

ADOPTED MINUTES

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

Wednesday, September 14, 2005

On Wednesday, September 14, 2005, Board President Marian Long 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.

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

ABSENT BOARD MEMBER: Kelly Keithly

REPRESENTATIVES PRESENT: Monica Bulong, Associated Students
Dr. James Patterson, Academic Senate
Suzanne Gretz, Faculty
John Abarca, Classified

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Dr. Kendra Jeffcoat, Vice President for Academic Services
Dr. Marion Boenheim, Associate Dean of Human Resources

VISITORS PRESENT:

Dr. Thomas Alibrandi; Frances Beope; Krista Byrd; Judy Cormier; Eric Galvan, Imperial Valley Press Reporter; Kathy Berry; Ted Ceasar; Dawn Chun; Carlos Fletes; Lenny Fabian; Laurie Franks; Bill Gay; Norma Sierra Galindo; Becky Green; Richard and Carol Hann; Gonzalo Huerta; Sergio Lopez; Jan Magno; John McClain; Steven Pacheco; Gail Parish; Jim Pendley; Gil Perez; Valerie Rodgers; Joe Serna; Efrain Silva; Darren Simon; Rick Webster; Kathy Westerfield; Dr. Robin Ying.

WRITTEN COMMUNICATIONS

No written communications were presented.

PUBLIC COMMENTS

CTA President Suzanne Gretz voiced objection over the Agreement with the Classified Managers for salary negotiations to be approved in Resolution No. 13386.

EMPLOYEE OF THE MONTH RECOGNITION

Dr. Victor Jaime introduced and congratulated Joe Serna, Receiving/Warehouse Technician, as Employee of the Month for September. Several nominations commented the following:

Joe Serna is reliable and consistent and his service is a real asset to IVC. He has a special quality of always being friendly and kind, in addition to being efficient and capable. He does not engage in critical or negative behavior or make unkind comments. Joe is enthusiastic about his job, and is careful with his records. He takes initiative when required. The thing about Joe is that he will deliver stellar service whether or not he is given recognition. It is his internal sense of responsibility that motivates him. These qualities need to be acknowledged and rewarded.

INTRODUCTION OF NEW FACULTY

Dr. Kendra Jeffcoat introduced and welcomed the following new faculty:

- Dr. Thomas Alibrandi, English as a Second Language Instructor, received his B.A. Degree from Syracuse University, M.A. and Ed.D. Degrees from the University of San Francisco.
- Judy Cormier, English Basic Composition Instructor, received her B.A. and M.A. Degrees from California State University at Long Beach.
- John McClain, English as a Second Language Instructor, received his B.A. Degree from the University of California, Berkeley and a M.A. Degree from San Francisco State University.

INTRODUCTION OF NEW CLASSIFIED STAFF

Dr. Marion Boenheim introduced and welcomed Jessica Waddell, the new Staff Secretary for the Child, Family, and Consumer Sciences Division. Jessica came to IVC as a student in 1999, and participated on the Basketball Team. She earned an A.A. Degree in Social Sciences, and her goal is to finish her degree in Business.

ASSOCIATED STUDENT GOVERNMENT

ASG President Monica Bulong commented on the following:

- 253 votes were counted in the election for ASG Senators.
- Jerry Avila has been recommended by the ASG to serve on the Bond Oversight Committee.
- Monica Bulong and Nancy Ramirez will be attending the HACU Conference on October 15-18 in Phoenix.
- Hispanic Heritage Celebration will take place on September 15.
- Constitution Day activities are scheduled for September 20.

ACADEMIC SENATE UPDATE

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

- At the September 7 Academic Senate meeting there was an election of officers and the results were as follows:

Dr. Dennis Carnes, Vice President
Sherry Zobell, Secretary
Mary Lofgren, Treasurer

- The Senate recommends to the Superintendent/President that the "on call" evening and weekend administrator should be physically present on campus during their assigned shift.
- The Senate approved Dave Drury's appointment as chair of the Exercise Science, Wellness and Sport Division.
- The Senate will consider recommendations to the 2005-2006 budget.

MONTHLY FINANCIAL REPORT

Carlos Fletes reviewed the budget report for the month ending August 31, 2005, which reflected 17% of the major budget categories being spent. The 2004-2005 year will not be closed until September 30 when the final ending cash balance will be determined. The reserves totaled \$2,043,181.

BOARD PRESIDENT'S REPORT

Board President Marian Long reported the following:

- The Desert Community College District will be hosting the Inland Valleys' Trustee and CEO Association dinner meeting on October 14,

2005 at 4:00 P.M., featuring a presentation by Chancellor Mark Drummond. The meeting will be held at the Miracle Springs Resort in Desert Hot Springs.

- The CCLC Annual Convention will take place at the San Francisco Airport Marriott from November 17 to 19, 2005.
- In response to Tom Hudson's resignation, the Board sends him their best wishes.

PRESIDENT'S UPDATE

Dr. Pai reported that our campus has been stunned over the past several days by several unrelated incidents.

- There was a tragic fire that completely destroyed the historic IVC Train Station Art Gallery on September 10, 2005.
- On September 9, 2005 Chief Business Officer, Tom Hudson, and Non-Credit Coordinator, Peggy Hudson, resigned their positions, effective immediately. They stated that this action was due to personal reasons.
- An audit of the FTES caught a clerical error of the double counting of the 2004 summer school enrollment. As a result, instead of a 22 percent enrollment increase, there was actually a 9.89% increase. Last year's growth was still substantial, one of the highest in the State. The growth has continued into this fall at an 8.2 percent enrollment increase based on census date enrollment comparisons between Fall 2004 and Fall 2005.
- Even though the 2005-2006 District Budget is not what was anticipated, it continues to be a growth budget with adequate reserves that funds additional access to our classrooms for our students. At the same time, each branch of the College needs to prioritize their expenditures and plans to save.
- The Board, staff and public was assured that the College continues to be on track. The 2005-2006 District budget protects our investment in access and provides tools to grow our enrollment.

2005-2006 DISTRICT BUDGET

Carlos Fletes updated the Board on the 2005-2006 District Budget as follows:

- The 2005-2006 District Budget reflects expenses similar to the tentative budget presented in June. There are no augmentations to the budget.

- An Analysis of Board Reserves/FTES for five years beginning in 2001 was reviewed. The budget designates a reserve of 6.15%.

Dr. Pai stated that the revenue is based on 18% growth, which is attainable with everyone's effort. The base funding will increase as we approach the 18% goal. It was stated that the areas of Student Services and Instruction will be collaborating to find ways to schedule classes that would have maximum impact in contact hours. Non-credit courses also will be included in the FTES count.

FALL ENROLLMENT REPORT

Kathie Westerfield reported the following as of September 14, 2005:

- The Fall 2005 headcount is 7,801 which is 331 less than the Fall 2004 headcount of 8,132.
- FTES is 2,754.65 which increased by 8.3%.

DISCUSSION WITH BOND COUNSEL

A conference call was held with Bond Counsel, Bill Kadi who is associated with the legal firm of Jones Hall. He commented on the guidelines set forth in Proposition 39 for expenditure of bond funds. He gave legal opinion that renting or leasing portable buildings for classrooms and faculty office space was permissible under the guidelines. He also stated that using bond funds for retiring lease revenue bonds and certificates of participation was an acceptable practice. The Construction Advisory Committee has an advisory role, and the Bond Oversight Committee reviews expenditures and performance for Bond fund projects. They have distinctive roles. They are legitimate as defined in the current Board resolutions.

M/S/C Cardenas/Medina to approve the Minutes dated August 16, 2005.

M/S/C Cardenas/Medina
Resolution No. 13358: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P6000154 through P6000940 in the amount of \$376,200.01, and Direct Payment Nos. I0011075 through I0011389 in the amount of \$70,864.27 are approved.

M/S/C Cardenas/Medina

Resolution No. 13359: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following:

Payroll Warrant	#	General Fund	Lease Rev. Bond	Child Development	Certificates of Participation	Bond	Total
7/10/05	1	390,253.61		541.22	4,218.39		395,013.22
7/31/05	2	1,637,990.31		29,646.25	5,542.89		1,673,179.45
8/10/05	3	96,615.43					96,615.43
8/31/05	4	1,913,606.24		40,346.27	6,552.58	9,344.99	1,969,850.08
		4,038,465.59	0.00	70,533.74	16,313.86	9,344.99	4,134,658.18

M/S/C Cardenas/Medina

Resolution No. 13360: **COMMERCIAL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following:

Commercial Warrant	#	General Fund	Lease Rev. Bond	Child Development	Certificates of Participation	BOND FUND	Total
7/5/05	1	195,332.34		7,352.14	8,408.96	22,605.15	233,698.59
7/14/05	2	244,700.84		3,660.27	2,539.05	326,107.74	577,007.90
7/20/05	3	326,788.30		4,122.00	9,943.88		340,854.18
7/28/05	4	71,517.03			883.00	2,000.00	74,400.03
8/2/05	5	462,324.97			44.96	244,183.07	706,553.00
8/9/05	6	453,550.20	3,963.69		12,105.32	73.78	469,692.99
8/18/05	7	61,456.71	409.70		67,044.46	31,873.65	160,784.52
8/25/05	8	98,684.14	18,722.82		15,908.84	796.13	134,111.93
		1,914,354.53	23,096.21	15,134.41	116,878.47	627,639.52	2,697,103.14
					04-05 Expense Total Bond Fund	712,692.00 1,340,331.52	

M/S/C Cardenas/Medina

Resolution No. 13361: **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 the Board approves the following budget changes:

J4052337

J4052341

J4052358

J4052359

J4052361

J4052364

J4052540

M/S/C Cardenas/Medina

Resolution No. 13362: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2005-2006 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Ramirez/Wong

Resolution No. 13363: **APPOINTMENT TO THE CITIZENS BOND OVERSIGHT COMMITTEE FOR BOND MEASURE "L"**

WHEREAS the Board has previously approved the Citizens Bond Oversight Committee in Resolution No. 13141 dated November 16, 2004

WHEREAS an amendment to the Citizens Bond Oversight Committee Bylaws was approved by the Board in Resolution No. 13343 dated August 16, 2005 stating that *"One member shall be a student who is both currently enrolled in the district and active in a community group, such as student government. The community college student member may, at the discretion of the board, serve up to six months after his or her graduation."*

NOW BE IT RESOLVED that the Board approves the appointment of Gerardo Avila, an IVC Student currently serving on the Associated Student Government Senate, to the Citizens Oversight Committee, and that the Citizens Bond Oversight Committee will now be increased from nine members to ten members.

M/S/C Ramirez/Wong NO VOTE: Medina
Resolution No. 13364: **CONSTRUCTION ADVISORY COMMITTEE RULES OF
PROCEDURE**

BE IT RESOLVED that the Board adopts the following Rules of Procedure for the adhoc Construction Advisory Committee.

**IMPERIAL VALLEY COLLEGE
CONSTRUCTION ADVISORY COMMITTEE
RULES OF PROCEDURE**

PURPOSE

Advisory committees are extremely important in the development of a two-way system of understanding and communication between Imperial Valley College and its community. The confidence of the public is secured when the counsel of experienced and responsible citizens is solicited and acted upon by the College.

Therefore, the Construction Advisory Committee has been formed as an adhoc advisory group to serve as a source of public counsel to the Dean of Business Services regarding the planning for construction of a Science and Technology Center and other related modernization projects underway at Imperial Valley College. The Construction Advisory Committee is considered a crucial component of the construction effort because only through communication and close cooperation with the broader community can Imperial Valley College hope to develop new facilities that serve the needs of a growing and changing region.

The Construction Advisory Committee will act in an advisory capacity only. It has neither legislative nor administrative authority, nor will it substitute for the College's established shared governance processes. Responsibility for all decisions and actions rests with the Board of Trustees, the President, and the staff to whom responsibility for administration and implementation of the construction projects have been delegated.

At the will of the President and Dean of Business Services, the Construction Advisory Committee may be consulted about matters that are both within and beyond the more limited scope of the Bond Oversight Committee as stated in Board Resolution 13142.

RESPONSIBILITIES OF COMMITTEE

The responsibilities of the Construction Advisory Committee are to:

- (1) Act as a sounding board to IVC administration regarding construction related issues.
- (2) Provide IVC administration with community feedback regarding construction issues/recommendations/complaints—in general, give the public a voice in conduct of the projects.
- (3) Review construction matters with the Dean of Business Services and his appointed representatives.
- (4) Serve as a communications liaison between the College administration, the Bond Oversight Committee and the broader community.

SPECIFIC ACTIVITIES

Primary examples of the typical work areas for the Construction Advisory Committee may include:

- To review, evaluate, and make recommendations concerning the scheduling of construction work.
- To review, evaluate, and recommend a course of action regarding proposed change orders.
- To make recommendations and suggestions concerning purchase of equipment for new facilities.
- To review, evaluate, and make recommendations concerning bond-funded, state-funded and District-funded construction budgets and expenditures.
- To give advice on the design for each project.
- To review, give feedback and advise on plans to publicize construction projects.

COMMITTEE RESTRICTIONS

The Construction Advisory Committee is restricted from dealing with issues pertaining to personnel, contract performance evaluation, or legal matters. The Committee will not be involved in selection, evaluating or the terminating of personnel, contractors or consultants.

CONFLICT WITH EXISTING BOARD POLICY OR STATE LAW

Any portion of these rules deemed by appropriate legal counsel to be in conflict with either existing state law or District policies shall be automatically null and void.

MEMBERSHIP OF COMMITTEE

The Construction Advisory Committee shall consist of no more than 6 members, all of whom shall have equal voting privileges. This Committee serves at the will of the District Board, the President and Dean of Business Services and shall be disbanded upon completion of all construction projects.

No more than four members of the IVC Bond Oversight Committee may serve on the Construction Advisory Committee at any one time. In the event a member resigns or for some other reason is unable to serve, that seat may be filled by appointment from the Dean of Business Services.

MEETINGSPLACE

Meetings of the Construction Advisory Committee shall normally be held on the Imperial Valley College main campus. Other suitable locations within the Imperial Community College District may be used if necessary to facilitate the work of the Committee. Locations of all meetings will be posted at least 72 hours in advance of the meeting.

TIME

Intervals between meetings may vary, depending upon the business before the Committee; however, the Committee shall meet at least one time per month. The schedule for regular meetings may be changed by a majority vote of the Committee. Meeting schedules will be posted at least 72 hours in advance of the meeting.

MEETINGS TO BE PUBLIC

All meetings shall be in public and shall be in compliance with the requirements of the Ralph M. Brown Act (Chapter 9, Division 2, Title 5 of the Government Code). Nothing in the scope of the Committee's purpose falls under provisions that allow closed or executive sessions under the act; therefore, executive sessions shall be prohibited. All minutes and agendas shall be posted on the IVC website at www.imperial.edu.

SPECIAL MEETINGS

Special meetings of the Committee may be called by the President or the Dean of Business Services.

AGENDA NOTICE

Notices of an agenda for each regular and special meeting of the Committee shall be mailed, faxed or e-mailed to each member no later than 72 hours preceding each meeting. The agenda also will be posted on the IVC website. Minutes of any preceding meeting will be included in the packet if available at the time of mailing.

QUORUM

A quorum shall consist of a majority of the members of the Committee. In view of the fact this Committee is advisory in nature and not a decision making body, a meeting may be conducted with less than a quorum. However, it shall be so stated in the minutes.

OFFICIAL FINDINGS AND MINORITY POSITIONS

While much of the advice from this Committee will be by consensus, there may be an occasion to take a vote. In that situation, official advice of the Committee shall be determined by a majority vote of those present when the vote is taken. This advice will become part of the Committee's permanent record. Individual members who disagree with official advice of the Committee may submit written minority opinions which will be included in the Committee's minutes.

CONDUCT OF MEETINGS

Meetings of the Committee shall be facilitated by the Dean of Business Services or his designee. Meetings shall be governed by Roberts Rules of Order as revised from time to time insofar as such rules are not inconsistent or in conflict with the Committee's Rules.

MISCELLANEOUS PROVISIONSSTUDY GROUPS

The Committee may designate two or more of its members to act as a study group, to investigate and report on such matters as the Committee deems appropriate.

NO COMPENSATION

Members shall receive no compensation, salary, or other stipend for their service as members.

M/S/C Ramirez/Cardenas

Resolution No. 13365: **AUDITING AND ACCOUNTING SERVICES FOR PROPOSITION 39 BOND FUND**

BE IT RESOLVED that the Board approves entering into a contract with Wilkinson Hadley & Co. LLP, properly licensed certified public accountants, for Auditing and Accounting Services of the Proposition 39 Measure L Bond Fund in the amount of \$4,500.00 for fiscal year ending June 30, 2005, \$4,750.00 for fiscal year ending June 30, 2006, and \$5,200.00 for fiscal year ending June 30, 2007.

M/S/C Cardenas/Wong

Resolution No. 13366: **MODULAR BUILDINGS**

WHEREAS additional space was needed for faculty offices and classroom space; and

WHEREAS one modular building would house faculty offices, and three modular buildings would be used as classrooms;

BE IT RESOLVED that the Board ratifies the contract with Mobile Modular Management Corporation for a three year lease beginning August 12, 2005, of four modular buildings at a one time setup cost of \$35,285.00 per portable building, and the annual on-going cost of \$7,968.12 for each building.

FISCAL IMPACT STATEMENT: One time setup cost for all four modular buildings is \$141,140.00 and annual on-going cost of \$31,872.48 paid for out of Bond Funds. Estimated revenue based on 36 classes at 3 units per class (30 students per class) equals approximately \$250,000.00 per building.

M/S/C Cardenas/Medina

Resolution No. 13367: **DESTRUCTION OF RECORDS**

BE IT RESOLVED that Board approves the reclassification of Class 2 records listed below to Class 3 disposable records. These records have met the retention period requirements of Sections 59023 through 59026 of the Title V Administrative Code, and are of no further use to the District.

CLASS 3- DOCUMENTS

<u>DOCUMENT</u>	<u>YEAR ORIGINATED</u>
Add/Drop Cards	Spring 1994
	Spring 1996
	Fall 1998
	Spring 1998
	Summer 1998
	Fall 1999
	Spring 1999
	Summer 1999
	Fall 2000
	Spring 2000
	Summer 2000
	Fall 2001
	Spring 2001

BE IT FURTHER RESOLVED that the Board grants permission to microfilm the following Class 1 - Permanent Documents in accordance with Sections 59029 of Title V Administrative Code.

CLASS 1- DOCUMENTS

<u>DOCUMENT</u>	<u>YEAR ORIGINATED</u>
Student Transcripts, Graduation Petitions, Certificates Awarded	2001

M/S/C Cardenas/Ramirez

Resolution No. 13368: **MEMORANDUM OF UNDERSTANDING FOR USE OF FACILITIES WITH CENTRAL UNION HIGH SCHOOL DISTRICT AND CALIPATRIA UNIFIED SCHOOL DISTRICT**

WHEREAS the IVC Extended Campus has the opportunity to enter into a partnership with the Central Union High School District for utilization of classroom space and related facilities at Central Union High School for the purposes of providing IVC courses and instruction for the benefit of the residents of Imperial County in the 2005-2006 school year; and

WHEREAS the IVC Extended Campus has the opportunity to enter into a partnership with the Calipatria Unified School District for the utilization of a computer lab, classroom space and related facilities at Calipatria High School for the purposes of providing IVC courses and instruction for the benefit of the residents of the Calipatria area for the 2005-2006 school year;

BE IT NOW RESOLVED that the Board authorizes the Superintendent/ President and/or the Vice President for Academic Services to sign a Memorandum of Understanding with the Central Union High School District and the Calipatria Unified School District for use of classroom facilities.

FISCAL IMPACT STATEMENT: The fiscal impact of the Calipatria MOU is \$700 for the year. The Central Union High School District MOU will cost about \$16,000 for the year.

M/S/C Cardenas/Ramirez

VII.2 Resolution No. 13369: **APPOINTMENT OF A DIVISION CHAIR**

BE IT RESOLVED that the following individual has been elected to act as Division Chair for the 2005-2006 academic year, pending Academic Senate approval:

DIVISION

CHAIRPERSON

Exercise Science/Wellness/Sports

Dave Drury

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

1. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: Classified Managers

M/S/C Medina/Cardenas to go back to **OPEN SESSION**

Board President Long announced that information had been presented to the Board by Dr. Pai and Dr. Boenheim.

M/S/C Cardenas/Wong

Resolution No. 13370: **ADMINISTRATIVE POSITION**

BE IT RESOLVED that Sergio Lopez, Director of Student Affairs, be moved from the faculty salary schedule to the Administrative Salary Scale as Associate Dean of Student Affairs, as recommended by the Administrative Council and the Academic Senate, effective September 15, 2005.

BE IT FURTHER RESOLVED that the Associate Dean of Student Affairs shall serve as the college discipline officer and have administrative oversight of campus parking control and contract services for food services, security, and vending.

FISCAL IMPACT STATEMENT: The difference between the current annual salary as a 199 day faculty member plus an extra duty agreement for the position of Director of Student Affairs, transitioning to an Associate Dean Step 5, is a difference of \$1,361.00, and is budgeted under the District Student Services Account.

M/S/C Acuña/Wong

X.2 Resolution No. 13371: **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>
Eaves, Kenneth	Appropriate Classification and Step Contingent Upon Verification of Records	Building Construction Technology Instructor

M/S/C Acuña/Wong

X.3 Resolution No. 13372: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the temporary voluntary transfer/reassignment from CalWorks Assessment Program to Human Relations Instructor effective August 19, 2005 through December 9, 2005:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Arguelles, Trinidad	Appropriate Classification and Step Contingent Upon Verification of Records	Human Relations Instructor

M/S/C Acuña/Wong

Resolution No. 13373: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following academic personnel to be employed for the 2005-2006 academic year on a temporary contract basis, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Aye, Tysone	Appropriate Classification and Step Contingent Upon Verification of Records	Exercise Science Instructor

M/S/C Acuña/Wong

Resolution No. 13374: **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 and Spring 2006, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Bayles, Joyce	Appropriate Classification and Step Contingent Upon Verification of Records	English (Basic Composition)

M/S/C Acuña/Wong

Resolution No. 13375: **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 semester:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Richwine, Harold	Appropriate Classification and Step Contingent Upon Verification of Records	Exercise Science/Wellness/Sports

M/S/C Acuña/Wong

Resolution No. 13376: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the Board approves the following personnel to be employed during the 2005 Fall Session, as credentialed, at the hourly rate provided for in Resolution No. 13257. Employment is contingent upon verification of records, credentials, finger print clearance and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Agee, John	Alcohol & Drug Studies/Sociology
Canez, Carlos	Math
Cesena, Cedric	Fire Science
Clark, John	Computer Information Systems
Damelio, William	Electrical Trades (Apprenticeship Program)
DeMost, Edward	Administration of Justice

Estrada, Alfredo	Fire Science
Finnell, Lillian	Psychology
Lantzer, David	Fire Science
Leedom, Robin	Computer Information Systems
McClain, Barbara	English as a Second Language
Quartermus, Lillian	American Sign Language
Rivera, Denice	English as a Second Language
Ruiz, Alfonso	Business/Retail
Shaner, Christina	English
Smith, Christopher	Biology
Thompson, Arellys	English
Villicana, Norma	Political Science
Watson, Linda	Psychology
Williams, Jerry	Math
Zimmer, Robert	Administration of Justice

M/S/C Acuña/Wong

Resolution No. 13377: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the Board approves the following personnel for temporary employment, on a part-time hourly basis, for the 2005-2006 Academic Year, in accordance with the hourly rate provided for in Resolution No. 13257. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated, and approval of the program officer:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>
Andrade, Maria	Counselor	State/District
Cabrera, Hector	Counselor	Federal
Castillo, Stephanie	Counselor	Federal
Dorsey, Tanya	Counselor	State/District
Garcia, Rosario	Counselor	State
Harmon, Mary	Counselor	State
Neely, Maria	Counselor	State
Ragland, Lisa	Counselor	Federal
Ramirez, Arturo	Instructional Specialist	State
Ramirez, Xochitl	Instructional Specialist	Federal
Scott, Norma	Instructional Specialist	State
Sigala, Ana Isabel	Counselor	State

Torres, Clara	Counselor	Federal
Treviño, Elizabeth	Counselor	State/District
Vega, Olga	Counselor	Federal
Vizcarra, Margarita	Counselor	Federal

M/S/C Wong/Cardenas

Resolution No. 13378: **INTERIM DEAN OF TECHNOLOGY AND LEARNING SERVICES**

BE IT RESOLVED that the Board approves entering into an Agreement with Community College Search Services to employ John S. "Jack" Raubolt as the interim Dean of Technology and Learning Services beginning August 9, 2005 through September 2, 2005.

FISCAL IMPACT STATEMENT: \$10,670.24 for consultant services and expenses plus \$850.00 for agency fees. The expenses will be paid out of the District's Library-Consulting Services account.

M/S/C Acuña/Wong

Resolution No. 13379: **WOMEN'S SOCCER ASSISTANT COACH**

BE IT RESOLVED that the Board approves the appointment of Cinthia Tapia as the Women's Soccer Assistant Coach for the 2005-2006 academic year.

M/S/C Acuña/Wong

Resolution No. 13380: **MEMORANDUM OF UNDERSTANDING BETWEEN THE IMPERIAL COMMUNITY COLLEGE DISTRICT AND IMPERIAL VALLEY COLLEGE CHAPTER OF THE CCA/CTA/NEA**

BE IT RESOLVED that the Board approves the following Memorandum of Understanding between the District and IVC Chapter of CCA/CTA/NEA as follows:

1. Non-credit Instruction

WHEREAS, Imperial Valley College is in the initial stages of implementing a program of non-credit instruction;

WHEREAS, IVC CCA/CTA/NEA and the Imperial Community College District agree that there are many areas of mutual concern that warrant serious review and future negotiation; and

WHEREAS, unit members may be hired to teach non-credit classes during the 2005-2006 academic year before such negotiations can be completed;

NOW, THEREFORE, BE IT RESOLVED that for the 2005-2006 Academic year, unit members who choose to teach non-credit courses shall be paid at

the current contract overload rate of \$40.00 per hour for the total number of hours of record for each course.

BE IT FURTHER RESOLVED that if a unit member is absent from teaching a non-credit course, s/he has the option to make up the hours missed provided that the make-up session(s) must be arranged with the students and take place no later than two weeks (14 calendar days) from the scheduled completion date of the course. If the unit member chooses not to make up the missed hour(s) salary will be reduced accordingly.

2. Flex Calendar

BE IT RESOLVED that the IVC CCA/CTA/NEA affirms the agreement to temporarily suspend Flex activities for the 2005 - 2006 academic year, which was ratified under Board Resolution 13288 on June 21, 2005.

3. Overload Rate

BE IT RESOLVED that the increased overload compensation rates for 2005-2006, 2006-2007, and 2007-2008, ratified under Board Resolution 13257 of May 17, 2005, shall go into effect on July 1 of the respective year.

M/S/C Acuña/Wong

Resolution No. 13381: **CLASSIFIED STAFF RESIGNATION**

BE IT RESOLVED that the Board approves the resignation of the following classified employee as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Leal, Claudia	Staff Secretary II (Humanities)	District	25-F	8/8/05

M/S/C Acuña/Wong

Resolution No. 13382: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the Board approves the following individual for employment in the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Solache, Rebeca M.	Microcomputer Lab Assistant (Nursing)	Nursing Education (WIA) Categorical State/Federal Funded through 6/30/06	12-1	9/1/05 to 6/30/06

M/S/C Acuña/Wong

Resolution No. 13383: **SHORT-TERM CLASSIFIED EMPLOYMENT**

BE IT RESOLVED that the Board approves the following individuals for employment on a short-term basis as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Godsey, Rae-Lynn	Science Lab Technician	District	16-1	9/6/05 to 10/14/05
Hisel, Marie	Administrative Secretary (Financial Aid)	District	18-1	8/8/05 to 8/15/05
Jones, Patricia	Staff Secretary II (Humanities)	District	12-1	8/22/05 to 10/28/05
Murga, Maria	Parking Control Technician	District	10-1	8/22/05 to 9/30/05

NO ACTION TAKEN

Resolution No. 13384: **NON-EXEMPT CLASSIFIED EMPLOYEES PERFORMING CREDIT, NON-CREDIT AND NOT-FOR-CREDIT COURSE TEACHING ASSIGNMENTS**

WHEREAS, pursuant to Board Resolution No. 12470 dated September 12, 2002, non-exempt classified employees shall not perform part-time faculty duties during their annual service period, which period is often referred to as employees' "contract term"; and

WHEREAS, in addition to credit courses and not-for-credit courses, which are sometimes referred to as community service classes, the District recently began offering non-credit courses.

NOW, THEREFORE, BE IT RESOLVED that the Board approves that non-exempt classified employees shall be allowed to perform assignments of teaching credit, non-credit, and not-for-credit courses, only as long as such duties are performed outside of employees' annual service period.

BE IT FURTHER RESOLVED that in accordance with this policy, only employees with service periods of less than twelve months are eligible to perform the assignments described herein due to the break that occurs between service periods.

M/S/C Acuña/Wong

Resolution No. 13385: **RETIREMENT INCENTIVE FOR EMPLOYEES COVERED BY PERS**

BE IT RESOLVED that Board approves amending Board Resolution No. 13336 dated July 19, 2005 as follows:

WHEREAS, CTA negotiated 2 + 2 Retirement Incentive Program, allowable under STRS, which credits STRS members with two years of service credit plus two years of age at retirement, which is to be implemented in 2005, 2006, 2007, 2008 and 2009 **contingent upon this incentive being financially advantageous to the District**; and

WHEREAS, the District wishes to have equity between the various employment groups; and

WHEREAS, a 2 + 2 retirement incentive program is not allowed under PERS;

NOW, THEREFORE, BE IT RESOLVED that for fiscal years 2005, 2006, 2007, 2008 and 2009 members of PERS shall be granted two years of service credit plus an annuity provided by the District, such annuity shall be contingent upon this incentive being financially advantageous to the District.

M/S/C Acuña/Wong

Resolution No. 13386: **AGREEMENT BETWEEN THE DISTRICT AND CLASSIFIED MANAGERS**

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

1. Salary:

- A. Placement on the new Classified Manager Salary Schedule, attached hereto as Exhibit A, effective retroactively to July 1, 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 increase which are comparable to salary increases provided to all

Imperial Valley College employees and/or any future revisions to the salary scale.

- D. In the event of a change in classification, whether through the employment process or a transfer, a classified employee shall move to the new range and to a step that is at least 5% above the employee's current salary, not the same step held in the previous classification.
- E. 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, Article 8, Salary, and Article 10, Insurance, shall be re-negotiated in such a way as to preserve the financial balance of the District.
- F. This agreement is entered into on the date shown above and is conditioned upon:
1. Receipt of funding from the State of California; and
 2. Approval by the bargaining unit and the District Board of Trustees.
2. Maintain total health insurance benefits at the current level for Classified Managers 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 Classified Managers. 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 of 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. Classified Managers shall no longer be eligible to earn two (2) additional vacation days as a bonus for using no more than three (3) days of sick leave in a fiscal year.

FISCAL IMPACT STATEMENT: 2005-2006 \$70,854.00; 2006-2007 \$62,670.00; 2007-2008 \$64,878.00. Total Estimated Cost (2005-06, 2006-07 and 2007-08) is \$198,402.00
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M/S/C Acuña/Medina to **ADJOURN** at 7:45 P.M. - The next regular meeting of the Board of Trustees is scheduled for Tuesday, October 18, 2005, at 6:00 P.M.

Adopted this _____ day of _____, 2005.

ICCD Board President

ICCD Board Secretary