

**ADOPTED MINUTES**

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

**Wednesday, September 11, 2002**

On Wednesday, September 11, 2002, Board President Rudy Cardenas, 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  
Rudy Cardenas, Jr.  
Kelly Keithly  
Marian Long  
Romualdo Medina  
Louis Wong

TRUSTEE ABSENT: Rebecca Ramirez

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

CONSULTANTS PRESENT:

Dr. Jack Fujimoto, Interim Superintendent/President  
John Hunt, Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
John Mustafa, Interim Director of Human Resources  
Janell Couchman, Director of Fiscal Services

VISITORS PRESENT:

SDSU-IV Campus Representatives: Dr. Khosrow Fatemi, John Renison, Rosa Moreno; Kathy Berry; Dennis Carnes; Bill Gay; Lenny Fabian; Renee Fenn; Eileen Ford; Harold George; Gonzalo Huerta; Carol Lee; Jan Magno; Brian McNeece; Jim Mecate; Ron Schoors; Barbara Stuart; Rick Webster; Cliff Schneider and Family.

PUBLIC COMMENTS

1. Ron Schoors invited everyone to the IVC Foundation annual membership luncheon scheduled for Wednesday, September 18, 2002, at 11:30 A.M., in the College Center. The lunch is complimentary, sponsored by Government Agencies Federal Credit Union and Fine Host Corporation. Last year the IVC Foundation spent over

\$25,000.00 for various campus improvement projects. Mr. Schoors stated that the Foundation can only continue to support IVC students at that level, if they get the support from faculty and staff.

2. Barbara Stuart thanked the District negotiators, John Hunt, John Mustafa, and Carlos Fletes, for setting a new tone and a new attitude in the negotiations process. She thanked the Board for considering Resolution No. 12543, Memorandum of Understanding regarding instructor salary advancement requests.

Ms. Stuart requested that the Board not take action on Resolution No. 12542, Tenure Review, because this is a bargaining issue that needs to go through the negotiations process.

#### EMPLOYEE OF THE MONTH FOR AUGUST AND SEPTEMBER

Lisa Cross introduced the following employees of the month:

1. Cliff Schneider, HVAC Technician, a 12-year employee and outstanding member of the Maintenance Department, was chosen as Employee of the Month for August. He was recognized for his excellent customer service skills in dealing with staff members. Mr. Schneider was described as "an employee who works with a smile and always gets the job done in a timely fashion, and always seems to go the extra mile, and is well liked by those he serves. He is a friendly, sincere and appreciative person."
2. Linda Giurbino, College Nurse, a 6-year employee for DSP&S, was chosen as Employee of the Month for September. She was chosen because of her professionalism and good attitude towards IVC students and staff, and is described as "going beyond the call of duty to assist students in helping themselves. She is an excellent representative of IVC in the public arena."

#### SDSU NORTH COUNTY CAMPUS

Dr. Khosrow Fatemi, SDSU-IV Campus Dean, presented their master plan for the North County SDSU Campus on 200 acres of donated property near Highways 111 and 78 in Brawley. The first phase of the building project will develop 15-20 acres, with the intention of offering classes on this new site in the Fall of 2003. A segment of the new campus was offered to IVC for relocation of the Brawley Extended Campus.

Dr. Fatemi invited everyone to participate in an Educational Summit to discuss what needs to happen with higher education in Imperial Valley.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Cihara Hercules, reported on the following:

- At 8:30 A.M., on September 11, there was a campus-wide moment of silence. The students distributed patriotic ribbons.
- Eleven new senators have been elected to the Associated Student Government, and they will be sworn in on Monday, September 16, 2002. The new senators will be introduced to the Board at the October Board meeting.
- Several activities are planned for National Hispanic Heritage Week scheduled for September 23-27, 2002.
- The survey asking students their preference in changing the IVC Arab Mascot reflected less than 400 students participating in the survey, with no significant outcome. A second survey will be taken, partnering with a survey being conducted by the Instructional Technology Advisory Committee.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- The faculty is pleased with the effort made to provide office spaces for faculty.
- There were an abundance of volunteers for the three faculty positions on College Council and for the Equivalency Committee.
- The Senate will work with Mr. Hunt to workout ways to remedy the situation surrounding the hiring of full-time temporary instructors in an effort to accommodate student needs.

PRESIDENT'S UPDATE

Dr. Jack Fujimoto reported the following:

- Dr. Khosrow Fatemi was thanked for his presentation to the Board, and for working closely with John Hunt to see how IVC might use the SDSU-IV Campus facilities during the daytime hours when it is relatively unoccupied.
- Cihara Hercules and the ASG were thanked for working closely with many units on campus, and especially for the significant event to memorialize 9/11.
- Jim Pendley was thanked for inviting Dr. Fujimoto to the Academic Senate meetings.

- The "Winds of Change" are described as (1) information technology; (2) 40<sup>th</sup> anniversary events; (3) search for a permanent CEO; and (4) shared governance.
- Shared governance through the College Council has been tested on August 26 and September 9. Dr. Dennis Carnes, Chair, and Leonard Fabian, Vice Chair, have provided the leadership. Their assessment of the process "seems to be working." What you see on the Board agenda has been passed through the College Council.
- 2002-2003 IVC budget reflects the austerity posed to the California Community College system. The budget needs to be posted to the County Board of Education by September 15, 2002.
- The Board resolution dealing with the revision to the standing committees deletes the Telecommunications/Information Technology/Internet Standing Committee and replaces it with three standing committees, namely, P-TAC (Planning Technology Advisory Committee), A-TAC (Administrative Technology Advisory Committee), and I-TAC (Instructional technology advisory committee). The request for Resolution No. 12541, was to amend the Resolution to change Adhoc to Standing Committees. This passed through College Council on September 9.
- The Board was asked not to act on Resolution No. 12542, Tenure Review Policy, for further consideration through the bargaining process.
- Resolution No. 12542, Memorandum of Understanding, clarifies faculty getting credit to move along the salary schedule.
- The IVC Foundation Membership Luncheon is being held on Wednesday, September 18, 2002, at 11:30 A.M. in the College Center.
- The SDICCCA Alliance meeting will be taking place on Monday, October 9, 2002, at 7:30 A.M., at the San Diego County Office of Education.
- The traffic flow pattern at the IVC entrance off Aten Road is being studied. The entrance experiences frequent traffic accidents.
- The Academic Senate and College Council will be considering the Fast Track Program introduced by Carol Lee, in which a student enrolled in the program would complete the majority of his/her general education courses in 18 months.

INFORMATION TECHNOLOGY INTEGRATION

ATAC Jan Magno reported that the Administrative Technology Advisory Committee (ATAC) is in the process of requesting proposals (RFP) for enterprise software. Advertising is taking place in the IV Press as well as newspapers in Yuma, and San Diego. RFPs have been sent to the major vendors. The Committee will develop agendas for demonstrations from the top vendors. ATAC is a 17-member committee.

PTAC Kathy Berry reported that the Planning Technology Advisory Committee (PTAC) is working on developing a vision for technology at IVC. Workshops will be held on October 8, 9, 10, 2002, from 3:00 P.M. to 5:00 P.M. PTAC is a 12-member committee.

ITAC John Hunt stated that the Co-Chairs of the Instructional Technology Advisory Committee (ITAC) are Val Rodgers and Tom Paine. ITAC is preparing to survey the faculty to see what they would like to use for technology in the classroom. A showcase will be conducted in November to develop a model for on-line courses. This is a 9-member committee.

PUENTE PROJECT

Dr. Victor Jaime stated that the mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities earn a college degree, return to the community as mentors and become leaders to future generations. There are 45 community colleges and 31 high schools participating in the Puente Project. IVC will receive a \$15,000 stipend to start the Project.

Brian McNeece, a 16 year English Professor, is the Puente Project Instructor Coordinator, and Frances Greatheart is the Project Counselor. Puente students commit themselves to two consecutive semesters of English instruction, academic counseling and mentoring by a local community member.

ECONOMIC DEVELOPMENT

Gonzalo Huerta reported that the primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement. Education Code Section 6601.4 dictates that California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower level. Mr. Huerta stated that everything at IVC is workforce development. The Extended Campus provides the linkages and contract education initiatives.

Lenny Fabian stated that the intent of the IVC Workforce and Economic Development efforts are to assure that we are meeting the needs of our community. Effective and meaningful programs require that IVC be responsive and involved.

M/S/C Keithly/Medina to approve the Minutes dated August 14, 2002.

M/S/C Keithly/Medina

Resolution No. 12532: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 300345 through 300654 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 300271 through 300398, inclusive are approved.

M/S/C Keithly/Medina

Resolution No. 12533: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 3 \$92,405.45, and Warrant Order No. 4 in the amount of \$1,287,645.52 be ratified.

M/S/C Keithly/Medina

Resolution No. 12534: **COMMERCIAL WARRANT ORDERS**

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

6 in the amount of \$72,079.33  
7 in the amount of \$207,947.11  
8 in the amount of \$223,535.29  
9 in the amount of \$443,278.93  
10 in the amount of \$53,924.80

M/S/C Long/Keithly

Resolution No. 12535: **CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Governing Board accepts the financial statements prepared pursuant to Education Code 84043, for the quarter ending June 30, 2002, and directs the copies be forwarded to the Chancellor's Office of the California Community Colleges and to the Office of the Imperial County Superintendent of Schools as required by law.

M/S/C Keithly/Wong

Resolution No. 12536: **ADOPTION OF THE DISTRICT BUDGET**

BE IT RESOLVED that the General Fund Budget for the 2002-2003 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

M/S/C Long/Wong

Resolution No. 12537: **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

BE IT RESOLVED that the Board adopts the following Policy statement regarding Acceptable Use of Information Technology Resources:

Policy Statement:

In support of teaching, learning, research, public service, and administrative functions, Imperial Valley College (IVC) supports the use of information technology. Computers, networks, transaction processing systems, telecommunications, software, hardware, databases, telephone services, and other electronic tools can help advance the mission of the institution.

IVC's information technology resources shall be used in a responsible manner. In general, such use involves three guidelines:

- Information technology resources are to be used to advance IVC's academic programs and administrative operations; and
- Information technology resources are not to be used for personal gain, in violation of any law or statute, or in any reckless manner; and
- The College owns IVC's information technology resources. Such resources are made available to faculty, staff, students, administrators, and others so that they will have helpful tools at their disposal.

Through the shared governance process, IVC shall develop, maintain, and publish a document that provides specific information about prohibited acts and the acceptable use of information technology resources.

Applicability:

All individuals, by virtue of their use of IVC's information technology resources, accept the responsibility for the appropriate use of such resources.

Implementation and Enforcement:

IVC's standard processes for handling supposed misconduct shall govern all alleged violations of this policy. Collective bargaining agreements, employment manuals, student handbooks, personnel policies, federal/state/local law, etc., shall rule the investigation, disposition, and enforcement of all matters.

M/S/C Long/Wong

Resolution No. 12538: **AUTOMATED TELLER MACHINE AGREEMENT**

WHEREAS the Imperial Community College District Board of Trustees is continuously looking for ways to improve the services that are available to the students, faculty and staff; and

WHEREAS Sun Community Federal Credit Union (formerly known as Government Agencies Federal Credit Union) has agreed to provide an ATM at no cost to the College or to ATM users; and

WHEREAS the College Administration, with the help of comments submitted by students, staff and visitors, has determined that the best location for the ATM is inside of the College Center (Building 600).

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the Superintendent/President and/or the Vice President for Business Services to sign a three-year Automated Teller Machine Agreement with Sun Community Federal Credit Union. Said Agreement to commence on September 16, 2002.

M/S/C Keithly/Medina

Resolution No. 12539: **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; and

WHEREAS, Centration, Inc., is duly qualified to provide the service of preparing said mandated costs claims.

NOW, THEREFORE BE IT RESOLVED that the Imperial Community College District enter into a contract with Centration, Inc. to prepare all mandated cost claims, including all unfiled and amendable claims, which must be filed within the 2002/2003 fiscal year and by June 30, 2002 to be reimbursed.



BE IT FURTHER RESOLVED that the term of the contract will be July 1, 2002 through June 30, 2003, and the annual fee will be \$8,000, plus expenses. Said fees and expenses are reimbursable by the State.

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

<p><b>Fiscal Impact Statement:</b> Total cost of \$8,000 plus expenses are fully reimbursable by the state under the Mandated Cost Reimbursement Program. No financial impact on the District's general fund.</p>
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M/S/C Keithly/Medina

Resolution No. 12540: **NATIONAL HISPANIC HERITAGE MONTH**

WHEREAS the President of the United States has proclaimed September 15 through October 15, 2002, as "National Hispanic Heritage Month" in honor of the many contributions that Hispanic Americans have made and continue to make in our Nation and our culture;

NOW BE IT RESOLVED that the Imperial Community College District Board of Trustees designates the week of September 23 through 27, 2002, as Hispanic Heritage Week at Imperial Valley College.

M/S/C Medina/Keithly

Resolution No. 12541: **REVISION TO THE STANDING COMMITTEES**

BE IT RESOLVED that the Board approves the revision to Board Resolution No. 12427: Standing Committees Restructuring, dated May 8, 2002, deleting the Telecommunications/Information Technology/Internet Standing Committee.

BE IT FURTHER RESOLVED that this Standing Committee be replaced by Standing Committees: Administrative Technology Advisory Committee (ATAC), Instructional Technology Advisory Committee (ITAC), and Planning Technology Advisory Committee (PTAC), with all reporting to the Information Technology Executive Board.

NO ACTION TAKEN

Resolution No. 12542: **TENURE REVIEW**

WHEREAS, the Vice President for Academic Services, the Vice President for Student Services, and with the approval of the Academic Senate (November 7, 2001) recommended approval of the Tenure Review Policy and was adopted by the Board on July 12, 2002 (Resolution No. 11981) and the Tenure Review Policy for Non-Teaching Faculty, adopted by the Board on October 10, 2001 (Resolution No. 12289).

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

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

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

M/S/C Keithly/Medina 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: One Case
3. PUBLIC EMPLOYEE APPOINTMENT  
  
Title: History Instructor

M/S/C Medina/Acuna to go back to **OPEN SESSION**

Board President Cardenas announced that in Item #1 direction was given to Negotiators, in Item #2 a report was presented and directions were given, and in Item #3 information was provided.

M/S/C Medina/Keithly

Resolution No. 12543: **MEMORANDUM OF UNDERSTANDING BETWEEN THE IMPERIAL VALLEY COLLEGE CHAPTER OF THE COMMUNITY COLLEGE ASSOCIATION/CALIFORNIA TEACHERS ASSOCIATION/NATIONAL EDUCATION ASSOCIATION AND THE IMPERIAL COMMUNITY COLLEGE DISTRICT RE 1998 - 2001 AGREEMENT**

Upon ratification by the Board of Trustees of the Imperial Community College District, the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association (the "Association") and the Imperial Community College District (the "District") hereby enter into this Memorandum of Understanding as of September 10, 2002, with regard to certain provisions of the document entitled "*Agreement Between Imperial Community College District and the Imperial Valley College Chapter of the Community College Association/California Teachers Association/National Education Association, 1998 - 2001*" as set out more particularly below.

The Association and the District have agreed to the following policy and contract adjustments:

1. The District agrees to honor all instructor salary advancement requests that would be effective for the 2002-2003 academic year where the District (a) received written notification of the instructor's expectation of salary advancement on or before August 16, 2002, or (b) approved the instructor's written request to take course work for the purpose of salary advancement on or before May 30, 2002.

All requests for salary advancement to be effective for the 2003-2004 academic year must still be conveyed to the Vice President for Academic Services or the Vice President of Student Services by no later than May 15, 2003, unless that requirement is superceded by an applicable contract amendment concluded by and between the Association and the District.

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

the granting institution. Where an institution will not provide verification, the District will presume that the grade at issue is the equivalent of a "C" grade or better.

M/S/C Medina/Keithly

Resolution No. 12544: **OVERLOAD ASSIGNMENTS**

BE IT RESOLVED that the following academic personnel be paid for their overload assignments in excess of six hours per week for the Fall 2002 Semester in accordance with the rate established in Resolution No. 11354 dated April 8, 1998:

<u>Name</u>	<u>Assignment</u>
Bemis, Roberta	English
Biley, Patti	ESL
Carlson, Marylynn	Nursing
Carnes, Dennis	Anatomy/Biology
David, Samuel	Biology/Zoology/Chemistry
Davis, Donna	Nursing
Davis, Lincoln	English
Decker, Van	Music
Deyo, Jeff	Physical Education
Fitzsimmons, Rick	Nursing
Giauque, Gerald	French/Spanish
Gilbertson, Tom	Art
Guzman, Cesar	Citizenship
Hann, Richard	Philosophy
Kelsoe, Leon	History/Government/Physical Education
Lopez, Jose	Automotive Technology
Luoma, Craig	Nursing
Marcuson, Bruce	Administration of Justice
Mecate, Jim	Physical Education
Meek, Al	Nursing
Patterson, James	Speech/Theatre/English
Pendley, Jim	Biology
Pollock, Diedre	Nursing
Ponce, Josefina	ESL
Rowley, Diedre	English
Staton, Robin	Behavioral and Social Science
Stroud, Jean	Nursing
Tucker, Jill	Physical Education
Valentine, Martin	ESL/Spanish
Welch, Thomas	History/Library Science
Wilhelm, Robert	Geography/Government
Zielinski, David	English

M/S/C Medina/Keithly

Resolution No. 12545: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time temporary academic personnel be employed for the Fall 2002 Semester:

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>ASSIGNMENT</u>
Delys, John	Appropriate Classification and Step Contingent Upon	ESL
*Fisher, Raenelle	Verification of Records	History
Fletes, Marilu	"	ESL
*Jordinae, Diane	"	Child, Family and Consumer Sciences
Standiford, William	"	English

\*Pending Fingerprint Clearance

M/S/C Medina/Keithly

Resolution No. 12546: **COACHING ASSIGNMENTS**

BE IT RESOLVED that the following list be approved to appoint Assistant Athletic Coaches to their respective positions for the 2002-2003 Academic Year as indicated:

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Melissa Medina (\$1,000.00)	Assistant Coach	Women's Volleyball
Gerardo Casarez (\$700.00)	Assistant Coach	Women's Volleyball
Lisa Winkler	Assistant Coach	Women's Softball
Richard Ignacio	Assistant Coach	Men's Basketball

M/S/C Medina/Keithly

Resolution No. 12547: **PER-SESSION INSTRUCTOR EMPLOYMENT**

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

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Cole, William	Physical Education
De Leon, Ylaria	Disable Student Programs & Services
Jimenez, Javier	Electronics
Luna, Sylvia	Health Technologies
Mestan, Richard	Water Treatment
Mitosinka, Jackie	ESL
Peralta, Rosa	Health Tech/IndStudies - Nursing
Ramos, David	ESL

M/S/C Medina/Keithly

Resolution No. 12548: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that pursuant to Title V 53430, California Education Code 87359, and the District's Hiring Procedures (Resolution No. 11647, dated June 9, 1999) the following individuals have been determined to possess qualifications that are at least equivalent to the minimum qualifications for the discipline indicated, and are hereby approved to teach subjects under said discipline for the 2002-2003 academic year:

<u>NAME</u>	<u>ASSIGNMENT</u>
Hill, Eugene	Music
Hodgkin, Janell	Business-Accounting
Huerta, Lucilia	ESL
Nicholson, Ronald	English
Pascua, Darrol	Spec 51/Water Treatment

M/S/C Medina/Keithly

Resolution No. 12549: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, during 2002-2003 academic year, in accordance with the hourly rate provided in Resolution No. 12493. 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>
Jeffries, Ryan	Counselor	Federal
McFadden, Kevin	Counselor	Federal

M/S/C Medina/Keithly

Resolution No. 12550: **TITLE IX OFFICER**

BE IT RESOLVED that the Board approves Norma Nava to continue her service as Title IX Officer for the District for the 2002-2003 academic year.

M/S/C Medina/Keithly

Resolution No. 12551: **ASSISTANT DIRECTOR OF NURSING**

BE IT RESOLVED that the Board approves Diedre Pollock to continue as serve as Assistant Director for the District's Nursing Education/Health Technologies Department for the 2002-2003 academic year.

M/S/C Medina/Keithly

Resolution No. 12552: **LABORATORY SUPPLIES COORDINATOR**

BE IT RESOLVED that the Board approves Marylynn Carlson to continue as Lab Supplies Coordinator for the Imperial Valley College Nursing Education/Health Technologies Department for the 2002-2003 academic year.

M/S/C Medina/Keithly

Resolution No. 12553: **CLASSIFIED VOLUNTARY TRANSFER/REASSIGNMENT**

BE IT RESOLVED that the following individual be employed in the classified service pursuant to a voluntary transfer and reassignment as indicated:

<u>NAME</u>	<u>FROM POSITION/ DEPARTMENT</u>	<u>RANGE/ FUNDING</u>	<u>TO POSITION/ DEPARTMENT</u>	<u>RANGE/ FUNDING</u>	<u>EFFECTIVE</u>
Arce- Gomez, Frances	Office Assistant II (Workforce Development Center)	21-E State	Mailroom/ Office Assistant (Maintenance)	21-E District	9/12/02

M/S/C Medina/Keithly

Resolution No. 12554: **SHORT-TERM CLASSIFIED 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>
Ramirez, Mary	Instructional Lab Assistant	District	23-A	8/15/02 to 9/31/02

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

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
ICCD Board President

\_\_\_\_\_  
ICCD Board Secretary