

CLOSED SESSION

M/S/C Acuña/Wong to go into CLOSED SESSION at 7:52 p.m.

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators: John Lau and Travis Gregory
Employee Organization: CSEA Chapter 472
RE: Negotiations
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators: John Lau and Travis Gregory
Employee Organization: IVC Chapter of CCA/CTA/NEA
RE: Negotiations
3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

OPEN SESSION

M/S/C Acuña/Wong to go into OPEN SESSION at 8:29 p.m.

1. Information was received, no action taken.
2. Information was received, no action taken.
3. Information was received.

CONSENT AGENDA – HUMAN RESOURCES

M/S/C Acuña/Cardenas

Resolution No. 14634: Academic Services Reorganization

WHEREAS, the college recognizes that the campus is no longer a small institution, but has reached the level of a Medium College and the previous structure does not meet the current and future growth needs of the institution; and

WHEREAS, it is the recommendation of the Superintendent/President and the Academic Senate (February 17, 2010), with opportunities for discussion regarding the Academic Reorganization, including roles/responsibilities for Instructional Dean positions having been extended to the College Council, and Curriculum and Instruction, and other shared governance committees that the position of Instructional Dean be established; and

WHEREAS, the Academic Services Reorganization will allow for a more efficient organization structure, provide a mechanism for timely evaluation of faculty and provide ongoing, systematic evaluation and integrated planning to assure currency and measured achievement of its stated student learning outcomes to improve those outcomes as outlined in Standards II.A.2.c., II.A.2.f.; and

WHEREAS, the Academic Service Reorganization shall consist of a six (6) Dean Instructional Structure, and Department depicted as follows:

1. Dean of Arts and Letters
2. Dean of Behavior, Social Science
3. Dean of Economic and Workforce Development

4. Dean of Health and Public Safety
5. Dean of Learning Services and Instructional Technology
6. Dean of Science, Math, and Engineering

THEREFORE BE IT REOLVED that the Academic Reorganization become effective July 1, 2010

BE IT FURTHER RESOLVED that the Instructional Dean positions become effective July 1, 2010.

FISCAL IMPACT: The total incremental cost of the Academic Services Reorganization is projected at a savings of \$31,000 providing that the three new dean positions are filled by internal candidates and that other related cost savings are realized. If the deans were hired from outside of IVC the cost could be \$200,000. The Superintendent/President has stated the reorganization is not to cost additional money. The new organization will be implemented when the District realizes no cost increase to the District budget for reorganization.

M/S/C Acuña/Cardenas

Resolution No. 14635: Instructional Dean Job Description

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Academic Services that Board approve the Job Description for the Position of Instructional Dean as follows:

**IMPERIAL VALLEY COLLEGE
JOB DESCRIPTION: INSTRUCTIONAL DEAN**

THE POSITION

Under the direction of the Vice President of Academic Services, the Instructional Dean plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic programs; provides leadership for faculty and staff to offer high quality educational services for students; supervises and evaluates the performance of assigned personnel; and works collegially with faculty and staff. The Instructional Dean supervises both full-time and part-time faculty, classified personnel, and student workers.

REPRESENTATIVE DUTIES

Program Development

- Provide leadership for program development.
- Work with faculty and staff to determine needs for curriculum or program additions, modifications, and deletions; set priorities for resource needs; produce program analysis and three-year plans and participate in strategic and long-range planning for the District.
- Prepare documents for program and course development; produce accurate schedules, catalog information and program publicity.
- Prepare reports and grant applications.
- Work with faculty and staff to develop ideas for program improvement and investigate resources for development through grants and special projects. Maintain current knowledge of new developments and innovations in community colleges and higher education in areas of division specialty; in consultation with faculty, recommend changes to maintain relevance of Division programs to meet student and community needs.
- Work cooperatively with Student Services personnel to develop appropriate and effective assessment and testing methods and practices relevant to division course/program offerings.

Program Review, Student Learning Outcomes (SLO), Accreditation and Planning

- Provide leadership for Program Review, both annual and comprehensive.
- Conduct Division level training on Program Review (annual and comprehensive), data analysis and assessment to division faculty and staff.
- Prepare Program Review and Accreditation Reports in collaboration with division faculty and staff.
- Maintain Program Review and Accreditation Evidence Files.
- Serve on Program Review, Planning and/or Accreditation committees as appropriate.
- Provide leadership for course, program and/or degree and institutional SLO;s

Schedule and Budget Management

- Consult collegially with faculty and staff regarding appropriate schedule of classes to meet the needs of students; assign faculty to teach classes, monitor schedules and workload for accuracy throughout the semester according to provisions of the collective bargaining agreement.
- Assure accurate and timely attendance reporting for all courses offered in the Division and assign substitutes.
- Exercise leadership in the development and management of the division budget; administer financial resources consistent with District policy and sound financial management principles.
- Evaluate, approve, and process division/area requests for supplies and equipment.

Supervision

- Communicate with faculty and staff by holding a minimum of two regular meetings per semester and in-service training to facilitate planning and decision-making for the division and to keep faculty and staff informed about issues and projects for the overall College program.
- Encourage excellence in teaching; orient new faculty and staff; work with faculty and staff to determine needs for staff and faculty development; plan appropriate Division staff and faculty development activities; contribute to record keeping for staff and faculty development accountability.
- In conjunction with division staff, analyze staffing needs and make recommendations to the Vice President; assist in development of job descriptions and recruitment for new positions.
- Organize and serve on screening committees and assure compliance with District personnel policies, procedures and practices for the employment of faculty, administrators, classified staff, student workers and short-term, temporary and substitute employees.
- Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and college policy and procedures.
- Supervise and evaluate faculty, classified staff, student workers, and auxiliary personnel according to proper management practices, the District policies, procedures, collective bargaining contracts and state and federal regulations. Implement content of collective bargaining agreements.

INSTRUCTION

Ability to teach at least one subject within the Division

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Higher education mission, organization, operations, policies and objectives in community colleges.
2. Multiple methods of instruction as appropriate to the specific assignment. Evaluation methods.

3. Curriculum development and instructional management as appropriate to the specific assignment.
4. Course articulation.
5. Steps in student matriculation.
6. Budget preparation and control.
7. Principles and practices of program administration, supervision and staff development.
8. Effective interpersonal communication.
9. Policies, regulations, and objectives of assigned programs and activities. Programs, functions, purposes and goals of the division/area.
10. Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled as defined by the Imperial Community College District Governing Board.
11. Effective practices and methods for program planning, developing, implementations, and evaluation.
12. Participatory Governance Policy and Procedures.
13. Provisions of Collective Bargaining Agreements.

Ability to:

1. Work within complex, integrated Resources Planning systems.
2. Plan, organize, develop and evaluate the programs, activities and curriculum of academic division.
3. Coordinate the curriculum design, development, and modifications in order to meet student and community needs.
4. Coordinate Program Review (annual and comprehensive), and participate in Accreditation Process
5. Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
6. Develop and manage department budgets in context with the District at large.
7. Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
8. Present a positive image of the College in the community.
9. Read, interpret, apply and explain rules, regulations, policies and procedures.
10. Maintain current knowledge of program rules, regulations requirements and restrictions.
11. Analyze situations accurately and adopt an effective course of action. Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
12. Understand the needs of the Division in the context of the overall academic program and participate with the Academic Administrative Team to set goals and priorities for the College as a whole.
13. Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
14. Meet schedules and time lines, organize multiple projects effectively, and carry out required project details throughout the year.
15. Train, supervise and evaluate personnel according to successful modern management theory and practices.
16. Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
17. Develop and manage grants and special projects.
18. Work collaboratively with faculty to develop an effective Schedule of Classes to produce a high quality program.
19. Work within Board/District approved guidelines to establish positive media and community relations.

EDUCATION AND EXPERIENCE

- The minimum qualifications for this position include the following: Possession of a Master's Degree, from an accredited institution, in a discipline related to the assigned area.
- The equivalent of two years of full-time post secondary teaching experience in at least one discipline area taught in the Division.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, which may, but need not be, concurrent with the required full-time faculty assignment.

DISTINGUISHING CHARACTERISTICS

Educational Administrators in this classification provide first-line leadership and supervise personnel assigned to specific College academic divisions. Incumbents supervise both full-time and part-time faculty, classified personnel, student workers and auxiliary employees. Incumbents are responsible for planning, development and day-to-day operations of a division of the college-wide academic program.

M/S/C Acuña/Cardenas

Resolution No. 14636: Student Services Reorganization

WHEREAS the college recognizes that the campus is no longer a small institution, but has reached the level of a Medium College and the previous institutional structure does not and will not meet the current and future growth needs of the institution; and

WHEREAS, it is the recommendation of the Superintendent/President and Vice President for Student Services, after presentation and discussion at the Academic Senate (October 21, 2009), and with opportunities for discussion regarding the Reorganization, including roles/responsibilities for the Student Services Dean positions having been extended to the College Council (October 26, 2009 and November 23, 2009); and

WHEREAS, the Student Services Reorganization will allow for a more efficient organizational structure, provide a mechanism for the design, maintenance, and evaluation of counseling, and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function as stated in the accreditation standard II.B.3.c; and

WHEREAS, the Student Services Reorganization shall consist of three (3) deans: Dean of Enrollment Services, Dean of Student Development and Campus Events, and Dean of Counseling; and two (2) classified management Student Services Directors: Director of Admissions and Director of Financial Aid;

NOW, THEREFORE, BE IT RESOLVED that the Student Services Dean positions become effective July 1, 2010; and

BE IT FURTHER RESOLVED THAT the Board hereby acknowledges that the Director of Admissions has already been hired, and the Director of Financial Aid will become effective July 1, 2010.

FISCAL IMPACT: The total incremental cost of the Student Services Reorganization is \$47,710. This is to adjust to the nearest step on the Administrative Dean salary schedule (Approximately \$380.00 per year) and add a Director (approximately \$81,084 plus benefits). A savings is realized

from the elimination of the Associate Dean of Admissions and Records. The Superintendent/President will work with the Student Services Division to reduce the cost of the reorganization. This may result in a delay in hiring the Director of Financial Aid.

M/S/C Acuña/Cardenas

Resolution No. 14637: Director of Financial Aid Job Description

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Student Services that Board approve the Job Description for the Position of Director of Financial Aid as follows:

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FINANCIAL AID

BASIC FUNCTIONS:

Under administrative direction from the Dean of Enrollment Services, plan, develop, organize and direct the daily operations of the Financial Aid office, including state and federal financial aid, scholarship, Board of Governors Financial Aid Program, student employment, financial aid application lab; train, supervise and evaluate the performance of assigned staff; resolve complex or unusual problems and situations related to the financial aid function.

REPRESENTATIVE DUTIES:

- Plan, develop, organize, and direct the District's federal and state financial aid programs; interpret, implement and maintain current knowledge of federal and state guidelines concerning financial aid program.
- Develop and implement policies and procedures concerning the operations of the financial aid program; revise as necessary to comply with changes in federal and state laws.
- Prepare reports for all funding sources; prepare and verify expenditure reports required by federal and state agencies.
- Monitor status of program funds; prepare budget and disbursement guidelines; account for proper expenditure of financial aid funds.
- Review correspondence from students with special circumstances and resolve as appropriate; interview and advise students regarding financial aid matters; conduct student appeals as appropriate and forward unresolved appeals to the Appeals Committee.
- Manage the District's outreach and in-reach activities relating to financial aid and scholarships.
- Develop annual and comprehensive Program Review documents and year assessments; develop, assess and report yearly Service Area Outcomes.
- Train, schedule, assign, supervise, and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
- Plan and direct the District's scholarship program to assure awarding of scholarships consistent with applicable requirements.
- Establish, implement, and manage the financial aid computer information system used to process all financial aid applications.
- Coordinate with a variety of other department to assure timely processing of financial aid and to disseminate program information; confer with information services personnel regarding financial aid software.
- Prepare a variety of complex statistical and narrative reports; assure the maintenance of accurate records and files.
- Provide financial aid application process and information to feeder high schools as appropriate.

- Attend a variety of meetings, workshops, and conferences; represent the District to other educational institutions and community organizations and agencies.
- Participate in shared governance through service on planning and/or operations committees and task forces.
- Perform other duties and assigned or required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a financial aid office
Pertinent federal, state, and local laws, codes, regulations, policies and procedures
Automated systems and software used in financial aid activities; current and developing technologies for meeting the needs of an educational institution
Correct English usage, grammar, spelling, punctuation, and vocabulary
Interpersonal skills using tact, patience, and diplomacy
Principles and practices of management, supervision, and training
Preparation, maintenance, verification, and processing of statistical reports
District organization, operations, policies, and procedures
Modern office practices, procedures, and equipment
Record-keeping techniques
Oral and written communication skills

ABILITY TO:

Plan, organize, coordinate and administer programs, services, activities, and functions of the District's Financial Aid Office.
Establish internal controls and procedures and will withstand audit scrutiny.
Provide technical expertise to others regarding financial aid and scholarship programs and services.
Train, provide technical work direction, supervise, and evaluate the performance of assigned staff and student assistants.

Read, interpret, apply and explain provisions of Federal, State and District regulations, policies and procedures to faculty, staff, students, and the public.
Plan, organize and maintain records systems.
Communicate effectively both orally and in writing.
Establish and meet schedules and time lines.
Understand and maintain current knowledge of integrated computer systems; identify, analyze, and resolve computer systems issues.
Operate a personal computer and various supporting software packages.
Maintain records and prepare reports.
Analyze complex data and reach sound, defensible conclusions.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Collaborate and work as a team member.

EDUCATION AND EXPERIENCE: Bachelors degree in a related field and a minimum of three years of progressively responsible experience in a community college or other public agency, to include 2 years of administrative or supervisory responsibility.

LICENSE OR OTHER REQUIREMENT: Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS: Duties are primarily performed in a Student Services environment while seated at a desk or computer terminal. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

PHYSICAL DEMANDS: Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over the telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.

M/S/C Acuña/Cardenas
Resolution No. 14638: Administrative Title Changes

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to modify Administrative titles as follows:

1. Dean of Information Technology to Associate Vice President for Information Technology
2. Associate Dean of Human Resources to Associate Vice President for Human Resources

BE IT FURTHER RESOLVED that these changes will help differentiate academic administrative positions (Deans) from operational administrative positions (Associate Vice President and Vice President) and shall take effect with the other organizational changes on July 1, 2010.

FISCAL IMPACT: Adjust to the nearest step on the Administrative Dean salary schedule. Approximately \$170 per year.

M/S/C Acuña/Cardenas
Resolution No. 14639: Adjunct Instructor Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel during the spring 2010 session, at the hourly rate provided for in Resolution No. 14438. Employment is contingent upon verification of records, credentials, finger printing clearance and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

| <u>Name</u> | <u>Possible Assignment</u> |
|----------------------------|------------------------------|
| Aguirre, Fernando | Spanish |
| Boyle, Marilyn | Political Science |
| Carr, Virginia Vikki | Computer Information Systems |
| Cartelli, Robert | Fire Science |
| Cervantes-Marmolejo, Oscar | Welding |
| Fitzsimmons, Carmen | Nursing |
| Garcia, Guillermo | Building/Construction |
| Lopez, Guadalupe | Reading |