# GOVERNING BOARD AGENDA

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

**Wednesday, March 17, 2010**
**6:00 P.M.**

**Location:**
**Board Room – Administration Building 10**
**380 East Aten Road**
**Imperial, CA 92251**

*The Board of Trustees welcomes you to its meeting.*

The District Office is located at 380 East Aten Road, Imperial, CA 92251.

In compliance with the Americans with Disabilities Act, the Imperial Community College District will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. [ADA TITLE II, SEC. 202. 42 USC 12132]

Please contact the Office of the Superintendent/President at (760) 355-6219 or (760) 355-6547 if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the American with Disabilities Act.

The Office of the Superintendent/President, Building 10, is the location where documents that are public records relating to any item under discussion on a Board agenda (including documents distributed with the agenda and those distributed to all or a majority of the members of the Board within 72 hours prior to a Board meeting) are available for public inspection.

Board agendas and supporting documents are also posted on the college website at http://www.imperial.edu/index.php?pid=658.

***2009-2010 Board Officers***
*Board President: Jerry Hart*
*Clerk of the Board: Rebecca Ramirez*
*Secretary to the Board: Ed Gould, Ed.D.*

***Student Trustee: Steven Sciaky***

## I. CALL TO ORDER

1. Roll Call by Secretary:

| | |
|---|---|
| Carlos R. Acuña | Romualdo J. Medina |
| Rudy Cardenas, Jr. | Rebecca L. Ramirez |
| Norma Sierra Galindo | Louis Wong |
| Jerry D. Hart | |

Student Representative – Steven Sciaky
Academic Senate Representative – Kevin White
College Council Representative – Dr. Michael Heumann

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. WRITTEN COMMUNICATIONS

1. Imperial Valley College CCA/CTA/NEA Intent to Open Contract Negotiations (dated February 16, 2010)
2. Community College League of California (CCLC) – CCCT Board Elections for 2010 (dated February 23, 2010)
3. California School Employees Association (CSEA) Proposal (dated March 9, 2010)

## IV. INFORMATION REPORTS

1. Employee of the Month
2. Basic Skills Winter Institute Report – Frank Rapp
3. Board Member Reports
4. Associated Student Government Senate Update – Steven Sciaky
5. Academic Senate Update – Kevin White
6. College Council Update – Dr. Michael Heumann
7. President's Update – Dr. Ed Gould

## V. CONSENT AGENDA – BUSINESS

1. Approval of Minutes dated February 6, 2010, Board Retreat Meeting
2. Approval of Minutes dated February 17, 2010, Regular Board Meeting
3. Resolution No. 14624: Purchase Orders
4. Resolution No. 14625: Payroll Warrant Orders
5. Resolution No. 14626: Commercial Warrant Orders
6. Resolution No. 14627: Notices of Completion (2700 Building)
7. Resolution No. 14628: Memorandum of Understanding with Conifer Group, Inc.
8. Resolution No. 14629: AssetWorks, Inc. to provide Capital Asset, Inventory and Valuation Services as of June 30, 2010
9. Resolution No. 14630: Audit Services (2009-10, 2010-11 and 2011-12)
10. Resolution No. 14631: California Community College Trustees (CCCT) Board Election – 2010

## VI. CONSENT AGENDA – EDUCATIONAL SERVICES

1. Resolution No. 14632: Establish an account with Sun Community to house the loans with funds awarded with IID and HUD funds
2. Resolution No. 14633: Medical Directorship Agreement

## VII. CLOSED SESSION

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
   Conference with District Negotiators: John Lau and Travis Gregory
   Employee Organization: CSEA Chapter 472
   RE: Negotiations

2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
   Conference with District Negotiators: John Lau and Travis Gregory
   Employee Organization: IVC Chapter of CCA/CTA/NEA
   RE: Negotiations

3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

## VIII. OPEN SESSION

1. Announcement of final action taken

## IX. CONSENT AGENDA – HUMAN RESOURCES

1. Resolution No. 14634: Academic Services Reorganization
2. Resolution No. 14635: Instructional Dean Job Description
3. Resolution No. 14636: Student Services Reorganization
4. Resolution No. 14637: Director of Financial Aid Job Description
5. Resolution No. 14638: Administrative Title Changes
6. Resolution No. 14639: Adjunct Instructor Employment
7. Resolution No. 14640: Outreach Counseling Specialist Employment (Part-Time)
8. Resolution No. 14641: Classified Resignation
9. Resolution No. 14642: Classified Short-Term Employment
10. Resolution No. 14643: Volunteer Service Agreement
11. Resolution No. 14644: Volunteer Service Agreement between ARBOR Employment & Training (E&T) of Imperial County and Imperial Community College District

## X. ADJOURNMENT

A Board Retreat of the Imperial Community College District Board of Trustees is scheduled for **SATURDAY, MARCH 27, 2010, AT 8:00 A.M.** in the Administration Board Room located in Building 10.

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for **WEDNESDAY, APRIL 21, 2010, AT 6:00 P.M.** in the Administration Board Room located in Building 10.

## V. CONSENT AGENDA – BUSINESS

### V.1. Approval of Minutes dated February 6, 2010, Board Retreat Meeting

### V.2. Approval of Minutes dated February 17, 2010, Regular Board Meeting

### V.3. Resolution No. 14624: Purchase Orders

BE IT RESOLVED that the Board approves the issuance of purchase orders and direct payments for the month of February 2010 in the amount of $1,080,566.25.

**February 2010**

| | |
|---|---|
| Direct Payments | 48,574.01 |
| Purchase Orders | 1,031,992.24 |
| | 1,080,566.25 |

### V.4. Resolution No. 14625: Payroll Warrant Orders

BE IT RESOLVED that the Board approves the issuance of the following Payroll Warrants for the month of February 2010:

| Date Paid | # | Fund 10 General Fund | Fund 45 Child Dev. | Fund 80 Bond Fund | Warrant Total |
|---|---|---|---|---|---|
| 2/10/10 | 14 | 93,973.15 | | | 93,973.15 |
| 2/26/10 | 15 | 2,574,881.29 | 41,387.89 | 11,023.18 | 2,627,292.36 |
| | | 2,668,854.44 | 41,387.89 | 11,023.18 | 2,721,265.51 |

### V.5. Resolution No. 14626: Commercial Warrant Orders

BE IT RESOLVED that the Board approves the issuance of the following commercial warrant orders for the month of February 2010:

| Date Paid | # | Fund 10 General Fund | Financial Aid | Fund 45 Child Dev. | Fund 80 Bond Fund | Warrant Total |
|---|---|---|---|---|---|---|
| 2/4/10 | 30 | 134,684.22 | | 220.64 | 17,030.57 | 151,935.43 |
| 2/11/10 | 31 | 749,870.82 | | | 132,379.67 | 882,250.49 |
| 2/18/10 | 32 | 94,990.34 | 157,573.70 | | 11,912.78 | 264,476.82 |
| 2/25/10 | 33 | 76,918.57 | 386.27 | 25.04 | 244,409.45 | 321,739.33 |
| | | 1,056,463.95 | 157,959.97 | 245.68 | 405,732.47 | 1,620,402.07 |

## V.6. Resolution No. 14627: Notices of Completion (2700 Building)

WHEREAS the following contracts were awarded for construction of the 2700 (Science) Building:

| Bid Pkg# | Contract Awarded to: | Bid package | Contract Amount |
|---|---|---|---|
| 2 | Executive Landscape | Landscape | 557,712 |
| 4 | DEZ Construction | Site Concrete | 1,249,000 |
| 6 | Trade Mark | Structural & Misc Steel | 1,909,062 |
| 7 | ISEC | Casework & Finish Carpentry | 1,332,948 |
| 8 | Roof Construction | PVC Membrane Roofing | 313,500 |
| 9 | Challenger Sheet Metal | Sheet Metal & Skylights | 749,883 |
| 10 | Johnson Barnes Finch | Doors & Frames | 423,000 |
| 12 | Trade Mark | Framing & Finishes | 3,506,239 |
| 13 | Standard Drywall, Inc. | Acoustical Ceilings | 771,000 |
| 14 | Gordon's Carpet One | Carpet and VCT Flooring | 305,000 |
| 17 | Shelburne Services | Misc. Specialties | 557,477 |
| 18 | ISEC | Lab Equipment | 177,864 |
| 19 | Shelburne Services | Elevators | 147,477 |
| 20 | Interpipe | Plumbing | 1,672,970 |
| 21 | R&K Air Conditioning | HVAC | 2,621,007 |
| 22 | Neal Electric | Electrical | 2,433,000 |
| 23 | Teldata | Communications | 766,128 |
| 24 | United Automatic | Fire Sprinklers | 290,500 |
| 25 | Spitz, Inc. | Planetarium | 418,863 |
| 26 | Shelburne Services | Final Clean-up | 84,477 |

WHEREAS work on these contracts has been completed as of January 31, 2010;

NOW, THEREFORE, BE IT RESOLVED that the Board directs the Vice President for Business Services to file Notices of Completion with the County Recorder's Office.

**V.7. Resolution No. 14628: Memorandum of Understanding with Conifer Group, Inc.**

BE IT RESOLVED that the Board approves and authorizes the Superintendent/President to enter into and sign the following Memorandum of Understanding:

This MOU includes three components that will be completed by the Conifer Group, Inc.:

1) Title V Proposal writing and editing,
2) Phone and/or Skype conferences, and
3) Meetings on campus.

**1) Writing Proposal drafts and Editing Proposal based on feedback from IVC**
This will include the following parts:

1. The Abstract
2. The five year plan to improve services to Hispanic/Low income Students
3. The Table of Contents
4. The CDP with Strengths, Weaknesses and Significant problems, Institutional goals and Methods and Resources that will be used to institutionalize these goals
5. The Activity, with measureable objectives, and implementation strategies and timetables
6. Key Personnel
7. Project Management Plan
8. Evaluation Plan
9. Budget Justification
10. Budget narrative

**Cost:** 70 pages (65 pages proposal + 5 page budget narrative) X 2 hours X $75/hour = **$10,500**

**2) Phone and/or Skype conference calls**
**Cost:** 6 calls X 2 hours each X $75/hour = **$900**

**3) Campus Visit for planning**
**Cost:**

| | | |
|---|---|---|
| Plane Fare | | $350 |
| Hotel | | $200 |
| Per diem $36/day X 3 days = | | $108 |
| Meetings 6 hours/2 days X $75/hour = | $900 | |
| | | **$ 1558** |

***Total Cost for MOU $ 12,958***

The Conifer Group makes certain assumptions with this MOU. First, The Conifer Group assumes that IVC has submitted its eligibility documentation. Second, The Conifer Group assumes that a trip to the college would be helpful in getting to know the college and the staff of the college**.** Third, The Conifer Group assumes that IVC will complete all the forms associated with the proposal and will submit the proposal electronically from the college.

Payments for the work on the proposal will be issued in the following manner:

$4,000 immediately upon approval of this MOU
$4,000 on April 1, 2010
$4,958 upon completion of the proposal

The Conifer Group will begin work on the grant writing as soon as this MOU is formally accepted and signed and a purchase order is issued.

Imperial Valley College is eligible to apply for a new Title V grant this year. Data on the accountability report has shown that there is a need to greatly increase the Basic Skill\ESL improvement rate. IVC is therefore planning to apply for a Title V grant to create a Language Institute.

**FISCAL IMPACT: $7,000 from reserve fund and $5,958 from Office of Research/Grant budget**

**V.8. Resolution No. 14629: AssetWorks, Inc. to provide Capital Asset, Inventory and Valuation Services as of June 30, 2010**

WHEREAS in order to provide for the proper stewardship of District assets as well as comply with the requirements of GASB 34, a physical inventory of assets is recommended every three years; and

WHEREAS a current valuation of assets is needed to ensure that insurance coverage is adequate; and

WHEREAS the 2700 Building, equipment and furnishings has been added to the District's physical inventory as of January 2010; and

WHEREAS the District does not have the staff or resources to conduct a comprehensive inventory and valuation; and

WHEREAS the scope of the contract with AssetWorks includes the identification of property as well as the determination of historical costs for District-owned property; the project will calculate accumulated and annual depreciation of assets; a detailed inspection and field inventory will be conducted at all buildings, identifying each capital asset by location, building and room; all assets will be recorded and categorized by major account code; the appraisal will be done utilizing hand held computers equipped with laser scanners to document the required information on each asset; appraisers will apply bar code tags where no tags exist and enter the tag numbers along with all corresponding asset information into the database; and

WHEREAS AssetWorks will update information on real property assets including verifying existing real property assets as well as performing inventory and valuations for any new real property assets acquired by the College since the last inventory.

NOW, THEREFORE BE IT RESOLVED that upon the recommendation of the Superintendent/President, the Vice President for Business Services and the Director of Fiscal Services, the Board hereby approves a contract with AssetWorks, Inc. for Professional Inventory Services in an amount not to exceed

$15,850, and that the Superintendent/President and/or the Vice President for Business Services are authorized to execute said contract.

**FISCAL IMPACT: Not to exceed $15,850, payable from State Restricted one-time funds.**

**V.9. Resolution No. 14630: Audit Services (2009-10, 2010-11 and 2011-12)**

WHEREAS, Education Code section 84040 authorizes community college districts to contract for an audit of their books and accounts; and

WHEREAS, the Imperial County Office of Education and the Imperial Community College District have received proposals from the following certified public accountancy firms:

| | Single year | Multi-year | | |
|---|---|---|---|---|
| | **2009-10** | **2009-10** | **2010-11** | **2011-12** |
| Wilkinson, Hadley, King & Co. | $15,700 | $15,700 | $15,900 | $16,100 |
| Dennis & Hart | $20,500 | $18,500 | $19,425 | $20,400 |
| Nigro, Nigro & White | $37,722 | $34,250 | $34,935 | $35,634 |
| Vavrinek, Trine, Day & Co. | $41,500 | $38,000 | $38,750 | $40,300 |

NOW, THEREFORE, BE IT RESOLVED that upon the recommendation of the Superintendent/President, the Vice President for Business Services, and the Director of Fiscal Services the firm of Wilkinson, Hadley, King & Co., LLP, be awarded a three year contract (2009-10, 2010-11 and 2011-12) to perform the district audit.

BE IT FURTHER RESOLVED that the Superintendent/President or the Vice President for Business Services be authorized to execute said contract.

**FISCAL IMPACT: Ongoing Legal Requirement from General Fund.**

**V.10. Resolution No. 14631: California Community College Trustees (CCCT) Board Election – 2010**

BE IT RESOLVED that the Board nominates the following individuals to fill the seven three-year term vacancies on the CCCT Board of Directors for 2010:

1. *Louise Jaffe, Santa Monica CCD
2. Stephen Castellanos, San Joaquin Delta CCD
3. Nancy Chadwick, Palomar CCD
4. Cy Gulassa, Peralta CCD
5. *Isabel Barreras, State Center CCD
6. *Donald L. Singer, San Bernardino CCD
7. Jerry Hart, Imperial CCD
8. *Walter G. Howald, Coast CCD
9. Bob Hughlett, Cerritos CCD
10. Eva Kinsman, Copper Mountain CCD

*Incumbent

## VI. CONSENT AGENDA – EDUCATIONAL SERVICES

**VI.1. Resolution No. 14632: Establish an account with Sun Community to house the loans with funds awarded with IID and HUD funds**

WHEREAS, the District is the recipient of a HUD grant and an IID grant that provides business loans for equipment and operating costs to local business; and

WHEREAS, the District does not have the financial infrastructure to process, collect, and report on these type of commercial loans; and

WHERAS, the District has reached an agreement with Sun Community Federal Credit Union to house and process these loans; and

WHEREAS, under this agreement, Sun Community Federal Credit Union will be drawing loan documents, developing amortization schedules, providing monthly statements, and filing equipment liens on behalf of the District; and

WHEREAS, all cost related to this agreement will be borne out of grant funds or the loan recipients with no cost to the District's General Fund;

NOW, BE IT RESOLVED that the District is authorized to enter into an agreement with Sun Community Federal Credit Union to house the loans awarded through the HUD and IID grants.

**FISCAL IMPACT: No Fiscal Impact to the General Fund**

**VI.2. Resolution No. 14633: Medical Directorship Agreement**

BE IT RESOLVED that the Board approves and authorizes the Superintendent/President to enter into and sign the following Agreement:

MEDICAL DIRECTORSHIP AGREEMENT

This Agreement is made and entered into the 03rd day of Dec., 2003, by and between Imperial Community College District, a community college district organized under the laws of the State of California ("District") whose address is P.O. Box 158, Imperial California, 92251 and Bruce E. Haynes, M.D. ("Director") whose address is P.O. Box 60755, San Diego, California, 92166.

RECITALS

A. District operates an extensive two-year nursing program including but not limited to an Emergency Medical Services Program.

B. District is required to staff the Emergency Medical Services Program with a director who is qualified to perform the many different functions required in that position.

C. Director is a qualified physician, licensed to practice medicine in the State of California and is an emergency medicine specialist, license number C-038734.

D. Director, having the requisite skills, education, training and certification desires to enter into this Agreement with the District.

AGREEMENT

In consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Term: The term of this agreement shall begin on July 1, 2010 and shall terminate on June 30, 2011.

2. Renewal: This agreement may be renewed on such terms as the parties find mutually agreeable.

3. Directorship Services: Directorship services provided herein shall include the following:
   a. Curriculum review;
   b. Lesson plan review;
   c. Student clinical evaluations;
   d. Attendance at all Accreditation Review hearings or meetings;
   e. Assist in preparation of responses to accreditation report;
   f. Provide advice to and consultation with the Emergency Medical Services Program Committee;
   g. Consult with program personnel on an as-needed basis;
   h. Automated External Defibrillator (AED) Program, (policies/procedures/training program).

4. Compensation: Director shall be paid at the rate of seventy dollars and twenty cents ($70.20) per hour for the services contemplated within this agreement. The parties agree that during the term of this contract, Director's performance of his duties shall not exceed two-hundred (200) hours for a total compensation of no more than Fourteen Thousand Forty Dollars ($14,040.00). Within fifteen days after the end of each calendar month, Director shall complete and submit the Director of Nursing a signed time sheet itemizing the services performed and the amount of time expended in each activity in the immediately preceding calendar month.

5. Independent Contractor: Director is engaged as an independent contractor with the District in performing all work, duties and obligations hereunder. District shall not exercise any control or direction over the methods by which Director performs his work and functions, except that Director shall perform at all times in strict accordance with approved and appropriate medical education methods which will enhance the accreditation status of the District. The District's sole interest is to ensure that Director performs and renders services in a competent manner in accordance with high administrative standards. The parties expressly agree that no work, act, commission or omission of Director pursuant to the terms and conditions of this Agreement shall be construed to make or render Director the agent or servant of the District. Director shall not be entitled to receive vacation pay, sick leave, retirement benefits, Social Security, workers' compensation, disability or unemployment insurance or any other employee or pension benefit of any kind.

6. Travel Costs: Director shall be required to attend accreditation hearings or meetings from time-to-time. District shall pay Director's flight, ground transportation, parking and lodging costs. Reimbursement for ground transportation and parking shall be approved by the Vice-President for Academic Services. Director shall be paid a thirty-five dollar ($35.00) per diem for food costs. Travel including lodging shall be made by the District.

7. Assignment: Neither party shall assign, sell or transfer any rights conferred by this Agreement without the prior written consent of the other.

8. Attorneys' Fees: In the event that either party initiates legal proceedings to enforce or interpret the terms of this Agreement, the party prevailing in such proceedings shall be entitled to recover reasonable attorneys' fees incurred as a result of such proceeding.

9. No Waiver: Failure by either party to enforce any provision of this Agreement shall not constitute a waiver of such provision.

10. Entire Agreement: This Agreement embodies the entire agreement between the parties hereto and supersedes all other previous agreements and understandings, written or oral, between the parties hereto. There are no other Agreements between the parties hereto as to the subject matter hereof other than those set forth in this Agreement.

11. Applicable Law and Venue: This Agreement shall be governed by, constructed, interpreted and enforced in accordance with the laws of the State of California. The venue for any legal proceeding relating to, or arising out of, this Agreement shall be in the County of Imperial, State of California.

12. Privacy of Student Records: Director understands that the scope of work under this agreement may require access and inspection of student records. Director understands and agrees to follow state and federal law with respect to the privacy of student records and will confer with the Vice-President of Academic Services in the event questions arise as to student rights of privacy.

13. Non-Discrimination Clause: During the performance of this Agreement, director shall not unlawfully discriminate against any employee or student of the district because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex.

14. General Interpretation: The terms of this Agreement have been negotiated by the parties and language used in this Agreement shall be the language chosen by the parties to express their mutual intent. This Agreement shall be construed without regard to any proscription or rule requiring construction against the party causing such instrument or any portion thereof to be drafted. No rule of strict construction will be applied against any person.

**FISCAL IMPACT: Budgeted through General Fund and required for the Emergency Medical Services and Paramedic programs.**

## VII. CLOSED SESSION

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
   Conference with District Negotiators: John Lau and Travis Gregory
   Employee Organization: CSEA Chapter 472
   RE: Negotiations

2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
   Conference with District Negotiators: John Lau and Travis Gregory
   Employee Organization: IVC Chapter of CCA/CTA/NEA
   RE: Negotiations

3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

## VIII. OPEN SESSION

1. Announcement of final action taken

## IX. CONSENT AGENDA – HUMAN RESOURCES

### IX.1. Resolution No. 14634: Academic Services Reorganization

WHEREAS, the college recognizes that the campus is no longer a small institution, but has reached the level of a Medium College and the previous structure does not meet the current and future growth needs of the institution; and

WHEREAS, it is the recommendation of the Superintendent/President and the Academic Senate (February 17, 2010), with opportunities for discussion regarding the Academic Reorganization, including roles/responsibilities for Instructional Dean positions having been extended to the College Council, and Curriculum and Instruction, and other shared governance committees that the position of Instructional Dean be established; and

WHEREAS, the Academic Services Reorganization will allow for a more efficient organization structure, provide a mechanism for timely evaluation of faculty and provide ongoing, systematic evaluation and integrated planning to assure currency and measured achievement of its stated student learning outcomes to improve those outcomes as outlined in Standards II.A.2.c., II.A.2.f.; and

WHEREAS, the Academic Service Reorganization shall consist of a six (6) Dean Instructional Structure, and Department depicted as follows:

1. Dean of Arts and Letters
2. Dean of Behavior, Social Science
3. Dean of Economic and Workforce Development
4. Dean of Health and Public Safety
5. Dean of Learning Services and Instructional Technology
6. Dean of Science, Math, and Engineering

THEREFORE BE IT REOLVED that the Academic Reorganization become effective July 1, 2010

BE IT FURTHER RESOLVED that the Instructional Dean positions become effective July 1, 2010.

**FISCAL IMPACT: The total incremental cost of the Academic Services Reorganization is projected at a savings of $31,000 providing that the three new dean positions are filled by internal candidates and that other related cost savings are realized. If the deans were hired from outside of IVC the cost could be $200,000. The Superintendent/President has stated the reorganization is not to cost additional money. The new organization will be implemented when the District realizes no cost increase to the District budget for reorganization.**

## IX.2. Resolution No. 14635: Instructional Dean Job Description

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Academic Services that Board approve the Job Description for the Position of Instructional Dean as follows:

**IMPERIAL VALLEY COLLEGE**
**JOB DESCRIPTION: INSTRUCTIONAL DEAN**

**THE POSITION**
Under the direction of the Vice President of Academic Services, the Instructional Dean plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic programs; provides leadership for faculty and staff to offer high quality educational services for students; supervises and evaluates the performance of assigned personnel; and works collegially with faculty and staff. The Instructional Dean supervises both full-time and part-time faculty, classified personnel, and student workers.

**REPRESENTATIVE DUTIES**
**Program Development**

- Provide leadership for program development.
- Work with faculty and staff to determine needs for curriculum or program additions, modifications, and deletions; set priorities for resource needs; produce program analysis and three-year plans and participate in strategic and long-range planning for the District.
- Prepare documents for program and course development; produce accurate schedules, catalog information and program publicity.
- Prepare reports and grant applications.
- Work with faculty and staff to develop ideas for program improvement and investigate resources for development through grants and special projects. Maintain current knowledge of new developments and innovations in community colleges and higher education in areas of division specialty; in consultation with faculty, recommend changes to maintain relevance of Division programs to meet student and community needs.
- Work cooperatively with Student Services personnel to develop appropriate and effective assessment and testing methods and practices relevant to division course/program offerings.

**Program Review, Student Learning Outcomes (SLO), Accreditation and Planning**

- Provide leadership for Program Review, both annual and comprehensive.
- Conduct Division level training on Program Review (annual and comprehensive), data analysis and assessment to division faculty and staff.
- Prepare Program Review and Accreditation Reports in collaboration with division faculty and staff.
- Maintain Program Review and Accreditation Evidence Files.
- Serve on Program Review, Planning and/or Accreditation committees as appropriate.
- Provide leadership for course, program and/or degree and institutional SLO;s

**Schedule and Budget Management**

- Consult collegially with faculty and staff regarding appropriate schedule of classes to meet the needs of students; assign faculty to teach classes, monitor schedules and workload for accuracy throughout the semester according to provisions of the collective bargaining agreement.
- Assure accurate and timely attendance reporting for all courses offered in the Division and

assign substitutes.
- Exercise leadership in the development and management of the division budget; administer financial resources consistent with District policy and sound financial management principles.
- Evaluate, approve, and process division/area requests for supplies and equipment.

**Supervision**
- Communicate with faculty and staff by holding a minimum of two regular meetings per semester and in-service training to facilitate planning and decision-making for the division and to keep faculty and staff informed about issues and projects for the overall College program.
- Encourage excellence in teaching; orient new faculty and staff; work with faculty and staff to determine needs for staff and faculty development; plan appropriate Division staff and faculty development activities; contribute to record keeping for staff and faculty development accountability.
- In conjunction with division staff, analyze staffing needs and make recommendations to the Vice President; assist in development of job descriptions and recruitment for new positions.
- Organize and serve on screening committees and assure compliance with District personnel policies, procedures and practices for the employment of faculty, administrators, classified staff, student workers and short-term, temporary and substitute employees.
- Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and college policy and procedures.
- Supervise and evaluate faculty, classified staff, student workers, and auxiliary personnel according to proper management practices, the District policies, procedures, collective bargaining contracts and state and federal regulations. Implement content of collective bargaining agreements.

**INSTRUCTION**
Ability to teach at least one subject within the Division

**KNOWLEDGE AND ABILITIES**
Knowledge of:
1. Higher education mission, organization, operations, policies and objectives in community colleges.
2. Multiple methods of instruction as appropriate to the specific assignment. Evaluation methods.
3. Curriculum development and instructional management as appropriate to the specific assignment.
4. Course articulation.
5. Steps in student matriculation.
6. Budget preparation and control.
7. Principles and practices of program administration, supervision and staff development.
8. Effective interpersonal communication.
9. Policies, regulations, and objectives of assigned programs and activities. Programs, functions, purposes and goals of the division/area.
10. Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled as defined by the Imperial Community College District Governing Board.
11. Effective practices and methods for program planning, developing, implementations, and evaluation.
12. Participatory Governance Policy and Procedures.
13. Provisions of Collective Bargaining Agreements.

Ability to:

1. Work within complex, integrated Resources Planning systems.
2. Plan, organize, develop and evaluate the programs, activities and curriculum of academic division.
3. Coordinate the curriculum design, development, and modifications in order to meet student and community needs.
4. Coordinate Program Review (annual and comprehensive), and participate in Accreditation Process
5. Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
6. Develop and manage department budgets in context with the District at large.
7. Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
8. Present a positive image of the College in the community.
9. Read, interpret, apply and explain rules, regulations, policies and procedures.
10. Maintain current knowledge of program rules, regulations requirements and restrictions.
11. Analyze situations accurately and adopt an effective course of action. Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
12. Understand the needs of the Division in the context of the overall academic program and participate with the Academic Administrative Team to set goals and priorities for the College as a whole.
13. Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
14. Meet schedules and time lines, organize multiple projects effectively, and carry out required project details throughout the year.
15. Train, supervise and evaluate personnel according to successful modern management theory and practices.
16. Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
17. Develop and manage grants and special projects.
18. Work collaboratively with faculty to develop an effective Schedule of Classes to produce a high quality program.
19. Work within Board/District approved guidelines to establish positive media and community relations.

**EDUCATION AND EXPERIENCE**

- The minimum qualifications for this position include the following: Possession of a Master's Degree, from an accredited institution, in a discipline related to the assigned area.
- The equivalent of two years of full-time post secondary teaching experience in at least one discipline area taught in the Division.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, which may, but need not be, concurrent with the required full-time faculty assignment.

**DISTINGUNISHING CHARACTERISTICS**

Educational Administrators in this classification provide first-line leadership and supervise personnel assigned to specific College academic divisions. Incumbents supervise both full-time and part-time faculty, classified personnel, student workers and auxiliary employees. Incumbents are responsible for planning, development and day-to-day operations of a division of the college-wide academic program.

**IX.3. Resolution No. 14636: Student Services Reorganization**

WHEREAS the college recognizes that the campus is no longer a small institution, but has reached the level of a Medium College and the previous institutional structure does not and will not meet the current and future growth needs of the institution; and

WHEREAS, it is the recommendation of the Superintendent/President and Vice President for Student Services, after presentation and discussion at the Academic Senate (October 21, 2009), and with opportunities for discussion regarding the Reorganization, including roles/responsibilities for the Student Services Dean positions having been extended to the College Council (October 26, 2009 and November 23, 2009); and

WHEREAS, the Student Services Reorganization will allow for a more efficient organizational structure, provide a mechanism for the design, maintenance, and evaluation of counseling, and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function as stated in the accreditation standard II.B.3.c; and

WHEREAS, the Student Services Reorganization shall consist of three (3) deans: Dean of Enrollment Services, Dean of Student Development and Campus Events, and Dean of Counseling; and two (2) classified management Student Services Directors: Director of Admissions and Director of Financial Aid;

NOW, THEREFORE, BE IT RESOLVED that the Student Services Dean positions become effective July 1, 2010; and

BE IT FURTHER RESOLVED THAT the Board hereby acknowledges that the Director of Admissions has already been hired, and the Director of Financial Aid will become effective July 1, 2010.

**FISCAL IMPACT: The total incremental cost of the Student Services Reorganization is $47,710. This is to adjust to the nearest step on the Administrative Dean salary schedule (Approximately $380.00 per year) and add a Director (approximately $81,084 plus benefits). A savings is realized from the elimination of the Associate Dean of Admissions and Records. The Superintendent/President will work with the Student Services Division to reduce the cost of the reorganization. This may result in a delay in hiring the Director of Financial Aid.**

**IX.4. Resolution No. 14637: Director of Financial Aid Job Description**

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Student Services that Board approve the Job Description for the Position of Director of Financial Aid as follows:

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR OF FINANCIAL AID**
**BASIC FUNCTIONS:**
Under administrative direction from the Dean of Enrollment Services, plan, develop, organize and direct the daily operations of the Financial Aid office, including state and federal financial aid, scholarship, Board of Governors Financial Aid Program, student employment, financial aid application lab; train,

supervise and evaluate the performance of assigned staff; resolve complex or unusual problems and situations related to the financial aid function.

**REPRESENTATIVE DUTIES:**

- Plan, develop, organize, and direct the District's federal and state financial aid programs; interpret, implement and maintain current knowledge of federal and state guidelines concerning financial aid program.
- Develop and implement policies and procedures concerning the operations of the financial aid program; revise as necessary to comply with changes in federal and state laws.
- Prepare reports for all funding sources; prepare and verify expenditure reports required by federal and state agencies.
- Monitor status of program funds; prepare budget and disbursement guidelines; account for proper expenditure of financial aid funds.
- Review correspondence from students with special circumstances and resolve as appropriate; interview and advise students regarding financial aid matters; conduct student appeals as appropriate and forward unresolved appeals to the Appeals Committee.
- Manage the District's outreach and inreach activities relating to financial aid and scholarships.
- Develop annual and comprehensive Program Review documents and year assessments; develop, assess and report yearly Service Area Outcomes.
- Train, schedule, assign, supervise, and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
- Plan and direct the District's scholarship program to assure awarding of scholarships consistent with applicable requirements.
- Establish, implement, and manage the financial aid computer information system used to process all financial aid applications.
- Coordinate with a variety of other department to assure timely processing of financial aid and to disseminate program information; confer with information services personnel regarding financial aid software.
- Prepare a variety of complex statistical and narrative reports; assure the maintenance of accurate records and files.
- Provide financial aid application process and information to feeder high schools as appropriate.
- Attend a variety of meetings, workshops, and conferences; represent the District to other educational institutions and community organizations and agencies.
- Participate in shared governance through service on planning and/or operations committees and task forces.
- Perform other duties and assigned or required.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization and direction of a financial aid office
Pertinent federal, state, and local laws, codes, regulations, policies and procedures
Automated systems and software used in financial aid activities; current and developing technologies for meeting the needs of an educational institution
Correct English usage, grammar, spelling, punctuation, and vocabulary
Interpersonal skills using tact, patience, and diplomacy
Principles and practices of management, supervision, and training
Preparation, maintenance, verification, and processing of statistical reports

District organization, operations, policies, and procedures
Modern office practices, procedures, and equipment
Record-keeping techniques
Oral and written communication skills

ABILITY TO:
Plan, organize, coordinate and administer programs, services, activities, and functions of the District's Financial Aid Office.
Establish internal controls and procedures and will withstand audit scrutiny.
Provide technical expertise to others regarding financial aid and scholarship programs and services.
Train, provide technical work direction, supervise, and evaluate the performance of assigned staff and student assistants.

Read, interpret, apply and explain provisions of Federal, State and District regulations, policies and procedures to faculty, staff, students, and the public.
Plan, organize and maintain records systems.
Communicate effectively both orally and in writing.
Establish and meet schedules and time lines.
Understand and maintain current knowledge of integrated computer systems; identify, analyze, and resolve computer systems issues.
Operate a personal computer and various supporting software packages.
Maintain records and prepare reports.
Analyze complex data and reach sound, defensible conclusions.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Collaborate and work as a team member.

**EDUCATION AND EXPERIENCE:** Bachelors degree in a related field and a minimum of three years of progressively responsible experience in a community college or other public agency, to include 2 years of administrative or supervisory responsibility.

**LICENSE OR OTHER REQUIREMENT:** Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS:** Duties are primarily performed in a Student Services environment while seated at a desk or computer terminal. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

**PHYSICAL DEMANDS:** Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over the telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.

**IX.5. Resolution No. 14638: Administrative Title Changes**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to modify Administrative titles as follows:

1. Dean of Information Technology to Associate Vice President for Information Technology
2. Associate Dean of Human Resources to Associate Vice President for Human Resources

BE IT FURTHER RESOLVED that these changes will help differentiate academic administrative positions (Deans) from operational administrative positions (Associate Vice President and Vice President) and shall take effect with the other organizational changes on July 1, 2010.

**FISCAL IMPACT: Adjust to the nearest step on the Administrative Dean salary schedule. Approximately $170 per year.**

**IX.6. Resolution No. 14639: Adjunct Instructor Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel during the spring 2010 session, at the hourly rate provided for in Resolution No. 14438. Employment is contingent upon verification of records, credentials, finger printing clearance and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

| Name | Possible Assignment |
|---|---|
| Aguirre, Fernando | Spanish |
| Boyle, Marilyn | Political Science |
| Carr, Virginia Vikki | Computer Information Systems |
| Cartelli, Robert | Fire Science |
| Cervantes-Marmolejo, Oscar | Welding |
| Fitzsimmons, Carmen | Nursing |
| Garcia, Guillermo | Building/Construction |
| Lopez, Guadalupe | Reading |
| Lopez, Monica | English |
| Navarro, Raul | Political Science |
| Reyes, Juanita | Spanish |
| Samaniego, Olivia | English |
| Ramirez, Xochitl | English as a Second Language |

**IX.7. Resolution No. 14640: Outreach Counseling Specialist Employment (Part-Time)**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following personnel to be employed during the spring 2010 session, at the hourly rate provided for in Resolution No. 13819. Employment is contingent upon continued funding of the grant indicated, and approval of the program officer:

| Name | Position | Funding |
|---|---|---|
| Armenta, Jeanette | Counseling Specialist | Federal |

**FISCAL IMPACT: No fiscal impact to the General Fund**

**IX.8. Resolution No. 14641: Classified Resignation**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to accept the resignation of the following classified employee:

| Name | Position | Department | Funding | Range | Effective |
|---|---|---|---|---|---|
| Deal, Emily | Staff Secretary II | Preschool | District | 12-2 | 1-25-2010 |

**IX.9. Resolution No. 14642: Classified Short-Term Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel:

| Name | Position | Department | Funding | Range | Effective |
|---|---|---|---|---|---|
| Fu, Thomas | Instructional Lab Assistant | Applied Sciences | Categorical | 10-1 | 3/04/10-5/03/10 |

**FISCAL IMPACT: No fiscal impact to the General Fund**

**IX.10. Resolution No. 14643: Volunteer Service Agreement**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ Darcy Sessions as a volunteer High Tech Center assistant who shall be covered by Workers' Compensation Insurance effective March 11, 2010 through June 10, 2010.

BE IT FURTHER RESOLVED that thanks be hereby extended to Darcy Sessions for volunteering in the Disabled Students Programs & Services department and for her contribution to Imperial Valley College.

**IX.11. Resolution No. 14644: Volunteer Service Agreement between ARBOR Employment & Training (E&T) of Imperial County and Imperial Community College District**

WHREREAS, the Imperial Community College advocates for employee, students, and community members participation in all matters of the college; and

WHEREAS, Arbor (E & T) of Imperial County is an agency that provides work experience and occupational training to local youths; and

WHERES, the Arbor E & T of Imperial County will provide worker's compensation coverage for their participants.

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following ARBOR' participants in a volunteer capacity:

| Name | Department | Effective |
|---|---|---|
| Gloria Palomino | Disabled Students Programs & Services | March 18, 2010- June 30, 2010 |
| Jose Hernandez | Disabled Students Programs & Services | March 18, 2010- June 30, 2010 |

BE IT FURTHER RESOLVED that thanks be hereby extended to them for volunteering in the Disabled Students Programs & Services Department and for their contribution to Imperial Valley College.

## X. ADJOURNMENT

A Board Retreat of the Imperial Community College District Board of Trustees is scheduled for **SATURDAY, MARCH 27, 2010, AT 8:00 A.M.** in the Administration Board Room located in Building 10.

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for **WEDNESDAY, APRIL 21, 2010, AT 6:00 P.M.** in the Administration Board Room located in Building 10.