

ADOPTED MINUTES

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

Wednesday, June 12, 2002

On Wednesday, June 12, 2002, immediate past Board President Kelly Keithly, called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:00 P.M., in the Administration Building Board Room.

TRUSTEES PRESENT: Carlos Acuña
Kelly Keithly
Marian Long
Rebecca Ramirez
Louis Wong

TRUSTEES ABSENT: Rudy Cardenas, Jr.
Romualdo Medina

REPRESENTATIVES PRESENT: Jim Pendley, Academic Senate
Dennis Carnes, Faculty
Chris Mays, Classified
Cihara Hercules, Students

CONSULTANTS PRESENT:

Dr. Gilbert Dominguez, Superintendent/President
Carlos Fletes, Vice President for Business Services
John Hunt, Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Ruth Montenegro, Director of Human Resources
Dr. Sam Ellis, Chief Technology Officer
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Dawn Chun; Kathy Berry; Elise Bryant; Jeff Deyo; Ron Gage-Mosher; Bill and Sue Gay; Saul Hom; Lenny Fabian; Eileen Ford; Laurie Franks; Dr. Jack Fujimoto; Mark Horsman; Gonzalo Huerta; Eric Jacobson; Rosalie Lopez; Sergio Lopez; Jan Magno; John Mustafa; Norma Nava; Jennifer Raulton-Smith, IV Press Reporter; Ron Schoors; Sandra Standiford; Jim Strain; Maria Trejo; Rick Webster.

COMMUNICATIONS

1. 2002-2003 Board Meeting Schedule
2. Nancy H. Nadeau, English Professor (RE: Retirement)
3. Lydia Diaz, Food Service Assistant II (RE: Retirement)
4. Sue Strain, Human Resource Analyst (RE: Retirement)
5. Elizabeth Rojas, Staff Secretary I (RE: Resignation)
6. Otis Wilson, Maintenance Worker II (RE: Resignation)
7. Ruth B. Montenegro, Director of Human Resources (RE: Resignation)

PUBLIC COMMENTS

1. IVC Chapter CCA/CTA Vice-President Dennis Carnes, commented on Resolution No. 12453: Released Time Activities/Positions. He asked the Board to reject the resolution.

EMPLOYEE OF THE MONTH PRESENTATION

The first person at IVC to be given the award for Employee of the Month for May 2002, is Maria Trejo, Financial Aid Technician and Work Study Coordinator who has worked at IVC for five years. She was selected for her knowledge and expertise about her department. She is quick to respond with empathy to her clientele, and is slow to anger and always treats others with respect. This employee never hesitates to go the extra mile by frequently volunteering to cover for absent co-workers.

The Employee of the Month for June 2002, is Dr. Ron Gage-Mosher, Instructor of Psychology, who has been employed by the College since December 2000. He teaches a wide variety of Psychology courses, and his peers know him to be a useful and productive employee. Ron spearheaded the difficult task of program review for Psychology, which has set the standard for future program reviews in other areas. He spent an enormous amount of personal time in analyzing and interpreting the data necessary to ensure that the Psychology program will successfully meet the needs of the students in the future.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Cihara Hercules reported on the following:

- The Life's a Beach activity held on May 10, was a success.
- The annual Spring Awards Program held on May 17, had a great turnout.
- Activities such as social functions, cultural activities, and educational speakers are being finalized for next school year.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- The Senate will not be meeting during the summer months.
- Mr. Pendley will be available during the summer months to address issues.

PRESIDENT'S UPDATE

Dr. Dominguez shared the following information:

- Resolution No. 12448 includes IVC with ACCCA, CCLC, and other community colleges, which encourages the passage and approval of the 2002-2003 State Budget by June 30, 2002. Failure to pass the budget on time will not benefit K-12 or community colleges because the state will have to resort to other options to meet the funding obligations, thereby jeopardizing many education programs and services. It is critical that this budget is passed on schedule.
- The Legislative Budget Analyst recently issued a list of options to the Legislative Conference Committee, aimed at closing the gap between projected revenues and expenditures in the 2002-03 state budget. The \$5.8 billion proposal included revenue proposed changes for the May Revise such as the following:
 1. Economic Development reduced by \$10 million.
 2. Part-time faculty compensation reduction of \$57 million or totally.
 3. Part-time faculty health insurance reduced by \$1 million or totally.
 4. Part-time faculty office hours reduced by \$7.2 million or totally.
 5. Partnership for Excellence reduced by \$15 million.
 6. Student Enrollment Fee from \$11 per unit to \$36 per unit for B.A. degree holders.

In a marathon hearing considering these options, the Conference Committee rejected all of the Legislative Analyst's proposals. On June 11, 2002, the Conference Committee yesterday added \$14.8 million above the May Revise for Matriculation, added \$1 million above the May Revise for faculty and staff development added \$692,000 above the May Revise to provide a 2% COLA on categorical programs.

- IVC will launch its first Customer Service Academy on June 18, 2002. Instructors have undergone specialized training, brochures have been developed and distributed. At this time, there is no credit being granted and the courses are offered as contract education classes. This is one of many academies we plan to offer to employers and their employees, and the IVC staff to improve customer service in the Valley.
- A draft of the IVC President's Search Brochure was distributed to the Board for their review and approval.

STRATA STATUS REPORT

Chief Technology Officer, Dr. Sam Ellis reported that Strata consultants have been on campus since May 9, 2002, the day after the Board approved their contract. The following Information Technology initiatives have taken place:

- E-mail problems have been fixed;
- Improved network and fixed the remote access problems associated with the exchange server; improved network bandwidth;
- Installed high-speed Borderlink Internet connection;
- Building a sense of teamwork and collaboration in business functions;
- Team of six STRATA consultants assessing the needs of student services, instruction, financial aid, business services, human resources;
- Formed Instructional Technology Advisory Committee, Administrative Computing Advisory Committee, Information Technology Executive Board, Information Technology Planning Task Force;
- Drafted an Acceptable Use Policy Statement;
- Drafted an invitation for vendors to give informational presentations on their products/services.

PROGRAM REVIEW: HISTORY

Eric Jacobson, provided an informative report on the findings of the Fall 2001 Program Review for the History discipline. Data was compiled from demographic surveys, faculty input, and responses from 1,000 students from a detailed survey instrument. Highlights of the findings are as follows:

- History students are younger than typical IVC students.
- The typical student in a psychology course is more likely to be female (60%) than male (40%).
- The overwhelming percentage of History students are Hispanic, and about 12% are non-Hispanic.
- Student survey results found that the majority of students desire to transfer to a four-year college after IVC.
- History students reported studying about three hours per week.
- Students in greatest jeopardy of receiving a low course grade are more likely to be male, young, students speaking a language other than English primarily, and students who attended local public high schools, with noticeable differences between schools.
- Students were generally satisfied with the times and days history courses are offered.

UPWARD BOUND SUMMER RESIDENTIAL PROGRAM

Rosalie Lopez, Director of the Upward Bound Program, presented a Power Point presentation on the 2001 New York City Upward Bound Study Tour and last year's Summer Residential Program held at the University of California, San Diego.

The 2002 Summer Residential Program will be held from June 24 through July 28, 2002, at the University of California, San Diego. The purpose of the program is to motivate 55 local Upward Bound high school students by exposing them to the following:

- They live in a residential collegiate environment;
- They earn 10 high school credits by taking English, Spanish, Science, Math, and Computer classes;
- They gain awareness to career opportunities;
- They are exposed to various cultural activities;
- Their experiences help them gaining self-confidence.

PUBLIC RELATIONS PLAN REVIEW

Bill Gay, Public Relations Consultant presented the 2002-2003 IVC Public Relations Plan as follows:

- The mission of the Plan is to assist IVC in providing the highest quality education and training by developing public support for IVC Programs.
- Establish and maintain mutually beneficial relationships with constituencies and community.
- Position IVC as realistic and affordable alternative to first two years at four-year college.
- Position as first choice for vocational job training.
- Position as first choice for local residents seeking updated skills training.
- IVC slogan: "Where Success Begins"

New initiatives for 2002-2003 are as follows:

- Promotional partnership with Foundation;
- Development of promotional IVC PowerPoint presentation;
- Valley wide service club outreach;
- Media training program;
- Chamber mixers, including one on-campus;
- Launching of IVC's Customer Service Academy;
- Build a foundation for future bond issue;
- Continue to build IVC's image in the community and eliminate misperceptions;
- Develop a team approach to public relations: PR is the job of everyone.
- Key focus on IVC's 40th Anniversary of main campus over next 12 months.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

The Board was asked to review the draft of the Acceptable Use of Information Technology Resources Policy. This policy statement addresses the use of computers, networks, transaction processing systems, electronic communication, telecommunications, software, hardware, databases, security, documentation, telephone services, and all digital resources. The primary intent of this policy statement is to educate the College community with respect to the acceptable use of information technology resources.

REVISION OF BOARD POLICY - FIRST DRAFT

The Board was asked to review the first draft of the Board Policy. The Board will be asked to approve the Board Policies at their September 2002, meeting.

M/S/C Long/Wong to approve the Minutes dated May 8, 2002.

M/S/C Long/Wong

Resolution No. 12438: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 4502056 through 4502066 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0202694 through 0203267, inclusive are approved.

M/S/C Long/Wong

Resolution No. 12439: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 21 in the amount of \$121,265,61, No. 22 in the amount of \$478,305.49, and No. 23 in the amount of \$1,116,644.94 be ratified.

M/S/C Long/Wong

Resolution No. 12440: **COMMERCIAL WARRANT ORDERS**

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

41 in the amount of \$154,398.19
42 in the amount of \$470,458.85
43 in the amount of \$1,556,767.33
43 in the amount of \$391,881.89
45 in the amount of \$447,106.35

M/S/C Long/Wong

Resolution No. 12441: **PUBLIC HEARING ON THE ESTABLISHMENT OF THE GANN APPROPRIATION LIMIT**

WHEREAS on November 1979, the people of California passed Proposition 4, a Constitutional Amendment establishing appropriation limits for State and local government units; and

WHEREAS, the State of California has enacted AB 1352 (1980 Session) to implement these provisions; and

WHEREAS, the District's 2002-2003 budget appears to be in conformance with the requirements of Proposition 4 and AB 1352;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees finds that the 2002-2003 budget, to be adopted, is within the limits established by Proposition 4.

M/S/C Long/Wong

Resolution No. 12442: **TENTATIVE BUDGET**

BE IT RESOLVED that the Tentative General Fund budget be approved for the 2002-2003 school year and filed with the Imperial County Superintendent of Schools.

BE IT FURTHER RESOLVED that the date of the public hearing on the 2002-2003 budget, prior to its adoption, be and is hereby set for Wednesday, September 11, 2002, at 6:00 P.M., in the Administration Building Board Room.

M/S/C Ramirez/Wong

Resolution No. 12443: **CONTRACT FOR CAMPUS SECURITY**

WHEREAS, Imperial Valley College is committed to providing a safe campus environment for students and staff; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves a contract with Day Night Security Patrol for security services for the period July 1, 2002 through June 30, 2003.

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

<p>Fiscal Impact Statement: Total monthly cost of \$8,800.00 for a total annual cost of \$96,800.00 (11 months) to be paid out of the General Fund Unrestricted. This total cost represents an increase of \$17,600.00, which will cover security services for the El Centro and Calexico Extended Campuses. This renewal contains the same hourly rate of \$10.00 as last year.</p>

M/S/C Long/Wong

Resolution No. 12444: **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 Long/Wong

Resolution No. 12445: **MEDICAL, DENTAL, LIFE AND PRESCRIPTION DRUG INSURANCE**

BE IT RESOLVED that the contracts between Imperial Community College District and Blue Cross of California, Advance PCS, Delta Dental, VSP, Fortis Benefits Insurance Company and U.S. Life, to provide administrative services for the District's self-funded medical, dental, life and prescription drug insurance plan be renewed for the period of July 1, 2002 through June 30, 2003.

BE IT FURTHER RESOLVED that the funding for the District's self-insured benefits plan be increased as follows:

	2001- 02 Funding	2002-03 Funding	Increase
Medical/Rx	\$579.41	\$676.30	16.72%
Dental	72.71	80.41	10.59%
Life insurance	2.40	2.40	0.00%
Vision	19.76	19.76	0.00%
Provident Life	10.42	10.42	0.00%
	<u>\$684.70</u>	<u>\$789.29</u>	<u>15.28%</u>

Fiscal Impact Statement: Total annual cost is projected to increase by 15.28% or \$392,212 (\$34,514 Categorical Programs and \$357,698 District). This cost increase is not part of the 2002-2003 Tentative Budget but will be included in the fiscal year 2002-2003 budget to be adopted in September 2002. The District share of the increase will be funded out of 2002-2003 COLA revenue, currently estimated at 2% or \$380,490. This proposed increase is subject to change pending contract negotiations..

M/S/C Long/Wong

Resolution No. 12446: **CONTRACT FOR PUBLIC RELATIONS AND MARKETING SERVICES**

WHEREAS the Accreditation Commission Standard Three, Section C.2, mandates that: "*The Institution uses information from its evaluation and planning activities to communicate matters of quality assurance to the public,*" and to insure that IVC complies with this standard;

WHEREAS the 2003-2006 Master Plan Goal 2, adopted in Resolution No. 12426 dated May 8, 2002, states: *To develop and implement a marketing and public relations plan.*

BE IT NOW RESOLVED that the Board approves renewing an agreement with Reliance Communications for the purpose of providing public relations and marketing services for Imperial Valley College as outlined in a work plan for the 2002-2003 fiscal year.

BE IT FURTHER RESOLVED that the Superintendent/President is authorized to negotiate the terms of this contract.

<p>Fiscal Impact Statement: Total monthly cost of \$4,000.00, total annual cost of \$48,000.00 to be paid out of the General Fund unrestricted. This expense is part of original budget and 2002-2003 Tentative Budget.</p>
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M/S/C Wong/Ramirez

Resolution No. 12447: **CONTRACT WITH SERENO GROUP, INC.**

BE IT RESOLVED that the Board approves entering into an agreement with Sereno Group, Inc. who will provide a consultant for the position of Interim Superintendent/President (Dr. Jack Fujimoto) beginning on July 1, 2002 through December 1, 2002, or until a permanent full-time replacement can be hired.

BE IT FURTHER RESOLVED that Dr. Gilbert Dominguez, Superintendent/President is authorized to negotiate the terms of this contract.

<p>Fiscal Impact Statement: Total monthly cost of \$9,632.25 (\$8,402.09.00 Salary, \$630.16 Consultant Fee, \$600.00 Living allowance) to be paid out of the General fund unrestricted. Consultant Fee and Living allowance are not part of the original budget.</p>
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M/S/C Long/Wong

Resolution No. 12448: **SUPPORT OF ADOPTION OF 2002-03 STATE BUDGET BY JUNE 30, 2002**

WHEREAS, the 72 California community college districts and related community college organizations, along with K-12 school districts and related organizations, are strongly urging the State Legislature and the Governor to adopt a State Budget by the constitutional deadline of June 30, 2002; and

WHEREAS, the 72 community college districts throughout California rely upon state funding for essential services to 2.5 million students; and

WHEREAS, although California faces a \$23.6 billion budget gap, Governor Davis has safeguarded the stability of the community college budget; and

WHEREAS, the budget proposal also has protected many of the highest-priority education programs, which are critical to sustain access and student services; and

WHEREAS, in an effort to close the \$23.6 billion budget gap, the May Revision includes shifting \$1.7 billion in General Fund revenues to 2002-03 that would have applied towards the 2001-02 Proposition 98 guarantee; and

WHEREAS, this shift is possible under the terms of Proposition 98, provided that the current-year adjustments are enacted by June 30, 2002; and

WHEREAS, should the actions not take place by June 30, 2002, the state will lose its ability to delay allocation of those funds and will need to resort to other options to meet the K-14 funding obligations—jeopardizing many education programs and services.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Imperial Community College District joins the Chancellor of the California Community Colleges, Tom Nussbaum, the Association of California Community College Administrators (ACCCA), the Community College League of California (CCLC), and other community college organizations to register its strong support that the California State Legislature and Governor Davis adopt a state budget by the constitutional deadline of June 30, 2002, and that the Budget provides, at a minimum, the level of K-14 funding proposed in the May Revise.

M/S/C Ramirez/Wong

Resolution No. 12449: **CONTRACT WITH APOLLO GROUP, INC (UNIVERSITY OF PHOENIX)**

WHEREAS Apollo Group, Inc desires to rent meeting space from Imperial Valley College to conduct classroom instruction for its students;

BE IT RESOLVED that the Board approves entering into a Facility Use Agreement with Apollo Group, Inc., parent company to University of Phoenix.

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

M/S/C Ramirez/Acuña

Resolution No. 12450: **REPLACEMENT OF ENGLISH INSTRUCTOR POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Chief Instruction Officer, an Academic Senate Representative, and the area Division Chair in the replacement of one full-time English Instructor.

M/S/C Ramirez/Acuña

Resolution No. 12451: **COURSE DELETIONS/NEW COURSES**

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (3/21/02 and 4/18/02) and the Academic Senate Committee (5/15/02), relating to new courses and deleted courses:

New Courses:

ADS 58	Alcohol and Drug Prevention and Education
BIOL 110	Human Anatomy & Physiology I
BIOL 112	Human Anatomy & Physiology II
CFCS 100	Introduction to Early Childhood
CIS 13	Programming in Visual Basic
CIS 16	Programming in JAVA
FIRE 202	Fire Management 1
LIBRY 55	Introduction to Cataloging and Classification
MATH 240	Discrete Mathematics
MUS 40AB	MIDI Composition
MUS 42A	Introduction to Recording Techniques
MUS 42B	Advanced Recording Techniques
SW 220	Introduction to Social Work

Course Deletions:

ADS 15	Social & Psychological Dynamics of Drug Use
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ADS 56	Program Management Techniques
ANAT 10	Human Anatomy and Physiology
H REL 11A	Practicum
H REL 11B	Practicum
H REL 63B	Student Education Plan
PSYCH 1H	Introduction to Psychology - Honors
PSYCH 5	Psychology of Effective Behavior
PSYCH 6	Current Issues in Psychology
PSYCH 15	Social & Psychology Dynamics of Drug Use
PSYCH 19	The Psychology of Loss
PSYCH 30	Psychology of Adolescence
PSYCH 40	Introduction to Crisis Counseling
SOC 15	Social & Psychological Dynamics of Drug Use
WEGEN 80AD	Work Experience Coordinating Class
WELD 38	Sheet Metal Fundamentals

M/S/C Wong/Ramirez to go into **CLOSED SESSION**

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: Three Cases

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

The Board gave instructions to Counsel and Administration on all four issues.

M/S/C Wong/Ramirez

Resolution No. 12452: **REVISION OF SEXUAL HARASSMENT POLICY**

WHEREAS, recent changes were made to the non-discrimination provisions of the California Code of Regulations, Title 5, Sections 59322 et seq;

WHEREAS, the new Title 5, Section 59322 requires each district to establish and adopt written policies consistent with the new regulations and to submit them to the California Community Colleges Chancellor's Office for approval within 90 days of the effective date of adoption;

WHEREAS, the District's policy and procedures regarding unlawful discrimination are included in the District's current policy and procedures regarding sexual harassment;

WHEREAS, the District's revised policy and procedures regarding sexual harassment and unlawful discrimination is in conformance with the model policy and procedures of the California Community Colleges Chancellor's Office;

NOW, THEREFORE, BE IT RESOLVED that after consultation with the various constituent groups on campus, the Board approves the recommended revision to the District's policy and procedures relating to sexual harassment and unlawful discrimination as presented in the attached "Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq.," and that the document be submitted to the Chancellor's Office.

M/S/C Ramirez/Wong

Resolution No. 12453: **RELEASED TIME ACTIVITIES/POSITIONS**

WHEREAS, the District acknowledges released time activities/ positions for the purposes of conducting non-contract activities.

WHEREAS, the District acknowledges the importance and value of said activities/positions for the well-being of the District and the population it serves; and

WHEREAS FURTHER, the District has acknowledged a greater need to focus on the core responsibilities of the College, which is to educate and prepare its students for greater social and economic responsibilities.

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves compensation for the duties and responsibilities associated with released time activities/positions with a fixed stipend in lieu of the released time, effective the Fall 2002 Semester, as follows:

1. No release time activities/positions shall be implemented unless approved by the Board.
2. Released time activities/positions shall not be designated as overload assignments.
3. The following activities/positions shall no longer be designated as released time activities/positions and shall receive a fixed stipend:

<u>Position:</u>	<u>Current:</u>	<u>Fixed Stipend:</u>
Nursing Assistant Director	3 hrs. lec RT	\$1,350.00 per semester
Title IX Officer	1 hr. lec stipend	\$450.00 per semester
Lab Supplies Coordinator	2 hrs. lab RT	\$500.00 per semester

4. The following activities/positions shall be eliminated:

<u>Position:</u>	<u>Current:</u>
Flex Coordinator	3 hrs. lec RT

M/S/C Ramirez/Wong

Resolution No. 12454: **RETIREMENT**

BE IT RESOLVED that Board accepts, with sincere regret, the retirement of Nancy H. Nadeau, English Professor, effective May 25, 2002.

BE IT FURTHER RESOLVED that sincere appreciation is expressed for her twenty-seven years of devoted service to Imperial Valley College.

M/S/C Ramirez/Wong

Resolution No. 12455: **RESIGNATION**

BE IT RESOLVED that Board accepts, with sincere regret, the resignation of Ruth Bermudez Montenegro, Director of Human Resources, effective June 28, 2002.

BE IT FURTHER RESOLVED that sincere appreciation is expressed for her devoted service to Imperial Valley College.

M/S/C Wong/Ramirez

Resolution No. 12456: **REPLACEMENT OF ADMINISTRATIVE POSITION**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to replace the position of Director of Human Resources.

M/S/C Wong/Ramirez

Resolution No. 12457: **INTERIM DIRECTOR OF HUMAN RESOURCES**

BE IT RESOLVED that the Board approves the appointment of John W. Mustafa as Interim Director of Human Resources/Affirmative Action Officer effective July 1, 2002 through June 30, 2003, or until the position is filled.

<p>Fiscal Impact Statement: Total monthly cost of \$7,095.83 (\$6,928.83 salary plus \$167.00 doctoral stipend (\$8,402.09.00 Salary) plus paid District benefits to be paid out of the General fund unrestricted..</p>
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M/S/C Wong/Ramirez

Resolution No. 12458: **ACADEMIC SUMMER SESSION EMPLOYMENT**

BE IT RESOLVED that the following instructors be employed for the 2002 Summer Session at a salary computed in accordance with Resolution No. 1907. Employment is contingent upon sufficient enrollment.

<u>NAME</u>	<u>ASSIGNMENT</u>
Lopez, Jose	Automotive

M/S/C Wong/Ramirez

Resolution No. 12459: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, during the 2002 Summer Session, 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>
Holt, Steve	EMT
Ruiz, Patricia	Spanish

M/S/C Wong/Ramirez

Resolution No. 12460: **SUMMER EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Summer 2002, as temporary part-time hourly basis, 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>
Alvarado, Arturo	Counselor	District
Andrade, Maria	Counselor	State
Cano, Edmundo	Counselor	Federal/State/District*
Carpio, Stacy	Counselor	District
Carrera, Jose	Counselor	Federal
Cuevas, Cynthia	Counselor	Federal
De La Garza, Apolos	Counselor	District
Dorsey, Tanya	Counselor	State/District**
Fristrup, Carey	Counselor	State/District**
Garcia, Maria R.	Counselor	State
Harmon, Mary	Counselor	State/District**

Herrera-Gaytan, Cynthia	Counselor	Federal
Ibarra, Fabiola	Counselor	District
Lopez, Gabriela	Counselor	Federal
Marquez, Rumaldo	Counselor	District
Mercado, Josefina	Counselor	Federal
Miramontes, Abel	Counselor	District
Neely, Maria	Counselor	State
Ragland, Lisa	Counselor	Federal
Ramirez, Artur	Instructional Specialist	State
Ramirez, Xochitl	Instructional Specialist	Federal
Rodriguez, Maricela	Summer Outreach Coordinator	State
Sigala, Isabel	Counselor	State
Silva, Eusebio	Instructional Specialist	State
Spears, Wayne	Instructional Specialist	State
Trevino, Elizabeth	Counselor	State/District**
Trujillo-Tan, Harlinda	Counselor	District
Vega, Olga	Counselor	Federal
Villegas, Juan	Counselor	Federal
Weck, Linda	Counselor	District

Federal: 5/27/02 to 6/28/02

State: 5//27/02 to 6/28/02

**State/District: 7/1/02 to 8/15/02

M/S/C Wong/Ramirez

Resolution No. 12461: **SUMMER EVENING COLLEGE ADMINISTRATORS**

BE IT RESOLVED that the Board approves amending Resolution No. 12433 dated May 8, 2002 to reflect the employment of the following Summer Evening College Administrators:

Olga Artech
Sergio Lopez
Josefina Ponce
Dave Drury (Alternate)

M/S/C Wong/Ramirez

Resolution No. 12462: **RETIREMENT**

BE IT RESOLVED that Board accepts, with sincere regret, the retirement of Lydia Diaz, Food Service Assistant II, effective May 30, 2002.

BE IT FURTHER RESOLVED that sincere appreciation is expressed for her ten years and nine months of devoted service to Imperial Valley College.

M/S/C Wong/Ramirez

Resolution No. 12463: **RETIREMENT**

BE IT RESOLVED that Board accepts, with sincere regret, the retirement of Sue Angelyn Strain, Human Resources Analyst, effective June 16, 2002.

BE IT FURTHER RESOLVED that sincere appreciation is expressed for her eleven years of devoted service to Imperial Valley College.

M/S/C Wong/Ramirez

Resolution No. 12464: **CLASSIFIED RESIGNATIONS**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Rojas, Elizabeth	Staff Secretary I	State	23-G	5/17/02
Tuckness, Jeffrey	Foster & Kindship Care and Independent Living Program Coordinator	State	41-B	6/28/02
Wilson, Otis	Maintenance Worker II	District	31-E	6/13/02

M/S/C Wong/Ramirez

Resolution No. 12465: **SHORT-TERM EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Leal, Ruben	Tool Room/Auto Shop Technician (20 hr. wk.)	District	27-A	6/6/02 to 6/30/02
Rivera, Armando	Student Services Representative	District (Extended Campus)	24-A	5/9/02 to 6/30/02

M/S/C Wong/Ramirez

Resolution No. 12466: **ELIMINATION OF POSITIONS FROM CLASSIFIED SERVICES**

BE IT RESOLVED that the following positions be eliminated from the Classified Service due to lack of funding effective July 1, 2002:

- Staff Secretary I - Workforce Development Center
- Student Employment Specialist - Workforce Development Center

M/S/C Wong/Ramirez

Resolution No. 12467: **ELIMINATION OF CLASSIFIED CLASSIFICATIONS**

BE IT RESOLVED that the Board approves the elimination of the following classified classifications effective July 1, 2002:

1. Network Coordinator
2. Financial Aid Assistant
3. Financial Aid Specialist

M/S/C Wong/Ramirez

Resolution No. 12468: **NEW CLASSIFIED MANAGEMENT POSITIONS**

BE IT RESOLVED that the Board approves the following new District-funded classified management positions, effective immediately:

- Director of Application Services - Range 10
- Director of Technical Services - Range 8

M/S/C Wong/Ramirez

Resolution No. 12469: **ELIMINATION OF POSITION FROM CLASSIFIED MANAGEMENT SERVICES**

BE IT RESOLVED that the following District-funded position in the Information Systems Department be eliminated from the Classified Management Service due to lack of work effective with the employment start date of both the Director of Technical Services and Director of Application Services:

- Director of Information Systems

M/S/C Wong/Ramirez

Resolution No. 12470: **NON-EXEMPT CLASSIFIED EMPLOYEES PERFORMING PART-TIME FACULTY ASSIGNMENTS**

WHEREAS, District Board Policy provides a set hourly rate for all part-time faculty; and

WHEREAS, salary schedules are negotiated and established through the collective bargaining process; and

WHEREAS, under the Fair Labor Standards Act (FLSA), an employee who works at two or more different types of work for which different straight-time rates have been established, the employee must be compensated for his or her regular hours at the weighted average of such rates ("blended rate") and overtime must be compensated at one and one-half times such blended rate;

WHEREAS, the FLSA applies to non-exempt classified employees who perform faculty duties in addition to regular duties; and

WHEREAS, depending on a non-exempt employee's regular hourly rate, the employee's blended regular and overtime rate for performance of regular duties and faculty duties will be either higher or lower than (1) the regular and overtime rate for a classified employee in the same classification, and (2) the set hourly rate for part-time faculty; and

WHEREAS, due to these FLSA implications, community college districts are not allowing non-exempt classified employees to perform part-time faculty duties unless and until the FLSA is amended to exempt non-exempt classified employees from these provisions of the law.

NOW THEREFORE, BE IT RESOLVED THAT:

Effective spring 2002 semester, non-exempt classified employees shall not perform part-time faculty duties during their contract term or during a work assignment which is outside of their contract term.

M/S/C Wong/Ramirez

Resolution No. 12471: **CLASSIFIED MANAGEMENT AND CONFIDENTIAL EMPLOYEE HANDBOOK**

BE IT RESOLVED that the Board approves the handbook covering policies and procedures for Classified Management and Confidential Employees, and that the effective date of the handbook is July 1, 2002.

M/S/C Wong/Acuña to **ADJOURN** the meeting at 10:30 P.M. - The next regular meeting of the Board of Trustees is scheduled for Wednesday, July 10, 2002, at 6:00 P.M.

Adopted this _____ day of _____, 2002.

ICCD Board President

ICCD Board Secretary