



## ADOPTED MINUTES

### FOR THE RETREAT/STUDY SESSION OF THE IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Saturday, February 7, 2009

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

On Saturday, February 7, 2009, at 8:34 a.m., Board President Acuña called the Retreat/Study Session of the Imperial Community College District Board of Trustees to order in the Administration Building Board Room.

#### BOARD MEMBERS PRESENT:

Carlos R. Acuña  
Rudy Cardenas, Jr.  
Jerry D. Hart  
Romualdo Medina  
Louis Wong  
Rebecca L. Ramirez

#### BOARD MEMBERS ABSENT:

Norma Sierra Galindo

#### REPRESENTATIVES PRESENT:

Dr. Bruce Seivertson, Academic Senate Representative

#### CONSULTANTS PRESENT:

Dr. Ed Gould, Superintendent/President  
Kathy Berry, Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
John Lau, Vice President for Business Services  
Travis Gregory, Associate Dean of Human Resources  
Dr. Robin Ying, Dean of Technology Services  
Bill Gay, Public Relations Officer  
Jimmy Sanders, Architect  
Dr. Dennis Carnes, Professor

#### PLEDGE OF ALLEGIANCE

Vice President for Academic Services Berry led the Pledge of Allegiance to the Flag.

#### PUBLIC COMMENT

There was no public comment.

## **SCHEDULE**

President Gould welcomed everyone in attendance and introduced the schedule.

### **General Fund Budget Overview, 2007-2008 Summary 2008-2009 Progress, 2009-2010 Projection, 2009-2010 Budget Development Process**

VP Lau passed out the Monthly Budget Report for the month ended December 31, 2008 General Fund, Unrestricted Only and the 2 Year Funding Analysis Unrestricted General Fund Only worksheet. He reported there has been over \$3 million dollars from reserves used to balance the budget. He stated the reserves have been used to finance ongoing expenses instead of being used for one-time costs. He stated the District is in a volatile situation due to the use of the reserve monies. He reported the biggest cost is salaries.

He discussed going to a formula driven budget. President Gould reported that about 92% of the budget is allocated to salaries.

### **Restricted Funds Overview**

VP Lau recommended the District maintain an 8% reserve. He stated the reserves cannot be used in the manner they have been in the past. He reported that normal operation expenses for the rest of the fiscal year would be found through current line items.

Trustee Medina asked for the shortfall numbers for the winter session.

VP Lau stated salaries exceeded the budget by about \$400,000.

President Gould explained how faculty costs differ from those of adjunct instructors. He stated that as sections were cut for the winter session, faculty has first choice to bump out adjunct to teach classes, according to their contract. He stated about 80% of winter classes were taught by full time faculty.

VP Berry stated the fill rate for the winter session was 92%.

Trustee Acuña asked questions regarding negotiations.

VP Lau stated that the District's reopeners would address the main issues to balance the budget.

President Gould stated CTA has a current contract at this time.

### **Measure L Overview and Scheduled Projects and**

VP Lau stated the District needs to understand where it will be in five to ten years. He stated that Architect Jimmy Sanders has worked up a plan of the scheduled projects.

He discussed how the remaining funds would be used and dovetailed into the 10 year facilities plan.

President Gould talked about the wastewater treatment plant and the possibility that the city of Imperial could take it over. He stated that the city of Imperial has proposed to Senator Feinstein's budget a matching of 50-55% to develop the wastewater treatment from IVC to

Imperial. He stated the District would be looking at whether funds from Measure L could be used to work on the wastewater treatment plant.

### **1<sup>st</sup> Draft 10 Year Facilities Plan**

Architect Jimmy Sanders gave a Power Point presentation. He stated the facilities plan presentation was for the main campus and not for the extended campus. He stated the science building would be completed in September 2009. He showed the existing site plan and one with the proposed projects that include modernization and building projects over the next 10 years.

Some of the projects discussed were:

- Bus terminal being funded through county monies and not Measure L. VP Lau stated the county grant received was for \$1.3 million and stated IVC will try to get more money for other improvements.
- Solar fields designations.
- New parking lots and entrances to campus.
- Academic buildings that need modernization have received Final Project Proposal (FPP) and the work could start in 2011.

Architect Sanders stated monies from Measure L have already been used to re-roof some of the academic buildings.

Architect Sanders stated the following projects are in the Initial Project Proposal (IPP) with proposed funding by state and a future bond measure:

- Modernization of the 10, 100, & 600 buildings.
- Modernization of the 700, 900, & 1500 buildings.
- Modernization and expansion of the 2200 building.
- Campus expansion with classroom/lecture hall, student union, concessions and restrooms, sports fields and bleachers, student services and administration buildings, class room expansion, technology and library buildings, performing arts theatre, and a building for maintenance and operations.

He discussed having all the modular buildings removed by the time the facilities plan is completed.

VP Lau stated that the facilities plan would take all the available land.

President Gould discussed the location of the art gallery. Architect Sanders stated the plan for the reconstruction is in the construction stage. VP Lau stated these funds would be from redevelopment funds.

Trustee Acuña asked about the building care costs. VP Lau stated that there would be an operations budget for aftercare of new buildings.

President Gould spoke about the need to relocate the agriculture program. He stated there is a need to relocate the art building as well.

VP Lau stated that all new buildings would be Leadership in Energy and Environmental Design (LEED) certified in silver or gold. VP Lau stated there were four level of LEED certification and the District would fall in between the four levels.

**Break was taken for 10 minutes.**

### **Solar Project – SunPeak Solar**

Chief Operating Officer Charlie Hosken introduced Dave Rennie, Chief Executive Officer, and founder of the organization SunPeak Solar.

CEO Rennie presented a PowerPoint and spoke about the benefits of solar use. He reviewed the solar energy basics, solar equipment, options for solar at IVC, and the next steps that could be taken with IVC. He discussed possible government incentives.

The next steps that IVC could take were discussed as follows:

1. Determine shading, security, roof mounted panels, and the size of energy needs.
2. Options of working with the IID.
3. Signing a letter of intent (LOI).

CEO Rennie explained that the execution of the LOI is the first step in the development process. He stated the documents give SunPeak authorization to get started with the requisite IID filings and begin system engineering and specification, establish project schedules, and begin negotiation of the Power Purchase Agreement (PPA).

There was discussion as to the length of the PPA which is normally a 20-year term, including renewal options.

There were some questions from Trustees regarding the use of solar over a period of time.

There was discussion as to the possibility of internships, training, and programs for IVC students.

### **Solar Project – Solar Monkey**

Chief Executive Officer Matthew McCullough, Director of Educational Sales Frank S. Tom, and Director of Sales John McNeely presented for Solar Monkey.

CEO McCullough presented a PowerPoint regarding the different types of solar energy that could be used at IVC. He discussed the solar power performance over the months of the year in Imperial Valley. He discussed the different paths of solar power and the power purchase model as well as the different areas where solar panels could be placed.

There was discussion as to the amount of kWh output that could be obtained in a year.

Trustee Wong asked how much money could be saved using solar power.

CEO McCullough stated it would be about 10-20% savings.

Director of Educational Sales Frank Tom spoke and stated he is a retired superintendent and stated he vetted five companies before deciding to work with Solar Monkey. He stated that he would work with instruction to continue helping and supporting the community.

There was discussion on low income community credits from the Clinton era and low income tax credit.

### **Future Bond Discussion and Campaign – Dale Scott & Company**

Chief Executive Officer Dale Scott and Ray Giles presented a PowerPoint presentation that included a comprehensive scope of services integral to successful bond programs which included planning, campaign, and financial advisory.

CEO Scott reviewed the District's Bond Executive Summary. He stated the District has had strong growth over the last decade and stated the bonding capacity is about 2.5% of capacity of assessed valuation. He reviewed the District voter demographics.

CEO Scott reviewed the timetables for a new Bond.

CEO Scott reviewed the survey and stated the calculations he derived were using no increases in valuations.

CEO Scott stated there would be a need to survey and assess the voters.

### **Lunch [12:10 p.m. - 12:47 p.m.]**

#### **Review of Board and Superintendent/President 2007-2008 Goals**

President Gould recapped what has happened with the goals since 2007-2008 and stated there have been a couple of things that have come up:

- Banner System Implementation from Version 7 to 8
- Technology Advancement
- Accreditation Review and Implementation
- Financial Stability

President Gould reviewed the improvement in technology that has been implemented.

VP for Academic Services Berry reviewed the ACCJC Report. She stated the District was on track and stated she was proud of the campus for doing the job they have done with accreditation.

There was discussion as to financial stability and how the process requires a cultural shift, contract negotiations, and unions to buy in.

President Gould reviewed the Los Rios Resource Allocation Model and stated that Los Rios gives their Board three budget scenarios and the District recommends the most optimistic budget of the three options. The model is as shown below:

#### Three Budget Scenarios

- X = most conservative budget projection
- Y = conservative but mid-range
- Z = most optimistic

In the scenario, the District recommends the Z budget but spending is limited to the X budget until growth is achieved.

There was discussion regarding retention rates. Dr. Dennis Carnes stated that it is important to recognize support staff and stated classified staff were very important to the success of retention rates.

Trustee Acuña thanked staff for everything they do to keep the retention rates.

There was a review of the Student Progress and Achievement Rate.

### **Status of 2008-2009 Board and Superintendent/President Goals**

President Gould presented his goals for 2009-2010.

- **Accreditation.** Collaborative Progress Report completed on time, planning and governance processes restructured. He stated there was a favorable response from the two-person review team, and a positive response from ACCJC/WASC. He stated the expected results of the warning status have been received.
- **College Readiness.**
- **Marketing Strategies.** Public Relations committee established and they are currently reviewing marketing materials, graphics have improved dramatically. He stated the in-house move for the Public Relations Officer has been delayed and will go through the Thaw Committee.
- **Enhancing college readiness and college transfer.** Participation in all local and regional organizations and inviting elementary, middle, and high school students to campus, collaborative work of the Title 5 2+2 program with SDSU/IV.
- **Oversee Construction.** Science Building on schedule, plans in final stages for Art Gallery, plans completed for parking lot improvements, and 10 year facilities plan initiated.
- **Technology Plan.** Plan completed and aligned with revised planning process.
- **Campus Climate and Communications.** Written communication improved through the Focus newsletter, and Town Hall Meetings.
- **Visioning Process.** Town Hall meetings and topic based community meetings scheduled for spring 2009.
- **Community Profile.** Superintendent/President, Vice Presidents, other administrators, and faculty are engaged in leadership activities in community.
- **Formula driven enrollment management and budget development.** Participatory governance task force created and currently reviewing and recommending budget formula. Enrollment management plan and data in process.

## **2009-2010 District and Superintendent/President Proposed Goals**

President Gould gave the following proposed goals:

1. Budget Stabilization
  - Formula Driven
  - Union Agreements
2. Balance 2009 Budget according to principles
3. Consider Canceling Winter Session
  - Improve Fill Rates
  - Create new efficiencies
  - Only Fund Critical Positions
  - Increase Revenue through Grants, review of fees, and new revenue concepts for community involvement
4. Public Support of Facilities Needs
5. Restructure Foundation Relationship
6. Improve Student Progress and Achievement Rates by 5%.
7. Continued improvement on 2008 – 2009 District and Presidential Goals
8. Celebrate the opening of the science building, and celebrate the 50<sup>th</sup> anniversary of Imperial Valley College District
9. Develop curriculum that supports Imperial County economic development.
10. Greening the Imperial Valley College campus
11. Establish Basic Skills and English Language Acquisition institutes
12. Meet all requirements of WASC/ACCJC accreditation.
13. Explore efforts to consolidate sewer water with the city of Imperial

The Trustees added the following and the prioritization:

1. Financial Stability/Budget Stabilization
2. Accreditation
3. Greening the campus
4. Determine feasibility of turning the wastewater to city of Imperial and assign a priority and a suggestion made to perform a feasibility study/analysis
5. Science building to be up and running
6. Trustees to take a tour of the Science Building in March 2009
7. Reserves preferred at 8% rather than 6%
8. Student related services - concern are cost of books and no jobs
9. Keeping fees and costs affordable to students (health, food court concept, parking)
10. Technology – needing to use it in the administrative areas
11. Provide more information on solar power
12. How can the Board support ASG?

President Gould referred back to the future bond and campaign discussion stating he would recommend going for a new bond next June 2010, not November 2009.

### **Policy Direction Discussion with Superintendent/President**

There was discussion regarding policy direction on the following items.

1. Consider District versus County wide elections. President Gould to bring alternatives.
2. Consider consolidated elections and go from odd to even numbered years. President Gould stated this would reduce the District's cost. President Gould stated he would bring options to the March Board meeting.
3. Consider credit card policy.

### **ADJOURNMENT**

**M/S/C Hart/Wong to ADJOURN the meeting at 2:04 p.m.**

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, FEBRUARY 18, 2009, AT 6 P.M.** in the Administration Building Board Room.