

ADOPTED MINUTES

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

Wednesday, October 11, 2000

Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., on Wednesday, October 11, 2000, in the Administration Building Board Room.

TRUSTEES PRESENT: Rudy Cardenas, Jr.
Claudine Duff
Kelly Keithly
Marian Long
Romualdo Medina
Rebecca Ramirez
Louis Wong

REPRESENTATIVES PRESENT: Julie Fernandez, Associated Students
Eric Jacobson, Academic Senate
Richard Hann, Faculty
Gail Parish, Classified Staff

CONSULTANTS PRESENT:

Dr. Gilbert M. Dominguez, Superintendent/President
John Hunt, Vice President for Academic Services
Carlos Fletes, Vice President for Business Services
Dr. Victor Jaime, Vice President for Student Services
Ruth Montenegro, Interim Director of Human Resources
Sandra Standiford, Dean of Admissions

VISITORS PRESENT:

Ted Ceasar; Eileen Ford; Gonzalo Huerta; Janelle Hodgkin; Jan Magno;
Sergio Lopez; Jim Pendley; Josefina Wendell; Denis Chen; Saul Hom;
Aracely Bojorquez; Jose Luna Velazquez.

WRITTEN COMMUNICATIONS

1. CSEA, Chapter 472 (RE: Opening Negotiations for 2000-2001)
2. Lupe Espinoza, Grounds Maintenance Supervisor (RE: Resignation)

PUBLIC COMMENT

The Board President invited members of the public to comment on any agenda item and on any item not on this agenda. No comments were made.

ACADEMIC SENATE

Academic Senate President Eric Jacobson reported on the following:

1. Board support was requested for Resolution No. 12041, which is in opposition to Proposition 38 the School Voucher Initiative.
2. Administration and Senate representatives have agreed on the revision of the Sabbatical Leave Policy, and it will now go to the Bargaining Unit for consultation.
3. The Rich Williams Benefit and Silent Auction will take place on October 26, 2000, from 6:00 P.M. to 9:00 P.M., at the home of Jan Magno. Tickets are \$10.00 per person, and the proceeds will purchase a laptop computer for retired faculty member Rich Williams.
4. The Associated Student Government and Academic Senate are sponsoring a Candidates Forum on Wednesday, October 25, 2000, at 6:30 P.M., in the College Center. Questions on a wide variety of current issues relevant to the Imperial Valley will be asked of the candidates by a panel representing IVC students, faculty and staff.
5. Commendation was expressed to Dr. Dominguez and Dr. Tyler for their cooperation with Senate representatives in the development of the Administrative Hiring Procedures, which will be adopted by the Board in Resolution No. 12043.

ASSOCIATED STUDENTS GOVERNMENT UPDATE

Associated Student Government Representative Julie Fernandez reported on the following:

1. National Hispanic Heritage Week was a huge success. The events were well attended and the ASG received many positive comments and recommendations for next year's event. Assemblyman Jim Battin presented the ASG with a copy of State Resolution 2641, which proclaims September 15 through October 15, 2000 as National Hispanic Heritage Month.
2. On September 26, 2000, 227 student leaders from seven local high schools attended the third annual Student Leadership Conference. The students attended workshops to strengthen their leadership skills.
3. October has been designated as fright activities month, with a series of "Friday the 13th" movies, and on October 31st there will be a Halloween dance, costume contest, pumpkin pie eating contest, among other activities.

PRESIDENT'S UPDATE

Dr. Dominguez reported on the following:

1. The Accreditation Team will be visiting IVC on March 6-8, 2001. The Accrediting Commission has assigned an impressive list of team members made up of highly qualified individuals from community colleges throughout the State. The Team Chair is Dr. Edward Hernandez, Chancellor of Rancho Santiago Community College District. The Application for Accreditation/Self Study will be coming to the Board for final approval at the November Board meeting.
2. Since the September Board meeting several successful events have occurred on campus including Hispanic Heritage Week, dedication of the new Tool Distribution Center at Auto Tech, College and University Day, and the Career Fair.
3. School Advisors Ted Dutton and Joe Vogel updated the President on progress for our facilities project. They have been in contact with Assemblyman Jim Battin and Senator Dave Kelly, and are optimistic that they will be able to acquire at least half of the funding for a new science building, and the remainder through application with the Community College Fund. One of the slowdowns has been that the State Legislature is on recess until January 2001. Senator Kelly has loaned his assistant, Nancy Newbill, to assist in this project. Mr. Dutton will be meeting with the Community College Coalition, Patrick Lenz and Richard Conrad, on November 8, 2000, in Sacramento, and he will inform us of the outcome of that meeting after it occurs.

SPECTRUM PRESENTATION ON MEXICALI

Aracely Bojorquez representing Spectrum Advertising of El Centro, and Jose Luna Velazquez representing Comite de Turismo y Convenciones de Mexicali (COTUCO), have extended an invitation to the Imperial Valley College community, in the spirit of international relationships, for up to 25 members of the student body, faculty, staff, administration, and Board to tour historical, industrial, and educational Mexicali on Friday, November 3, 2000, from 8:00 A.M. until 1:00 P.M. They presented an informational video on what Mexicali has to offer.

FALL ENROLLMENT HIGHLIGHTS

Sandra Standiford reported the following:

1. After the June 26 through July 28, 2000, telephone registration out of 888 classes, 604 classes were closed, and 1,060 students were moved from the wait list into 416 classes.

2. The headcount for the District is 6,890, which is a decrease of .4%; full-time enrollment is 2,491, or a decrease of 2.8%; part-time enrollment is 4,399 or an increase of 1%; 63.8% of student enrollment is part time, or less than 12 units.
3. The Hispanic population is 84.8%.
4. 53% of students are under 25 years of age; there is an 83.7% decrease in the student population under the age of 18; there is a 10.6% increase in the student population over the age of 50.
5. The weekly student contact hours and FTES increased by 10.7%.

DIVISION UPDATES

1. Dean of Learning Services, Eileen Ford, presented a Power Point presentation on the existing Reading/Writing Lab facility, which serves 500 students per week and has 32 networked computers, and the Language Lab facility, which serves 400 students per week with 18 networked computers. A diagram of the proposed new combined lab facility was presented, which will be 7,200 square feet, with central check-in desk, separate rooms for reading writing, and language functions, and space for a whole class, as well as an area where individual students can access computers. The funding of this new modular building will come from Partnership for Excellence, the existing furnishings and computers will be used, and the existing staff will be combined.
2. Denis Cheng, Coordinator of the Technology Center, presented a Power Point presentation on "A New Beginning" for the Technology Center. The mission of the Center is to provide technical support and development for the faculty and staff by providing:
 - (1) access to the latest hardware and software, specifically for multi-media authoring and Web page design and development;
 - (2) training in the use of this hardware and software;
 - (3) up-to-date information on, and access to the latest developments in instructional technology, specifically, online learning and distance education.
3. Gonzalo Huerta, Dean of Instruction for Applied Sciences, reviewed the approved realignment of Academic Services Division Structure in which:
 - (1) The Public Safety Division was eliminated.
 - (2) The Emergency Medical Services, Fire Science, and Nursing Education Technologies were combined into one division.

(3) The Administration of Justice, Peace Officer Standards and Training, and Behavioral/Social Sciences were combined into one division.

(4) The Early Childhood Education Department was created.

(5) The Industrial Technology Department has been created, which is made up of Automotive Technology and related areas with Welding, Electronics, Water Treatment, and Environmental/Agricultural Technologies.

Mr. Huerta also updated the Board on advances made in the Industrial Technology area as follows:

(1) The Automotive Technology JTPA Program was completed on June 30, 2000, with 14 students placed in positive employment.

(2) On August 25, 2000, the National Automotive Technicians Education Foundation (NATEF) Application was purchased.

(3) On September 11, 2000, IVC began work as a partner with Imperial County in Steps of Success through work study experience, career orientation experience, and an automotive class in Calipatria.

(4) On October 6, 2000, the Ray White Industrial Technology Tool Distribution Center was dedicated.

(5) On October 11, 2000, the Board will approve an Agricultural/Environmental Technology Instructor position through Partnership for Excellence funding.

(6) Relating to the Workforce Investment Act, IVC is a Board Member, a one-stop satellite, and is an eligible training provider.

2000-2001 BOARD RETREAT

The Board agreed to set the Board Retreat date for Saturday, January 27, 2001. Topics for discussion will be developed at the next Board Meeting.

M/S/C Cardenas/Medina to approve the Minutes dated September 13, 2000

M/S/C Cardenas/Medina

Resolution No. 12037: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 100786 through 101276 inclusive be approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 100428 through 100586, inclusive be approved.

M/S/C Cardenas/Medina

Resolution No. 12038: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 5 in the amount of \$75,681.25, and No. 6 in the amount of \$1,321,722.30, be ratified.

M/S/C Cardenas/Medina

Resolution No. 12039: **COMMERCIAL WARRANT ORDERS**

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

- 10 in the amount of \$51,643.54
- 11 in the amount of \$545,255.65
- 12 in the amount of \$220,181.32
- 13 in the amount of \$129,771.25

M/S/C Cardenas/Medina

Resolution No. 12040: **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, 2001.

M/S/C Cardenas/Medina

Resolution No. 12041: **OPPOSITION TO PROPOSITION 38 THE SCHOOL VOUCHER INITIATIVE**

WHEREAS, Proposition 38 will appear on the November 7, 2000, general election ballot;

WHEREAS, Proposition 38 would use public funds to provide \$4,000 vouchers for private and religious schools;

WHEREAS, Proposition 38 gives \$4,000 vouchers for students already in private and religious schools, reducing the amount of money available for local public schools;

WHEREAS, Proposition 38 will hurt neighborhood public schools because each student who leaves a public school for a subsidized voucher school means a loss of critical funds for that neighborhood public school - that means fewer textbooks, computers and supplies;

WHEREAS, voucher schools will be essentially unregulated - voucher school operators are not required to have training, credentials or experience in educating children, and voucher school teachers are not required to have a teaching credential or a college degree;

WHEREAS, voucher schools are not accountable to taxpayers - although they would receive taxpayer money, voucher schools are not required to make decisions at meetings open to the public and are not required to have their finances audited;

WHEREAS, voucher schools are exempt from the state's rigorous accountability system, and students are not required to meet educational standards to move to the next grade or to pass an exit exam to graduate from high school;

WHEREAS, voucher schools, not parents, will decide if a child can attend their schools, and Proposition 38 does not prohibit discrimination based on gender, religion, family ability to pay, English-language proficiency, or academic or physical ability;

WHEREAS, providing \$4,000 vouchers for the 700,000 current private school students will require nearly \$3 billion, and Proposition 38 provides no funding for this purpose;

WHEREAS, Proposition 38 will require increases in county and state bureaucracies to monitor a separate voucher act for each voucher school student, potentially costing millions per year in addition to the voucher subsidies;

WHEREAS, paying for Proposition 38 will result in higher taxes or cuts in vital services;

THEREFORE, BE IT RESOLVED that the Imperial Community College District Opposes Proposition 38, the school voucher initiative.

M/S/C Cardenas/Wong

Resolution No. 12042: **REPLACEMENT OF ACADEMIC POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instructional Officer, an Academic Senate Representative, and the area Division Chair in the replacement of a full-time tenure track Nursing instructor (replacement for the position vacated by Kathy Berry).

M/S/C Cardenas/Wong to go into **CLOSED SESSION**.

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

M/S/C Medina/Long to go back to **OPEN SESSION**.

Board President Ramirez announced that direction has been given to District negotiators.

M/S/C Cardenas/Keithly

Resolution 12043: **ADMINISTRATIVE HIRING PROCEDURES**

BE IT RESOLVED that Board approves Administrative Hiring Procedures, as recommended by the Academic Senate on September 6, 2000, the College Council on September 25, 2000, and the Superintendent/President, as follows:

Philosophy

It is the policy of the Imperial Community College District that hiring procedures and guidelines be established to provide for Administrators who are highly qualified and who are expert in their professional area, can foster overall college effectiveness, are sensitive to others and represent the ethnic and cultural diversity of the Community College District.

The Governing Board represented by the Administration has the principal legal and public responsibility for ensuring an effective hiring process.

The administration is responsible for insuring adherence to the District's Faculty and Staff Diversity policy, advertising positions, verifying background information and qualifications, and selecting the final candidates for hire. All procedures relative to hiring shall be characterized by strict confidentiality.

Section I: Determination of Vacancy

1. The Superintendent/President, after discussion with the Cabinet, will recommend to the Board of Trustees new or replacement Administrative positions.

2. New, replacement or deleted positions will be accompanied by justification.

Section II: Job Announcements

1. Job announcements will clearly state job specifications setting forth those skills necessary for job performance and the required training and experience related to those skills. The requirements are to be based on a careful analysis of the job and only bona fide occupational qualifications may be included in job announcements. (Title 5, California Administrative Code, 53022)
2. Job announcements will be developed by the Superintendent/President, area Vice President when applicable, and the Director of Human Resources.
3. The Director of Human Resources will provide the Superintendent/President and area Vice Presidents with preliminary copies of updated announcements.
4. Final wording of job announcements will be determined by the Superintendent/President, area Vice President, and the Director of Human Resources.
5. Job announcements will include the following:
 - a. General Information
 1. A brief description of the college.
 2. An equal opportunity policy statement.
 3. An indication that new employees will be required to show proof of legal right to work.
 4. A short overview of compensation and benefits.
 5. Instructions for completing the application.
 - b. Specific Information
 1. General position description
 2. Typical duties
 3. Qualifications: Gives specific experience, education, knowledge, skills, and abilities required for the position, as well as the minimum qualifications for the position. Requirements for the position shall be limited to those which are significantly related to job performance; i.e., bona fide occupational qualifications (BFOQ's). Desirable or preferred qualifications shall not be used to discourage qualified applicants.
 4. Conditions of employment: Covers salary range expected, starting date, and other specific conditions that make this position unique and that should be brought to the attention of the prospective candidates.
 5. Pre-employment physical exam (cost covered by the District).

Section III: Application Instruments

1. Application instruments for Administrative positions include the District Administrative Position Application Form, a separate resume, current letters of recommendation, responses to supplemental questions (included in the application), and unofficial copies of college transcripts.

2. Official transcripts will be required prior to the time of employment.
3. District forms are subject to ongoing revision by the Office of Human Resources.

Section IV: Recruitment

1. The Imperial Community College District will actively recruit from both within and outside the District in order to attract qualified applicants for all new or vacant positions. The use or implementation of “upward mobility programs,” “in house” or “promotional only” shall not be used except as dictated by “business necessity,” as defined in Section 53001(c) of Title 5. Under all circumstances the District’s recruitment activities will be governed by the provisions outlined in Section 53021 of Title 5.
2. Recruitment procedures shall be followed for all position openings as follows:
 - a. A mailing list which includes members of historically under represented groups as recruitment sources will be maintained and updated annually.
 - b. Currently employed members of the historically under represented groups will be encouraged to refer applicants for positions.
 - c. Contact will be maintained with minority, women’s, and disabled persons’ organizations. These groups can be included on the mailing list, but personal contact is of greater assistance.
 - d. Advertising efforts will be focused to reach under-represented groups.
 - e. Recruitment efforts must be focused, at a minimum, statewide and include the use of the California Community College Faculty and Staff Diversity Registry.
 - f. The Superintendent/President or area Vice President may request that the District advertise in special publications such as professional journals, career specific publications, and the Internet.
 - g. Effectiveness of recruiting sources will be monitored and adjustments made as necessary by the Human Resources Office.

3. Applicant Pool

Applications and applicant pools will be managed in compliance with Title 5, Section 53023, which is required to ensure that a diverse population is included and that no one is intentionally or unintentionally excluded who is otherwise qualified.

Section V: First Level Committee Selection and Orientation

1. The Superintendent/President or area Vice President or their designee serves as committee chair and selects the members to serve on the screening committee. Every effort will be made to provide interested staff members an opportunity to serve on the screening committee.
2. To ensure diversity and equal opportunity, every effort will be made to balance each committee with respect to gender and ethnicity, with emphasis in the area represented.
 - a. A career or professional area expert relevant to the advertised position.
 - b. Individuals representative of the cultural and ethnic diversity of the District.
 - c. Gender representation.

3. Every effort will be made to include an equal percentage of administrators, faculty, and staff. The committee chair will work with the following constituent organizations to create the screening committee: the Academic Senate, Administrative Council, and CSEA will appoint their respective members. In addition, students appointed by ASG, Board members appointed by the Board of Trustees, and community member appointed by the committee chair, may be included on the screening committee.
4. Selection committee members who become aware that an immediate family member (i.e., spouse, sibling, child, aunt, uncle, parent, grand-parent, first cousin) is a candidate for the position to be screened by said committee members shall withdraw from the selection committee. The Affirmative Action Officer will have the authority and responsibility to ensure that the make-up of the selection committee does not include any immediate family members of any applicant to be evaluated by that committee. Should removal of a committee member become necessary, the Affirmative Action Officer will notify the committee chairperson, who will then seek a replacement.
5. After a position closes, the Director of Human Resources will arrange a mandatory orientation meeting for all committee members. All members involved with the selection process are held accountable for compliance with affirmative action procedures. Each selection committee will be provided screening and selection procedures and material and information regarding the following:
 - a. State employment guidelines (See section VII of the Faculty and Staff Diversity Plan);
 - b. The job announcement and position description or representative duties;
 - c. The minimum and desired qualifications necessary to qualify as a candidate for the position;
 - d. An objective screening form based on screening questions, minimum qualifications, desirable qualifications, letters of recommendation and other pertinent job-related information;
 - e. A standard set of job-related interview questions based on the job-related criteria;
 - f. An objective interview rating form based on the job-related criteria;
 - g. The procedures for tallying points on a composite form that will indicate total points earned by each person screened and interviewed;
 - h. The information necessary to document the reasons that a candidate(s) is not on the recommended for hire list;
 - i. The procedures for first level screening/selection and recommendations to the Second Level Interview;
 - j. When possible at least three to five candidates should be recommended to the Second Level Interviewing Process;
 - k. Selection committee record-keeping procedures will include documentation of reasons for non-selection, completion of the screening forms, and the submission of the names of those candidates selected for interviews;
 - l. Confidentiality statement signed by each committee member acknowledging that breaching confidentiality may create District liability may jeopardize the entire selection process and will prevent the member from future committee participation;
 - m. In case there is deviation, or the potential of deviation, from policy and procedure, the committee chair will work with Superintendent/President and/or the area Vice President to address the issue. As deviation from policy and procedure can result in legal liability for the District, the Affirmative Action Officer, in consultation with the Superintendent/President has the authority to suspend the selection process if it is determined such action is necessary.

Section VI: Minimum Qualifications

1. The committee chair or designee will work with the Director of Human Resources to pre-screen applicants to verify that they meet the minimum qualifications.
2. A disposition form will be prepared for each candidate. Questions regarding interpretation of minimum qualifications will be referred to the CEO or appropriate area Vice President.

Section VII: First Level Screening

1. No candidate will be advanced to screening unless he or she meets the minimum qualifications.
2. Each committee member is given a screening form for each candidate preprinted with the candidate's name and the criteria, derived from the job announcement that will be the basis for screening.
3. The committee chair, with the assistance of the Director of Human Resources or designee, tabulates the rankings and the committee as a whole determines which candidates will be interviewed.

Section VIII: First Level Interviewing

1. Each committee member is given an interview form for each candidate preprinted with the candidate's name and interviewing criteria.
2. Interview questions will be developed by the Superintendent/President or the area Vice President and approved for non-bias and job relatedness by the Director of Human Resources/Affirmative Action Officer. The Superintendent/President or area Vice President will request input from the screening/selection committee to further clarify and develop the interview questions.
3. Candidates are given a written copy of the questions up to one hour before the beginning of the interview.
4. Follow-up questions are permitted strictly in response to candidates' answers to established questions.
5. The Screening Committee should typically forward a slate of three (3) to five (5) unranked finalists to the Director of Human Resources for referral to the Second Level Interview. When the slate is more than five or less than three, the screening committee must provide written justification to the second interview level committee.

Section IX: Second Level Selection Committee

1. The Superintendent/President or designee will serve as Committee Chair for all interviews at the second level. The Director of Human Resources/Affirmative Action Officer will manage the committee operation and serve as Moderator.
2. The committee membership will be as follows:
 - a. Superintendent/President (Chair)
 - b. Cabinet Members
 - c. Trustees (optional, up to three members)
 - d. Director of Human Resources/Affirmative Action Officer (committee manager and moderator; non-voting)

Section X: Second Level Interviewing

1. Interview questions will be developed by the Superintendent/ President or area Vice President and approved for non-bias and job relatedness by the Director of Human Resources/Affirmative Action Officer.

2. Follow-up and clarifications questions will be encouraged from Committee Members throughout the interview process, in response to the initial question. The Director of Human Resources will monitor all such questions for relatedness and non-bias.
3. The committee will, after interviews, but prior to final selection, consult with the Level I committee chairperson in order to obtain an additional perspective on the candidates interviewed.
4. After the consultation in 3 above, the committee will select a finalist or a ranked list of finalists by a consensus vote. The individual(s) selected will be referred to Section XI below.

Section XI: Final Selection

1. The Superintendent/President or designee will conduct reference checks and notify the successful candidate that he/she has been selected.
 - a. If the candidate accepts the job offer and subsequently passes the physical exam, the Director of Human Resources will notify the Superintendent/President and place the name of the successful candidate on the agenda of the Board of Trustees for approval to hire.
 - b. If the candidate declines the job offer or fails to pass the physical exam or should the job offer be withdrawn, the Director of Human Resources will confer with the Superintendent/President to select the next ranked candidate from the second level committee's original recommendation. If there are no additional ranked candidates, the Director of Human Resources will consult with the Superintendent/President to determine whether to reconvene the First Level Selection Committee or re-advertise the position.

Section XII: Documentation

1. The First Level Selection Committee chairperson is responsible for the completion of all forms and paperwork related to the screening and interview process. The Director of Human Resources will ensure all forms and documentation related to the second level are complete.
2. The Director of Human Resources will notify all unsuccessful candidates of their non-selection in writing.
3. The Director of Human Resources will maintain information on the selection process.
4. The Director of Human Resources is the District's designee to respond to all complaints regarding the selection process.

Section XIII: Policy Oversight

1. The Office of Human Resources will maintain appropriate documentation regarding the employment of Administrators at Imperial Valley College.
2. The Superintendent/President or designee will exercise final oversight of all procedures pertaining to employment of Administrators at Imperial Valley College.

M/S/C Cardenas/Keithly

Resolution No. 12044: **NEW POSITIONS**

BE IT RESOLVED that the Board approves the following new full-time positions, funded by Partnership for Excellence, recommended by the area Vice President, the Curriculum and Instruction Committee dated September 7 and 21, 2000, and approved by the Planning and Budget Committee on September 7, 2000 (by consensus) and October 11, 2000 (by official action):

<u>DEPARTMENT</u>	<u>NEW POSITIONS</u>
Student Services	One Transfer Center Counselor (full-time tenured position)
Business Services	One Senior Computer Programmer (classified position)
Academic Services	One Reference Librarian One Agriculture Environmental Technology Instructor One Science Instructor One History Instructor One Psychology Instructor One ESL Instructor (full-time tenured positions)

M/S/C Duff/Keithly

Resolution No. 12045: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time, tenure track, academic personnel be employed for the 2000-2001 academic year, effective October 2, 2000:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Garcia, Raquel	Appropriate Classification And Step Contingent Upon Verification of Records	DSP&S Instructional Specialist

M/S/C Duff/Keithly

Resolution No. 12046: **LEAVE OF ABSENCE**

BE IT RESOLVED that the Board approves a leave of absence for Angelica T. Ruiz, Instructor of Business, for the balance of the Fall 2000 Semester, after expiration of Maternity Leave on November 6, 2000, without pay, but with health and welfare benefits, in accordance with Article VI (Family and Medical Leave) of the Agreement between the Imperial Community College District and the Imperial Valley College Chapter of the CCA/CTA/NEA.

M/S/C Duff/Keithly

Resolution No. 12047: **COACHING ASSIGNMENTS**

BE IT RESOLVED that the following academic personnel be appointed to the respective coaching positions for the 2000-2001 Academic Year as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>EXTRA RESPONSIBILITY</u>
Aldana, Jose	Head Coach	Soccer (Women's)
Ramos, Angelica	Assistant Coach	Soccer (Women's)
Garcia, Jose	Assistant Coach	Basketball (Women's)

M/S/C Duff/Keithly

Resolution No. 12048: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed temporarily, on a part-time hourly basis, during the 2000-2001 academic year, in accordance with the hourly rate provided for in Resolution No. 11354-4. 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 SOURCE</u>
Cornejo, Ralph	Counselor	Federal
Gamboa, Norma	Counselor	Federal
Luna, Cardiel	Counselor	Federal
Mejia, Delfina	Instructional Specialist	State
Munguia, Antonio	Counselor	Federal

M/S/C Duff/Keithly

Resolution No. 12049: **PER-SESSION EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2000-2001 academic year, 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>
Finnell, Gaylla	Administration of Justice
Green, John	EMT
Grivanos, Maria	Spanish
Haworth, Dennis	Ag/Environmental Science
Holt, Steve	EMT
Huerta, Elias*	Spanish
Todd, Carole*	Nursing

*Substitutes

M/S/C Duff/Keithly

Resolution No. 12050: **STAFF DEVELOPMENT CHAIR/COORDINATOR STIPEND**

BE IT RESOLVED that the Board approves the recommendation of the President's Cabinet to establish an administrative stipend of \$1,500.00 per semester for the Staff Development Chair/Coordinator, effective the beginning of the fall 2000 semester.

M/S/C Duff/Keithly

Resolution No. 12051: **CLASSIFIED RESIGNATION**

BE IT RESOLVED that the resignation of the following individuals be accepted as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Espinoza, Guadalupe	Grounds Maintenance Supervisor	District	32-E	9/26/2000
Flores, Alma	Lead Preschool Teacher	State	29-G	10/6/2000

M/S/C Long/Medina

Resolution No. 12052: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Cardoza, Saria	Staff Secretary I (Student Life)	District	23-A	10/2/2000
Marin, Rosalio	Math Lab Instructional Specialist	State	37-A	10/2/2000
Poor III, David	Student Services Assistant (Counseling)	District	23-A	10/9/2000

M/S/C Duff/Keithly

Resolution No. 12053: **SUBSTITUTE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Monreal, Norma	Associate Preschool Teacher	State	23-A	9/25/00 to 6/30/01

M/S/C Duff/Keithly

Resolution No. 12054: **VOLUNTEER EMPLOYMENT**

BE IT RESOLVED that Erika Gascon is a volunteer assisting as an Office Assistant at the Brawley Extended Campus, effective October 12, 2000 to April 1, 2001, and approval is given for Workman's Compensation Insurance coverage.

BE IT FURTHER RESOLVED that thanks is hereby extended to Erika Gascon for her contribution to Imperial Valley College.

M/S/C Duff/Keithly to **ADJOURN** the meeting. The next regular meeting of the Board of Trustees is scheduled for Wednesday, November 8, 2000, at 6:00 P.M.

Adopted this _____ day of _____, 2000.

ICCD Board President

Board Secretary