

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

TUESDAY, NOVEMBER 15, 2005 - 6:00 P.M.

**Location: Administration Building - Board Room
380 East Ira Aten Road
Imperial, CA 92251**

I. CALL TO ORDER

1. Roll Call by Secretary:

Carlos R. Acuña	Romualdo Medina
Rudy Cardenas, Jr.	Rebecca L. Ramirez
Kelly Keithly	Louis Wong
Marian Long	Student Representative
	Academic Senate Representative

2. Pledge of Allegiance

II. PUBLIC COMMENT

At this time persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. If you wish to be heard, please stand and identify yourself to the Board President.

III. WRITTEN COMMUNICATIONS

IV. INFORMATION REPORTS

1. Employee of the Month Recognition: Kathleen Lang - Dr. Kendra Jeffcoat
2. Introduction of New Faculty: Gloria Carmona and Diane Woods-Rodea - Dr. Kendra Jeffcoat
3. Introduction of New Classified Staff: Paula Saldana and Marcia Reyes - Dr. Marion Boenheim
4. Associated Student Government Senate Update - Monica Bulong
5. Academic Senate Update - Dr. James Patterson
6. Monthly Financial Report - Dr. Joe Vogel
7. SDICCCA Alliance Meeting - Marian Long
8. President's Update - Dr. Paul Pai
9. Annual Board Self Evaluation - Dr. Paul Pai

V. DISCUSSION

VI.1 Resolution No. 13408: **KELLY KEITHLY**

WHEREAS Kelly Keithly has provided dedicated leadership to the Imperial Community College District and Imperial Valley College since December 15, 1993; and

WHEREAS Kelly Keithly has been a tireless advocate for continued options and opportunities for students, no matter their ages, economic situations, or cultural background, to achieve the education, which will lead to successes in their lives; and

WHEREAS Kelly Keithly's efforts on behalf of Imperial Valley College have contributed greatly to progress and growth during the last twelve years;

NOW, THEREFORE, BE IT RESOLVED that the Imperial Community College District Board of Trustees and the Campus Community extends its sincere appreciation and gratitude to Kelly Keithly for his twelve years of service as a Trustee.

VI.2 Resolution No. 13409: **NOTICE OF BOARD MEMBER APPOINTMENTS IN LIEU OF ELECTION**

WHEREAS, Education Code 5326 provides that when only one person is nominated for a certain district governing board position to be filled at the election, that an election shall not be held; and

WHEREAS, Education Code Section 5326 provides that the Imperial Community College District Board of Trustees appoints such candidates; and

WHEREAS, the aforesaid statutes provide that if no election is to be held, the Governing Board shall appoint to the positions of Governing Board members the persons so nominated;

BE IT THEREFORE RESOLVED that the following be appointed as members of the Board of Trustees of the Imperial Community College District to hold office for the completion of the term expiring November 2007.

Division Area 2
Division Area 7

Carlos Acuña
Rebecca Ramirez

VII. CONSENT AGENDA - BUSINESS

1. Approval of Minutes dated October 18 and 27, 2005
2. Resolution No. 13412: Purchase Orders
3. Resolution No. 13413: Payroll Warrant Orders
4. Resolution No. 13414: Commercial Warrant Orders
5. Resolution No. 13415: Budget Changes
6. Resolution No. 13416: Quarterly Investment Report
7. Resolution No. 13417: Quarterly Financial Report
8. Resolution No. 13418: Designation of District Negotiators
9. Resolution No. 13419: Contract for Mandated Cost Claim Services

VIII. CONSENT AGENDA - EDUCATIONAL SERVICES

1. Resolution No. 13420: Title V Collaborative Grant
2. Resolution No. 13421: Curriculum Changes
3. Resolution No. 13422: Child Development Program

IX. CLOSED SESSION

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE: one case

X. OPEN SESSION

Announcement of final action taken

XI. CONSENT AGENDA - HUMAN RESOURCES

1. Resolution No. 13423: Release of Probationary Classified Employee
2. Resolution No. 13424: Order of Employment for All Contract Faculty
3. Resolution No. 13425: Women's Softball Assistant Coach

XII. ADJOURNMENT - the next regular meeting of the Imperial Community College District Board of Trustees is scheduled for Wednesday, December 14, 2005 (2nd Wednesday of the month), at 6:00 P.M.

VII. CONSENT AGENDA - BUSINESS

VII.1 Approval of Minutes dated October 18 and 27, 2005

VII.2 Resolution No. 13412: **PURCHASE ORDERS**

BE IT RESOLVED that the Board approves the issuance of current year Purchase Orders Nos. P6000419 to P6002080 for the month of October 2005 in the amount of \$511,635.00 and Direct Payments Nos. I0012066 to I0012313 in the amount of \$63,277.16, according to the Purchase Order Listing submitted by the Purchasing Department.

VII.3 Resolution No. 13413: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following Payroll Warrants:

Payroll Warrant	#	General Fund	BOND FUND	Certificates of Participation	Child Development	Lease Rev. Bond	Warrant Total
10/10/2005	7	209,988.57		2,297.48	1,058.33		213,344.38
10/31/2005	8	2,294,666.32	8,590.64		40,901.22		2,344,158.18
		2,504,654.89	8,590.64	2,297.48	41,959.55	0.00	2,557,502.56

VII.4 Resolution No. 13414: **COMMERCIAL WARRANT ORDERS**

BE IT RESOLVED that the Board approves the following Commercial Warrant Orders:

Commercial Warrant	#	General Fund	BOND FUND	Certificates of Participation	Child Development	Lease Rev. Bond	Warrant Total
10/6/05	13	80,567.12	29,136.37	23,893.57	185.00	14,286.21	148,068.27
10/13/05	14	409,401.34	50,020.91	74,856.73			534,278.98
10/20/05	15	171,686.20	532.28	4,545.53			176,764.01
10/27/2005	16	206,333.59	67.72	259.59	75.00	12,352.32	219,088.22
		867,988.25	79,757.28	103,555.42	260.00	26,638.53	1,078,199.48

VII.5 Resolution No. 13415: **BUDGET CHANGES**

WHEREAS, the California Code of Regulations, Title V, Sections 58307 and 58308, and the Community College Budget and Accounting Manual require the Board of Trustees to adopt the annual District budget by resolution, and to approve any changes to that budget by resolution.

BE IT NOW RESOLVED that the Board approves the following budget changes: J4052644, J4052659, J4052660, J4052662, J4052675, J4052678, J4052679, J4052696, J4052697, J4052698, J4052706, J405721, J405722, J405731 and J405732

VII.6 Resolution No. 13416: **QUARTERLY INVESTMENT REPORT**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board accepts the quarterly report dated September 30, 2005, for funds invested with the Imperial County Treasurer.

VII.7 Resolution No. 13417: **QUARTERLY FINANCIAL REPORT**

BE IT RESOLVED that the Board of Trustees accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending September 30, 2005, and directs that copies be forwarded to the California Community Colleges Chancellor's Office and to the Office of the Imperial County Superintendent of Schools, as required by law.

VII.8 Resolution No. 13418: **DESIGNATION OF DISTRICT NEGOTIATORS**

BE IT RESOLVED that the Board approves the District Negotiating Team appointments of Dr. Joe Vogel, Interim Dean for Business Services, Dr. Marion Boenheim, Associate Dean for Human Resources, and Frank Oswalt, District Legal Counsel.

FISCAL IMPACT STATEMENT: Fees reimbursable under State Mandated Cost Program

VII.9 Resolution No. 13419: **CONTRACT FOR MANDATED COST CLAIM SERVICES**

WHEREAS the District has the authority to seek reimbursement for certain costs from the State of California pursuant to California Government Code Section 17550 et seq.; and

WHEREAS the District has the authority to contract for the preparation of said claims through a designated individual or entity.

THEREFORE, BE IT RESOLVED that the District enter into a contract with Nichols Consulting to prepare all mandated cost claims for reimbursement whose State-imposed timely and late deadlines for reimbursement fall between the time of execution of the contract and June 30, 2006.

FISCAL IMPACT STATEMENT: Fees reimbursable under State Mandated Cost Program
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VIII. **CONSENT AGENDA - EDUCATIONAL SERVICES**

VIII.1 Resolution No. 13420: **TITLE V COLLABORATIVE GRANT**

WHEREAS the District received official notification on October 1, 2005, from the United States Department of Education, that the Title V Cooperative Grant Project "Expanding Career Opportunities for Rural Hispanics: New 2+2 (Associates to Bachelors) Degree Programs in Imperial County, California" was funded in the amount of \$3,478,532 over a five-year period; and

WHEREAS Imperial Valley College (IVC) is the lead institution and its partner in this collaboration is San Diego State University-Imperial Valley Campus (SDSU-IV); and

WHEREAS the Title V Cooperative Project will assist Imperial Valley College in:

- Meeting the workforce needs of the private and public sector, and create economic opportunities for local residents, through providing a 2+2 bachelors degree program in computer science;
- Addressing critical county health problems, through providing a 2+2 bachelors degree program in nursing and training pediatric healthcare professionals;

- Improving the cooperation between IVC and SDSU-IV, through creating seamless, institutionalized 2+2 degree programs that enhance educational choices for Hispanic and low-income students, and increase the number of IVC students who transfer to four-year universities;
- Saving money by sharing laboratories and smart classrooms;
- Partnering with local hospitals to help defray the cost of training ADN to BSN nurses;
- Generating new FTES and private financial support through better serving the community's needs for professional training, healthcare, and economic development.

BE IT NOW RESOLVED that the Board approves the hiring of the following Title V Cooperative Project Personnel:

CATEGORICAL CLASSIFIED POSITION:
Staff Secretary III (25% time)

DISTRICT FUNDED CLASSIFIED POSITION AFTER 5TH YEAR:
Grant Specialist (Cooperative Title V Program Specialist
66% time and IVC Grant Specialist 33% time)

TENURE-TRACK/DISTRICT FUNDED POSITIONS AFTER 5TH YEAR:
Computer Science Instructor
Nursing Instructor

BE IT FURTHER RESOLVED that the District will fund 34% of the position of Grant Specialist Year One to Year Five, and that the District will institutionalize the Nursing Instructor position at the start of Year Three, and the Computer Science Instructor position at the start of Year Four.

<p>FISCAL IMPACT STATEMENT WITH 5% ANNUAL INCREASE PROJECTED: Year One \$26,600; Year Two \$27,930; Year Three \$115,777; Year Four \$208,015; Year Five \$218,416</p>
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VII.2 Resolution No. 13421: **CURRICULUM CHANGES**

BE IT RESOLVED that the Board approves the following recommendation of Curriculum & Instruction Committee (7/7/05, 9/1/05, and 9/15/05) and the Academic Senate (10/19/05):

Major/Certificate Revisions

Administration of Justice Certificate
Noncredit Professional Development Academy

New Courses

BUS 810 - Customer Services Series
BUS 830 - Frontline Series
BUS 850 - Supervision Series
SPEC 298* - Child Abuse
SPEC 298* - Current Issues in Early Childhood Education
SPEC 298* - Creative Cooking for Children
SPEC 298* - Children with Challenging Behaviors
(* courses will be renumbered before entering into Banner)

Course Deletions

BUS 804 - Customer Service
BUS 805 - Communicating with People
BUS 806 - Team Building
BUS 807 - Basic Time and Space Management
BUS 808 - Stress Management
BUS 809 - Conflict Management
BUS 810 - Attitude in the Workplace
BUS 811 - Managing Organizational Change
BUS 812 - Decision Making and Problem Solving
BUS 813 - Foundation Essentials: Values and Ethics
BUS 814 - Introduction to Supervision
BUS 815 - Leadership Skills for Supervisors
BUS 816 - Hiring and Managing Staff

VII.3 Resolution No. 13422: **CHILD DEVELOPMENT PROGRAM**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into Local Amendment 01 Agreement Number CCTR-5077 Project #13-6315-00-5 for fiscal year 2005-2006 in the amount of \$20,792.00 with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Kendra Jeffcoat, Vice President for Academic Services, are authorized to sign the transaction for the Governing Board.

VIII. CLOSED SESSION

- 1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
- 2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE: one case

IX. OPEN SESSION

Announcement of final action taken

X. CONSENT AGENDA - HUMAN RESOURCES

X.1 Resolution No. 13423: **RELEASE OF PROBATIONARY CLASSIFIED EMPLOYEE**

BE IT RESOLVED that the Board approves the release of a probationary classified employee in the position of Instructional Support Assistant effective October 31, 2005.

X.2 Resolution No. 13424: **ORDER OF EMPLOYMENT FOR ALL CONTRACT AND REGULAR FACULTY**

WHEREAS Education Code 87415 stipulates that *"The governing board of every community college district shall establish the order of employment of all contract or regular employees of the district in the manner prescribed by Sections 87400 to 87424, inclusive, and shall keep a roster of same as a public record"*.

NOW BE IT RESOLVED that the Board approves the following seniority list of contract and regular faculty:

Seniority	Last Name	First Name	Hire Date	Division
1	Ortega	Alicia	09/05/67	Humanities
2	Orensztain	Armand	09/05/67	Science/Math/Engineering
3	McCormick	Michael	09/05/72	English

4	Archuleta	Joe	09/06/73	Science/Math/Engineering
5	Aragon	Raul	09/06/73	Student Services
6	Hann	Carol	08/15/75	English
7	Guzman	Cesar	09/02/75	Student Services
8	Beope	Frances	09/02/75	Student Services
9	Meek	Alfred	09/05/76	Nursing Education/Health Tech/EMS
10	Artechi	Olga	09/07/76	Student Services
11	Lopez	Jose	12/01/79	Industrial Technology
12	Lopez	Sergio	08/26/80	Administration
13	Deyo	Jeff	08/26/80	Exercise Science/Wellness/Sport
14	Stroud	V. Jean	08/26/80	Nursing Education/Health Tech/EMS
15	Rodgers	Gary	09/01/81	Behavioral Science & Social Science
16	Jaime	Victor	09/28/81	Administration
17	Fischer	Fred	09/07/82	English
18	Borchard	Mary Kay	08/30/83	Behavioral Science & Social Science
19	Carlson	Marylynn	01/30/84	Nursing Education/Health Tech/EMS
20	Pollock-Blevins	Diedre	09/03/85	Nursing Education/Health Tech/EMS
21	Luoma	Craig	09/03/85	Nursing Education/Health Tech/EMS
22	Nava	Norma	09/03/85	Student Services
23	Magno	Jan	09/05/85	Administration
24	McNeece	Brian	09/02/86	English
25	Rapp	Frank	09/02/86	English
26	Kalin	Janeen	02/01/88	Student Services
27	Rodgers	Valerie	02/01/88	Business
28	Nunez	Norma	03/14/88	Student Services
29	Kelly	Nannette	09/06/88	Humanities
30	Jacklich	Joel	09/05/89	Humanities
31	Ponce	Josefina	09/05/89	English
32	Drury	Dave	09/05/89	Exercise Science/Wellness/Sport
33	Marquez	Ralph	10/09/89	Student Services
34	Stuart	Barbara	01/31/90	English
35	Esqueda	Jesus	02/14/90	Student Services
36	Marcuson	Bruce	08/27/90	Behavioral Science & Social Science
37	Biley	Patti	08/27/90	English

38	Orfanos-Woo	Stella	08/27/90	Student Services
39	Zielinski	David	01/14/91	English
40	Fitzsimmons	Richard	08/23/91	Nursing Education/Health Tech/EMS
41	Cañez-Savala	Said	09/03/91	Student Services
42	Hansink	Todd	08/21/92	Business
43	Jacobson	Eric	08/21/92	Behavioral Science & Social Science
44	Horton	Sidne	08/17/93	Exercise Science/Wellness/Sport
45	Giauque	Gerald	08/15/94	Humanities
46	Bemis	Roberta	08/15/94	English
47	Carnes	Dennis	08/14/95	Science/Math/Engineering
48	Lofgren	Mary	09/01/95	Student Services
49	Mecate	James	08/12/96	Exercise Science/Wellness/Sport
50	Lee	Carol	09/23/96	Student Services
51	Patterson	James	08/18/97	Humanities
52	Zhao	Lianna	08/18/97	Science/Math/Engineering
53	Scheuerell	Edward	08/18/97	English
54	Nilson	Barbara	08/18/97	Science/Math/Engineering
55	Staton	Robin	08/25/97	Behavioral Science & Social Science
56	Berry	Kathy	01/15/98	Administration
57	Paine	Thomas	08/17/98	Business
58	Cypher	Jackilyn	08/17/98	Nursing Education/Health Tech/EMS
59	Thibodeaux	MariaElena	08/17/98	Nursing Education/Health Tech/EMS
60	Andres	Benny	08/17/98	Behavioral Science & Social Science
61	Campos	Gilbert	07/01/99	Student Services
62	Mercado	Lourdes	07/01/99	Student Services
63	Tucker	Jill	08/16/99	Exercise Science/Wellness/Sport
64	Ruiz	Angelica	08/16/99	Business
65	Ghanim	Walid	08/16/99	Business
66	Miller	Fonda	08/16/99	Child, Family & Consumer Science
67	Blek	Craig	08/16/99	Business
68	Shokoufi	Mardjan	08/16/99	Science/Math/Engineering
69	Santistevan	Judy	08/16/99	Business
70	Zobell	Sherry	08/16/99	Science/Math/Engineering
71	Garcia	Raquel	10/01/99	Disabled Student Programs & Services

72	Avila	Beatriz	01/10/00	Student Services
73	Beckley	Jeffrey	01/12/00	Business
74	Gage-Mosher	Ronald	01/12/00	Behavioral Science & Social Science
75	Harris	Diane	01/12/00	English
76	Gilbertson	Thomas	01/12/00	Humanities
77	Plascencia	Jose	07/10/00	Student Services
78	Dorantes	Kathleen	08/14/00	English
79	Martini	Donald	08/14/00	English
80	Barba	Cecilia	08/14/00	Behavioral Science & Social Science
81	Decker	Van	08/14/00	Humanities
82	Craven	Julie	08/14/00	English
83	Lee	James	08/14/00	English
84	Byrd	Krista	01/10/01	Behavioral Science & Social Science
85	Zazueta	Cathy	03/01/01	Learning Services
86	David	Samuel	08/17/01	Science/Math/Engineering
87	Simpson	Scott	08/17/01	English
88	Davis	Donna	08/17/01	Nursing Education/Health Tech/EMS
89	Trax	Daniel	08/17/01	English
90	Voldman	Aleksandr	08/17/01	Science/Math/Engineering
91	Pradis	Ricardo	08/23/01	Industrial Technology
92	Lovitt	Paige	09/04/01	Disabled Student Programs & Services
93	Mazeroll	Lorraine	01/07/02	Student Services
94	Rowley	Deirdre	01/09/02	English
95	Davis	Lincoln	01/09/02	English
96	Gretz	Suzanne	01/09/02	Behavioral Science & Social Science
97	Riehle	Betsy	08/16/02	Science/Math/Engineering
98	Higgins	Sue	08/16/02	Nursing Education/Health Tech/EMS
99	Fisher	James	08/16/02	Science/Math/Engineering
100	Lehtonen	Eric	08/16/02	Science/Math/Engineering
101	Blair	Pauline	01/13/03	Learning Services
102	Sheppard	David	01/15/03	Child, Family & Consumer Science
103	Marty	Kevin	08/14/04	Science/Math/Engineering
104	Coronel	Maria	08/14/04	Humanities
105	Wainwright	Mary-Jo	08/14/04	Behavioral Science & Social Science

106	Baeza	Fred	08/14/04	Industrial Technology
107	Seivertson	Bruce	08/14/04	Behavioral Science & Social Science
108	Finnell	Gaylla	08/14/04	Behavioral Science & Social Science
109	Lavery	Russell	08/14/04	Science/Math/Engineering
110	Chien	Andrew	08/14/04	Science/Math/Engineering
111	Guinn	Melani	08/14/04	Humanities
112	Page	Bruce	08/14/04	Humanities
113	Ruiz	Jose	08/14/04	Humanities
114	Larson	Gregory	08/14/04	Science/Math/Engineering
115	Williams	Jack	08/14/04	Nursing Education/Health Tech/EMS
116	Itza	Erin	08/14/04	Science/Math/Engineering
117	Florman	Kelli	08/14/04	Behavioral Science & Social Science
118	Pfister	Toni	08/14/04	Exercise Science/Wellness/Sport
119	Knaak	Manfred	08/14/04	Behavioral Science & Social Science
120	Pacheco	Stephen	08/14/04	Humanities
121	Peterson	Cindi	08/14/04	English
122	Miranda	Frank	08/14/04	Industrial Technology
123	Zazueta	Victor	10/04/04	Learning Services
124	Woods-Rodea	Diane	01/12/05	English
125	Hegarty	Carol	01/12/05	Humanities
126	Mason	Charles	01/12/05	Disabled Student Programs & Services
127	Unangst	Helen	01/12/05	Child, Family & Consumer Science
128	Heumann	Michael	01/12/05	English
129	Leon	Allyn	01/12/05	Science/Math/Engineering
130	McClain	John	01/12/05	English
131	Bonilla	George	08/15/05	Title V
132	Eaves	Ken	08/19/05	Industrial Technology
133	Stevens	Michelle	08/19/05	Science/Math/Engineering
134	Walters	Michelle	08/19/05	English
135	Sanchez-Dominguez	Romano	08/19/05	Humanities
136	White	Kevin	08/19/05	Behavioral Science & Social Science
137	Kareva	Kseniya	08/19/05	English
138	Gilison	Daniel	08/19/05	Science/Math/Engineering
139	Cormier	Judy	08/19/05	English

140	Lay	Nancy	08/19/05	English
141	Morrell	Thomas	08/19/05	Science/Math/Engineering
142	Riesberg	Curt	08/19/05	English
143	Mosier	Laura	08/19/05	Humanities
144	Lotter	Donald	08/19/05	Science/Math/Engineering
145	Alibrandi	Thomas	08/19/05	English
146	Rivera	Jaime	08/19/05	Science/Math/Engineering
147	Roberts	Christopher	08/19/05	Behavioral Science & Social Science

Categorically Funded Non-Tenure Track Seniority List for 2005-2006 Academic Year (Based on Board Resolution No. 12859 dated December 15, 2003)

Seniority	Last Name	First Name	Hire Date	Division
1	Lopez	Rosalie	08/26/80	Upward Bound
2	Romero	Yolanda	10/03/88	CalWorks
3	Diaz	Dolores	09/05/89	Student Support Services
4	Sandoval	Lilia	02/16/99	CalWorks
5	Alvarado	Beatriz	07/01/00	Student Support Services
6	Felix	Mireya	01/18/00	CalWorks
7	Arguelles	Trinidad	01/07/02	CalWorks
8	Garcia	Martha	01/07/02	CalWorks
9	Esquer	Maria	03/05/01	CalWorks
10	Fletes	Myriam	03/20/02	Talent Search
11	Armenta	Celeste	08/16/02	Nursing
12	Fristrup	Carey	01/12/04	Outreach Coordinator
13	Carmona	Gloria	05/09/05	Learning Support Specialist

X.3 Resolution No. 13425: **WOMEN'S SOFTBALL ASSISTANT COACH**

BE IT RESOLVED that the Board approves the appointment of Amber Cardenas as the Women's Softball Assistant Coach for the 2005-2006 academic year.

XI. **ADJOURNMENT** - The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 14, 2005 (2nd Wednesday of the month), at 6:00 P.M.