. Mary Ramirez, Instructional Lab Assistant (RE: Leave of Absence)
5. Mardjan Shokoufi, Mathematics Instructor (RE: Leave of Absence)
6. Board Meeting Schedule for 2003-2004

PUBLIC COMMENTS

No public comments were made.

EMPLOYEE OF MONTH FOR June 2003

Customer Service Committee Representative John Abarca presented the Employee of the Month Recognition for June 2003 to Connie Smith, Food Service Assistant II. Her nominator stated:

"Connie is smart, friendly, hardworking and always seems to have a positive attitude. Everyone likes her very much, and is very glad she is a part of the campus. She puts in a lot of hard work, particularly on the catered events that go on out here. Many people may not see the work she does, but enjoy the fruits of her labors."

Connie Smith was congratulated by all for her well-deserved recognition.

CCLC CONFERENCE/SDICCCA ALLIANCE MEETING

Trustee Marian Long attended the SDICCCA Alliance meeting on June 2 at the San Diego County Office of Education. The following issues were discussed:

- There was agreement that all budget proposals need to be examined to ensure that they do not widen the disparity of funding between community college districts.
- There was agreement that the top priorities for action are to create a more equitable allocation method for when there is new funding, replace the program based funding model with a dollars/FTES approach which recognizes an economy of scale or small district factor, and reduce workload measures.
- There was agreement that it is inappropriate to support "growth" dollars if base dollars are reduced.
- There was general agreement to support revised growth/COLA formulas.
- The Legislative Advocate gave a report.
- A discussion took place with Executive Director, David Viar, from the Community College League of California.
- Attention was called to Assembly Bill 40 introduced by Assemblywoman Sharon Runner, which addresses ending the funding inequities that are burdening community colleges.

Mrs. Long stated that she would be attending the Inland Valleys' Trustee and CEO Association meeting on June 13, at Copper Mountain College in Joshua Tree.

Once again the Trustees thanked Marion for representing the Board and the District at these very important meeting.

ASSOCIATED STUDENT GOVERNMENT UPDATE

Newly elected ASG President, Miriam Trejo, stated that the ASG is working on scheduling various activities for the next school year.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the Senate will not be meeting during the summer and that there is nothing to report.

PRESIDENT'S UPDATE

Dr. Paul Pai reported the following:

- Sherry Zobell, Math Instructor, and Dr. Lianna Zhao, Science Instructor, assisted in the survey representing IVC among twelve colleges that helped place a B.A. and a B.S. degree program in Environmental Science and Policy at CSU Long Beach. Student applications are accepted under special admission for fall, and by August for spring 2004.
- The Puente Program will continue with the generous assistance from the IVC Foundation of a \$5,000 grant to offset the budget cut. A cost saving measure also calls for a decrease in the Puente counselor's assigned time by half, with newly revised Cooperative Agreement between the Regents of the University of California Puente Project and IVC.
- The Information Technology Implementation Phase has been signified by the recent Banner training sessions for the areas of Student Services and Finance. On Monday, June 9, under the request of Edgar Coronel, the Information Technology Executive Committee invited the Administrative Council and the Banner Project Teams to a meeting. Leaders included Jan Magno, Valerie Rodgers, and Betty Kakiuchi, and they demonstrated the Banner Implementation Process, which is really a business process change. Team members learned how to map business process analysis, and they look forward to learning more. The finance module is projected to go live by January 2004, and the student module is slated to go live in Fall 2004 to facilitate registration for spring 2005.
- Angie Ruiz, Business Instructor, was spotted doing professional job shadowing in a number of different functions at Valley

Independent Bank to make her class activities more relevant to both our students and the local business community.

- On June 3, 2003, the Consortium on the North American Higher Education Collaboration awarded IVC a grant of \$19,930 to prepare selected faculty and staff on cross-culture curriculum development from both Mexicali CETYS campus and IVC. Renee Fenn, Gonzalo Huerta and Angie Ruiz worked on the proposal for IVC, and Dr. Carlos Rodriguez from the CETYS side, deserve the credit.
- During the SDICCCA meeting, both representatives from SDSU and UCSD promised to provide transfer data for member institutions. SDSU has submitted the following:

	<u>(MARCH 1) TRANSFER</u>		<u>(MAY 1) TRANSFER</u>	
	<u>ADMITS</u>		<u>INTENT</u>	
		<u>Last Year</u>		<u>Last Year</u>
IVC	48	47	32	30
San Diego Colleges	2,561	2,123	2,219	1,684
Other California Community College	2,447	3,107	1,209	1,293
Total	5,056	5,277	3,460	3,007

- The United States Department of Education awarded IVC five-year funding of the Upward Bound Grant. IVC received a perfect score of 100 points from the grant proposal evaluation. This reflected both the merit of our proposal and the need of the Valley. This success attributes to many staff members and especially Rosalie Lopez. We all have witnessed the excellent program activities such as the Summer Bridge Program.

BUDGET UPDATE

Carlos Fletes stated that the tentative 2003-2004 was based on the worst-case scenario not knowing what the final outcome of the California budget allocation for Community Colleges.

The Conference Committee on the State Budget is making the following recommendations:

- The fee level for credit students should be \$18 per unit beginning this fall.
- Partnership for Excellence funding is proposed to be cut by 25%.

The tentative IVC Budget for next year reflects no COLA, no growth, no carry-over projects, travel has been cut in half, campus security has been cut in half, student help has been cut in half, there is an 8.2%

increase in PERS, and the budget reflects no increase in medical insurance rates.

M/S/C Keithly/Wong to approve of Minutes for May 14 and 29, 2003

M/S/C Keithly/Wong

Resolution No. 12706: **GOVERNING BOARD MEMBER ELECTION AND SPECIFICATIONS OF THE ELECTION ORDER**

BE IT RESOLVED that pursuant to Education Code Section 5000, the Imperial County Superintendent of Schools is hereby ordered to call the Governing Board Member Election and in accordance with the designations contained in the following specifications of the Election Order made under the authority of Education Code 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 4, 2003. The nomination period is July 14 to August 8, 2003, and the period will be extended to August 13, 2003, at 5:00 P.M.

The purpose of the election is to elect four members of the Governing Board of the Imperial Community College District.

Members whose terms expire are as follows:

Division 1	Louis Wong
Division 3	Marian A. Long
Division 4	Rudy Cardenas, Jr.
Division 5	Romualdo J. Medina

M/S/C Keithly/Wong

Resolution No. 12707: **COST OF CANDIDATES STATEMENTS**

WHEREAS the Election Code 23510.5 concerning election procedures mandates that a resolution must set-forth whether the District or the candidate will pay for the cost of publishing the Candidate's Statement of Qualifications; and

BE IT RESOLVED that this Board notifies the Imperial County Election Officer of its unwillingness to pay such cost of candidate statement or other materials.

M/S/C Keithly/Wong

Resolution No. 12708: **GOVERNING BOARD ELECTION TIE**

WHEREAS Education Code Section 5016, relates to tie votes in school district governing board elections;

BE IT RESOLVED that the winner of a tie vote be determined by lot forthwith; and

BE IT FURTHER RESOLVED that outgoing members will continue to discharge their duties until their successors are qualified.

M/S/C Keithly/Wong

Resolution No. 12709: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 303745 through 304055, 4503036 through 4503048, and 4003081 through 4003087, inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 302108 through 302295, inclusive are approved.

M/S/C Keithly/Wong

Resolution No. 12710: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 21 in the amount of \$423,476.84 and Warrant Order No. 22 in the amount of \$1,572,378.85 be ratified.

M/S/C Keithly/Wong

Resolution No. 12711: **COMMERCIAL WARRANT ORDERS**

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

- 41 in the amount of \$423,476.84
- 42 in the amount of \$132,768.92
- 43 in the amount of \$1,307,913.99
- 44 in the amount of \$236,312.96

M/S/C Keithly/Wong

Resolution No. 12712: **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 2003-2004 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 2003-2004 tentative budget, to be adopted, is within the limits established by Proposition 4.

M/S/C Keithly/Wong

Resolution No. 12713: **TENTATIVE BUDGET**

BE IT RESOLVED that the Tentative General Fund budget be approved for the 2003-2004 school year and filed with the Imperial County Superintendent of Schools.

BE IT FURTHER RESOLVED that the date of the public hearing on the 2003-2004 budget, prior to its adoption, be and is hereby set for Wednesday, September 10, 2003, at 6:00 P.M., in the Administration Building Board Room.

M/S/C Keithly/Wong

Resolution No. 12714: **IMPERIAL COUNTY SCHOOL DISTRICTS LIABILITY/PROPERTY SELF-INSURANCE AUTHORITY**

WHEREAS Imperial Community College District desires a comprehensive liability and property insurance program at the lowest possible cost; and

WHEREAS Imperial Community College District desires to combine its insurance program with a joint powers authority of similarly situated educational institutions; and

WHEREAS Title 1, Division 7, Chapter 5, Article 1 (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby declares its membership in the Imperial County School Districts Liability/Property Self-Insurance Authority, and instructs the Superintendent/President and/or the Vice President for Business

Services, its duly authorized agents to execute, on behalf of the district, the joint powers agreement.

BE IT FURTHER RESOLVED that the Board designates the Vice President for Business Services as its representative on the governing board of the Imperial County School Districts Liability/Property Self-Insurance Authority, and the Superintendent/President as its alternate.

M/S/C Keithly/Wong

Resolution No. 12715: **CONTRACT FOR CAMPUS SECURITY**

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves a contract with Desert Security for security services for the period June 16, 2003 through June 30, 2004.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services be authorized to sign the contract and all other necessary documents on behalf of the District.

<p>Fiscal Impact Statement: Total annual estimated cost of \$44,000 to be paid out of the General Fund (unrestricted).</p>

M/S/C Keithly/Wong

Resolution No. 12716: **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;

WHEREAS the 2003-2006 Master Plan Goal 2, adopted in Resolution No. 12426 dated May 8, 2002, states: *To develop and implement a marketing and public relations plan.*

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 2003-2004 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 \$3,000.00, total annual cost of \$36,000.00 to be paid out of the General Fund unrestricted. This expense is part of the 2003-2004 Tentative Budget.</p>
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M/S/C Keithly/Wong

Resolution No. 12717: **COLORADO RIVER EDUCATIONAL COMPACT RENEWAL**

BE IT RESOLVED that the Board approves the renewal of an agreement between the California Community Colleges Board of Governors and the Directors for Community Colleges of Arizona effective July 1, 2003, through June 30, 2006.

BE IT FURTHER RESOLVED that the purpose of this agreement is to establish a tuition reciprocity program to enable selected undergraduate students from California to enroll at designated community colleges in the State of Arizona with authorization to pay Arizona resident tuition rates, and to enable up to an equal number of selected students from the State of Arizona to enroll at community colleges in California with authorization to pay California resident tuition rates.

M/S/C Keithly/Wong

Resolution No. 12718: **NEW COURSES/COURSE DELETIONS/
CERTIFICATE DELETION**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee dated May 1, 2003 and the Academic Senate on May 21, 2003 as follows:

COURSE ADDITIONS:

Art 10AB: Introduction to Photography

Math 114: Children's Mathematical Thinking

Nursing 100: Nursing Process I

Nursing 101: Nursing Skills Laboratory I

Nursing 102: Nursing Process Application I

Nursing 103: Pharmacology and Medication Administration

Nursing 120: Nursing Process II

Nursing 121: Nursing Skills Laboratory II

Nursing 122: Nursing Process Application II

Nursing 200: Psychiatric Nursing

Nursing 201: Psychiatric Nursing Applications

Nursing 210: Nursing Process III

Nursing 211: Nursing Skills Laboratory III

Nursing 212: Nursing Process Application III

Nursing 220: Nursing Process IV

Nursing 221: Nursing Skills Laboratory IV

Nursing 222: Nursing Process Application IV

COURSE DELETIONS:

HT 18: Hemodialysis Technician I

HT 19: Hemodialysis Technician II

PHOTO 5AB: Photography

CERTIFICATE DELETION: Hemodialysis Technician Certificate

M/S/C Keithly/Wong

Resolution No. 12719: **DIVISION CHAIRS**

BE IT RESOLVED that the following individuals have been elected to act as Division Chairs in their respective divisions for the 2003-2004 academic year:

<u>DIVISION</u>	<u>CHAIRPERSON</u>
Behavioral & Social Science	Bruce Marcuson
Business	Valerie Rodgers
English	Dr. Fred Fischer
Exercise Science/Wellness/Sport	Jill Tucker
Humanities	Richard Hann
Science/Math/Engineering	Jim Pendley

NO ACTION TAKEN

Resolution No. 12720: **SENIORITY LIST - MEMORANDUM OF UNDERSTANDING**

WHEREAS, all full-time faculty members at Imperial Valley College are members of the bargaining unit; and

WHEREAS, all full-time faculty are designated as either regular contract employees or categorically-funded employees; and

WHEREAS, all full-time faculty have the same duties and responsibilities within their respective areas; and

WHEREAS, only regular contract faculty are entitled to tenure and seniority rights which protects them from arbitrary lay-offs; and

WHEREAS, the District and the Association agree that all rights and privileges of the faculty should be equally applied wherever possible;

IT IS THEREFORE AGREED AS FOLLOWS:

1. A separate seniority list shall be established for categorically funded faculty members.
2. Regular contract faculty shall not be able to exercise their seniority rights within categorically funded service areas; conversely, categorically funded faculty shall not be able to exercise their seniority rights within regular contract service areas. This provision does not preclude transfers between these areas, which may occur when a position becomes available.

3. It is understood by the parties that continued employment for categorically funded faculty remains entirely dependent upon the District receiving funding from their respective governmental agencies.

BE IT NOW RESOLVED that the Board approves entering into this Memorandum of Understanding (MOU) between the Imperial Community College District (District) and the Imperial Valley College Chapter of CCA/CTA/NEA (Association).

M/S/C Keithly/Wong to go in to **CLOSED SESSION**

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: 1681 West Main, El Centro
Negotiating Parties: Imperial Community College District and Essex Realty
Under negotiation: price, terms of payment, tenant improvements
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: 646 Main Street, El Centro
Negotiating Parties: Imperial Community College District and Brooks Anderholt for the Pacific Media Corporation
Under negotiation: price, terms of payment, tenant improvements
4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: Fourth Street and Aurora Drive, El Centro
Negotiating Parties: Imperial Community College District and Castillo Construction for Preciado Family Trust
Under negotiation: price, terms of payment, tenant improvements

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

Acting Board President Rudy Cardenas stated that the Board

M/S/C Keithly/Wong

Resolution No. 12721: **REPLACEMENT OF ADMINISTRATIVE POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Vice President for Student Services to replace and reclassify the vacant position of Dean of Admissions to Director of Admissions and Records with appropriate placement on the Administrative Salary Schedule as a "Director" - 12 month position.

M/S/C Keithly/Wong

Resolution No. 12722: **ACADEMIC SUMMER SESSION EMPLOYMENT**

BE IT RESOLVED that the following instructors be employed for the 2003 summer session at a salary computed in accordance with Resolution No. 1907. Employment is contingent upon sufficient enrollment.

<u>NAME</u>	<u>ASSIGNMENT</u>
Cypher, Jackilyn	Emergency Medical Technician/Nursing/Health Assistant
Peralta, Rosa	Nursing
Pollock, Diedre	Nursing

M/S/C Keithly/Wong

Resolution No. 12723: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following person be employed during the 2003 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>
Cook, Steve	Computer Information Systems
Holt, Steve	Emergency Medical Technician
Sullivan, Terrie	Individual Studies-Nursing Learning Center

M/S/C Keithly/Wong

Resolution No. 12724: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, for the 2003 Summer Session, in accordance with the hourly rate provided 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</u>
Harmon, Mary	Counselor	State

M/S/C Wong/Keithly

Resolution No. 12725: **COACHING ASSIGNMENTS FOR 2003-2004**

BE IT RESOLVED that the Board approves the following list of individuals to be appointed as Athletic Coaches for the 2003-2004 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
TBA	Assistant Coach	
Nick Gehler	Head Coach	Men's Basketball
TBA	Assistant Coach	
Jill Tucker	Head Coach	Women's Basketball
Jeff Deyo	Assistant Coach	
Joe Garcia*	Assistant Coach*	
David Drury	Head Coach	Men's Baseball
Jim Mecate	Assistant Coach	
Jill Lerno	Head Coach	Women's Softball
Lisa Winkler	Assistant Coach	
Mike Palacio	Head Coach	Men's Tennis
Gerardo Cazares	Assistant Coach	
Ana Garcia	Head Coach	Women's Tennis
TBA	Assistant Coach	
Jill Lerno	Cheer Advisor	

* Funding: \$1,000.00 IVC Foundation

M/S/C Keithly/Wong

Resolution No. 12726: **CLASSIFIED RETIREMENT**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Nona Hughes, Staff Secretary II in the Science, Mathematics and Engineering Division, effective June 6, 2003.

BE IT FURTHER RESOLVED that sincere appreciation be expressed for her 25 1/2 years of service to Imperial Valley College.

M/S/C Keithly/Wong

Resolution No. 12727: **CLASSIFIED RETIREMENT**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Gracie Romero, Assistant Food Service Manager, effective June 25, 2003.

BE IT FURTHER RESOLVED that sincere appreciation be expressed for her 30 years of service to Imperial Valley College.

M/S/C Keithly/Wong

Resolution No. 12728: **CLASSIFIED RESIGNATION**

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Diana Moreno-Inman	Small Business Advisor	Small Business Center	State	40-B	6/13/03

M/S/C Keithly/Wong

Resolution No. 12729: **CLASSIFIED MANAGEMENT RESIGNATION**

BE IT RESOLVED that the resignations of the following classified manager be accepted at the date indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Janell Hodgkin	Director of Fiscal Services	Business Services	District	10-E1	5/23/03

M/S/C Keithly/Wong

Resolution No. 12730: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individuals be employed in the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Joe Espinoza	Automotive Technology Student Employment Specialist	Industrial Tech/WIB	State	35-A	6/2/03
Analisa Veliz	Office Assistant II	Nursing WIB Vocational	State	21-A	6/2/03

M/S/C Keithly/Wong

Resolution No. 12731: **CLASSIFIED RECLASSIFICATION**

BE IT RESOLVED that the following classified employee be reclassified as indicated:

<u>NAME</u>	<u>PRESENT CLASSIFICATION</u>	<u>NEW CLASSIFICATION</u>	<u>FUNDING</u>	<u>EFFECTIVE DATE</u>
Rex	Maintenance	Maintenance	District	7/1/03
Robinson	Worker II Range 31-E	Worker II/Locksmith Range 32-E		

M/S/C Keithly/Wong

Resolution No. 12732: **VOLUNTEER REDUCTION OF EMPLOYMENT**

WHEREAS the Imperial Community College District Board of Trustees, based on the recommendation from Planning and Budget Committee and the College Council, approved resolution No. 12627, dated February 12, 2002, allowing classified staff to take voluntary reduction in work hours, with pro-rata pay and medical benefits, and no loss of seniority.

BE IT NOW RESOLVED that the Board approves a voluntary reduction of work hours to 75% employment for Rashaell Amarillas, Staff Secretary I (range 23-E), Transfer Center, effective July 1, 2003 through June 30, 2004.

BE IT FURTHER RESOLVED that this employee will have 25% of the tenthly insurance premium automatically deducted from her check, which will allow the employee to continue uninterrupted health and welfare coverage under the District's plan.

BE IT FURTHER RESOLVED that the Board wishes to extend its sincere appreciation for such a thoughtful gesture.

M/S/C Keithly/Acuña to **ADJOURN** - The next regular meeting of the Board of Trustees is scheduled for Wednesday, July 9, 2003, at 6:00 P.M.

Adopted this _____ day of _____, 2003.

ICCD Board President

ICCD Board Secretary