

**ADOPTED MINUTES**

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

**Wednesday, July 10, 2002**

On Wednesday, July 10, 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.  
Romualdo Medina  
Kelly Keithly  
Marian Long  
Rebecca Ramirez  
Louis Wong

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

CONSULTANTS PRESENT:

Dr. Jack Fujimoto, Interim Superintendent/President  
Carlos Fletes, Vice President for Business Services  
John Hunt, Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
John Mustafa, Interim Director of Human Resources  
Dr. Sam Ellis, Chief Technology Officer  
Frank Oswalt, Legal Counsel

VISITORS PRESENT:

Olga Artechy; Dawn Chun; Kathy Berry; Bill Gay; Renee Fenn;  
Eileen Ford; Laurie Franks; Saul Hom; Gonzalo Huerta; Eric  
Jacobson; Jan Magno; Al Meek; Harold Richwine; Robin Staton;  
Larry Welch; David Zielinski.

COMMUNICATIONS

1. Gabriel Torres, Spanish Instructor (RE: Resignation)

PUBLIC COMMENTS

1. Victor Jaime announced that notification had just been received from Congressman Duncan Hunter that IVC has been selected to receive funding for the Talent Search Program in the amount of \$334,743.00, over a period of four years. This represents an \$85,000 increase from past allocations. The Talent Search Program has been in existence at IVC since 1980.
2. Mr. Dale Bays, a student, addressed the Board about his conflict with the Nursing Program. He complained that the NS5 Pre-nursing Transition Class was cancelled and students were not notified of the class schedule change. Nursing Professor, Al Meek, and Director of Nursing, Kathy Berry, as well as John Hunt, explained the situation and actions taken.

EMPLOYEE OF THE MONTH PRESENTATION

The Employee of the Month for July 2002, is Olga Artech, EOPS/CARE Coordinator, who has worked at IVC for twenty-six years. Olga was honored for the following reasons:

- She has served IVC students for 26 years, since 1976;
- She has served as Upward Bound and CARE Counselor;
- She has served as EOPS Coordinator for 18 years;
- She has served on the Academic Senate for 21 years;
- She has served on the CTA Executive Board.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Cihara Hercules, reported on the following:

- The Student Planner for 2002-2003 has been completed and will be distributed to students in August.
- The ASG President will be attending the 2002 Student Trustee Conference in Sacramento.
- Ron Schoors and the IVC Foundation was thanked for their support of the ASG.
- Students will be appointed to the various standing committees.

ACADEMIC SENATE UPDATE

Academic Senate President, Jim Pendley, reported the following:

- The Senate will not be meeting during the summer months.
- Mr. Pendley commended Dr. Fujimoto for his classroom visits, and in making the transition pleasant and easy.

PRESIDENT'S UPDATE

Dr. Fujimoto shared the following information:

- Dr. Fujimoto's first week's activities were filled with administrative matters along with meeting ten classes at which the instructors have been cordial and permitted him to interact with students. It has been a positive, rewarding experience.
- The July 4<sup>th</sup> Freedom Fest at IVC appeared to be a huge success for IVC being their venue. Gloria and Gene Brister were excellent as hosts. Among the concessions on that day were the IVC Student Support Services Club and Hi-Tech Club booths. Cihara Hercules commented that the Clubs raised more than \$1,000.00.
- There is no State budget yet, and there have been no directives from the Chancellor's Office, that have a fiscal impact on us.
- The Customer Service Academy was launched on June 18. Positive signs have been heard and seen, and a formal report will be made at the August Board meeting.
- The brochure announcing the IVC CEO search has been distributed nationwide. Tom Harris, Search Consultant, says that he feels positive about the search, and has heard that people are interested in applying. The plan is to convene the Search Committee after the application closure date of October 4. Publication advertising has been placed locally as well as nationally.
- The Board was apprised of the good work being performed by Strata. Some major conflicts have been addressed. Access to the internet has been accelerated considerably, and SPAM messages are being eliminated from computer monitors. Schedule conflicts for summer session students are being resolved.

- The Instructional Technology Advisory Committee and Administrative Technology Advisory Committee have met and plan to present their recommendations to the Information Technology Executive Board on July 17. Software vendors are being invited to campus for July 25, 26, 29, 30, for all day presentations and everyone was invited to participate.
- At the June Board meeting, Rosalie Lopez informed the Board about the Upward Bound Program at the University of California, San Diego. The program ends on July 28, and the awards luncheon is being held on July 27, and Dr. Fujimoto plans to attend the awards luncheon to offer best wishes. Trustees were invited to attend.
- Bill Gay, Ron Schoors and Dr. Fujimoto have been meeting to discuss development of advertising for IVC for Fall enrollment, IVC website improvement, and working towards a positive image for IVC in the community.
- On Monday, July 29, at 11:00 A.M., there will be a meeting with Dan Estrada from the Chancellor's Office, and Colonel Jeff Kramer, National Guard, to discuss their desire to establish a Smart Classroom at IVC. Anyone interested should come to the meeting.
- Steps are being taken to strengthen the role of College Council as the shared governance vehicle. The Council is scheduled to meet at 2:30 P.M. on the second and fourth Mondays, starting August 26. At the initial meeting, a new chair will be elected. The role of the College Council will be defined and will play a greater role in the shared governance process. There are many issues that need to go through a shared governance process among which are the website improvement issue, general obligation bond, IVC Foundation working closely with IVC, reprographics controls, and transportation issues.
- The Pasadena Community College District approved a resolution that recommends the Statewide Master Plan included trustees in the consultation process for the Board of Governors. A copy of the resolution was made available for information, and the Board may wish to bring a similar resolution to the August meeting for discussion and action.
- Some of the issues to be addressed in upcoming Board meetings will be the fall enrollment data, the impacted classes issue, what IVC is doing to contribute to Imperial County's economic development activities, CEO search process, positive image building of IVC, information competency for graduation, and SDICCCA.

- Dr. Fujimoto stated that he has agreed to speak before local service clubs. He will also talk to history classes about his experiences in the World War II concentration camps. On August 16, the next scheduled Board meeting, Dr. Fujimoto will be honored as a Nisei Week pioneer in Little Tokyo, Los Angeles.

PROGRAM REVIEW: SOCIOLOGY/ANTHROPOLOGY/ADMINISTRATION OF JUSTICE/ALCOHOL DRUG STUDIES/HUMAN RELATIONS/GEOGRAPHY/POLITICAL SCIENCE

Eric Jacobson, provided an informative report on the findings of the Fall 2001 Program Review for the various Social and Behavioral Science courses offered. Division members Mary Kay Borchard, Krista Byrd, Kris Leppien-Christensen, Bruce Marcuson, Gary Rodgers, Robin Staton and Robert Wilhelm were thanked for their participation. Also thanked were Gail Hostetler, Division Secretary, for organizing the materials, and Dawn Chun and Paulette Gage-Mosher for computer data analysis of demographic information and student surveys. Data was compiled from a variety of sources and reflected the following:

- Grades earned in the last two years of the study (1999, 2000) were significantly higher than those earned in the previous three fall semesters (1996, 1997, 1998).
- Older students (30 and older) generally outperformed younger students. The oldest group (those over 50) performed best, and those in the youngest group (under 20) performed most poorly.
- Racial/ethnic differences in grades were revealed. Non-Hispanic students earned significantly higher grades. However, this racial/ethnic difference did not hold true for international high school affiliated students who were overwhelmingly Hispanic. This group of students consistently outperformed all other students regardless of race or ethnicity.
- Students who speak English as their primary language earned higher grades than their counterparts whose primary language was other than English.
- Students who limited their classes solely to evenings earned better grades than those enrolled in day only or day and evening courses.
- Brawley affiliated students performed the best when local public high schools were examined, and Calexico High School affiliated students performed most poorly.

M/S/C Keithly/Medina Approval of Minutes dated June 12, 2002

M/S/C Keithly/Medina

Resolution No. 12472: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. 0204566 through 0204889 inclusive are approved.

BE IT FURTHER RESOLVED that the issuance of Dummy Purchase Order Nos. 0203246 through 0203647, inclusive are approved.

M/S/C Keithly/Medina

Resolution No. 12473: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 24 in the amount of \$202,471.45, and No. 25 in the amount of \$1,031,464.48 be ratified.

M/S/C Keithly/Medina

Resolution No. 12474: **COMMERCIAL WARRANT ORDERS**

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

46 in the amount of \$243,431.18  
47 in the amount of \$163,154.19  
48 in the amount of \$612,934.63  
49 in the amount of \$443,278.93

M/S/C Ramirez/Wong

Resolution No. 12475: **RENOVATION OF 1600 BUILDING**

BE IT RESOLVED that the bid of Lesicka Construction in the amount of \$74,482.00 for renovation of the 1600 building, per the plans and specifications, be hereby accepted.

BE IT FURTHER RESOLVED that the Interim Superintendent/President and the Vice President for Business Services be hereby authorized and instructed to sign all notices, contracts, change orders, or other documents for the completion of said project.

M/S/C Keithly/Medina

Resolution No. 12476: **CHILD CARE CENTER**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number GCTR-2077 / 13-6315-00-2, for fiscal year 2002-2003, in the amount of \$417,602.00, with the California State Department of Education, and that Dr. Jack Fujimoto, Interim Superintendent/President, and John Hunt, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Keithly/Medina

Resolution No. 12477: **CHILD CARE DEVELOPMENT FEDERAL BLOCK GRANT**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number FCTR-2031 / 13-6315-00-2, for fiscal year 2002-2003, in the amount of \$52,948.00, with the California State Department of Education, and that Dr. Jack Fujimoto, Interim Superintendent/President, and John Hunt, Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Keithly/Medina

Resolution No. 12478: **DISTRICT PURCHASES**

WHEREAS, procurement is one of the major functions of the administration of school business; and

WHEREAS, Education Code Section 81656 and Board Policy 7.1.5.1 authorizes delegation of purchasing and contract authority;

NOW THEREFORE BE IT RESOLVED that the Vice President for Business Services under the guidance of the Superintendent/President, is hereby authorized and directed to contract for all supplies, materials, apparatus, equipment and services for the District; and

BE IT FURTHER RESOLVED that contracts or purchases in the amount of \$15,000.00 or more shall be approved by the Board of Trustees in advance of execution; and

BE IT FURTHER RESOLVED that administrative rules and regulations shall be implemented pursuant to the Education Code, Budget and Accounting Manual of the California Community Colleges, and other codes and directives as applicable; and

BE IT FINALLY RESOLVED that this policy shall be reviewed annually.

M/S/C Keithly/Medina

Resolution No. 12479: **DELIVERY OF DOCUMENTS TO THE IMPERIAL COUNTY SUPERINTENDENT OF SCHOOLS**

BE IT RESOLVED that the Imperial County Superintendent of Schools be authorized to mail and/or deliver warrants and correspondence from the Accounting Section of the Office of the Imperial County Superintendent of Schools for the Imperial Community College District to the Vice President for Business Services, his designee, or Mary Bell, Nancy Hoyt, Mary Carter, Susan Rodriguez, Mirtha Galindo, Betty Kakiuchi, Phyllis Gilliam, Janell Couchman, John Mustafa, Linda Amidon, Mayra Mendez, Sheila Dorsey-Freeman, and Zula Hartfield.

M/S/C Keithly/Medina

Resolution No. 12480: **COUNTY SUPERINTENDENT'S OFFICE TO MAKE CORRECTIONS ON COMMERCIAL AND/OR PAYROLL WARRANTS**

WHEREAS, an occasional error is found in the total amount of a payment of a commercial and/or payroll warrants; and

WHEREAS, the delay of returning said warrant or warrants and the expense of returning them is not a sound business practice;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Imperial Community College District hereby authorizes the Office of Imperial County Superintendent of Schools to correct the commercial warrant in any amount not to exceed ten dollars (\$10.00), and make corrections to the payroll warrant in any amount necessary.

M/S/C Keithly/Medina

Resolution No. 12481: **SCHOOL ORDERS**

BE IT RESOLVED that pursuant to Education Code Section 42632/85232, the Imperial Community College District Board of Trustees, representing Imperial County, hereby authorizes the following persons to sign any and all orders (not to exceed \$15,000) in the name of said District during the 2002-2003 school year:

Dr. Jack Fujimoto, Interim Superintendent/President  
Carlos Fletes, Vice President for Business Services  
Janell Couchman, Director of Fiscal Services  
John Hunt, Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
Laurie Franks, Director of Purchasing and Warehouse



M/S/C Keithly/Medina

Resolution No. 12482: **AUTHORIZED AGENTS**

BE IT RESOLVED that the Superintendent/President, Vice President of Business Services, Vice President of Academic Services, Vice President of Student Services, and the Director of Human Resources be designated the "Authorized Agents" for the Imperial Community College District to sign the following documents:

- Notices of Employment
- Notices of Termination
- Changes of Salary
- Payroll Authorization
- Commercial Warrant Orders
- State Compensation Insurance Claims
- State Teachers' Retirement Membership Forms
- Time Sheets
- Notices of Leave of Absence
- State and Federal Project Requests
- PERS Membership Forms
- Any Other Items Approved by the Superintendent

M/S/C Keithly/Medina

Resolution No. 12483: **AUTHORIZED AGENTS**

BE IT RESOLVED that the following persons be designated as "Authorized Agents" to sign the documents indicated for the 2002-2003 school year:

- |                               |  |
|-------------------------------|--|
| Student Notices of Employment | Superintendent/President<br>Vice President, Business Services<br>Vice President, Student Services<br>Vice President, Academic Services<br>Dean of Financial Aid and State Programs |
|-------------------------------|--|

M/S/C Keithly/Medina

Resolution No. 12484: **AUTHORITY TO SIGN CHECKS**

BE IT RESOLVED that the following persons be authorized to sign checks for the accounts indicated for the 2002-2003 school year:

IVC Grants Account (2 signers)

- Superintendent/President
- Vice President for Business Services
- Vice President for Student Services
- Vice President for Academic Services
- Dean of Financial Aid/State Programs
- Director of Fiscal Services

Associated Students (2 signers)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Student Affairs  
Associated Students Treasurer  
Director of Fiscal Services

Campus Organizations (2 signers)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Student Affairs  
Director of Fiscal Services

Revolving Account (1 signer)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services

IVC 125 Flex Plan (1 signer)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services

IVC Trust Account (2 signers)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Dean of Financial Aid/State Programs  
Director of Fiscal Services

IVC Holding Account (1 signer)

Superintendent/President  
Vice President for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services

M/S/C Keithly/Medina

Resolution No. 12485: **INVESTMENT OF MONIES**

BE IT RESOLVED that the Vice President for Business Services is hereby empowered to authorize and instruct the Treasurer of Imperial County to invest monies not required for the immediate necessities of the Imperial Community College District, as determined by him. Said funds are to be used to establish an interest bearing inactive bank deposit account for the period specified, or to purchase United States Government Bonds, notes, bills, or certificates for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that said Imperial County Treasurer be authorized and instructed to deposit for safekeeping, in a legal depository, in the State of California or New York, any such bonds notes, bills, and certificates purchased for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that this resolution be reviewed and acted upon annually.

M/S/C Keithly/Long

Resolution No. 12486: **REPLACEMENT OF SPANISH 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 tenure track Spanish Instructor.

M/S/C Keithly/Long

Resolution No. 12487: **DEPARTMENT TITLE CHANGE**

WHEREAS, the Imperial Community College District presently maintains an Early Childhood Education Program; and

WHEREAS, the Curriculum and Instruction Committee (April 18, 2002) and the Academic Senate (May 15, 2002) approved a department title change for the Early Childhood Education program.

NOW THEREFORE BE IT RESOLVED that the Board approves the new adopted department title of Child, Family, and Consumer Sciences replacing the current Consumer Education and Family Studies department title.

M/S/C Keithly/Long

Resolution No. 12488: **COACHING ASSIGNMENTS**

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

<u>Name</u>	<u>Position</u>	<u>Sport</u>
Jim Mecate	Athletic Director	
Jill Tucker	Head Coach	Women's Basketball
Jeff Deyo	Assistant Coach	Women's Basketball
*Joe Garcia	Assistant Coach	Women's Basketball
Angelica Ramos	Head Coach	Women's Soccer
Anabel Acevedo	Assistant Coach	Women's Soccer
Jill Lerno	Head Coach	Women's Softball
Denise Mays	Assistant Coach	Women's Softball
Anna Garcia	Head Coach	Women's Tennis
Javier Olmedo	Assistant Coach	Women's Tennis
Jill Tucker	Head Coach	Women's Volleyball
Kim Witte	Assistant Coach	Women's Volleyball
Dave Drury	Head Coach	Men's Baseball
Jim Mecate	Assistant Coach	Men's Baseball
**David Milan	Assistant Coach	Men's Baseball
Nick Gehler	Head Coach	Men's Basketball
TBA	Assistant Coach	Men's Basketball
Rafael Contreras	Head Coach	Men's Soccer
Juan Dublin	Assistant Coach	Men's Soccer
Mike Palacio	Head Coach	Men's Tennis
Gerardo Casarez	Assistant Coach	Men's Tennis
Jill Lerno	Cheer Advisor	

\* Funding: \$1,000 IVC Foundation

\*\* Funding: \$1,700 IVC Foundation

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: Three Cases
3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Property: 650 North Imperial Avenue, El Centro  
Negotiating parties: District and Grubb & Ellis  
Under negotiation: price, terms of payment, tenant  
improvements

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

Board President Rudy Cardenas announced the following:

1. The Board gave direction to District Negotiators.
2. In Cases 1 and 2 the Board gave direction to Legal Counsel.  
In Case 3 Rom Medina and Legal Counsel were dismissed due to  
a conflict with the issue being discussed, and the Board gave  
direction to Administration on how to proceed.
3. The Board gave direction on how to proceed with real property  
negotiations.

NO ACTION TAKEN

Resolution No. 12489: **2002-2003 AGREEMENT BETWEEN THE DISTRICT  
AND CSEA, CHAPTER 472**

BE IT RESOLVED that the Board ratifies the Agreement between the  
District and CSEA, Chapter 472, for the school year 2002-2003 as  
follows:

This agreement incorporates all contract language changes for the  
agreement effective July 1, 2001 through June 30, 2004.

Compensation:

1. For the 2002-2003 fiscal year, 3.67% total compensation as  
follows:

- a. 1.5% on-schedule salary increase effective July 1, 2002.
  - b. 2.17% increase to District-paid health and welfare benefits.
2. Golden Handshake
  3. Effective July 1, 2002, step and longevity increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

Insurance:

1. Implement the following changes to the health and welfare insurance plan:
  - a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
  - b. Increase Co-insurance to 85%/15% for all services except inpatient(90%/10%).
  - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
  - d. Increase VSP deductible to \$25.

\*Upon ratification by the Board of the Agreement between CSEA and the District, Administrators, Classified Management, Classified Confidential and Board members and retirees in these classifications shall also be subject to the same plan changes.

2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Evaluations:

Effective January 1, 2003, performance evaluations for permanent employees shall be conducted biannually during the months of February, March and April. Permanent employees shall review and sign their evaluation forms by April 30 before they are submitted to the Human Resources Office.

Reclassifications:

Effective July 1, 2002, reclassification/classification requests for District-funded positions must be submitted between January 15 and February 15. No requests will be considered before or after this period.

Other Contract Language Changes:1. Article 6, Employment

Amend paragraph 6.13, Union Representative, as follows:

CSEA shall provide to the District its list of Union Representatives no later than January 15 of the current academic year.

2. Article 8, Salary

- a. Amend the paragraph of Section 8.2 regarding placement of appointments to a Step C on the current salary schedule to eliminate the ad hoc committee as follows:

Appointees to a classification who have two (2) or more years of verifiable experience above the minimum qualifications in a comparable classification may be placed at Step C on the current salary schedule. ~~after review and recommendation by an ad hoc committee appointed by the Chairperson of the CSEA Classification/Reclassification Committee and approval by the Director of Human Resources.~~ Delete Section 8.3, Placement for Selected Job Classification.

3. Article 11, Leaves:

- a. Amend Section 11.1.2, Verification of Absence, to add the following language to the end of the first paragraph:

***Employee shall submit such statement to the Human Resources Office prior to returning to work. If an employee works a shift outside the regular District business hours, that statement shall be submitted to his/her supervisor. Supervisor shall provide such statement to the Human Resources Office.***

- b. Amend the second paragraph of Section 11.2, Extended Sick Leave, so it is divided into three paragraphs of

as follows: the first sentence is one paragraph; the second sentence is another paragraph, and the third sentence is the last paragraph.

- c. Amend Section 11.8, Personal Necessity Leave, to add the following:

*Other than PN(7) being used for unpaid days during the winter and spring breaks, personal necessity leave shall be defined as "leave to be taken for circumstances or a matter that cannot be performed/conducted outside of work hours." Employees shall inform their supervisors as soon as possible of the need to take personal necessity leave. When employees fill out a time sheet, they shall designate on the sheet which of the seven (7) categories of personal necessity leave was taken.*

4. Add new Section 15.13, Conference Travel:

*Employees shall be compensated the equivalent of the employee's regular workday for approved non-mandated conference travel.*

Add an equity clause (to be negotiated).

This agreement reflects all understandings of the parties; anything not contained in the written agreement that has not been agreed to, unless reduced to writing and signed by both parties subsequent to the date of the agreement, precludes either party from reopening negotiations during the term of the agreement.

This agreement is entered into on the date shown above and is conditioned upon approval by the bargaining unit and the District Board of Trustees.

**Fiscal Impact Statement:** Total annual cost of approximately \$149,500 (\$61,500 1.5% Salary Increase and \$88,000 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

NO ACTION TAKEN

Resolution No. 12490: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL EMPLOYEES**

BE IT RESOLVED that the Board ratifies the Agreement between the District and the IVC Confidential Employees for the school year 2002 - 2003 as follows:



Compensation:

1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
  - a. 1.5% on-schedule salary increase effective July 1, 2002.
  - b. 2.17 % increase to District-paid health and welfare benefits.
2. Golden Handshake
3. Effective July 1, 2002, step and longevity increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

Insurance:

1. Implement the following changes to the health and welfare insurance plan:
  - a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).
  - b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
  - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
  - d. Increase VSP deductible to \$25.
2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Evaluations:

Effective January 1, 2003, performance evaluations for permanent employees shall be conducted biannually during the months of February, March and April. Permanent employees shall review and sign their evaluation forms by April 30 before they are submitted to the Human Resources Office.

Reclassifications:

Effective July 1, 2002, reclassification/classification requests for District-funded positions must be submitted between January 15 and February 15. No requests will be considered before or after this period.

**Fiscal Impact Statement:** Total annual cost of approximately \$13,147 (\$6,150 1.5% Salary Increase and \$6,997 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

## NO ACTION TAKEN

Resolution No. 12491: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND CLASSIFIED MANAGERS**

BE IT RESOLVED that the Board ratifies the Agreement between the District and the IVC Classified Managers for the school year 2002 - 2003 as follows:

Compensation:

1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
  - a. 1.5% on-schedule salary increase effective July 1, 2002.
  - b. 2.17% increase to District-paid health and welfare benefits.
2. Golden Handshake.
3. Effective July 1, 2002, step increases shall be implemented in July and January of each year. For those *permanent* employees whose anniversary dates are between July and December, the increase shall be implemented in July. For those *permanent* employees whose anniversary dates are between January and June, the increase shall be implemented in January.

Insurance:

1. Implement the following changes to the health and welfare insurance plan:
  - a. Increase out of pocket maximum to \$1,000 (individual)/\$3,000 (family).

- b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
  - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
  - d. Increase VSP deductible to \$25.
1. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

Evaluations:

Effective January 1, 2003, performance evaluations for permanent employees shall be conducted biannually during the months of February, March and April. Permanent employees shall review and sign their evaluation forms by April 30 before they are submitted to the Human Resources Office.

Reclassifications:

Effective July 1, 2002, reclassification/classification requests for District-funded positions must be submitted between January 15 and February 15. No requests will be considered before or after this period.

<p><b>Fiscal Impact Statement:</b> Total annual cost of approximately \$12,548 (\$7,650 1.5% Salary Increase and \$4,898 10.22% H&amp;W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.</p>
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NO ACTION TAKEN

Resolution No. 12492: **2002-2003 AGREEMENT BETWEEN THE DISTRICT AND ADMINISTRATORS**

BE IT RESOLVED that the Board ratifies the Agreement between the District and the IVC Administrators for the school year 2002 - 2003 as follows:

Compensation:

- 1. For the 2002 - 2003 Fiscal Year, 3.67% total compensation as follows:
  - a. 1.5% on-schedule salary increase effective July 1, 2002.

- b. 2.17% increase to District-paid health and welfare benefits.

Insurance:

1. Implement the following changes to the health and welfare insurance plan:
  - a. Increase out of pocket maximum to \$1,000 (individual) /\$3,000 (family).
  - b. Increase Co-insurance to 85%/15% for all services except inpatient (90%/10%).
  - c. Change prescription co-payment to \$5/\$10 (generic/brand) for retail/mail order.
  - d. Increase VSP deductible to \$25.
2. The cost of the health and welfare insurance plan shall be increased by 10.22%. Accordingly, the District's contribution per individual shall be increased from \$6,847.00 to \$7,546.26.

**Fiscal Impact Statement:** Total annual cost of approximately \$28,300 (\$15,300 1.5% Salary Increase and \$13,000 10.22% H&W Increase. This expense is not part of the 2002-2003 Tentative Budget. This expense is expected to be funded out of the projected 2002-2003 2% COLA and district contingency fund.

M/S/C Medina/Wong

**Resolution No. 12493: ADJUNCT COUNSELING AND INSTRUCTIONAL SPECIALIST COMPENSATION**

WHEREAS the current adjunct counseling faculty and instructional specialists compensation is

\$18.00 per hour	First Year
\$19.00 per hour	Second Year
\$20.00 per hour	Third Year and MA in Counseling or Related Area
\$22.00 per hour	Fourth Year and MA in Counseling and Pupil Personnel Services Credential

WHEREAS at the time the above salary schedule was adopted the adjunct teaching faculty compensation was \$22.00 per hour;

WHEREAS these categories of employment are no longer in effect; and

WHEREAS the current rate of compensation for adjunct teaching faculty is \$25.00 per hour.

NOW THEREFORE BE IT RESOLVED that upon recommendation of the Vice President for Student Services, the Board approves a rate of compensation for adjunct counseling faculty and instructional specialists that equals the lecture rate of compensation for adjunct teaching faculty.

M/S/C Ramirez/Long  
Resolution No. 12494: **RESIGNATION**

BE IT RESOLVED that Board accepts, with sincere regret, the resignation of Gabriel S. Torres, Spanish Instructor, effective July 26, 2002.

M/S/C Medina/Wong  
Resolution No. 12495: **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>
Cabrera, Hector	Counselor	Federal*
Rodriguez, Julio	Counselor	Federal*

\*Federal: 6/17/02 to 8/15/02

M/S/C Medina/Wong  
Resolution No. 12496: **ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed for the 2002-2003 academic year, as temporary full-time contract personnel contingent upon continued funding of the grant designated, and pending medical and background clearance.

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>	<u>DATES</u>
Harmon, Mary	Counselor	State 100%	EOPS	7/1/02 to 6/30/03

M/S/C Medina/Wong

Resolution No. 12497: **ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following academic personnel be employed for the 2002-2003 academic year, as temporary 60% contract personnel contingent upon continued funding of the grant designated.

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>ASSIGNMENT</u>
Smith, Melvin	Instructional Specialist	State	DSP&S 60%

M/S/C Medina/Wong

Resolution No. 12498: **TEMPORARY ACADEMIC EMPLOYMENT**

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 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
Cabrera, Hector	Counselor	Federal
Cano, Edmundo	Counselor	State/District
Carrera, Jose	Counselor	Federal
Cortez, Josefina	Counselor	Federal
Cuevas, Cynthia	Counselor	Federal
De La Garza, Apolos	Counselor	District
Dolf, Paula	Counselor	State
Dorsey, Tanya	Counselor	State/District
Fristrup, Carey	Counselor	State/District
Garcia, Maria D.	Counselor	State
Herrera-Gaytan, Cynthia	Counselor	Federal
Ibarra, Fabiola	Counselor	District
Lopez, Gabriela	Counselor	Federal
Marquez, Rumaldo	Counselor	District
Miramontes, Abel	Counselor	District

Neely, Maria	Counselor	State
Ragland, Lisa	Counselor	Federal
Ramirez, Arturo	Instructional Specialist	State
Ramirez, Xochitl	Instructional Specialist	Federal
Remmy, David	Instructional Specialist	Federal
Rodriguez, Julio	Counselor	Federal
Scott, Norma	Counselor	Federal
Sigala, Ana	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

M/S/C Medina/Wong

Resolution No. 12499: **PER-SESSION INSTRUCTOR EMPLOYMENT**

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

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Aguirre, Fernando	Spanish
Altamirano, Susan	ESL
Araiza, Carlos	Automotive
Araiza, Mauro	Spanish
Arevalo, Gregory	ESL
Arevalo, Jim	ESL
Arzaga, Michael	ESL
Baeza, Fred	Welding
Barkalow, Holly	Disabled Students
Benavidez, Benny	Correctional Science
Benito, Yolanda	DSP&S Recreation
Berker, Enola	Health Assistant

Bernardi, Roy	Astronomy/Geography
Bradshaw, David	Agriculture
Brown, Karla	Computer Information Systems
Buchanan, Debra	Physical Education
Burch, Steve	Agriculture
Cameron, Michael	Computer Information Systems
Canchola, Guadalupe	Spanish
Cannon, Jimmie	Music
Cano, Edmundo	Human Relations
Case, Frank	English
Casillas, Consuelo	Human Relations-Orientation
Castillo, Kelly	Mathematics
Clark, Paul	Philosophy
Collins, George	Anthropology
Collins, Karen	Anthropology
Colunga, Ramiro	ESL
Colunga, Richard	ESL/Music
Contreras, Rafael	Physical Education
Conway, George	ESL
Cornejo, Frank	Spec 51/Water Treatment
Cota, Edward	Correctional Science
Cozzani, Alejandro	Mathematics
De Leon, Felix	Water Treatment
Delgado, Manuel	Political Science
Delys, John	ESL
Dibb, David	English
Dizon, Milagros	American Sign Language
Dolf, Paula	Disabled Students
Dorsey, Tanya	Human Relations
Duarte, Carlos	Mathematics
Eaton, Christopher	Administration of Justice
Escalera, Joe	Mathematics
Evers, Douglas	ESL
Fajardo, Lourdes	Spanish
Ferguson, Douglas	Speech
Finnell, Gaylla	Correctional Science
Finnell, Lillian	Human Relations
Fletes, Marilu	ESL
Freitas, Linda	Art/Disabled Students
Garay, Jeronimo	Mathematics
Garcia, Ana	Physical Education
Garcia, Margarita	ESL
Garcia, Maria I.	ESL
Garrie, Ronnie	Automotive
Gaytan, Julio	Spanish
Goodsell, Michael	English
Gratianne, Odette	Child, Family & Consumer Sciences
Gray, Ronette	Physical Education
Green, Becky	Child, Family and Consumer Sciences
Grima, Jason	Agricultural Engineering/Automotive
Herbert, Robert	Social Science



Hernandez, Adrian	ESL
Hernandez, Oscar	Mathematics
Higgins, Brenda	Individual Studies-Nursing
Hinojosa, Velia	ESL
Hinshaw, Carl	Mathematics
Hodge, William	Social Science
Ikard, Shane	Business
Jaime, Jose	Computer Information Systems
Jeffries, Ryan	Mathematics
Jerge, Michael	Business
Jimenez, Ricardo	Electronics
Johnson, Jodi	Computer Information Systems
Kelley, Ryan	Child, Family and Consumer Sciences
Khan, John	Art
Kim, Guisook	ESL
Knaak, Manfred	Anthropology
Knapp, Leslie	Administration of Justice
Laveaga, Norma	ESL
Leal, Jaime	Auto Body
Lemus, Sylvia	Business
Leptich, Kurt	Journalism/Photography
Lerno, Jill	Physical Education
Limon, Veronica	ESL
Lizarraga, John	English
Lopez, Manuel	English
Lopez, Teresa	ESL
Love, Mary	Mathematics
Love, William	Agriculture/Environmental Science/Mathematics
Ludwig, Carlos	Auto Body
McKenzie, Susan	Child, Family and Consumer Sciences
MacDonald, Andara	Speech
MacGaffey, Neil	Mathematics
Macholtz, Madeleine	Agricultural/Environmental Science
Machuca, Victor	ESL
Macias, Claudia	Sociology
Maddala, Nagavally	Philosophy/Psychology
Magos, Maria	ESL
Marquez, Arturo	ESL
Marquez, Jesusa	ESL
Martin, Mariano	Welding
Martinez, Ann	English
Mason, Jeff	Administration of Justice
Moran, Susan	Mathematics
Munguia, Monica	ESL
Murray, Charlotte	Biology
Niebla, Eduardo	Chemistry
Nippins, Fred	Fire Technology
Nunez, Fernando	Welding

Ontiveros, Lorenia	Health Assistant
Palacio, John	Physical Education
Peck, Judy	English
Pendley, Justina	Nursing
Pond, Dennis	Music
Poore, Sherry	Disabled Students
Quinn, Theresa	Administration of Justice
Quintana, Helena	ESL
Ragland, Lisa	Computer Information Systems
Rahiotis, Miguel	Human Relations
Ramirez, Xochitl	ESL
Ramos, Angelica	Physical Education
Rhoades, Robert	Mathematics
Richwine, Harold	Physical Education
Rivera, Alfredo	Welding
Rodriguez, Denisa	Computer Information Systems
Roman, Donanciano	Spanish
Romo, Lucia	Spanish
Ronco, Thomas	Computer Information Systems
Ruiz, Emilio	ESL
Sadorra, Augustine	Business
Sanchez, Gerardo	Health Education
Sharpe, John	ESL
Silva, Ernest	ESL
Simon, Darren	English/Journalism
Smith, Donald	ESL
Solomon, Benjamin	Speech
Sorenson, Bonnie	Biology
Standiford, William	English
Staton, Jack	Administration of Justice
Storey, Charles	Business
Stroud, Thomas	English
Suarez, Velarmino	Mathematics
Swearingen, Michael	History
Tally, Sue	Child, Family and Consumer Studies
Tauler, Sandra	Library
Torres, Jesus A.	ESL
Torres, Timoteo	ESL
Travis, Benjamin	ESL
Travis, Reyna	Spanish
Trejo, Lidia	Health Assistant
Trevino, Elizabeth	Human Relations
Valdez, Silda	ESL
Varela, Ruben	Mathematics
Vasquez, Melisa	Computer Information Systems
Vazquez, Salvador	Mathematics
Verbrugh, Richard	Administration of Justice
Walther, Kimberly	Mathematics
Watte, Lea Anne	Administration of Justice
Whitman, William	Mathematics

Wilcox, Karen	Anthropology
Young, Patricia	Speech
Zwart, Martin	Physical Education

M/S/C Medina/Wong

Resolution No. 12500: **PER-SESSION INSTRUCTOR EMPLOYMENT**

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, and pending fingerprint clearance:

<u>NAME</u>	<u>ASSIGNMENT</u>
Kull, Angelica	Art
Nava-Bermudez, Rosalinda	Child, Family and Consumer Sciences
Smith, Ruth	Music

M/S/C Medina/Wong

Resolution No. 12501: **ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following full-time, tenure track, academic personnel be employed for the 2002-2003 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Armenta, Celeste	Appropriate Classification and Step Contingent Upon Verification of Records	Nursing Instructor
Fisher, James	"	Chemistry Instructor
Riehle, Betsy	"	Mathematics Instructor

M/S/C Medina/Wong

Resolution No. 12502: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the following temporary academic personnel be employed for the 2002-2003 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Aguilar, Adelaida	Appropriate Classification and Step Contingent Upon Verification of Records	Spanish Instructor

M/S/C Medina/Wong

Resolution No. 12503: **TEMPORARY ACADEMIC EMPLOYMENT**

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

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Turner, Lisa	Appropriate Classification and Step Contingent Upon Verification of Records	English Instructor

M/S/C Medina/Wong

Resolution No. 12504: **CLASSIFIED SERVICE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Bonillas, Danise	Staff Secretary I	State*	23-B	7/1/02
Hisel, Marie	Administrative Secretary (Financial Aid)	District	31-H	7/15/02
Santana, Norma	Budget Technician	State*	27-A	7/1/02

\* Employment contingent upon continued funding.

M/S/C Medina/Wong

Resolution No. 12505: **CLASSIFIED RECLASSIFICATION**

BE IT RESOLVED that the following classified employees be reclassified:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>FUNDING</u>	<u>EFFECTIVE</u>
Gaytan, Sergio	Financial Aid Assistant Range 26 12 months/ full-time	Financial Aid Technician Range 27 12 months full-time	State	7/1/02
Ortega, Bertha	Financial Aid Specialist Range 31 12 months/ full-time	Financial Aid Officer Range 33 12 months/ full-time	State	7/1/02
Vicuna, Anna	Financial Aid Assistant Range 26 12 months/ full-time	Financial Aid Technician Range 27 12 months/ full-time	State	7/1/02

M/S/C Medina/Wong

Resolution No. 12506: **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>
Arubo, Dennis	Maintenance Worker II	District	31-A	6/19/02 to 8/16/02
Pflaum, John	Custodian (Desert Museum)	District	21-A	7/1/02 to 6/30/03
Fregoso, Jr., Hugo	Grounds Maintenance Worker	District	24-A	6/20/02 to 8/16/02
Martinez, Candy	Office Assistant I (SBDC)	State	19-A	6/17/02 to 8/19/02

McPherson, Cassandra	Instructional Support Assistant	District	23-A	7/1/02 to 12/8/02
Osburn, Luz	Science Lab Technician	District	29-A	6/17/02 to 7/26/02

M/S/C Medina/Wong

Resolution No. 12507: **SUBSTITUTE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Camacho, Jose Luis	Custodian	District	21-A	7/1/02 to 6/30/03
Garcia, Salvador	Custodian	District	21-A	7/1/02 to 6/30/03
Gastelo, Santos	Custodian	District	21-A	7/1/02 to 6/30/03
Medina, Elvia	Custodian	District	21-A	7/1/02 to 6/30/03

M/S/C Keithly/Medina to **ADJOURN** - The next regular meeting of the Board of Trustees is scheduled for Wednesday, August 14, 2002, at 6:00 P.M.

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

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

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