



## **ADDENDUM TO THE AGENDA**

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

**Wednesday, January 17, 2007 – 6:00 P.M.**

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

Add the following Resolution under Consent Agenda – Business

### **VI. CONSENT AGENDA – BUSINESS**

#### **VI.9 Resolution No. 13744: District Audit for 2005-2006**

BE IT RESOLVED that the Board approves the Imperial Community College District Auditor's Report for the year ending June 30, 2006, as prepared by Wilkinson and Hadley, Certified Public Accountants.



**AGENDA  
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IMPERIAL COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Wednesday, January 17, 2007 – 6:00 P.M.**

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

**I. CALL TO ORDER**

1. Roll Call by Secretary:

Carlos R. Acuña  
Rudy Cardenas, Jr.  
Norma Sierra Galindo  
Marian A. Long

Romualdo J. Medina  
Rebecca L. Ramirez  
Louis Wong  
Student Representative  
Academic Senate Representative

2. Pledge of Allegiance

**II. PUBLIC COMMENT**

At this time persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Board Policy 2350 states:

*Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.*

If you wish to be heard, please stand and identify yourself to the Board President.

**III. PRESENTATION TO CARLOS ACUÑA**

**IV. WRITTEN COMMUNICATIONS**

1. Pauline “Nina” Blair, Reading/Writing Lab Tutorial Specialist (RE: Resignation)
2. Wayne T. Wright, Microcomputer Media Technician (RE: Resignation)
3. Community College League of California (RE: CCCT Board Call for Candidate Nomination 2007)

Nina Blair  
230 Mazatlan Drive  
Imperial, CA 92251  
(760) 355-6186

December 7, 2006

Dr. Paul Pai, President  
Imperial Valley College  
380 E. Aten Road  
Imperial, CA 92251

Dear Dr. Pai,

Please accept my resignation as the Reading/Writing Lab Tutorial Specialist effective at the close of the Fall 2006 semester.

Thank you for the opportunity to have served at this college.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nina Blair", with a horizontal line extending from the end of the signature.

Nina Blair

**Wayne T. Wright  
961 Calle Estrella  
Brawley, CA 92227  
(760) 344-4050  
A Letter of Resignation**

December 19, 2006  
Paul Pai – President  
Board of Trustees  
Department of Human Resources  
Imperial Valley College  
PO Box 158  
Imperial, CA 92251

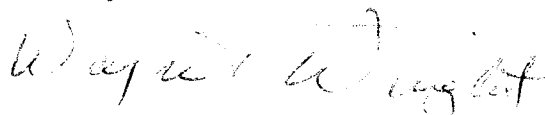
To Whom It May Concern:

When I accepted my position as Microcomputer Media Technician in 1999, I found the job to be challenging yet satisfying, and I have enjoyed working for Imperial Valley College for these last seven years. I believe my past evaluations will document that I have performed the duties as set forth in the job description more than satisfactorily.

However, due to new, irreconcilable conditions within the Learning Services department, I am no longer able to perform my duties as set forth in my job description. These conditions have resulted in an undue amount of stress which has adversely affected my health to the point of also interfering with my ability to function normally in life. Upon counsel of my doctor and after much discussion with my family, I've reached the conclusion that for the sake of my health, I have no other option but to resign my position of Microcomputer Media Technician, Learning Services, Imperial Valley College, effective January 2, 2007.

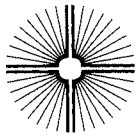
In the event that my health improves, and there is future opening for a Computer Technician at IVC, I would welcome the opportunity to be interviewed for the position.

Sincerely,



Wayne T. Wright  
Micro-computer Media Technician  
Learning Services

cc: Mr. John Abarca - President / CSEA Chapter 472



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA



**Date:** December 1, 2006  
**To:** California Community College Trustees  
California Community College Chancellors/Superintendents  
**From:** Scott Lay  
**Subject:** CCCT Board Election - 2007

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The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Eleven persons will be elected to the board this year. Ten incumbents are eligible to run for re-election. The ten candidates who receive the most votes will serve two-year terms. The eleventh top vote getter will serve a one-year term. Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 6.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)

- Official Nominating Ballot
- Official Biographical Sketch Form
- Official Statement of Candidacy
- CCCT Board Terms of Office
- CCCT Board Roster

**V. INFORMATION REPORTS**

1. Employee of the Month Presentation (December 2006)
2. Board Member Reports
3. Associated Student Government Senate Update – Frank Fernandez
4. Academic Senate Update – Dr. Dennis Carnes
5. Monthly Financial Report – Dick Fragale
6. President's Update – Dr. Paul Pai

**VI. CONSENT AGENDA – BUSINESS**

1. Approval of Minutes dated December 13, 2006
2. Resolution No. 13729: Purchase Orders
3. Resolution No. 13730: Payroll Warrant Orders
4. Resolution No. 13731: Commercial Warrant Orders
5. Resolution No. 13732: Budget Transfers
6. Resolution No. 13733: Classified Overtime
7. Resolution No. 13734: Nonresident Tuition Fee for 2007-2008
8. Resolution No. 13735: Budget Guidelines for 2007-2008

**VII. CONSENT AGENDA – EDUCATIONAL SERVICES**

1. Resolution No. 13736: Standing Committees Flowchart

**VIII. CLOSED SESSION**

1. Public Employee(s) Discipline/Dismissal/Release

**IX. OPEN SESSION**

1. Announcement of final action taken

**X. CONSENT AGENDA – HUMAN RESOURCES**

1. Resolution No. 13737: Classified Resignation
2. Resolution No. 13738: Classified Employment
3. Resolution No. 13739: Tenure
4. Resolution No. 13740: Faculty Resignation
5. Resolution No. 13741: Assistant Coaching Assignment
6. Resolution No. 13742: English Instructor
7. Resolution No. 13743: Associate Dean of Human Resources

**XI. ADJOURNMENT**

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, FEBRUARY 21, 2007, AT 6 P.M.** in the Administration Building Board Room.

**VI. CONSENT AGENDA – BUSINESS**

**VI.1 Approval of Minutes dated December 13, 2006**

**VI.2 Resolution No. 13729: Purchase Orders**

BE IT RESOLVED that the Board approves the issuance of current year Purchase Orders for December 2006 in the amount of \$913,640.64 and Direct Payments in the amount of \$8,816.51, according to the Purchase Order Listing submitted by the Purchasing Department.

**VI.3 Resolution No. 13730: Payroll Warrant Orders**

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

2006-07			Fund 80	Fund 45	
Payroll		General	BOND	Child	Warrant
Warrant	#	Fund	FUND	Development	Total
12/9/2006	11	206,453.20		1,375.96	207,829.16
12/16/2006	12	2,167,815.48	9,040.42	31,845.68	2,208,701.58
		2,374,268.68	9,040.42	33,221.64	2,416,530.74

**VI.4 Resolution No. 13731: Commercial Warrant Orders**

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

2006-07			Fund 80	Fund 45	
Commercial		General	BOND	Child	Warrant
Warrant	#	Fund	FUND	Development	Total
12/7/06	23	2,736,290.32	440.00	1,330.47	2,738,060.79
12/14/06	24	292,038.89	480,511.77	79.50	772,630.16
		3,028,329.21	480,951.77	1,409.97	3,510,690.95

**VI.5 Resolution No. 13732: Budget Transfers**

BE IT RESOLVED that the Board approves the following budget transfers between major object classifications: J4054373, J4054379, J4054383, J4054384, J4054393, J4054396, J4054398 and J4054399.

**VI.6 Resolution No. 13733: Classified Overtime**

WHEREAS paid overtime for Classified staff has been frozen since the fall of 2005; and

WHEREAS the Planning and Budget Committee has recommended that paid overtime for Classified staff be reinstated effective December 1, 2006, with funding not to exceed \$100,000 for the period of December 1, 2006 through June 30, 2007.

NOW, THEREFORE, BE IT RESOLVED the Board approves the reinstatement of paid overtime for Classified staff effective December 1, 2006.

BE IT FURTHER RESOLVED that the Board authorizes the transfer of \$100,000 from Board Reserve to the appropriate overtime/extra help accounts after funds have been allocated to departments by Executive Council.

FISCAL IMPACT: \$100,000 for December 1, 2006 through June 30, 2007, to be transferred from Board Reserve.
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**VI.7 Resolution No. 13734: Nonresident Tuition Fee for 2007-2008**

WHEREAS, Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee no later than February 1<sup>st</sup> for the succeeding fiscal year on the basis of its current cost of education, or on the statewide average of the current cost of education.

NOW, THEREFORE, BE IT RESOLVED that the tuition for out-of-state and out-of-country students will remain the same at **\$160.00 per unit** commencing July 1, 2007, for the fiscal year 2007-2008.

BE IT FURTHER RESOLVED that this policy be administered in accordance with Education Codes sections 68050-68134 and 76140-76143.



**VI.8 Resolution No. 13735: Budget Guidelines for 2007-2008**

BE IT RESOLVED that the Board of Trustees approves the following Budget Guidelines for 2007-08:

**IMPERIAL VALLEY COLLEGE  
2007-08 Budget Development Guidelines**

Budget development for the 2007-2008 District Budget is scheduled to begin in February 2007, with a deadline of **March 31, 2007**. The first draft of the Tentative Budget will be reviewed by Planning and Budget Committee in April, 2007, with a Tentative Budget being presented to the Board of Trustees on June 19, 2007 and a Final Budget to be adopted by September 15, 2007.

**2007-08 BUDGET GOALS**

1. Maintain the fiscal stability of the District.
2. Maintain a minimum 6% reserve.

**2007-08 BUDGET GUIDELINES**

- 1000 Certificated salaries – subject to negotiations
- 2000 Classified Salaries – subject to negotiations
- 3000 Fringe Benefits – subject to negotiations
- 4000 Supplies and Equipment – ***Proposals will be submitted by area Vice President to Planning and Budget for consideration based on Program Reviews. Amount appropriated for expenditures (not including fixed costs) to be distributed by area vice presidents, division chairs and program directors.***
- 5000 Services – ***Proposals will be submitted by area Vice President to Planning and Budget for consideration based on Program Reviews. Amount appropriated for expenditures (not including fixed costs) to be distributed by area vice presidents, division chairs and program directors.***
- 6000 Capital Outlay – ***Proposals will be submitted by area Vice President to Planning and Budget for consideration based on Program Reviews. New and replacement of equipment.***

Data Entry: 1000, 2000, and 3000 (salary and benefits) will be entered by the Business Office for non-categorical programs; 4000, 5000 and 6000 budget amounts will be entered by departments/divisions.

Categorical Programs: All data entry for categorical programs will be done by the program; any adjustments to categorical budgets will be addressed on an individual basis by the program directors and the Director of Fiscal Services.

**VII. CONSENT AGENDA – EDUCATIONAL SERVICES**

**VII.1 Resolution No. 13736: Standing Committees Flowchart**

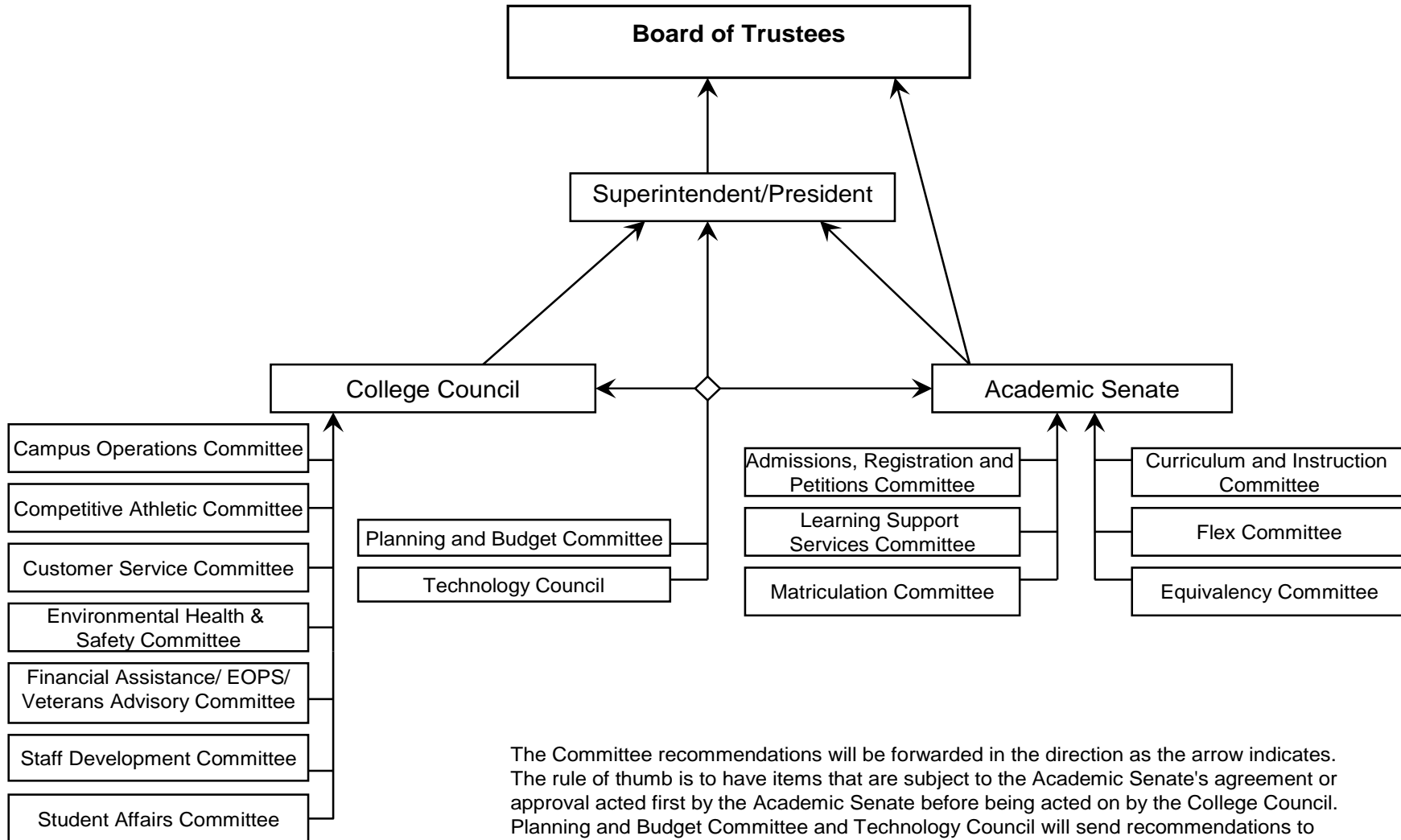
WHEREAS, the Academic Senate and College Council have reviewed and approved the Standing Committees Flowchart;

NOW, BE IT RESOLVED that the Board approves the Standing Committees Flow Chart.

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## STANDING COMMITTEES

### Flow Chart



The Committee recommendations will be forwarded in the direction as the arrow indicates. The rule of thumb is to have items that are subject to the Academic Senate's agreement or approval acted first by the Academic Senate before being acted on by the College Council. Planning and Budget Committee and Technology Council will send recommendations to both the Academic Senate and the College Council for review at the same time.

**VIII. CLOSED SESSION**

1. Public Employee(s) Discipline/Dismissal/Release

**IX. OPEN SESSION**

1. Announcement of final action taken

**X. CONSENT AGENDA – HUMAN RESOURCES**

**X.1 Resolution No. 13737: Classified Resignation**

BE IT RESOLVED that the resignation of the following classified employee be accepted as of the date indicated:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Wayne T. Wright	Microcomputer Media Technician	Learning Services	District	21-6	01-02-07

**X.2 Resolution No. 13738: Classified Employment**

BE IT RESOLVED that the following individual currently employed with the Imperial Community College District has accepted employment within another department as indicated below:

<u>Name</u>	<u>Position</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
Martha Olea	Technology Support Technician	Title V - ACCESO Project Federal funding through September 2009	21-5	01-22-07

**X.3 Resolution No. 13739: Tenure**

WHEREAS, Pauline Blair, Reading/Writing Lab Tutorial Specialist, has fulfilled the obligation set forth in the IVC Tenure Policy.

BE IT NOW RESOLVED that the Board approves granting tenure to Pauline Blair, and that she be credentialed as tenured faculty effective the Fall 2006 Semester.

**X.4 Resolution No. 13740: Faculty Resignation**

BE IT RESOLVED that the Board accepts the resignation of the following faculty member effective January 2, 2007:

Pauline Blair, Reading/Writing Lab Tutorial Specialist

**X.5 Resolution No. 13741: Assistant Coaching Assignment**

BE IT RESOLVED that the Board approves the following list of individuals to be appointed as Athletic Coaches for the spring 2007:

Assistant Coach, Men's Baseball: Diego Lopez  
Assistant Coach, Men's Baseball: Eddie Richey

**X.6 Resolution No. 13742: English Instructor**

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel for the spring 2007 semester, pending medical and background clearance:

<u>Name</u>	<u>Assignment</u>
Robert Baukholt	English (Basic Composition) Instructor

**X.7 Resolution No. 13743: Associate Dean of Human Resources**

BE IT RESOLVED that upon recommendation of the Hiring/Screening Committee, and with the endorsement of the Superintendent/President, the Board approves that Travis Gregory be employed as Associate Dean of Human Resources, a full-time administrative position, effective January 22, 2007.

**XI. ADJOURNMENT**

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