

ADOPTED MINUTES

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

Wednesday, August 14, 2002

On Wednesday, August 14, 2002, Board President Rudy Cardenas, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., in the Administration Building Board Room.

TRUSTEES PRESENT: Carlos Acuña
Rudy Cardenas, Jr.
Kelly Keithly
Marian Long
Rebecca Ramirez
Louis Wong

TRUSTEE ABSENT: Romualdo Medina

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
Gail Parish, Classified
Cihara Hercules, Students

CONSULTANTS PRESENT:

Carlos Fletes, Vice President for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
John Mustafa, Interim Director of Human Resources
Dr. Sam Ellis, Chief Technology Officer
Sandra Standiford, Dean of Admissions

VISITORS PRESENT:

Kathy Berry; Dave Drury; Kris Leppien-Christensen; Bill Gay; Harold George; Renee Fenn; Eileen Ford; Laurie Franks; Gonzalo Huerta; Jan Magno; Chris Mays; Larry Welch; David Zielinski.

COMMUNICATIONS

1. Bertha Ortega, CSEA Chapter 472 Negotiations Co-Chairperson (RE: 2002-2003 Negotiations)

PUBLIC COMMENTS

No comments were made.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Cihara Hercules, reported on the following:

- The CCLC Student Trustees Workshop, which Cihara attended in Sacramento, was very informative.
- During the first week of school the ASG will host an information booth for students to ask questions.
- On August 23, the ASG will offer students a free hotdog and soda if a survey is filled out. The survey relates to changing the mascot.
- On August 30, there will be a welcome back dance.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- The Senate will begin meeting on August 21. The year's agenda of items will be addressed in cooperation with administration.

PRESIDENT'S UPDATE

Carlos Fletes presented an informational report prepared by Dr. Fujimoto as follows:

- There continues to be no State budget for 2002-2003. The District has been assured that IVC operations will survive with adequate funds.
- Commendation was expressed for the wonderful work being done by those involved with preparing the grounds, parking, and facilities for the upcoming academic year.
- Upward Bound Program under the direction of Rosie Lopez had a very successful summer program at UCSD. Former Trustee, Claudine Duff, and her husband, Jack Duff, were present at the awards ceremony. Cihara Hercules and Victor Jaime commented on their experiences and impressions of the program.
- On July 29, Dan Estrada of the California Community Colleges Chancellor's Office met with Dr. Fujimoto, Rick Webster, and Laurie Franks to accept 10 two-seat and one four-seat carts for use at no-cost for a year. More than 800 carts are being

delivered to community colleges throughout California. The acceptance of these carts will be an agenda item for College Council so that appropriate campus groups can provide recommendations on safety procedures, logistical support (power stations), assigned use, schedules and controls, as well as required reports to the manufacturers evaluating their product.

- On July 29, 2002, Colonel Jeff Kramer of the Department of Army, met with IVC staff to offer 12 "smart stations" for College use, except for limited use by the California National Guard troops. A "smart station" is a computer with software to provide distance education to National Guard troops. No equipment will be available until October 2003 at the earliest, and Gonzalo Huerta has been designated as the liaison.
- John Hunt, Renee Fenn, and Angie Ruiz will give a progress report on the Customer Service Academy. They will share the successes of the Academy. The Board is requested to entertain ways in which the IVC staff might take advantage of this successful program.
- The momentum and enthusiasm for improved information technology needs to continue. The consultant, STRATA, has put three committees and the IT Executive Board on a timeline that requires a monthly update to the Board. Jan Magno, chair of one of the three committees has agreed to brief the Trustees on information technology.
- Sandra Standiford is being asked to provide the Board with data on enrollments, closed classes, and the process (telephone registration, walk-in, waiting list adjustments, etc.). The closed classes are a difficult issue that needs to have a long-range study. For the current term, John Hunt will address how he has worked with division chairs to alleviate some frustrations posed by closed classes. Victor Jaime will tell of his staff working with the Border Patrol and other sources for potential instructors.
- Several special events are planned for the 40th Anniversary of IVC.
- Since the next Board meeting falls on September 11, the Board was asked about having moment of silence, or would the Board prefer more for that agenda?
- A SDICCCA Alliance meeting is scheduled for Saturday, September 7, 2002, at San Diego Miramar College. The Board determined that Romualdo Medina will be asked if he can attend.
- Dr. Fujimoto thanked the Board for understanding and permitting him to be absent from this Board meeting to fulfill a commitment to be honored in Los Angeles by the Nisei Week Committee at its 62nd Annual Pioneer Award.

INFORMATION TECHNOLOGY UPDATED

Jan Magno reported that the membership of the Administrative Technology Advisory Committee represents all areas of the campus including varied technical users. The purpose and function of the committee is as follows:

- The Committee coordinated software demonstrations by four vendors that took place on July 25, 26, 29, and 30. There was good attendance from the staff and feedback was good.
- The Committee will facilitate the selection process of software to fit the needs of the campus.
- The Committee makes recommendations, and is preparing the request for proposals (RFP).
- The Committee will facilitate policy and procedural changes in the use of technology.
- The Committee will facilitate a help desk and training of staff.

CUSTOMER SERVICE ACADEMY

John Hunt introduced Renee Fenn, Dean of Extended Campus and Liaison between IVC and private businesses for the Customer Service Academy. Also introduced was Mrs. Angie Ruiz, Business Instructor, who is coordinating the program. In June, IVC launched a comprehensive customer service training program for local businesses, joining a statewide effort by the California Community College system to assist businesses in improving their customer service. The full academy consists of three (24 hours each) training modules as follows:

- Superior Service Series: addresses customer appreciation, mastering communication, dealing with difficult people;
- Teamwork Series: addresses the right attitude, team-building, managing change;
- Personal Best Series: decision making and problem-solving; business ethics, time and stress management.

The cost for the IVC Customer Service Academy is \$231.50 per series, per student (24 hours) or \$9.65 per hour, per student.

Benefits of the Academy are:

- Smaller group allows for a better learning environment;
- More comprehensive curriculum;
- Local curriculum and instructors address local needs;
- Local access to training rather than required travel;
- Convenient access to instructors.

John Hunt asked the Board to support incentives for IVC staff to participate by attending the Customer Service Academy.

FALL 2002 REGISTRATION UPDATED

Sandra Standiford reported the following:

1. There were approximately 12,000 appointments for telephone registration from June 24 through July 26, 2002, and 940 classes are being offered.
2. Students on the wait list numbered 932, which were moved into 401 classes.
3. The headcount as of July 30, 2002, was 6,451, which is an increase of 1% or 80 students from the same time last year.

M/S/C Keithly/Wong to approve the Minutes dated July 10, 2002.

M/S/C Keithly/Wong

Resolution No. 12508: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 204890 through 204904 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 300001 through 300270, inclusive are approved.

M/S/C Keithly/Wong

Resolution No. 12509: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 1 in the amount of \$110,046.50 and No. 2 in the amount of \$1,313,249.96 be ratified.

M/S/C Keithly/Wong

Resolution No. 12510: **COMMERCIAL WARRANT ORDERS**

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

- 1 in the amount of \$438,066.92
- 2 in the amount of \$299,356.56
- 3 in the amount of \$174,134.56
- 3a in the amount of \$24,640.42
- 4 in the amount of \$344,869.42
- 5 in the amount of \$223,431.78

M/S/C Keithly/Wong

Resolution No. 12511: **QUARTERLY INVESTMENT REPORT**

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

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

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

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

M/S/C Keithly/Wong

Resolution No. 12512: **PROPOSITION 47 KINDERGARTEN-UNIVERSITY PUBLIC EDUCATION FACILITIES BOND ACT OF 2002**

WHEREAS, Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002, provides \$13 billion in bonds to relieve overcrowding, make safety repairs and upgrade California's elementary, middle and high school, community colleges and universities; and

WHEREAS, California's independent Legislative Analyst reports, "About one in three California school children attends an overcrowded school or a school needing modernization"; and

WHEREAS, more than 710,000 new students are expected to seek enrollment at a California college or university by 2010; and

WHEREAS, the California Postsecondary Education Commission estimates the State will need to spend approximately \$1.5 billion per year through 2010 to maintain existing higher education facilities and to provide for the expected enrollment demand increases; and

WHEREAS, Proposition 47 ensures every critically overcrowded school district is eligible for its fair share of funds to build new classrooms; and

WHEREAS, many older schools are in dire need of repair and upgrading, and Proposition 47 is needed to fix leaky roofs, repair broken bathrooms, upgrade inadequate electrical and fire alarm systems, install heaters and air conditioning, improve earthquake safety,

upgrade college laboratories and research facilities, and wire classrooms for the technology and computers our kids need to meet academic standards and compete in the modern workforce; and

WHEREAS, Proposition 47 provides matching funds to school districts that have already or will soon pass local school construction bond measures; and

WHEREAS, the California Taxpayers' Association supports Proposition 47 because funds must be spent on school construction, not on bureaucracy or wasteful overhead, and projects must comply with strict accountability requirements, including mandatory audits, to safeguard against waste and mismanagement; and

WHEREAS, Proposition 47 is supported by a large and diverse coalition, including the California State PTA, California Teachers Association, California Taxpayers' Association, California Chamber of Commerce, League of Women Voters of California, Californians for Higher Education, California Building Industry Association, California Business Roundtable and local teachers across the state,

THEREFORE, BE IT RESOLVED, that the Imperial Community College District supports Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002.

M/S/C Keithly/Wong

Resolution No. 12513: **CHILD CARE CENTER**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number FCAP-1040 / 13-6315-00-1, for fiscal year 2001-2002 through 2002-2003, in the amount of \$12,389.00, with the California State Department of Education, and that Dr. Jack Fujimoto, Interim Superintendent/President, and John Hunt, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Long/Wong

Resolution No. 12514: **CALIFORNIA MASTER PLAN FOR EDUCATION**

WHEREAS, the Legislative Joint Committee to Develop a Master Plan for Education has completed and published a May, 2002 draft entitled "California Master Plan for Education" and has solicited comment regarding that draft and its recommendations; and

WHEREAS, Section 37 of the May 2002 Draft Higher Education Plan consists of recommendations regarding governance of the California community college system; and

WHEREAS, these governance recommendations include a specific provision (37.4) that the California Community College Board of Governors should

have the same degree of authority as the State Board of Governors/Trustees has and exercises for the CSU and UC systems; and

WHEREAS, this recommendation represents a quantum and profound change philosophically, politically, educationally and organizationally for the California community colleges; and

WHEREAS, if this recommendation would transform 72 local community college districts into a single state-run organization in the same way that CSU and UC are unitary, state-run organizations; and

WHEREAS, local control has been a hallmark of the California community colleges since their inception and continues to allow community college districts to be responsive to, and to identify with, local communities in a way in which a single state organization cannot; and

WHEREAS there has been no mandate from any of the various constituent groups within the community colleges in California to consolidate the 72 districts within a single state-wide organization.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Imperial College District recommends:

That the July 2002 draft California Master Plan for Education be modified to clarify the true meaning of Recommendation 37.4 and to ensure that it does not erode the historical local governance of the California Community Colleges.

M/S/C Keithly/Wong

Resolution No. 12515: **CALIPATRIA REDEVELOPMENT**

WHEREAS, on July 23, 1991, the Imperial Community College District and the Calipatria Redevelopment Agency entered into a "pass-through" agreement pursuant to Health and Safety Code Section 33401; and

WHEREAS, the Calipatria Redevelopment Agency currently owes the District \$30,280.00 in payments; and

WHEREAS, the Calipatria Redevelopment Agency submitted a letter on April 30, 2002, formally requesting that this debt be forgiven and that the District terminate the agreement with the agency.

NOW, THEREFORE, BE IT RESOLVED, in consideration of this request, the District agrees to forgive the debt of \$30,280.00.

BE IT FURTHER RESOLVED that the District does not agree to terminate the agreement with the Calipatria Redevelopment Agency.

M/S/C Keithly/Wong

Resolution No. 12516: **CONFLICT OF INTEREST - DESIGNATED EMPLOYEES**

WHEREAS the Imperial County Board of Supervisors and pursuant to Government Code 87306.5(b) has requested and requires the Imperial Community College District to submit a biennial "Conflict of Interest Code" report identifying changes in our code; and

WHEREAS Board Policy 1.8.18 Designated Employees, has been reviewed for correctness;

BE IT RESOLVED that the persons holding the following positions are designated employees:

- Board of Trustee Members
- Superintendent/President
- Vice President for Business Services
- Vice President for Academic Services
- Vice President for Student Services
- Dean of Financial Assistance and State Programs
- Director of Human Resources/Affirmative Action Officer
- Director of Fiscal Services
- Director of Maintenance and Operations
- Director of Student Affairs
- Director of Purchasing and Warehouse
- Consultants: General Counsel

M/S/C Keithly/Wong

Resolution No. 12517: **DONATION OF OFFICE FURNITURE**

BE IT RESOLVED that the Board accepts with thanks the donation of two cherry wood lateral files and one semi-oval shaped cherry wood desk from John Mustafa, Interim Director of Human Resources.

NO ACTION TAKEN

Resolution No. 12518: **RELEASED TIME ACTIVITIES/ATHLETIC DIRECTOR**

WHEREAS, the District acknowledges released time activities/ positions for the purposes of conducting non-contract activities.

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, the District has acknowledged a greater need to focus on the core responsibilities of the College, which is to educate and prepare its students for greater social and economic responsibilities.

NOW THEREFORE, the Board hereby approves compensation for the duties and responsibilities associated with released time activities/positions with a fixed stipend in lieu of the released time, effective the fall 2002 semester, as follows:

1. No released time activities/positions shall be implemented unless approved by the Board.
2. Released time activities/positions shall not be designated as overload assignments.
3. The following activities/positions shall no longer be designated as released time activities/positions and shall receive a fixed stipend:

<u>Position</u>	<u>Current</u>	<u>Fixed Stipend</u>
Athletic Director	Stipend: \$3,500 per semester Released Time: 3 lecture units Extra Duty Days: 8 total days at the summer rate (4 days prior to the beginning of the school year, and 4 days following the end of the school year)	\$11,000.00 fixed stipend for services rendered between July 1-June 30

M/S/C Keithly/Wong

Resolution No. 12519: **DIVISION CHAIRS FOR 2002-2003**

BE IT RESOLVED that the following individuals have been elected to act as Division Chairpersons in their respective divisions for the 2002-2003 academic year:

<u>Divisions</u>	<u>Chairperson</u>
Behavioral & Social Science	Bruce Marcuson
Business	Todd Hansink
English	Fred Fischer
Exercise Science/Wellness/Sport	Jeff Deyo
Humanities	Richard Hann
Science/Math/Engineering	Jim Pendley

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section
54956.9: Two Cases

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

Board President Rudy Cardenas announced that (1) Direction was given to District negotiators; (2) reports were heard on pending litigation.

M/S/C Keithly/Wong

Resolution No. 12520: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 472**

BE IT RESOLVED that the Board ratifies the Agreement between the District and CSEA, Chapter 472, for the school year 2002-2003 as follows:

This agreement incorporates all contract language changes for the agreement effective July 1, 2001 through June 30, 2004.

Compensation:

1. For the 2002-2003 Fiscal Year, 3.67% total compensation as follows:
 - a. 1.5% on-schedule salary increase effective July 1, 2002.
 - b. 2.17% increase to District-paid health and welfare benefits.
2. Golden Handshake
3. Effective July 1, 2002, step and longevity increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

Insurance:

1. Implement the following changes to the health and welfare insurance plan:*

- a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
- b. Increase Co-insurance to 85%/15% for all services except inpatient(90%/10%).
- c. Change prescription co-payment to \$5/\$10 (generic/ brand) for retail/mail order.
- d. Increase VSP deductible to \$25.

*Upon ratification by the Board of the Agreement between CSEA and the District, Administrators, Classified Management, Classified Confidential and Board members and retirees in these classifications shall also be subject to the same plan changes.

2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Evaluations:

Effective January 1, 2003, performance evaluations for permanent employees shall be conducted biannually during the months of February, March and April. Permanent employees shall review and sign their evaluation forms by April 30 before they are submitted to the Human Resources Office.

Reclassifications:

Effective July 1, 2002, reclassification/classification requests for District-funded positions must be submitted between January 15 and February 15. No requests will be considered before or after this period.

Other Contract Language Changes:

1. Article 6, Employment

Amend paragraph 6.13, Union Representative, as follows:

CSEA shall provide to the District its list of Union Representatives no later than January 15 of the current academic year.

2. Article 8, Salary

- a. Amend the paragraph of Section 8.2 regarding placement of appointments to a Step C on the current salary schedule to eliminate the ad hoc committee as follows:

Appointees to a classification who have two (2) or more years of verifiable experience above the minimum qualifications in a comparable classification may be placed at Step C on the current salary schedule. ~~after review and recommendation by an ad hoc committee appointed by the Chairperson of the CSEA Classification/Reclassification Committee and approval by the Director of Human Resources.~~

b. Delete Section 8.3, Placement for Selected Job Classification.

3. Article 11, Leaves:

a. Amend Section 11.1.2, Verification of Absence, to add the following language to the end of the first paragraph:

Employee shall submit such statement to the Human Resources Office prior to returning to work. If an employee works a shift outside the regular District business hours, that statement shall be submitted to his/her supervisor. Supervisor shall provide such statement to the Human Resources Office.

b. Amend the second paragraph of Section 11.2, Extended Sick Leave, so it is divided into three paragraphs of as follows: the first sentence is one paragraph; the second sentence is another paragraph, and the third sentence is the last paragraph.

c. Amend Section 11.8, Personal Necessity Leave, to add the following:

Other than PN (7) being used for unpaid days during the winter and spring breaks, personal necessity leave shall be defined as "leave to be taken for circumstances or a matter that cannot be performed/conducted outside of work hours." Employees shall inform their supervisors as soon as possible of the need to take personal necessity leave. When employees fill out a time sheet, they shall designate on the sheet which of the seven (7) categories of personal necessity leave was taken.

4. Add new Section 15.13, Conference Travel:

Employees shall be compensated the equivalent of the employee's regular workday for approved non-mandated conference travel.

Add an equity clause (to be negotiated).

This agreement reflects all understandings of the parties; anything not contained in the written agreement that has not been agreed to, unless reduced to writing and signed by both parties subsequent to the date of the agreement, precludes either party from reopening negotiations during the term of the agreement.

This agreement is entered into on the date shown above and is conditioned upon approval by the bargaining unit and the District Board of Trustees.

Fiscal Impact Statement: Total annual cost of approximately \$149,500 (\$61,500 1.5% Salary Increase and \$88,000 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

M/S/C Keithly/Ramirez

Resolution No. 12521: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL EMPLOYEES**

BE IT RESOLVED that the Board authorizes the following compensation and benefit increases for IVC Confidential Employees:

A. Compensation:

1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
 - a. 1.5% on-schedule salary increase effective July 1, 2002.
 - b. 2.17% increase to District-paid health and welfare benefits.
2. Golden Handshake (per Government Code §20904).
3. Effective July 1, 2002, step and longevity increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

B. Insurance:

1. Implement the following changes to the health and welfare insurance plan:

- a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
 - b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
 - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
 - d. Increase VSP deductible to \$25.
2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Fiscal Impact Statement: Total annual cost of approximately \$13,147 (\$6,150 1.5% Salary Increase and \$6,997 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

M/S/C Keithly/Wong

Resolution No. 12522: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND CLASSIFIED MANAGERS**

BE IT RESOLVED that the Board authorizes the following compensation and benefit increases for IVC Classified Management:

A. Compensation:

1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
 - a. 1.5% on-schedule salary increase effective July 1, 2002.
 - b. 2.17% increase to District-paid health and welfare benefits.
2. Golden Handshake (per Government Code §20904).
3. Effective July 1, 2002, step and longevity increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

B. Insurance:

1. Implement the following changes to the health and welfare insurance plan:
 - a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
 - b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
 - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
 - d. Increase VSP deductible to \$25.
2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Fiscal Impact Statement: Total annual cost of approximately \$12,548 (\$7,650 1.5% Salary Increase and \$4,898 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

M/S/C Keithly/Wong

Resolution No. 12523: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND ADMINISTRATORS**

BE IT RESOLVED that the Board authorizes the following compensation and benefit increases for IVC Administrators:

A. Compensation

1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
 - a. 1.5% on-schedule salary increase effective July 1, 2002.
 - b. 2.17% increase to District-paid health and welfare benefits.

B. Insurance

1. Implement the following changes to the health and welfare insurance plan:

- a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
 - b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
 - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
 - d. Increase VSP deductible to \$25.
2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the district's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Fiscal Impact Statement: Total annual cost of approximately \$28,300 (\$15,300 1.5% Salary Increase and \$13,000 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

M/S/C Keithly/Wong

Resolution No. 12524: **INSTRUCTOR RESIGNATION**

BE IT RESOLVED that the Resolution No. 12348, dated January 16, 2002 be amended to read as follows:

BE IT RESOLVED that the Board accepts the resignation of Blanca McCormick, Psychology Instructor, effective July 31, 2002.

M/S/C Keithly/Wong

Resolution No. 12525: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time temporary academic personnel be employed effective August 14, 2002 through December 20, 2002:

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>ASSIGNMENT</u>
Norris, Terry	Appropriate Classification and Step Contingent Upon Verification of Records	Reading/Writing Lab Specialist - Partnership in Excellence

M/S/C Keithly/Wong

Resolution No. 12526: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time, tenure track, academic personnel be employed for the 2002-2003 academic year:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Higgins, Brenda	Appropriate Classification and Step Contingent Upon Verification of Records	Allied Health Instructor
Lehtonen, Eric	" "	Mathematics Instructor

M/S/C Keithly/Wong

Resolution No. 12527: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time temporary academic personnel be employed for the 2002-2003 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Page, Bruce	Appropriate Classification and Step Contingent Upon Verification of Records	Speech/Journalism Instructor

M/S/C Keithly/Wong

Resolution No. 12528: **CLASSIFIED SERVICE RESIGNATION**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Garber, Peggy	Staff Secretary II/ POST 50%	District	23-D	8/2/02
Salgado, Richard	Microcomputer Lab Assistant 75%	District	25-D	7/26/02

M/S/C Keithly/Wong

Resolution No. 12529: **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>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Gonzalez, Raquel	Office Assistant II President's Office 50%	District	21-A	8/5/02
Gutierrez, Salvador	Custodian	District	21-A	7/29/02
Moreno- Inman, Diana	Small Business Advisor	State	40-B	8/5/02
Samano, Christina	Infant/Toddler Caregiver	State	21-A	8/12/02

M/S/C Keithly/Wong

Resolution No. 12530: **SHORT-TERM CLASSIFIED EMPLOYMENT**

BE IT RESOLVED that the following individual be employed on a short-term basis as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Dorame, Maria	Office Assistant I (Maintenance)	District	19-A	7/22/02 to 8/9/02

M/S/C Keithly/Wong

Resolution No. 12531: **SUBSTITUTE CLASSIFIED EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Euhus, Kathleen	Associate Preschool Teacher	State	23-A	7/1/02 to 6/30/03
Jaura, Sandra	Preschool Teacher	State	26-A	7/1/02 to 6/30/03

M/S/C Keithly/Wong to **ADJOURN** at 8:41 P.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, September 11, 2002, at 6:00 P.M.

Adopted the _____ day of _____, 2002.

ICCD Board President

ICCD Board Secretary