



ADOPTED MINUTES

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

Wednesday, January 17, 2007

CALL TO ORDER/ROLL CALL

On Wednesday, January 17, 2007, at 6:00 p.m., Board President Romualdo Medina called the regular meeting of the Imperial Community College District Board of Trustees to order in the Administration Building Room.

BOARD MEMBERS PRESENT:

Carlos R. Acuña
Rudy Cardenas, Jr.
Norma Sierra Galindo
Marian Long
Romualdo Medina
Rebecca L. Ramirez
Louis Wong

BOARD MEMBERS ABSENT:

None.

REPRESENTATIVES PRESENT:

Ashley Menvielle, Student Representative
Suzanne Gretz, Faculty Representative
Gail Parish, Classified Representative

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Gary Rodgers, Interim Vice President for Academic Services
Dr. Victor Jaime, Vice President for Student Services
Dick Fragale, Vice President for Business Services
Frank Oswald, Legal Counsel

PLEDGE OF ALLEGIANCE

Carlos Acuña led the Pledge of Allegiance to the Flag.

CHANGES TO AGENDA

Board President Medina announced the following changes:

Change to Resolution No. 13730 under Payroll Warrant, line # 12 should read December 15, 2006 not December 16, 2006.

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 to the right.

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.

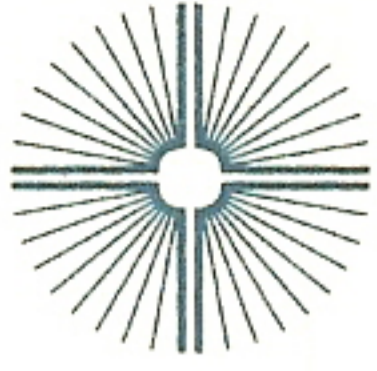
In the event that my health improves, and there is future opening for a Computer Technician at IVC, I would welcome the opportunity to be interviewed for the position.

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

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

Change to Resolution No. 13737 regarding Nonresident Tuition Fee for 2007-2009, second paragraph to remove “remain the same at \$160.00 per unit” and be replaced with “be \$173.00 per unit (statewide average).”

Resolution No. 13736 regarding the Standing Committees Flow Chart was pulled.

PUBLIC COMMENT

There was no public comment.

PRESENTATION TO CARLOS ACUÑA

Board President Romualdo Medina presented Carlos Acuña with a cactus plant in appreciation for his contributions and leadership as District Board President during the past year.

WRITTEN COMMUNICATIONS

Board President Medina announced that the Board received letters from Pauline “Nina” Blair regarding her resignation; Wayne T. Wright regarding his resignation; and from the Community College League of California for candidate nomination for 2007.

INFORMATION REPORTS

Employee of the Month Presentation

Interim Vice President for Academic Services Gary Rodgers congratulated Mary Ann Smith on being the December 2006 Employee of the Month. He stated that Mary Ann takes charge, plays an instrumental role on the Welcome Wagon, has been instrumental in setting up several displays, and is a dedicated member of her church and family. She was presented with a certificate from the Board President.

Mary Ann spoke and stated she felt honored for the recognition. She stated she was grateful to the Customer Service Committee and wanted to recognize Gene Hill, Christy Hisel, Lisa Cross and Patty Robles in being instrumental to her.

Board Member Reports

Trustee Long reported the following:

- She attended the Alliance meeting last week and learned that the Governor announced his budget with a 4.06% COLA and a 2% growth. She stated that it could be changed by the May revise.
- The AB1417 that State Senator Jack Scott has introduced regarding legislation to streamline the teacher credentialing process for career technical education – also known as vocational education was discussed at the Alliance meeting.
- Senator Denise Ducheny heads the Budget Committee and will expand to improve the Career Technical Education with \$22,000,000.
- The Community College Initiative, which would enhance work force training programs at community colleges has received 1.2 million signatures. She stated that the big expense would be the advertising for this initiative.
- Last Saturday, January 13th, she attended a Desert Museum tour. The tour included viewing of the gift shop, area where children will color, play and do projects. She stated the rooms are large and beautiful. Native Americans joined them on the tour and recounted stories. She saw about 1,000 artifacts and stated it was a wonderful day.

She stated that the Desert Museum will open in spring and it may boast an official information center. She invited those who had not toured to make arrangements to do so.

Trustee Acuña stated that the accountability concerns him and asked how many man hours would be needed to maintain this accountability as well as possibly needing to hire employees to maintain the paperwork. Trustee Long stated that this was more of a legal accountability. Dr. Pai stated that it would require additional help and the position that would help is currently frozen.

Trustee Galindo reported the following:

- Requested an updated report to the Agriculture Report from the Agriculture Division that was presented at the October 2006 Board meeting.
- Requested a report from Associate Dean of Student Affairs Sergio Lopez regarding the contract that relates to parking and tickets and specifically requested figures.
- She received two phone calls regarding recruitment and requested information as to the recruitment protocols. She stated that a parent called her and informed her that a counselor encouraged a student, who is on the verge of failing, to drop high school and enroll at IVC. She asked why a student would be encouraged to drop high school.

Vice President for Student Services Dr. Victor Jaime stated that it was not protocol for IVC to ask students to drop. He stated that IVC supplements and prepares students for graduation through coursework. He stated that during this time of year, Student Services is meeting, assessing, and doing one-on-one with students and requested specifics from Trustee Galindo so that he could follow up.

Associated Student Government Senate Update

Student Representative Ashley Menvielle, in for ASG President Frank Fernandez reported the following:

- Frank Fernandez will be traveling to Sacramento for the Community College Statewide Student Senate meeting.
- ASG Representatives will be attending the Region X meeting at Palomar College.
- Frank Fernandez will be representing ASG at the Business Expo.
- Renovations for the Health Center are underway and going well.
- ASG has purchased a table for the Carol Channing event that the IVC Foundation is hosting.
- ASG will be hosting a welcome back event for students.
- ASG was glad to hear that grant monies might be available for the purchase of an all-weather track. ASG stated that they felt an all-weather track would benefit all students, especially IVC's disabled student population. ASG thanked Superintendent/President Dr. Paul Pai and Interim Vice President Dick Fragale for their support and assistance.

Monthly Financial Report

Interim Vice President for Business Services Dick Fragale reported the following:

- Around \$1 million of student bills were received and only 20-30% had been reimbursed. He is expecting that more be paid.
- Related to the bond, he reported that the architect is waiting to get the drawing back from DSA and then it will go to bid by mid-February; award the contract at the March Board meeting and have a spade in the ground soon after.
- Related to the bond, the parking lot renovation bid will go out next week for 2-3 weeks and will go to approval to the February Board meeting. He reported that the work should be done in 45 days.
- The 400 Building is slated for renovation through state funds. He stated there will be a visit from state representatives on January 30th.

Trustee Acuña asked how long it would take for the building plans to come back to IVC. Dick Fragale stated it could be anywhere between 30 days to 6 months but that he was hoping to have it by the end of January.

President's Update

Dr. Paul Pai reported the following:

- Annual Board Alliance Trustee Dinner will be held on Wednesday, February 7, 2007, and will feature Senator Jack Scott as the keynote speaker. Senators Denise Ducheny and Dennis Hollingsworth have also been invited to attend.
- The Governor's budget has redirected \$31 million from Overcap Basic Skills to Basic Skills Initiative and will include \$9 million for nursing, and \$9 million for other career technical classes.
- The status of the Initial Project Proposal (IPP) for Building 400 has been approved to be a Final Project Proposal on the 2008-09 spending plan and the IPP for the library is a candidate for expansion for the 2009-10 FPP.
- Governor's call for \$6 billion bond to the California Community College for unmet facility needs of about \$11 billion.
- Announced the transfer student trends:
 - CSU San Marcos up 15%
 - SDSU down by 1.5%
 - San Diego community colleges down by 16%
 - Transfers from IVC to SDSU Campus increased 18% from 129 students to 152
- On February 9, 2007, there will be a Student Learning Outcomes Workshop with the collaboration of the Academic Senate. All employees have been invited to attend and there will be three consultants for instructional, non instructional, and student services.

Trustee Acuña asked if the \$6 billion were all for community colleges. Dr. Pai said it was.

CONSENT AGENDA - BUSINESS

Board President Medina pulled item 9, Resolution 13744: District Audit for 2005-2006 under Consent Agenda.

CONSENT AGENDA – BUSINESS

Approval of Minutes dated December 13, 2006

M/S/C Cardenas/Acuña and the Board approved the minutes as presented.

M/S/C Cardenas/Acuña

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.

M/S/C Cardenas/Acuña

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
12/15/2006	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

M/S/C Cardenas/Acuña

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

M/S/C Cardenas/Acuña

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.

M/S/C Cardenas/Acuña
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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M/S/C Cardenas/Acuña
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 1st 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 be **\$173.00** per unit (statewide average) 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.

M/S/C Cardenas/Acuña

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.

M/S/C Cardenas/Ramirez
Resolution No. 13744: District Audit for 2005-2006

Motion by Trustee Cardenas to approve the resolution. Second by Trustee Ramirez.

Discussion. Interim Vice President for Business Services Dick Fragale introduced Michael Mears representing Wilkinson Hadley & Co. LLP. He briefed and explained to the Board the audit report. He reported that the district is doing better than last year but still needs work. He stated that the district estimated the fixed assets due to a computer issue and reported that the unpaid fees of previous years will need to be assessed as a portion may need to be written off next year.

Board President Medina asked if the District managed the IVC Foundation due to it being in the audit report. Mr. Mears stated it did not but since it is a component unit it must be included.

Trustee Acuña asked what the percentage of the student body was delinquent in paying fees.

Director of Fiscal Services Carlos Fletes stated that 30% of fees are outstanding for the past 10-11 years.

Trustee Acuña asked what the rate of fee delinquency was for the current student body.

Interim Vice President for Business Services Dick Fragale stated that 80% that has been charged has not been collected which is estimated at \$877,000. He stated that the state does not reimburse for uncollected fees.

CSEA Representative Gail Parish asked if the District was using COTOP (Chancellor's Office Tax Offset Program).

Director of Fiscal Services Carlos Fletes stated that the District has used COTOP in the past but that a more aggressive collection method needed to be used.

Board President Medina stated he wanted to get a feel for the District's problem pertaining to the fixed assets.

Mr. Mears stated that the past Director of Purchasing attempted to do an Excel spreadsheet of the fixed assets and then suddenly left IVC. He stated that as of June 30, 2005, there is a definitive account produced by an inventory done by an outside consultant, but the college needs to automate this process to produce a more accurate total of fixed assets as of June 30, 2006.

Trustee Acuña asked if more staff was needed. Interim Vice President for Business Services Dick Fragale stated that it was best to outsource that function.

The motion was moved unanimously.

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.

CONSENT AGENDA – EDUCATIONAL SERVICES

THIS ITEM WAS PULLED FROM THE AGENDA. NO ACTION TAKEN.

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.

CLOSED SESSION

M/S/C Cardenas/Ramirez to go into CLOSED SESSION at 7:14 p.m.

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

OPEN SESSION

M/S/C Cardenas/Acuña to reconvene and continue to OPEN SESSION at 7:52 p.m.

Board President Medina stated that information was received and direction given as to three personnel cases that were discussed during closed session.

CONSENT AGENDA - HUMAN RESOURCES

There were no items pulled for discussion. Trustee Acuña asked for background information on new employee Travis Gregory, Resolution No. 13743.

M/S/C Cardenas/Acuña

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

M/S/C Cardenas/Acuña
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

M/S/C Cardenas/Acuña
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.

M/S/C Cardenas/Acuña
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

M/S/C Cardenas/Acuña
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

M/S/C Cardenas/Acuña
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

M/S/C Cardenas/Acuña

Resolution No. 13743: Associate Dean of Human Resources

Per Trustee Acuña's request, Superintendent/President Dr. Paul Pai stated that Travis Gregory has a Master's degree in Business and has a specialty license in human resources, and served as a Marine.

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.

ADJOURNMENT

M/S/C Ramirez/Wong to ADJOURN the meeting at 7:55 p.m.

CSEA Representative Gail Parish thanked the Board for approving the overtime resolution.

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.