

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

Tuesday, June 21, 2005 - 6:00 P.M.

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

I. CALL TO ORDER

1. Roll Call by Secretary:

Carlos R. Acuña	Romualdo Medina
Rudy Cardenas, Jr.	Rebecca L. Ramirez
Kelly Keithly	Louis Wong
Marian Long	Student Representative
	Academic Senate Representative

2. Pledge of Allegiance

II. PUBLIC COMMENT

At this time persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. If you wish to be heard, please stand and identify yourself to the Board President.

III. WRITTEN COMMUNICATIONS

1. 2005-2006 Board Meeting/Agenda Development Schedule
2. Terence C. Nelson, Athletic Counselor (RE: Resignation)

IV. INFORMATION REPORTS

1. Introduction of New Faculty Members: Erin Itza, Biology Instructor and Jose Ruiz, Spanish Instructor - Dr. Kendra Jeffcoat
2. Associated Student Government Senate Update - Monica Bulong
3. Academic Senate Update - Dr. James Patterson
4. Monthly Financial Report - Tom Hudson
5. President's Update - Dr. Paul Pai
6. ACCESO Technology Camp - Dr. Kendra Jeffcoat/Dawn Chun

V. DISCUSSION

IMPERIAL VALLEY COLLEGE
Office of the Superintendent/President

DATE: June 21, 2005

TO: District Board Members, Administrators, Academic Senate, College Council, CCA/CTA, CSEA, Student Representatives, CMCA, and Clerical Support Staff

FROM: Paul Pai, Ed.D.
Superintendent/President

SUBJECT: 2005-2006 Imperial Community College District
Regular Monthly Board Meeting/Agenda Development Schedule

Please make a notation on your calendar of the dates that relate to your area.

BOARD MEETING DATES 6:00 P.M.	AGENDA ITEM DEADLINE 12:00 NOON	EXECUTIVE COUNCIL/ DEVELOPS BOARD AGENDA	PRESIDENT'S CABINET/ AGENDA REVIEW 2:00 P.M.	AGENDA MAILING 12:00 NOON
<u>2005</u>				
July 19	July 5	July 5	July 13	July 14
August 16	August 1	August 2	August 10	August 11
September 14*	August 29	August 30	September 6	September 8
October 18	October 3	October 4	October 12	October 13
November 15	October 31	November 1	November 9	November 10
December 14*	November 28	November 29	December 6	December 8
<u>2006</u>				
January 17	January 3	January 3	January 11	January 12
February 21	February 6	February 7	February 14	February 16
March 21	March 6	March 7	March 14	March 16
April 12*	March 27	March 28	April 4	April 6
May 16	May 1	May 2	May 10	May 11
June 20	June 5	June 6	June 14	June 15
July 18	July 3	July 5	July 12	July 13

*2nd Wednesday of the Month

Administrative Council Meetings are scheduled for the second and fourth Tuesdays of every month at 8:30 A.M., in the Administrative Building Board Room, unless notified otherwise.

Executive Council Meetings are scheduled for the first, third and fifth Tuesdays of every month at 8:30 A.M., in the Administrative Building Board Room, unless notified otherwise.

College Council Meetings are scheduled for the second and fourth Mondays of every month at 2:00 P.M., in the Administrative Building Board Room.



IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251

(760) 355-8320 • FAX (760) 355-2663

May 24, 2005

Members of Imperial Valley College Board of Directors and Administrative Council:

I am writing this letter to thank you for the tremendous opportunity I was given to join the IVC family back in October and also to regrettably inform you that I will no longer be able to remain in the Valley. This resignation is due to my acquisition of a position in the private sector. Many reasons exist for this difficult decision but ultimately, I will be moving on as of June 30, 2005. I will serve out my contract and begin with my new position at the beginning of July. Again, thank you for this opportunity.

Sincerely,

Terence C Nelson M.Ed. M.S.

Athletic Counselor

VI. CONSENT AGENDA - BUSINESS

1. Approval of Minutes dated May 17, 2005
2. Resolution No. 13269: Governing Board Member Election and Specifications of the Election Order
3. Resolution No. 13270: Cost of Candidates Statements
4. Resolution No. 13271: Governing Board Election Tie
5. Resolution No. 13272: Purchase Orders
6. Resolution No. 13273: Payroll Warrant Orders
7. Resolution No. 13274: Commercial Warrant Orders
8. Resolution No. 13275: Budget Changes
9. Resolution No. 13276: Public Hearing on the Establishment of the Gann Appropriation Limit
10. Resolution No. 13277: Tentative Budget
11. Resolution No. 13278: Contract for Public Relations and Marketing Services
12. Resolution No. 13279: 2007-2011 Five Year Construction Plan
13. Resolution No. 13280: Initial Project Proposal to Chancellor's Office for Funding to Remodel Science Building 400
14. Resolution No. 13281: Revision of College Council Bylaws and Procedures
15. Resolution No. 13282: New Board Policy 7510, Domestic Partners
16. Resolution No. 13283: Revision to Board Policy 3430, Prohibition of Harassment
17. Resolution No. 13284: Revision to Board Policy 7335, Health Examinations
18. Resolution No. 13285: Official Emergency Preparedness Plan
19. Resolution No. 13286: Beverage Product Contract

VII. CONSENT AGENDA - EDUCATIONAL SERVICES

1. Resolution No. 13287: Revised 2005-2006 Academic Calendar
2. Resolution No. 13288: Flex
3. Resolution No. 13289: Health Fee
4. Resolution No. 13290: New Majors/Certificates, New Courses, Major/Certificate Deletions, Course Deletions
5. Resolution No. 13291: Child Development Contract

VIII. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
District Negotiator: Dr. Marion Boenheim
Employee Organizations: IVC Chapter CTA/NEA and CSEA Chapter 472
2. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: IVC
Administrators, Classified Managers and Confidential Employees
3. PUBLIC EMPLOYMENT
Title: Superintendent/President
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

IX. OPEN SESSION

Announcement of final action taken

X. CONSENT AGENDA - HUMAN RESOURCES

1. Resolution No. 13292: Agreement Between the District and Administrative Staff
2. Resolution No. 13293: Superintendent/President's Contract
3. Resolution No. 13294: Memorandum of Understanding Between the District and CSEA Chapter 472 Regarding the Purchasing and Warehouse Department
4. Resolution No. 13295: Agreement Between the District and Confidential Employees
5. Resolution No. 13296: Resignation of Athletic Counselor
6. Resolution No. 13297: Replacement of Athletic Counselor
7. Resolution No. 13298: 2005-2006 Division Chairs
8. Resolution No. 13299: Employment of Academic Personnel
9. Resolution No. 13300: Employment of Temporary Academic Personnel
10. Resolution No. 13301: Employment of Per-Session Instructor
11. Resolution No. 13302: Employment of Per-Session Instructors for Summer Session
12. Resolution No. 13303: Assistant Director for Nursing
13. Resolution No. 13304: Title IX Officer
14. Resolution No. 13305: Classified Service Employment
15. Resolution No. 13306: Classified Employee Reclassification
16. Resolution No. 13307: Volunteer Employment
17. Resolution No. 13308: Short-Term Employment

- XI. ADJOURNMENT - the next regular meeting of the Imperial Community College District Board of Trustees is scheduled for Tuesday, July 19, 2005, at 6:00 P.M.

VI. CONSENT AGENDA - BUSINESS

VI.1 Approval of Minutes dated May 17, 2005

VI.2 Resolution No. 13269: GOVERNING BOARD MEMBER ELECTION AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, the biennial election of governing board members is ordered by law pursuant to Section 5000 of the Education Code to fill offices of members of the governing board of the Imperial Community College District of Imperial County.

NOW BE IT RESOLVED that the Imperial County Superintendent of Schools for this county call the election as ordered and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 8, 2005.

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

Division 2	Carlos Acuña
Division 5	Kelly Keithly
Division 7	Rebecca L. Ramirez

VI.3 Resolution No. 13270: 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.

VI.4 Resolution No. 13271: **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.

VI.5 Resolution No. 13272: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P5000676 through P500548 in the amount of \$1,155,531.95, and Direct Payment Nos. I0009338 through I0010006 in the amount of \$57,965.76 are approved.

VI.6 Resolution No. 13273: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 21 in the amount of \$159,888.97 and Warrant Order No. 22 in the amount of \$1,777,118.76 be ratified.

VI.7 Resolution No. 13274: **COMMERCIAL WARRANT ORDERS**

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

- 38 in the amount of \$582,213.43
- 39 in the amount of \$58,511.76
- 40 in the amount of \$1,966,391.24
- 41 in the amount of \$188,834.92

VI.8 Resolution No. 13275: 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 J4051896, J4051897, J4051935, J4051938, J4051948, J4051953, J4051956, J4051964, J4051965, 4051982, J4051986, J4051990, J4051992, J4052004, J4052009, J4052022, J4052035, J4052036, J4052041, J4052046, J4052048, J4052050, J4052053, 4052062, J4052065, J4052071, J4052074, J4052076, J4052082, J4052091, J4052096, J4052097, J4052099, J4052103, J4052104, J4052114, J4052119, J4052120, J4052123, J4052124, J4052125, J4052126 be approved.

VI.9 Resolution No. 13276: 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 2005-2006 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 2005-2006 tentative budget, to be adopted, is within the limits established by Proposition 4.

BE IT RESOLVED that the Board of Trustees accepts

VI.10 Resolution No. 13277: TENTATIVE BUDGET

BE IT RESOLVED that the Tentative General Fund budget be approved for the 2005-2006 school year and filed with the Imperial County Superintendent of Schools.

BE IT FURTHER RESOLVED that the date of the public hearing on the 2005-2006 budget, prior to its adoption, be and is hereby set for Wednesday, September 14, 2005, at 6:00 P.M., in the Administration Building Board Room.

VI.11 Resolution No. 13278: **CONTRACT FOR PUBLIC RELATIONS AND
MARKETING SERVICES**

WHEREAS the Accreditation Commission 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 2005-2006 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 \$4,200.00, total annual cost of \$50,400.00 to be paid out of the General Fund unrestricted. This expense is part of the 2005-2006 Tentative Budget.</p>
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VI.12 Resolution No. 13279: **2007-2011 FIVE YEAR CONSTRUCTION PLAN**

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

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the submission of the 2007-2011 Five-Year Construction Plan for the Imperial Community College District, as presented

VI.13 Resolution No. 13280: **INITIAL PROJECT PROPOSAL TO CHANCELLOR'S
OFFICE FOR FUNDING TO REMODEL SCIENCE BUILDING 400**

BE IT RESOLVED that the Board approves the submission to the Chancellor's Office of an Initial Project Proposal for remodeling of the Science Building 400 for possible funding in 2007-2008.

VI.14 Resolution No. 13281: **REVISION OF COLLEGE COUNCIL BYLAWS AND PROCEDURES**

BE IT RESOLVED that the Board approves the recommendation of the College Council dated May 23, 2005 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

Approved December 11, 1996, Board Resolution No. 11062
Revision Approved June 19, 2004, Board Resolution No. 13010

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 with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.*
2. *The vice 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 with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.*

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the ~~12~~13 College Council members.

STRUCTURE

1. *The following college constituencies retain all rights granted by law and/or regulations. The 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 administrators appointed by the Administrative Council*
 - *Three students at large appointed by ASG*

- *The College President and the IVC Foundation Director will be ex-officio members.*
- *Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.*
- *Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.*

VI.15 Resolution No. 13282: **NEW BOARD POLICY 7510, DOMESTIC PARTNERS**

WHEREAS, effective January 2005, Assembly Bill 205, extended the rights of spouses to registered domestic partners;

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following new policy as mandated by State Law:

Board Policy 7510 Domestic Partners

Reference: Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, 299.3, and Assembly Bill 205

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in District policies or procedures shall be read to include registered domestic partners as permitted by California law.

VI.16 Resolution No. 13283: **REVISION TO BOARD POLICY 3430,
PROHIBITION OF HARASSMENT**

WHEREAS, Assembly Bill 2900 revised the list of classes protected from sexual harassment and other unlawful harassment;

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following revisions to Board Policy 3430 (changes denoted with bold font, strikethrough and underscoring):

BP 3430 Prohibition of Harassment

Reference: Assembly Bill 2900

*Education Code Sections 212.5; **44100**; 66252; 66281.5; Government Code 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.*

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: ~~national origin, religion, age, sex (gender), race, color, medical condition, Viet Nam era status, ancestry, sexual orientation, marital status, physical or mental disability~~ race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures

described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

VI.17 Resolution No. 13284: **REVISION TO BOARD POLICY 7335, HEALTH EXAMINATIONS**

WHEREAS, Board Policy 7335, Health Examinations, currently provides that the District shall implement a pre-employment examination program for all prospective employees of the District;

WHEREAS, to conform with the current practice of most school districts and in order to participate in a medical assessment reimbursement program administered by the District's workers' compensation insurance carrier, the District recommends changing its policy to require pre-

employment examinations of prospective employees for only **appropriate** positions;

NOW, THEREFORE, BE IT RESOLVED that after consultation with the various constituent groups, the Board approves revising Board Policy 7335, Health Examinations, as follows:

~~The District will implement a pre-employment examination program for all prospective employees of the District.~~

The District requires medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

The Board authorizes the CEO or **designee** to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

BE IT FURTHER RESOLVED that the change to Board Policy 7335 is effective June 21, 2005.

VI.18 Resolution No. 13285: **OFFICIAL EMERGENCY PREPAREDNESS PLAN**

WHEREAS, the Board approved a "working" emergency action plan for the District, the EMERGENCY PREPAREDNESS PLAN, on July 20, 2004 (Resolution No. 13040);

WHEREAS, the EMERGENCY PREPAREDNESS PLAN has been reviewed and approved by the Imperial County Office of Emergency Services as the "official" emergency action plan of the District;

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the EMERGENCY PREPAREDNESS PLAN as the District's "official" emergency action plan effective June 21, 2005.

VI.19 Resolution No. 13286: **BEVERAGE PRODUCT CONTRACT**

BE IT RESOLVED that the Board approves the Agreement effective July 1, 2005 through May, 31, 2010 between Pepsi Bottling Group for the right to be the exclusive supplier of beverages to Imperial Valley College.

VII. CONSENT AGENDA - EDUCATIONAL SERVICES

VII.1 Resolution No. 13287: REVISED 2005-2006 ACADEMIC CALENDAR

BE IT RESOLVED that the Board approves the revised 2005-2006 16-week compressed calendar submitted to the Chancellor's Office, College Finance and Facilities Planning Department on June 3, 2005 as follows:

IMPERIAL COMMUNITY COLLEGE DISTRICT
2005-2006 ACADEMIC YEAR

EARLIER AUGUST START
5-WEEK/5-DAY
INTERSESSION

2005 FALL TERM

AUGUST 2005						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	20	
21	22	23	24	25	26	27
28	29	30	31			

Aug 19, 2005 - Orientation
Aug 22 Classes Begin

8/1

SEPTEMBER 2005						
SU	M	T	W	TH	F	SA
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 5 - Labor Day (Closed)

2/14

OCTOBER 2005						
SU	M	T	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21/5

NOVEMBER 2005						
SU	M	T	W	TH	F	SA
6	7	8	9	10	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 11 - Veterans Day (Closed)
Nov 12 - Sat (11) (Closed)
Nov 24 & 25 - Thanksgiving Recess (Closed)

19/2

DECEMBER 2005						
SU	M	T	W	TH	F	SA
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 25 - Christmas (28th Observed)
Campus Open - Dec. 12-16, 2005
Campus Closed - Dec 19 - Jan 2, 2006

7/2

2006 SPRING TERM

JANUARY 2006						
SU	M	T	W	TH	F	SA
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan 2 - New Years Day Obs'd (1/1/06)
Jan 16 - M L King Day (Closed)
5-Week Intercession
CAMPUS OPEN - Jan 3-4, 2006

23

FEBRUARY 2006						
SU	M	T	W	TH	F	SA
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 17 - (Lincoln's BD)(12) (Obs'd) (Closed)
Feb 18 - Sat (LB Obsv) (Closed)
Feb 20 - (Washington's BD)(Obs'd) (Closed)
Feb 13 - Spring Term Begins

10/1

MARCH 2006						
SU	M	T	W	TH	F	SA
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23/4

APRIL 2006						
SU	M	T	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 14 - Good Friday
Apr 16 - Easter
Apr 14-21 - Spring Break (Campus Closed)

14/4

MAY 2006						
SU	M	T	W	TH	F	SA
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 29 - Memorial Day (Closed)

22/4

2006 SUMMER TERM

JUNE 2006						
SU	M	T	W	TH	F	SA
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6-Week Session(4-Day)

23

JULY 2006						
SU	M	T	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 - Independence Day (Closed)

LEGEND

Legal Holiday(s)	10
Fall Term	
Fall (Regular Session) Begin/End	7/8 August 19-December 10, 2005
Fall - Saturday Classes	14 August 22-December 10, 2005
Orientation (Fac Serv Day/Required)	14 August 27 - Begin/Dec 10 - End
Winter Recess	14 August 19 - Friday
Winter Recess	Campus OPEN Dec. 12-16
Winter Recess	Dec 19, 2005-Jan 1, 2006
Winter Intersession (5-Weeks)	23 January 5-February 7, 2006
(5-Weeks - Mon thru Fri)	(Campus OPEN - Jan 3-4, Feb. 8-10, 2006)
Spring Term	
Spring (Regular Session) Begin/End	7/8 February 13-June 10, 2006
Spring - Saturday Classes	14 Feb 13 - June 9, 2006
Commencement (Fac Serv Day/Required)	14 June 10, 2006 - Saturday
Spring Recess	14 April 17-21, 2006
Summer Term(s)	
6-Week Session	23 Jun 19-July 27 (Accommodates HS)

Labor Day	September 5, 2005	January 2, 2006 (01/01/06)
Veterans Day	November 11, 2005	January 16, 2006
Thanksgiving	November 24 & 25, 2005	February 17, 2006 (02/12)
Christmas Day	December 25, 2005	February 20, 2006
Winter Recess		May 29, 2006
		July 4, 2006

Instructional Days (M thru F) = 152 (Fall 76 Spr 76) Faculty Services Days # 2
 Instructional Days (Saturdays) = 28 (Fall 14 Spr 14)
 Instructional Days - TOTAL = 180
 InterSummer Sessions
 Winter Session 5-Week 23
 DOES NOT COUNT SUMMER SESSION DAYS

GRAND TOTAL (Fall+Spr+Sats+Serv) = 182
 GRAND TOTAL with Winter Session Only = 205

VII.2 Resolution No. 13288: **FLEX**

BE IT RESOLVED that the Board approves the temporary suspension of Flex activities for the 2005-2006 Academic Year, pending direction and authorization from the Chancellor's Office (College Finance and Facilities Planning Department), and agreement with IVC Chapter CTA and Academic Senate.

VII.3 Resolution No. 13289: **HEALTH FEE**

WHEREAS the results of a survey by the students in Spring, 2004 revealed that most students attending Imperial Valley College have little or no access to health care services and would support the adoption of a Health Fee in order to provide a health center at the college; and

WHEREAS AB 982 would allow the College to charge all students regardless of credit enrollment status a maximum \$14.00 health fee per semester of enrollment, and \$11.00 per intersession and/or summer session; and

WHEREAS the Associated Students unanimously endorsed the proposed health fee of \$14.00 per semester, and \$11.00 per intersession and/or summer session effective the Fall 2005 semester in order to establish a health center on-campus; and

WHEREAS the Administrative Council, the Academic Senate, the Planning and Budget Committee, the Student Affairs Committee, and the College Council have all endorsed the proposed health fee for Fall 2005.

NOW, THEREFORE BE IT RESOLVED that the Board accept these recommendations and adopt a policy to charge all students enrolled in credit instruction a \$14.00 per semester, and \$11.00 per intersession and/or summer session health fee effective Fall 2005.

VII.4 Resolution No. 13290: **NEW MAJORS/CERTIFICATES, NEW COURSES,
MAJOR/CERTIFICATE DELETIONS, COURSE DELETIONS**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (11/18/04, 3/3/05, 4/21/05, 5/5/05) and the Academic Senate (2/16/05, 5/18/05, 5/25/05) with the consent of the Superintendent/President to the following:

NEW MAJORS/CERTIFICATES:

- A.A. in General Studies
- A.S. in Interdisciplinary Studies
- A.A./A.S. in Transfer Studies
- Certificate in Hospitality
- Certificate in Electrical Wiring Technology
- Certificate in Cement Mason Construction Technology
- Certificate in Carpentry Construction Technology
- Certificate in Building Construction Project Management
- Certificate in Multimedia
- Certificate in Business Retail Supervision

NEW COURSES:

- AHP 900 - Phlebotomy Technician I
- AMSL 104 - Finger Spelling and Numbers
- AMSL 110 - Introduction to Deaf Culture
- AMSL 112 - Interpreting as a Profession
- ART 165 - Design for the Web
- AU T 85 - Automotive Maintenance and Repairs
- AU T 122 - High Performance Engine Blueprinting I
- AU T 231 - Automotive Emission Control System
- AU T 175 - Automotive Projects Laboratory
- BLDC 110 - Construction Blueprints, Specifications, Measurements, and Codes
- BLDC 130 - Carpentry Layout and Framing
- BLDC 140 - Building Construction Methods and Materials
- BLDC 145 - Concrete Formwork, Layout, and Setting
- BLDC 150 - Carpentry Methods, Materials, and Tools
- BLDC 160 - Construction Technical and Contract Documents
- BLDC 165 - Concrete Materials, Methods, and Tools
- BLDC 180 - Building Planning and Cost Estimation
- BLDC 185 - Concrete Footings, Flatwork, and Detail Work
- BLDC 190 - Carpentry Trim and Detail Work
- BLDC 200 - Building Construction Project Management
- BLDC 210 - Construction Management and Organization
- BUS 040 - Targeting Customers
- BUS 041 - Merchandising and Pricing
- BUS 042 - Communicating with the Customer
- BUS 043 - Asset Protection
- BUS 800 - Personal Improvement
- BUS 801 - Customer Service for Retailing
- BUS 802 - Sales Transaction

BUS 803 - Sales Calculations
CIS 122 - Desktop Publishing
CIS 131 - Power Point II
CIS 133 - Front Page
EDUC 202 - Tutor Training
ELTR 110 - Electrical Principles
ELTR 115 - Electrical Wiring and Protection
ELTR 125 - Electrical Feeder Service and Circuits
ELTR 135 - Electrical Equipment and Special Conditions
EMTP 215, EMT - Paramedic Didactic 3
HOSP 100 - Introduction to the Hospitality Industry
HOSP 102 - Safety and Sanitation
HOSP 104 - Dining Room Services
MUS 800 - Concert Band
MUS 801 - College-Community Band
PE 800 - Exercise for Special Populations
PE 801 - Swimming Lab
VN 089 - Individual Studies: Vocational Nursing

MAJOR/CERTIFICATE DELETIONS:

(Currently a student can earn both an A.A. and A.S. degree in many disciplines. These deletions will confirm that only one degree, either an A.S. or A.A., can be earned where appropriate.)

A.A. degree in Automotive Technology
A.A. degree in Environmental Technology
A.A. degree in General Science
A.A. degree in Life Science
A.A. degree in Mathematics
A.A. degree in Physical Science
A.A. degree in Business Administration
A.A. degree in Business Management
A.A. degree in Business Marketing
A.A. degree in Business Administrative Assistant
A.A. degree in Computer Information Systems
A.A./A.S. degree in Business Retailing (replaced by Certificate/
Business Retail Supervision
A.S. degree in Human Relations
A.S. degree in Psychology
A.S. degree in Social Science

COURSE DELETION:

AJ 125 - Wildlife Law Enforcement
AJ 126 - Traffic Accident Investigation/Reporting
DSPS 110 - Introduction to Audiology
DSPS 112 - Audiometry and Hearing Conversation
DSPS 120 - Introduction to Residential Services Specialist
DSPS 122 - Techniques for Residential Services Specialist
MATH 071 - Basic Mathematics (Self-paced Course)
MATH 081 - Beginning Algebra (Self-paced Course)
MATH 091 - Intermediate Algebra (Self-paced Course)

VII.5 Resolution No. 13291: CHILD DEVELOPMENT CONTRACT

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number CCTR-5077 project number 13-6315-00-5, for fiscal year 2005-2006, in the amount of \$491,528.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Kendra Jeffcoat, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

VIII. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
District Negotiator: Dr. Marion Boenheim
Employee Organizations: IVC Chapter CTA/NEA and CSEA Chapter 472
2. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: IVC
Administrators, Classified Managers and Confidential Employees
3. PUBLIC EMPLOYMENT
Title: Superintendent/President
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

IX. OPEN SESSION

Announcement of final action taken

X. CONSENT AGENDA - HUMAN RESOURCES

X.1 Resolution No. 13292: AGREEMENT BETWEEN THE DISTRICT AND ADMINISTRATIVE STAFF

BE IT RESOLVED that the Board approves the following Agreement between the District and Administrative Staff as follows:

	<u>Vice President</u>	<u>Dean</u>	<u>Director</u>
Step			
1	102,899	96,321	88,613
2	104,304	97,726	90,019
3	105,710	99,131	91,424
4	107,115	100,535	92,828
5	108,519	101,941	94,233

1. Add \$5,000 to appropriate step for earned Doctorate.
2. Add \$2,000 to appropriate step for Deputy Superintendent.

Changes for 2005-2006

In addition to items 1 and 2 above, include the following:

3. Vacation days accrued at the rate of 16 hours per month
4. At age 60 with 5 or more years of service to the District but not qualified for lifetime health benefits, the District will continue to pay health benefits until Medicare begins at age 65.
5. Return to the pre-2001 practice of using full-time tenured faculty to provide evening and weekend administrative coverage, pending negotiations with CTA.
6. Change the administrative "Director" title to "Associate Dean" in order to better differentiate these positions from the Classified Manager Directors. This is a change in title only.
7. A five percent (5%) increase in salary for 2006-2007 and 2007-2008, or an amount equal to other units.
8. Health benefits to be maintained at the current level.

- 9. New Salary Schedule - Add 5 steps to the salary schedule and a percentage to be roughly equal to that accorded the other units, with \$1500 between each step and an overlap between columns at step 4.

Step	<u>Vice President</u>	<u>Dean</u>	<u>Director</u>
1	113,500	104,500	95,500
2	115,000	106,000	97,000
3	116,500	107,500	98,500
4	118,000	109,000	100,000
5	119,500	110,500	101,500
6	121,000	112,000	103,000
7	122,500	113,500	104,500
8	124,000	115,000	106,000
9	125,500	116,500	107,500
10	127,000	118,000	109,000

- 10. In the event the Imperial Community College District does not receive the anticipated 8% increase in funding for the 2005-2006 academic year when the California State Budget is signed, the 2005-2006 salary increase shall be reconsidered in such a way as to preserve the financial balance of the District.

FISCAL IMPACT STATEMENT: Item #6 Total cost of \$51,600 to be paid out of available 2005-2006 COLA and Growth funding.

Item #8 Total cost of \$72,546 for Fiscal Year 2006-2007 and \$76,173 for Fiscal Year 2007-2008 to be paid out of available COLA and Growth funding.

Item #9 Total cost of \$11,481 to be paid out of available 2005-2006 COLA and Growth funding.

Item #10 Total cost of \$105,521 to be paid out of available 2005-2006 Cola and Growth Funding.

X.2 Resolution No. 13293: **SUPERINTENDENT/PRESIDENT'S CONTRACT**

BE IT RESOLVED that the Board hereby employs Dr. Paul Pai, Superintendent/President for a period of three years, beginning July 1, 2005 and terminating on June 30, 2008 as follows:

- 1. The annual salary rate will be \$_____

2. The Superintendent/President's salary shall be increased each year by the same percentage increase given to certificated employees.
3. The Superintendent/President shall also receive an annual District Administrator's Doctoral Stipend of \$5,000.00 or that amount paid to others of similar academic status.
4. The Superintendent/President shall be entitled to twenty-four (24) days of vacation each year which may be accrued up to a maximum of forty-eight (48) days after which no more vacation days may be accrued.
5. In the event the Imperial Community College District does not receive the anticipated 8% increase in funding for the 2005-2006 academic year when the California State Budget is signed, the 2005-2006 salary increase shall be reconsidered in such a way as to preserve the financial balance of the District.

<u>FISCAL IMPACT STATEMENT:</u>
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X.3 Resolution No. 13294: MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND CSEA CHAPTER 472 REGARDING THE PURCHASING AND WAREHOUSE DEPARTMENT

WHEREAS, the Purchasing and Warehouse Department was reorganized on a trial basis effective July 1, 2004;

WHEREAS, prior to the reorganization, three classified positions were assigned to the Department: one (1) Purchasing Technician, one (1) Inventory/Purchasing Technician, and one (1) Receiving/Warehouse Technician;

WHEREAS, under the reorganization the Purchasing Technician and Inventory/Purchasing Technician positions were considered vacant and not filled, and the Receiving/Warehouse Technician was maintained with no changes;

WHEREAS, the District and CSEA wish to reorganize the Purchasing and Warehouse Department on a permanent basis;

NOW, THEREFORE, the parties understand and agree as follows:

1. The Purchasing and Warehouse Department shall be reorganized on a permanent basis;
2. As part of the reorganization, the following staffing changes shall take place:

- (a) the Inventory/Purchasing Technician position shall be eliminated effective immediately upon Board approval;
 - (b) the Purchasing Technician position shall be reclassified to a Staff Secretary I position effective immediately upon Board approval; and
 - (c) the Receiving/Warehouse Technician shall be maintained with no changes.
3. The total number of classified positions assigned to the Purchasing and Warehouse Department is now two (2), including the following:
- one (1) Receiving/Warehouse Technician; and
 - one (1) Staff Secretary I

BE IT RESOLVED that the Board approves entering into the following Memorandum of Understanding between Imperial Community College District ("District") and California School Employees Association, Chapter 472 ("CSEA").

X.4 Resolution No. 13295: AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL EMPLOYEES

BE IT RESOLVED that the Board approves the agreement for 2005-2006 between the Imperial Community College District and Classified Confidential Employees as follows:

1. Salary:
 - A. A eight percent (8%) on-schedule salary increase for the 2005-2006 fiscal year, plus 2% effective July 1, 2005 in return for giving up all longevities after July 2005.
 - B. A five percent (5%) on-schedule salary increase for the 2006-2007 fiscal year, effective July 1, 2006 or salary increases which are comparable to salary increases provided to all Imperial Valley College employees and/or any future revisions to the salary scale.
 - C. A five percent (5%) on-schedule salary increase for the 2007-2008 fiscal year, effective July 1, 2007 or salary increases which are comparable to salary increases provided to all Imperial Valley College employees and/or any future revisions to the salary scale.
2. Maintain total Health Insurance benefits at the current level for confidential employees and retirees hired prior to July 1, 2005.

3. For the 2005-2006 and 2006-2007 academic years, the Monday, Tuesday and Wednesday of the Spring Break shall be designated as paid holidays for the confidential members. The dates during the 2005-2006 Spring Break designated as paid holidays are April 17, 18 and 19, 2006. The dates during the 2006-2007 Spring Break designated as paid holidays are April 9, 10 and 11, 2007. The remaining two (2) days for the Spring Break, shall be taken as Vacation, Comp Time, PN, or without pay.
4. The monthly vacation accrual rate for twelve (12) month employees shall be increased from 6.64 hours to 8.0 hours from the hire date through the third year of service.
5. The Golden Handshake for school year 2005-2006 shall be subject to re-opening upon request no sooner than August 1, 2005.
6. In the event the Imperial Community College District does not receive the anticipated 8% increase in funding for the 2005-2006 academic year when the California State Budget is signed, the 2005-2006 salary increase shall be reconsidered in such a way as to preserve the financial balance of the District.

FISCAL IMPACT STATEMENT:

2005-2006 \$46,921.80; 2006-2007 \$25,806.99; 2007-2008 \$27,097.34.
Total Estimated Cost (2005-06, 2006-07 and 2007-08): \$99,826.13

X.5 Resolution No. 13296: RESIGNATION OF ATHLETIC COUNSELOR

BE IT RESOLVED that the Board accepts, with regret, the resignation of Terrence C. Nelson, Athletic Counselor, effective July 1, 2005.

X.6 Resolution No. 13297: REPLACEMENT OF ATHLETIC COUNSELOR

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President, Vice President for Student Services, Academic Senate Representative, and the Head District Counselor to replace the vacant full-time tenured track position of Athletic Counselor.

X.7 Resolution No. 13298: 2005-2006 DIVISION CHAIRS

BE IT RESOLVED that the following individuals have been elected to act as Division Chairs in their respective divisions for the 2005-2006 academic year:

<u>DIVISION</u>	<u>CHAIRPERSON</u>
Behavioral & Social Science	Krista Byrd
Business	Valerie Rodgers
English	David Zielinski
Exercise Science/Wellness/Sport	Nick Gehler
Humanities	Tom Gilbertson
Science/Math/Engineering	Dr. Lianna Zhao

X.8 Resolution No. 13299: EMPLOYMENT OF ACADEMIC PERSONNEL

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel to be employed for the academic year 2005-2006, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Cormier, Judy	Appropriate Classification and Step Contingent Upon Verification of Records	English (Basic Composition)
Gilison, Daniel	"	Biology
Lay, Nancy	"	English (Reading)
Morrell, Thomas	"	Biology
Sanchez-Dominguez, Romano	"	Spanish
Stevens, Michelle	"	Environmental Science
Walters, Michelle	"	English (Basic Composition)

X.9 Resolution No. 13300: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following full-time temporary academic personnel to be employed for the Fall 2005, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Bayless, Joyce	Appropriate Classification and Step Contingent Upon Verification of Records	English (Basic Composition)
Hernandez, Oscar	"	Mathematics
Mellow, Steve	"	Media Art
Mendez, Armando	"	Administration of Justice

X.10 Resolution No. 13301: **EMPLOYMENT OF PER-SESSION INSTRUCTOR**

BE IT RESOLVED that the following personnel be employed during the 2005 Spring Semester, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger printing clearance, sufficient enrollment, or whether the class is essential to a full-time instructor's summer teaching assignment:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
*Jones, Shirley	Music

*Substitute

X.11 Resolution No. 13302: **EMPLOYMENT OF PER-SESSION INSTRUCTORS FOR SUMMER SESSION**

BE IT RESOLVED that the following personnel be employed during the 2005 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 summer teaching assignment:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Krejci, Caroline	English
Viloria, Vicki	Computer Information Systems

X.12 Resolution No. 13303: **ASSISTANT DIRECTOR FOR NURSING**

BE IT RESOLVED that the Board approves Deirdre Pollock to continue to serve as Assistant Director for the IVC Nursing Education/Health Technologies Department for the 2005-2006 academic year and that release time (equivalent to 3 units of release time) will be granted for this assignment.

X.13 Resolution No. 13304: **TITLE IX OFFICERS**

BE IT RESOLVED that the Board approves Lincoln Davis and Olga Artechchi to serve as Title IX Officers for the District for the 2005-2006 academic year.

X.14 Resolution No. 13305: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individual be extended employment in the classified service as indicated. Employment is contingent upon receipt of categorical funding.

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Espinoza, Joe	Automotive Technology Student Employment Specialist	State VTEA/SOS 80%/20% 7/05-12/05 VTEA 100% 1/06-6/06	35-C	7/1/05 to 6/30/06

X.15 Resolution No. 13306: **CLASSIFIED EMPLOYEE RECLASSIFICATION**

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

<u>NAME</u>	<u>PRESENT CLASSIFICATION</u>	<u>NEW CLASSIFICATION</u>	<u>FUNDING</u>	<u>EFFECTIVE</u>
Arce-Gomez, Frances	Office Assistant II Range 21-E	Staff Secretary I Range 10-4	District	7/1/05
Gonzalez, Raquel	Office/Evening Resource Assistant Range 22-C	Office/Evening Resource Assistant Range 10-3	District	7/1/05
Madrid, Georgina	Parking Control Technician Range 21-E	Parking Control Technician Range 10-5	District	7/1/05

X.16 Resolution No. 13307: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that the Board approves Rigoberto Garcia, a volunteer Parking Assistant, to be covered by Workman's Compensation Insurance through June 30, 2005.

BE IT FURTHER RESOLVED that thanks is hereby extended to Rigoberto Garcia for his contribution to Imperial Valley College.

X.17 Resolution No. 13308: **SHORT-TERM EMPLOYMENT**

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Godsey, Rae-Lynn	Science Lab Technician	District	29-A	6/13/05 to 8/28/05
Schneider Dennis	Maintenance Worker II	District	31-A	6/7/05 to 8/19/05
Soto, Ivan	Assessment Technician	District	27-A	3/24/05 to 6/30/05
Romandia, Bertha	College Nurse	District	37-A	6/20/05 to 7/29/05

- XI. **ADJOURNMENT** - The next regular meeting of the Board of Trustees is scheduled for Tuesday, July 19, 2005, at 6:00 P.M.