

ADOPTED MINUTES

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

Wednesday, October 8, 2003

On Wednesday, October 8, 2003, Board President Romualdo Median, 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 R. Acuña, Rudy Cardenas Jr.,
Kelly Keithly, Marian Long, Romualdo
Medina, Rebecca Ramirez, Louis Wong

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
Gail Parish, Classified
Miriam Trejo, Students

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Jesse Salas, Interim Vice President for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Dr. Marion Boenheim, Director of Human Resources
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Eileen Buckel; Ted Ceasar; Edgar Coronel; Carolina Cortes-Ramirez;
Darryl Croft; Renee Fenn; Carlos Fletes; Bill Gay; Becky Green;
Gonzalo Huerta; Jan Magno; New ASG Senators: Lupe Felix, Ryan Cruz,
Franchesca Perez, Eric Mendez.

WRITTEN COMMUNICATIONS

1. Memorandum of Understanding with CSEA (RE: Professional Growth)

PUBLIC COMMENTS

No public comments were made.

INLAND VALLEYS' TRUSTEES MEETING

Marian Long attended a meeting of the Inland Valleys' Trustees at Riverside Community College on September 12, 2003. Mrs. Long presented the following information:

- A presentation was made by Dr. Martha Romero, Chair of the Accrediting Commission. She reviewed the new accreditation standards. She stated that the purpose of accreditation is to sustain and enhance the quality of higher education: (1) Accreditation is a gatekeeper for threshold level of quality; (2) It provides a primary incentive for quality improvement; (3) It enables exchange of expertise. The 2002 Standards add another element to the accreditation focus—what students have learned as a result of attending college, or student learning outcomes.
- SB 338 adds strict rules for receipt of state apportionments for concurrent enrollment of high school students in a community college course.
- The Chancellor's Office Budget Task Force has begun the process of formulating a system budget proposal for 2004-2005.
- The Board of Governors has to deal with the under-funded districts that have had to take a disproportionate share of the budget reductions. This needs to be addressed in any structural changes to financing colleges.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Miriam Trejo, introduced new Senators Lupe Felix, Vice President; Ryan Cruz, Elections; Franchesca Perez, Parliamentarian; Eric Mendez, Publicity.

Ms. Trejo went on to report the following:

- The ASG had a great turnout for the September 17 Hispanic Heritage Celebration.
- A Recall Forum was held on October 6, where students spoke for and against the recall. Representatives were present to speak for candidates for Governor.
- On October 8, guest speaker, Holocaust survivor, David Faber, addressed students at 10:00 A.M., in the College Center.
- A Domestic Violence Fair will take place on October 9 from 9:00 A.M. to 1:00 P.M.

- Hypnotist Chuck Milligan will perform in the College Center on October 14.
- Halloween celebration will take place in the College Center on October 30.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- Renee Fenn addressed the Academic Senate about a grant partnership project between IVC and CETYS focusing on how culture impacts teaching and learning. Faculty volunteers are needed from each school.
- Edgar Coronel from Strata addressed questions from the Senate regarding the information technology infrastructure. Information Systems is launching a new Help Desk system, and it will be tested by the Science/Math Division.
- Cathy Zazueta announced that progress was being made toward the development of an institutional Emergency Preparedness Plan.
- The Senate is looking at the future of instruction and its programs, and especially looking at replacement of faculty. Eric Jacobson, Jim Pendley, Mary Kay Borchard and John Hunt met to clarify the Faculty Hiring Policy.
- The election for Senate President will take place on October 9. The candidates are Dr. James Patterson and Benny Andres. The new President will take office in January.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- During Phase I of the Visioning Process, five focus group meetings have been held. Attendance was 16 in Niland, 20 in Calipatria, 7 at Westmorland, 4 in Brawley at the first meeting, and 8 in Brawley at the second meeting. Participants offered many valuable recommendations, comments, and issues that reflected broad viewpoints and visions from the north end of the Valley. A resounding emphasis is on "Access" by transportation, by scheduling classes, and by the number of classes offered. Comments range from "IVC having no relationship with the community" to "IVC is the best small college anywhere." Having visits of high schools and communication to reach out to the community came up at every meeting. Board President Rom Medina and Trustee Marian Long who showed up at some of these meetings

are appreciated. Trustee Becky Ramirez was thanked for serving on the Steering Committee.

- On January 10, the Phase II Stakeholders Summit, will be held to prioritize all the visions collected from the 17 focus group meetings. Phase III will be the Vision 2006 Task Force composed of both internal and external people to fine tune the priorities into vision goals for us to fulfill IVC's Master Plan 2003-2006. Guest speakers for the Summit will be Steve Weiner (former member of the Board of Governors) and David Wolfe (former Executive Director of the Accreditation Commission) from the Campaign for College Opportunity.
- Higher Education Week was a success, thanks to all faculty and staff who assisted in this event, which was coordinated with all universities recruiting in the Valley, Imperial County Office of Education, local high school districts, and IVC. There were 255 IVC students participated in the Transfer Day on October 3, and 120 high school and IVC students attended CSU/UC Application Workshops on October 4.
- At the SDICCCA meeting held on October 5, San Diego State University released a report on community college transfer enrollees. IVC is in the middle of all nine community colleges enrolling 149 students in Fall 2003.

TRANS ISSUE

Jesse Salas shared information relating to the 2000-2001 TRANS (Tax Revenue Anticipation Notes) Program audit by the IRS. The TRANS program is designed to assist community colleges in the event an actual cash flow deficit is reached. Imperial Valley College's understanding was that there needed to be a reasonable expectation that a cash flow deficit was to be reached during the year, and not necessarily that an actual cash flow deficit needed to take place.

The IRS conducted an audit for 2000-2001 to review the actual cash flow needs of all the 39 community college districts participating in the program. The IRS ruled that the colleges were not entitled to the arbitrage interest earnings because an actual deficit was not reached. IVC will have to submit \$70,000 to the IRS on the interest earned on the Tax Revenue Anticipation Notes.

BOARD SELF-EVALUATION

Dr. Pai asked the Board to fill out their annual Board Self-Evaluation instrument and return it to the President's Office as soon as possible.

CHANGE BOARD MEETINGS DAY AND TIME

The Board discussed changing the Board meeting day and time. It was the consensus of the Board that a resolution would appear on the November Board agenda stating that the Board meeting date will be changed to the second Monday of the month at 6:00 P.M.

CEO EVALUATION

Dr. Pai called attention to his response to the President's Self-Evaluation Instrument and outlined his ten goals for the 2003-2004 academic year. He reminded the Board that his evaluation will take place during the May 12, 2004 Board meeting.

M/S/C Keithly/Cardenas to approve the Minutes for September 10, 2003.

M/S/C Keithly/Cardenas

Resolution No. 12802: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0400393 through 0400791, 4504004 through 4504007, and 4004012 through 4004019, inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0400328 through 0400447.

M/S/C Keithly/Cardenas

Resolution No. 12803: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 5 in the amount of \$43,934.62 and Warrant Order No. 6 in the amount of \$1,438,031.71 be ratified.

M/S/C Keithly/Cardenas

Resolution No. 12804: **COMMERCIAL WARRANT ORDERS**

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

- 9 in the amount of \$105,137.14
- 10 in the amount of \$83,977.02
- 11 in the amount of \$1,770,824.13
- 12 in the amount of \$285,697.62

M/S/C Keithly/Cardenas

Resolution No. 12805: **CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORTS**

BE IT RESOLVED that the Governing Board accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending June 30, 2003, and directs the copies be forwarded to the Chancellor's Office of the California Community Colleges and to the Office of the Imperial County Superintendent of Schools as required by law.

M/S/C Keithly/Wong

Resolution No. 12806: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2003-2004 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Keithly/Cardenas

Resolution No. 12807: **AGREEMENT FOR LEGAL SERVICES**

BE IT RESOLVED that pursuant to the terms and conditions of Education Code Sections 35042.5 and 72420, that an agreement be approved with the legal firm of Horton, Knox, Carter, and Foote to provide legal services to the Imperial Community College District, which shall continue in effect through October 31, 2004.

M/S/C Keithly/Wong

Resolution No. 12808: **GYM AIR CONDITIONING UNITS**

WHEREAS, the Chancellor's Office has approved the use of State Scheduled Maintenance funds for the emergency replacement of air conditioning units at the gym; and

WHEREAS, the use of State Scheduled Maintenance funds require a 50% District match, and must be expended by May 15, 2004; and

WHEREAS, the Planning & Budget Committee recommended the use of District funds for this purpose at its September 24, 2003 meeting; and

WHEREAS, bids for the replacement of two 90-ton air conditioning units at the gym have been solicited.

NOW THEREFORE BE IT RESOLVED that the low bid of Sierra Air in the amount of \$ 116,886 for removal and replacement of two 90-ton air chilled air conditioning units located at the IVC gym facility, per the plans and specifications, be hereby accepted.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Interim Vice President for Business Services be hereby authorized and instructed to sign all notices, contracts, change-orders, or other documents to effectuate the completion of said project.

Fiscal Impact Statement: *Project to be paid 50% by State Scheduled Maintenance funds, and 50% from District General Fund (as recommended by Planning & Budget Committee at its September 24, 2003 meeting).*

M/S/C Keithly/Wong

Resolution No. 12809: **NEW STANDING COMMITTEE: ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE**

BE IT RESOLVED that the Board approves the following revision to Board Resolution No. 12427 Standing Committees Restructuring, dated May 8, 2002:

CAMPUS OPERATIONS COMMITTEE will be created, which would include the current Building and Grounds Committee, Food Services Committee, ~~Safety and Environmental Health Committee~~, and a newly formed Bookstore Committee.

BE IT FURTHER RESOLVED that the Board approves the recommendation of Cabinet, College Council and the Campus Operations Committee to establish the **Environmental Health and Safety Committee** as a standing committee, effective immediately.

BE IT FURTHER RESOLVED that the function, activities, and membership of the committee are as follows:

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

Functions

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;

- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

Activities

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- perform accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- perform periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- perform hazard reporting and accident/injury record keeping.

The Environmental Health and Safety Committee shall be composed of the District's Safety Administrator, representatives from all major departments/areas, collective bargaining unit representatives, and student representatives. The committee shall meet regularly, not less than quarterly, and report to College Council.

M/S/C Wong/Ramirez

Resolution No. 12810: **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

WHEREAS, California Code of Regulations, Title 8 (8 CCR), Section 5193, requires that employers having employees with occupational exposure to blood and other potentially infectious materials shall establish, implement and maintain an effective exposure control plan, which is designed to eliminate or minimize employee exposure.

WHEREAS, the Environmental Health and Safety Committee has developed the Bloodborne Pathogens Exposure Control Plan for the District and recommends its implementation;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Bloodborne Pathogens Exposure Control Plan and that it shall become effective October 8, 2003.

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

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation--
Significant exposure to litigation pursuant to subdivision (b) of
Section 54956.9: Three cases
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Subdivision (a) of section §54956.9)
Name of cases: C. Marylynn Carlson, Case No. LM-1781-E
Craig R. Luoma, Case No. 1780-E
3. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

Board President Medina announced that in Items 1 and 2 direction was given to Legal Counsel; Item 3 direction was given to District Negotiations; Items 4 the following action was taken:

Effective September 16, 2003, the person filling the position of Office Assistant I for Applied Sciences Automotive Technology, is terminated by unanimous vote of the Board of Trustees.

M/S/C Keithly/Ramirez

Resolution No. 12811: **EMPLOYMENT OF DIRECTOR OF ADMISSIONS**

BE IT RESOLVED that the Board approves the recommendation of the Hiring/Screening Committee with the approval of the Superintendent/President, that Kathie C. Westerfield be employed as Director of Admissions, a full-time administrative position effective November 1, 2003.

M/S/C Cardenas/Keithly

Resolution No. 12812: **APPOINTMENT OF ATHLETIC COACHES**

BE IT RESOLVED that the Board approves the following list of individuals to be appointed as Athletic Coaches for the 2003-2004 academic year as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>SPORT</u>
Gabriel Lopez	Volunteer Assistant Coach	Men's Soccer
Melissa Medina	Assistant Coach	Women's Volleyball

M/S/C Cardenas/Keithly

Resolution No. 12813: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis for the 2003-2004 academic year, in accordance with the hourly rate provided in Resolution No. 12564. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated, and approval of the program officer:

<u>NAME</u>	<u>PROJECT POSITION</u>	<u>FUNDING</u>
Spears, Wayne	Counselor	State
Torres, Clara	Counselor	Federal

M/S/C Cardenas/Keithly

Resolution No. 12814: **EMPLOYMENT OF PER-SESSION INSTRUCTOR**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code 87359, and the District's Hiring Procedures (Resolution No. 11647, dated June 9, 1999) the following individual has been determined to possess qualifications that are at least equivalent to the minimum qualifications for the disciplines indicated, and are hereby approved to teach subjects under said discipline for the Fall 2003 semester:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Hernandez, Porfirio	Mathematics

M/S/C Cardenas/Keithly

Resolution No. 12815: **EMPLOYMENT OF PER-SESSION INSTRUCTORS**

BE IT RESOLVED that the following personnel be employed during the 2003-2004 academic year, as credentialed, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger printing clearance, and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Cervantes, Carole	Nursing
Gray-Jones, Ronette	Physical Education
Griffin, Ryan Dustin	Emergency Medical Technician
Hansink, Pamela	Nursing
Hinojosa, Velia	English as a Second Language
Montenegro, Jean	English
Page, Bruce	Speech

M/S/C Cardenas/Keithly

Resolution No. 12816: **SIGN LANGUAGE INTERPRETERS**

BE IT RESOLVED that the Board approves the following Short-Term Wage Rates, as requested by the Director of Human Resources and the Director of Disabled Students Programs and Services.

The agreement between the District and CSEA, Chapter 472, defines this category of employment as the classified service, in accordance with Section 88003 of the Education Code. Based on the fair treatment of employees. This employment category becomes effective November 1, 2003.

All short-term interpreters will begin at the wage rate stated for their job classification.

Interpreters (American Sign Language)

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARY BASE</u>
Sign Language Interpreter I	30	\$12.49 - \$15.34
Sign Language Interpreter II	35	\$14.63 - \$17.95
Sign Language Interpreter III	40	\$17.04 - \$20.91

M/S/C Cardenas/Keithly

Resolution No. 12817: **CLASSIFIED RESIGNATIONS**

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Lopez- Temores, Sandra	Learning Services Specialist	Learning Center	District	27-D	9/30/03
Ibarra, Gabriel	Tool Room/ Auto Shop Technician	Industrial Technology	State	27-B	9/15/03

M/S/C Cardenas/Keithly

Resolution No. 12818: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individual be reinstated to the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Cortes- Ramirez, Carolina	Staff Secretary II	Science Math and Engineering	District	25-H	10/1/03

M/S/C Cardenas/Keithly

Resolution No. 12819: **CLASSIFIED CONFIDENTIAL EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Diaz, Angelica	Human Resources Office Technician	District	21-A	8/13/03

M/S/C Cardenas/Keithly

Resolution No. 12820: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Espinoza, Graciela	Staff Secretary II	Business Division	District	25-C	9/15/03
Lopez, David	Microcomputer Lab Technician	Business Lab	State	28-A	9/22/03

M/S/C Cardenas/Keithly

Resolution No. 12821: **SHORT-TERM STUDENT SERVICES ASSISTANT FOR CALEXICO EXTENDED CAMPUS**

WHEREAS the Dean of Extended Campus has determined a need for a short-term employee at the Extended Campus.

WHEREAS this need is based on the following: the Student Services Representative assigned to the department resigned effective August 22, 2003, and in order to maintain the same level of services provided by the department, it is necessary to employ a short-term employee until the position of Student Services Representative is filled on a permanent basis.

WHEREAS the classification for the short-term employee is Student Services Assistant.

WHEREAS, the specific duties to be performed by the short-term employee are:

- Provide assistance and information to students on the telephone or at a counter.
- Perform a variety of general clerical and record keeping duties to support admissions and records functions.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines.
- Provide clerical and supportive assistant to the Dean of Extended Campus.
- Perform related duties as assigned.

WHEREAS, the employment term of the short-term employee shall begin on August 2, 2003 and end on or before December 19, 2003;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the position of a short-term Student Services Assistant I at the Extended Campus"

BE IT FURTHER RESOLVED that the person in the short-term position shall be employed in accordance with the provisions of Educational Code Section 88003 relating to short-term employees.

M/S/C Cardenas/Keithly

Resolution No. 12822: **SHORT-TERM OFFICE ASSISTANT I FOR EXTENDED CAMPUS**

WHEREAS the Dean of Extended Campus has determined a need for a short-term employee at the Extended Campus.

WHEREAS this need is based on the following: the Administrative Secretary assigned to the department resigned effective September 1, 2003 and in order to maintain the same level of services provided by the department, it is necessary to employ a short-term employee until the position of Administrative Secretary is filled on a permanent basis.

WHEREAS the classification for the short-term employee is Office Assistant I.

WHEREAS the specific duties to be performed by the short-term employee are.

- Perform routine clerical duties.
- Type a variety of written materials such as letters, memoranda, and reports.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines.
- Receive, open and distribute mail; schedule appointments.
- Will provide clerical and supportive assistant to the Dean of Extended Campus.
- Perform related duties as assigned

WHEREAS the employment term of the short-term employee shall begin on August 2, 2003 and end on or before December 19, 2003.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the position of a short-term Office Assistant I at the Extended Campus"

BE IT FURTHER RESOLVED that the person in the short-term position shall be employed in accordance with the provisions of Educational Code Section 88003 relating to short-term employees.

M/S/C Cardenas/Keithly

Resolution No. 12823: **SHORT-TERM OFFICE ASSISTANT I FOR INDUSTRIAL TECHNOLOGY**

WHEREAS the Dean of Instruction for Applied Sciences has determined a need for a short-term employee at the Industrial Technology Department.

WHEREAS this need is based on the following: the Office Assistant II assigned to the department accepted another position within the district effective September 22, 2003 and in order to maintain the same level of services provided by the department, it is necessary to employ a short-term employee until the position of Office Assistant II is filled on a permanent basis.

WHEREAS the classification for the short-term employee is Office Assistant I.

WHEREAS the specific duties to be performed by the short-term employee are:

- Act as receptionist;
- Perform a variety of general clerical duties to support the program.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines.
- Provide clerical and supportive assistant to the Division Chairman and Staff.
- Perform related duties as assigned

WHEREAS the employment term of the short-term employee shall begin on August 9, 2003 and end on or before December 19, 2003;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the position of a short-term Office Assistant I at the Industrial Technology Department.

BE IT FURTHER RESOLVED that the person in the short-term position shall be employed in accordance with the provisions of Educational Code Section 88003 relating to short-term employees.

M/S/C Cardenas/Keithly

Resolution No. 12824: **SUBSTITUTE EMPLOYEES**

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	8/16/03 to 6/30/04
Martinez, Benny	Microcomputer Lab Assistant	District	25-A	9/19/03 to 10/30/03
Martinez, Maria Elena	Assessment Center Technician	District	27-A	10/01/03 to 12/19/03
Medina, Elvia	Mail Clerk	District	21-A	9/10/03 to 10/30/03
Murga, Maria	Office Assistant I	District	21-A	9/15/03 to 4/04/04
Rogers, Monica	Instructional Support Assistant	District	24-A	9/11/03 to 10/30/03

M/S/C Keithly/Acuña to **ADJOURNMENT** - The next regular meeting of the Board of Trustees is scheduled for Wednesday, November 12, 2003, at 6:00 P.M.

Adopted this _____ day of _____, 2003.

ICCD Board President

ICCD Board Secretary