

ADOPTED MINUTES

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

Wednesday, October 9, 2002

On Wednesday, October 9, 2002, Board President Rudy Cardenas, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:10 P.M. A large group of concerned citizens crowded the Board Room, so the Board decided to move the meeting to the Health Sciences Building Room 2131.

BOARD MEMBERS PRESENT: Carlos R. Acuña, Rudy Cardenas, Jr.,
Marian Long, Rebecca L. Ramirez,
Louis Wong

BOARD MEMBERS ABSENT: Kelly Keithly, Romualdo Medina

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

CONSULTANTS PRESENT:

Dr. Jack Fujimoto, Interim Superintendent/President
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

VISITORS PRESENT:

Attending the meeting were approximately 25 concerned community members some of which included: Alex Arroyave; Rev. Walter Colace; Father Ben Davis; Mike Johnson; Max Fields; Ron and Paula Goff; Joel Hamby; Leanne Littlefield; Rev. Pete Mallinger, Rev. Steve Messick, Marty Elliott.

IVC Staff members attending the meeting were: Ruben Aguilar; Dennis Carnes; Ted Ceasar; Janell Couchman; Lisa Cross; Jeff Deyo; Dave Drury; Dr. Sam Ellis; Renee Fenn; Carey Fistrup; Eileen Ford; Laurie Franks; Bill Gay; Harold George; Laura Gudino; Saul Hom; Mark Horsman; Jan Magno; Martha Olea; Dr. James Patterson; Ron Schoors; Sandra Standiford; Mariaelena Thibodeaux; Dr. Van Decker; Rick Webster; Larry Welch; Cathy Zazueta.

Representing the IVC Desert Museum was Jay von Welhof and Tom Barrington.

PUBLIC COMMENTS

1. Jeff Deyo, Joel Hamby, Steve Messick, Pete Mallinger, Alex Arroyave, Walter Colace, Father Ben Davis, Mike Johnson, Paula Goff, Marty Elliott, all representing the conservative Christian community, voiced their strong opposition to the District/CTA Agreement for 2001-2003 Agenda Page 9 Item 7, "Extend District-paid health and welfare benefits to domestic partners, as defined in California Family Code Section 297." The Board was reminded that they serve a conservative community that embraces traditional family values. The Board was urged to consider the financial implications for the future, if this item was implemented.

Barbara Stuart, Leanne Littlefield, and Mariaelena Thibodeaux spoke in favor of this item, and urged approval of the District/CTA Agreement. It was stated that faculty overwhelmingly supported the contract with a vote of 49 yes/3 no/1 abstained. It was emphasized that faculty had ample time to voice opposition to this issue, but no one came forward until now.

EMPLOYEE OF THE MONTH FOR OCTOBER

Lisa Cross introduced Rick Webster, Director of Maintenance and Operations, the Employee of the month for October. Mr. Webster was chosen for his excellent customer service skills and dedicated service. Mr. Webster was described as "a behind the scenes person that makes sure that the entire campus is running efficiently. During the weekend, holidays, or special campus events he is on the job making sure the facilities are clean and in good repair. Mr. Webster demonstrates teamwork and is proactive with his staff."

Carlos Fletes, Dr. Fujimoto, and Gail Parish praised Rick Webster for his efforts.

INLAND VALLEYS' COMMUNITY COLLEGE TRUSTEE ASSOCIATION UPDATE

Marian Long stated that she attended a meeting of the Association at Riverside Community College on September 20, 2002. The members present discussed the following:

- The Association hopes to encourage the Legislature and Governor to change the way Partnership for Excellence is funded, shifting from categorical to including it in the base-funding budget where it would be included to receive COLA.
- The Association encourages the Legislature and Governor to provide equalization funding for community colleges. The Board of Governors has changed the name for equalization to "The Real Cost of Education," and they are asking for \$45 million. The cost of educating a student ranges from \$3,200 to \$5,400, and the State

average is \$4,600. The IVC cost of education per student ranges from \$3,500 to \$3,700.

- The Association urges passage of Proposition 47, and would give \$3.2 billion for higher education, with 40% going to community colleges.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Cihara Hercules, reported on the following:

- The new Senators for the 2002-2003 academic year were introduced as follows: Quincy Cavers, David Chavez, Mario Conde, Orlando Espino, Maria "Lupe" Felix, Irma "Pattie" Garcia, Belinda Ham, Harry Ramirez, Nancy Ramirez, Christine Sunday, John Hud Taylor, Alicia Trejo, Miriam Trejo.
- The 2002-2003 Handbook for Faculty Advisors and Student Leaders was distributed.
- National Hispanic Heritage Week was held from September 23-27, 2002. All the events had a great turn out.
- On October 9, 2002, a Domestic Violence Awareness Day was hosted by the ASG, which included various workshops and information booths by eight different Imperial County agencies.
- Each Senator has been assigned to one or more standing committees.
- Each Senator has been assigned to participate in the Technology Vision Workshops organized by Planning Technology Advisory Committee (PTAC).
- On October 11-13, 2002, the Senators will be attending the California Community College Student Affairs Association Leadership Conference in Costa Mesa.
- Candidate for Congress, Bob Filner, will be guest speaker to the campus community on October 30. An invitation has also been extended to Bonnie Garcia.
- The ASG is working with the student leadership advisors from the local high schools to organize the 5th Annual Leadership Conference scheduled for November 14, 2002.
- For Halloween, October 31, the ASG will be having a dance and costume contest.
- The results from the Mascot Survey were as follows: 372 voted to leave the name and logo as is; 126 voted to change the "Arab"

name, but keep the logo; 385 voted to change both the name and logo; 349 said it doesn't make a difference either way. It is the recommendation of the ASG that we proceed with a campaign that will request recommendations from everyone. This process will be tied into the 40th anniversary activities.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, had nothing to report.

PRESIDENT'S UPDATE

Dr. Jack Fujimoto reported the following:

- The SDICCCA Alliance meeting was held at 7:30 a.m., on Monday, October 7, 2002, at the Jack Port Room, San Diego Office of Education. The issues under discussion were: (1) encouraging equalization in funding...San Diego/Imperial Counties community colleges are at lower end of funding for students. When the state budget was cut they suffered more than higher equity schools. (2) Governance is an issue of concern because trustees and CEOs have less voice or no voice in State governance of California Community Colleges. The present consultation process is over-weighted with non-trustees and non-CEOs.
- The SDICCCA meeting was held immediately following the Alliance meeting, and the following issues were discussed:
 1. Workforce partnership issues confronting the medical services industry were discussed. Steven Escoboza of Healthcare Association of San Diego and Imperial Counties will contact Dr. Fujimoto to stage a forum to address healthcare issues.
 2. The Council for Adult and Experiential Learning (CAEL), a national clearinghouse for corporate training, is reaching out to work with community colleges. Examples of their programs are: San Mateo Community College District is providing online nursing education for Kaiser and SEIU; Illinois funded four colleges for \$280,000 to initiate cultural institutional change; a lifelong learning account (LILA) for employees to get educational expenses matched by corporations was offered.
 3. The Campaign for College Opportunities by Wolf and Weiner, focused on access and being paid for all of growth in California Community Colleges. This is a big ambitious project.
- The California Community Colleges Chancellor's Leadership Conference was held in Los Angeles on October 3, 2002. The overriding message of the conference was austerity, with less

funding for California Community Colleges over next 3 years. The Chancellor's Office has cutback from 290 positions to 205 positions during past decade. Workforce training funds are being cut, but will still continue to hold some positions.

- The Imperial Valley Third Annual School Counselors Roundtable was held at the El Centro Naval Air Facility on October 4, 2002. Norma Nunez, from IVC Student Services, coordinated successful event at which K-12 and higher education counselors met together to discuss issues.
- College Council met on September 23, 2002, and continues to move forward under the leadership of Dr. Dennis Carnes and Lenny Fabian. The issues under discussion are:
 1. The Policy and Procedures Manual is has been separated and is being evaluated by a Task Force appointed by College Council. The Task Force is headed by Jim Pendley.
 2. Gonzalo Huerta is heading the Fast Track Initiative Subcommittee appointed by College Council.
 3. A Subcommittee was appointed by the Campus Operations Committee to study the traffic flow pattern at the main entrance off of Aten Road. Several accidents have occurred at the entrance this semester. Also under investigation is the congested drop off area at the main entrance.
 4. A reconstituted task force will study the feasibility of another General Obligation Bond to be held in November 2003.
 5. Development of policy/procedures for naming IVC property.
 6. Update on 40th anniversary events.
 7. Integration of technology into labor-intensive operations.
- Everyone was invited to come to an Ice Cream Social for all staff, which was hosted by the IVC Foundation and the Customer Service Committee on Wednesday, October 9, 2002, from 11:00 A.M. to 2:00 P.M.
- The CEO Search Committee is composed of 8 campus leaders and 4 community leaders as follows:

Students Representatives: Cihara Hercules, Miriam Trejo
Faculty Representative: Jim Pendley
CTA Representative: Cesar Guzman
Classified Representative: Rick Webster
CSEA Representative: Betty Kakiuchi
Administration Representative: Victor Jaime, John Hunt

Community Representatives: John Anderson, Superintendent, Imperial County Office of Education; Barbara Layaye, Superintendent, Imperial Unified School District; Diana Newton, Board Member, El Centro School District; Gary Wyatt, Imperial County Board of Supervisor from Brawley.

Search Consultant Tom Harris has scheduled a meeting with the Search Committee for October 16, at 3:30 P.M. Approximately 37 applications have been received for screening. The Search Committee is expected to interview candidates in mid-November to a final three or four candidates. The Board is expected to complete interviews and visitations of the finalists in mid December.

INFORMATION TECHNOLOGY INTEGRATION

ATAC Jan Magno reported that the Administrative Technology Advisory Committee (ATAC) issued the call for proposals (RFP) for enterprise software, and they received eight proposals, which were reviewed by the Committee members. A recommendation will be presented to the Information Technology Executive Committee, and hopefully a recommendation will be presented to the Board for action in November.

ITAC John Hunt stated that the purpose of the Instructional Technology Advisory Committee (ITAC) is to enhance educational technology in the classroom. A survey was taken of students, asking how they felt about technology on campus. Another survey was taken of faculty to access their e-mail capability at home, asking them how they felt about more technology in the classroom, and would faculty desire to have their own web page. Faculty will have an opportunity to learn how to perform research online in a workshop given on November 18, 2002.

PTAC Laurie Franks reported that the Planning Technology Advisory Committee (PTAC) sponsored Vision Plan Workshops on October 8, 9, 10, 2002, from 3:00 P.M. to 5:00 P.M. There has been good support from the staff and students.

FALL ENROLLMENT REPORT

Sandra Standiford reported the following:

1. After telephone registration from June 24 through July 26, 2002, 6,451 students were enrolled in classes, which was 80 more than the same time last year. There were 604 closed classes and 932 students were moved from the wait list into 401 classes.
2. The headcount for the District is 7,413, which is an increase of 3.2%; full-time enrollment is 2,616; part-time enrollment is

4,797; 64.7% of student enrollment is part-time carrying less than 12 units.

3. The Hispanic population is 86.2% and 62.6% is female.
4. 56.9% of students are under 25 years of age; 4.3% of the student population is over the age of 50.
5. The weekly student contact hours and FTES increased by 4%.

RECORDING STUDIO/MIDI LAB

Dr. Van Decker, Music Instructor, gave a Powerpoint presentation on the new MIDI Lab and Recording Studio, together with three new music courses, Music 40 A/B - MIDI Composition; Music 42A/B - Introduction and Advanced to Recording Techniques. Also presented was a CD recorded by the instrumental jazz ensemble "Pacific Fire" and the vocal group "Estudiantina."

The new MIDI Lab was developed to provide computers and synthesizers because technology is used by all musicians today. This educational technology is used to teach students to play an instrument, for ear-training, to learn theoretical concepts, and to study scores and music. In composition, computers and synthesizers are used to create movie scores, write arrangements, and to publish scores and parts.

The IVC MIDI Lab has evolved from two computer stations in the fall 2000, to 13 computer stations this fall 2002, with the hope of expanding to 20 stations by next spring 2003. The new MIDI Class started with 20 students. The MIDI Lab offers students new opportunities to apply theoretical concepts, realize musical ideas, printout musical arrangement and compositions, produce CDs, publish on the Internet, and to develop a student's creative potential.

The new IVC Recording Studio was made possible with the help of the IVC Foundation which provided a \$3,000 grant. The studio and isolation booth are located in Room 305. Other donations were solicited and received from:

1. Clark Baker Music
2. The Guitar Center, La Mesa
3. Gordon's Carpet One
4. The Humanities Department

The new Recording Class had 40 students on the first day, and the class was limited to 25 students, or two students per MIDI station. Attendance has been outstanding with only one student dropping. The Recording Studio offers archiving ensemble performances, realization of student and faculty ideas, a tool for student growth and self-improvement, promotion of student and faculty talents, via CD and Internet publication. The studio also is a valuable resource for our faculty for preparation of classroom materials, multi-media

presentations, tape and CD editing and duplication. Dr. Van Decker asked everyone to watch for the IVC's new "Recording Arts" Website featuring original recordings by IVC students.

BOARD SELF-EVALUATION

Mr. Cardenas asked the Board members to fill out the self-evaluation and turn it into the President's Office as soon as possible.

DESERT MUSEUM

Marian Long asked how long IVC is committed to fund the operation of the Desert Museum. Tom Barrington replied that it was the goal of the Museum Society to have the Desert Museum become self-sufficient.

Carlos Fletes stated that the Planning and Budget Committee has requested that the Desert Museum Society report to the District Board of Trustees on the completion date of the building and the date the building will be turned over to the College, and that the Board of Trustees set a deadline after which there will be no further funding until the Desert Museum building opens.

Tom Barrington stated that the Desert Museum Society is optimistic that the Museum will be completed and operations will be funded through grant funding.

Carlos Acuña stated that funding of the Desert Museum will end eventually. Steps must be taken to bring in another university to take over the archeological research.

Bill Gay stated that there is interest in the community to use the facility as an Imperial County Visitors Center.

Dr. Fujimoto stated that he would like to see a "win-win" philosophy, where both Boards would work together for accountability and cost efficiency. Both boards must bring closure to the issue.

The Board President directed College administration to meet with the Desert Museum Society Board to consider comments and make recommendations for closure.

M/S/C Ramirez/Acuña to approve the Minutes dated September 11, 2002.

M/S/C Ramirez/Acuña

Resolution No. 12555: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 300655 through 301170 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 300385 through 300659, inclusive are approved.

M/S/C Ramirez/Acuña

Resolution No. 12556: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 5 \$62,718.28, and Warrant Order No. 6 in the amount of \$1,436,407.21 be ratified.

M/S/C Ramirez/Acuña

Resolution No. 12557: **COMMERCIAL WARRANT ORDERS**

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

- 11 in the amount of \$119,124.18
- 12 in the amount of \$1,993,390.78
- 13 in the amount of \$140,406.94

M/S/C Long/Wong

Resolution No. 12558: **PURCHASE OF PASSENGER VANS**

BE IT RESOLVED that the low bid of Del Norte Chevrolet-Kia, for the purchase of two 8-passenger vans and two 15-passenger vans, in the amount of \$2,405.34 per month, for a period of 48 months at 7.55% interest be accepted.

BE IT FURTHER RESOLVED that one of the vans will be retrofitted for wheelchair accessibility within two months of the date of delivery.

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

M/S/C Ramirez/Wong

Resolution No. 12559: **40th ANNIVERSARY LOGO**

BE IT RESOLVED that the Board accepts the 40th Anniversary Logo for the 2002-2003 academic year.

M/S/C Ramirez/Acuña

Resolution No. 12560: **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, 2003.

M/S/C Ramirez/Acuña

Resolution No. 12561: **SURPLUS PROPERTY LIST**

BE IT RESOLVED that approval is given to declaring outdated, nonfunctional property of the District as surplus property and is no longer being used for educational purposes.

BE IT FURTHER RESOLVED that the Superintendent/President and or the Vice President for Business Services, and/or the Director of Purchasing and Warehouse are hereby authorized and instructed to dispose of the equipment in the best interest of the College as referred to in the Surplus Property List - Exhibit A.

M/S/C Ramirez/Wong

Resolution No. 12562: **ACCREDITATION INTERIM REPORT**

WHEREAS Imperial Valley College received on June 15, 2001, the Interim Report from the Accreditation Commission Evaluation Team visit held on March 6-8, 2001;

WHEREAS the Commission asked that an Interim Report be submitted by November 1, 2002, responding to four recommendations.

WHEREAS Imperial Valley College certifies that there was broad participation by the campus community, and we believe the Recommendation Responses accurately reflect the nature and substance of this institution.

BE IT NOW RESOLVED that the Board approves the submission the Interim Report responding to the four recommendations to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and further commends everyone that contributed to finalizing this Interim Accreditation Report.

M/S/C Ramirez/Wong

Resolution No. 12563: **TENURE REVIEW**

WHEREAS, the Vice President for Academic Services, the Vice President for Student Services, and with the approval of the Academic Senate (November 7, 2001) recommended approval of the Tenure Review Policy and was adopted by the Board on July 12, 2000 (Resolution No. 11981) and the Tenure Review Policy for Non-Teaching Faculty, adopted by the Board on October 10, 2001 (Resolution No. 12289).

NOW THEREFORE BE IT RESOLVED that the Board approves further amendment to the Tenure Review Policy (Board Policy 3.14) as follows:

I. DUTIES TO BE PERFORMED DURING THE CANDIDATE'S SUBSEQUENT SEMESTERS OF EMPLOYMENT

1. The Individual Tenure Review Committee shall meet to review all the pertinent areas of the evaluation and evaluation materials and to prepare a distribution plan for Student and Faculty Evaluations, including a timeline for distribution, which is established in consultation with the candidate.
2. Observations shall be made by committee members.
3. The candidate shall submit a self-assessment (Form C).
4. The candidate's immediate supervisor shall conduct the duties and responsibilities evaluation.
5. The committee shall decide upon an employment recommendation for the candidate, and, if appropriate, shall establish a specific course of action for helping the candidate improve in recognized areas of weakness.
6. The committee shall meet with the candidate to discuss the recommendation for the candidate, and, if appropriate, to present a course of action for the candidate to improve in recognized areas of weakness.
7. The committee shall submit its employment recommendation, along with copies of appropriate substantiating documents, to the college president, who shall, in turn, present the recommendations of the committee and the substantiating documents to the Board of Trustees ~~no later than the regular February board meeting.~~

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

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations

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

The Board President announced that direction was given to District Negotiators.

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12564: **AGREEMENT BETWEEN THE DISTRICT AND IVC CHAPTER CCA/CTA FOR THE 2001-2002 AND 2002-2003 ACADEMIC YEARS**

BE IT RESOLVED that the Board approves the following Agreement Between the District and IVC Chapter CCA/CTA for the 2001-2002 and 2002-2003 Academic Years as follows:

I. **SALARY**

FY 2001-02

3% on schedule; retroactive payment includes regular academic year contract wages only (i.e., excludes all other non-regular contract/non-contract wages, such as, but not limited to, 2001 summer school or summer division chair days). This benefit will be further extended to all faculty who retired or resigned after completing a full contract obligation for 01-02.

Fiscal Impact Statement: Approximate cost of \$210,000, which is being funded out of 2001-2002 COLA.

FY 2002-03

1.5% on-schedule effective 7/1/02 for 199 faculty and effective 8/16/02 for 177 day faculty with a re-opener for salaries in March 2003 (once growth revenues have been determined for FY 2001-02). It is understood that there will continuing contract language negotiations to finalize the 2001-2004 agreement.

Fiscal Impact Statement: Approximate cost of \$109,000, which is being funded out of 2002-2003 COLA.

II. **HEALTH AND WELFARE**

FY 2001-02

A 2.2% increase to the District funding level contribution to the health and welfare insurance plan. The District funding level contribution increased from \$6,700 to \$6,847 per unit member.

Fiscal Impact Statement: Approximate cost of \$17,460, which is being funded out of 2001-2002 COLA.

FY 2002-03

A 9.77% (15.28% - 5.51%) increase to the District funding level contribution to the health and welfare insurance plan. The District funding level contribution increased from \$6,847 to \$7,515.96 per unit member.

Fiscal Impact Statement: Approximate cost of \$80,160, which is being funded out of 2002-2003 COLA.

The following medical/prescription/dental, vision/life insurance plan changes shall be implemented effective November 1, 2002:

1. Increase out of pocket maximum to \$1,000 individual/\$3,000 family. (1.05%)
2. Doctor's office co-pay of \$15.00. (1.05%)
3. Change prescription co-payment to \$5/\$10 (generic/Brand) for retail and mail order. (2.48%)
4. Increase VSP deductible to \$25. (0.93%)

III. OTHER

1. The CTA President shall be granted three hours of lecture release time effective Fall 2002.

Fiscal Impact Statement: No additional financial impact on the District.

2. Finger printing fees for new hires will be waived effective the date of this agreement.
3. The last paycheck of the regular contract year will be paid on the next regularly scheduled payday immediately following the last service day.
4. Create a division chair salary schedule.

Fiscal Impact Statement: No additional financial impact on the District.

5. Lab/Lecture rate increased from \$18.75/\$25.00 per hour to \$30.00 per hour. This increase will be effective as of the date of this agreement. (Board Approval)

Fiscal Impact Statement: Approximate cost of \$277,000 (\$267,000 Special State Funding and \$10,000 district general fund).

6. Recency shall be eliminated effective as of the date of this agreement (Board Approval). Upon the elimination of recency, no employee shall advance more than one step on the salary schedule. The employee so moving, shall be assigned to the step to which he/she has moved and shall advance thereafter without reference to recency requirements. To illustrate the application of this paragraph, the following example is given: A faculty member who holds a Masters and 15 units with 20 years of service in the District, who has been paid at step 15 shall advance to step 16. In the following year, the faculty member shall advance to step 17, and so on.

Fiscal Impact Statement: No immediate financial impact on the District. Funding will be allocated as part of the regular budget process as faculty moves on the salary schedule.

7. Extend District-paid health and welfare benefits to domestic partners. For the purposes of this paragraph the term "domestic partner" shall have the same meaning as that contained in California Family Code Section 297.

Fiscal Impact Statement: No immediate financial impact on the District. Total impact will be determined based on actual participation.

III. CONTRACT LANGUAGE CHANGES AS FOLLOWS:

1. 2.2 Access

Association representatives shall have the right of access to areas in which employees work. Association representatives may engage in recruiting activities and conduct official Association business including representation in grievance procedure matters on District property provided they do not interfere with employees during hours of duty assignment. Within thirty (30) calendar days of ratification of this Agreement by both parties, the Association shall provide the Director of Human Resources with the names, titles, addresses and telephone numbers of Association representatives.

2. 2.4 Parking Permits: delete Section 2.4.

3. 2.6 Request for Information

In order to fulfill its responsibilities as the exclusive representative of certificated employees, the Association will be provided upon request two (2) copies of any current District report including the tentative, published, and adopted budgets, and other materials pertaining to matters of collective bargaining.

4. 2.7 Personnel Files

The Association shall have the right to review the personnel files of bargaining unit members upon the written authorization of the member or when the member accompanies the Association representative. The written authorization shall specify those documents to be reviewed. If possible, arrangements for review of said files shall be made in advance with the Human Resources Office.

5. 2.10 Rosters

The names and addresses of unit members as provided to the District by the unit members themselves shall be provided to the Association within thirty (30) calendar days of the beginning of each Fall semester. The home addresses and home telephone numbers of unit members as provided to the District by the unit members shall be provided to the Association unless the unit member expressly requests confidentiality.

6. Article 9 Faculty Service Areas and Competency

As required by the Education Code Sections 87743.1 and 87743.2, the parties agree that the term "faculty service area", as applied to bargaining unit members, shall mean all district programs in which contract, regular, and categorically funded instructors, counselors, and librarians, and non-teaching faculty are employed. As required by Education Code Section 877.43.5, the parties agree that the word "competency" and the term "competency criteria", as applied to bargaining unit members, shall be defined as the possession of minimum qualifications for district employment as an instructor, counselor, or librarian, or non-teaching faculty in accordance with Education Code Sections 87355 and 87356.

7. 10.2 Evaluation Procedure (page 19, paragraph 4)

A unit member may select a peer evaluator from outside the unit member's division in any evaluation when the last peer evaluation was conducted by a peer from within the unit member's division.

8. 16.7 Pro Rata Pay

Three (3) categories of certificated employees shall be paid on a pro-rata basis: (1) those employed on a partial contract; (2) those employed in accordance with the Pre-Retirement Workload Reduction plan; and (3) those who are laid off as a result of a decline in full-time equivalent students (FTEs) or a reduction or discontinuance of a particular kind of service and who are subsequently recalled for less than full-time service.

9. Exhibit "C" Salary Regulations

B. Advancement on Salary Schedule

The District agrees to consider for purposes of advancement on the salary scale all grades of "Credit", "CR", "Pass", "Satisfactory" or the like - without the necessity of having such grades converted to a letter grade - where the afore-mentioned grade can be verified to be the equivalent of a "C" grade or better. Verification may be in such forms as, but not limited to, notations by the granting institution that appear on the transcript or a letter from an appropriate official/employee of the granting institution. Where an institution will not provide verification, the District will presume that the grade at issue is the equivalent of a "C" grade or better.

177 day faculty shall receive their ten (10) monthly regular contract checks beginning in August. 199 day faculty shall receive their twelve (12) monthly regular contract checks beginning in July.

177 day and 199 day faculty shall receive their fall overload and extra duty contract paychecks in four monthly payments beginning in October. The spring overload and extra duty contract paychecks will be dispersed in four monthly payments beginning in March.

For 177 day faculty whose initial hire date is the first day of the fall semester or spring semester, the date of advancement shall be on the following first day of the fall semester or spring semester, as appropriate. For those individuals whose initial hire date is after the first nine weeks of the fall semester, the date of advancement shall be the next succeeding first day of the spring semester plus one year (for example, an individual hired the last week of November 2002 would have an advancement date of the first day of the spring semester 2004 and each succeeding first day of the spring semester

thereafter). For those individuals whose initial hire date is after the first nine weeks of the spring semester, the date of advancement shall be on the next succeeding fall semester plus one year (for example, an individual hired the last week of April 2002 would have an advancement date of the first day of the spring semester 2003 and each succeeding first day of the spring semester thereafter).

For 199 day faculty whose initial hire date is July 1, the date of advancement shall be on the following July 1 and every July 1 thereafter. For those individuals whose initial hire date is after July 1 or January 1, the advancement date shall be the next succeeding July 1 or January 1, whichever date comes first, plus one year (for example, an individual hired in October 2001 would have an advancement date of January 1, 2003 and each January 1 thereafter; an individual hired in March 2001 would have an advancement date of July 1, 2002 and each July 1 thereafter).

The above items shall reflect all the understandings of the Parties and anything not contained in this document has not been agreed to unless reduced to writing and signed by both parties subsequent to the execution of this document.

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12565: **STAFF DEVELOPMENT/FLEX COORDINATOR**

BE IT RESOLVED that Sergio Lopez, Director of Student Affairs, be appointed as Staff Development/Flex Coordinator for the 2002-2003 academic year, at the stipend rate of \$2000.00 per semester, effective the beginning of the Fall 2002 Semester.

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12566: **COACHING ASSIGNMENT**

BE IT RESOLVED that the following person be approved as Volunteer Athletic Coach to her respective position for the 2002-2003 Academic Year as indicated:

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Janet Acevedo	Volunteer Assistant Coach	Women's Soccer

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12567: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed during the 2002-2003, as credentialed, at the hourly rate provided for in Resolution No. 11354-4. Employment is contingent upon verification of records, credentials, and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Baker, Eric	Legal Assistant
Cantwell, Jeffrey	CIS
Madueno, Edward	Administration of Justice
Silva, Marco	CIS
Smith, Roderick	CIS

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12568: **EMPLOYMENT OF ACADEMIC PERSONNEL**

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 individuals have been determined to possess qualifications that are at least equivalent to the minimum qualifications for the discipline indicated, and are hereby approved to teach subjects under said discipline for the 2002-2003 academic year:

<u>NAME</u>	<u>ASSIGNMENT</u>
Huerta, Lucilia	ESL
Reel, Rebecca	Speech
*Ruiz, Patricia	Spanish

* Substitute

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12569: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following classified employee be accepted as of the date indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Kakiuchi, Bertha	Accounting Technician	Business Services	District	27-E	9/8/02

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12570: **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>
Chavez, Pablo U.	Vehicle and Equipment Mechanic	Maintenance and Operations	District	32-B	9/10/02
Kakiuchi, Bertha	Accountant	Business Services	Federal*	37-E	9/9/02

*Employment is contingent upon continued funding.

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12571: **SHORT-TERM CLASSIFIED EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Armenta, Claudia	Office Assistant I	Workforce Development Center	State	19-A	9/12/02 to 9/30/02
Rivera, Armando	Student Services Representative	Extended Campus Brawley	District	24-A	9/10/02 to 12/20/02

M/S/C Wong/Acuña NO VOTE: Ramirez
Resolution No. 12572: **DECLARATION REGARDING A POSITION IN CLASSIFIED SERVICE:**

BE IT RESOLVED that the following position be declared "vacant and not open" for recruitment effective November 5, 2002, due to lack of funds:

Microcomputer Technician - Information Systems

M/S/C Long/Wong to **ADJOURN** at 9:35 P.M. The next regular meeting of the Board of Trustees is scheduled for Wednesday, November 13, 2002, at 6:00 P.M.

Adopted the _____ day of _____, 2002.

ICCD Board President

ICCD Board Secretary