



AGENDA

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

Tuesday, September 15, 2009
6:00 p.m.

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

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. PRESENTATION

1. **Resolution No. 14472: In Memoriam: A Resolution of Respect and Appreciation for Instructor Marylynn Carlson**

WHEREAS, the Board of Trustees, Superintendent/President, and the employees of Imperial Valley College express our deepest respect and sympathy on the loss of a dear friend and instructor, Charlotte Marylynn Carlson; and

WHEREAS, Charlotte Marylynn Carlson was an instructor for twenty-five years for registered and vocational nursing courses; and

WHEREAS, Charlotte Marylynn Carlson was active in several college committees, faculty advising within the counseling office, nursing advisory committee, registered and vocational nurse capping and pinning ceremonies, and was a strong supporter of the RN and VN nursing clubs; and

WHEREAS, Charlotte Marylynn Carlson was known for her attention to detail, high standards of nursing care, ethical practices, and work on nursing curriculum and nursing test construction; and

WHEREAS, Charlotte Marylynn Carlson loved her career (nursing), her family, her pets, and always touched our hearts by remembering the names of all her colleagues' children; and

WHEREAS, Imperial Valley College benefited from her sense of dedication and commitment to her career since August 1984;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees, does hereby extend its deepest sympathy to her family and our gratitude and deepest admiration for her years of faithful and devoted service to Imperial Valley College and our community.

IV. WRITTEN COMMUNICATION

1. Jorge Jaimes, Grounds Maintenance Worker II (RE: Retirement, dated August 12, 2009)
2. Rosa M. Chavez, Administrative Secretary (RE: Retirement, dated August 17, 2009)
3. Kathie C. Westerfield, Associate Dean for Admissions and Records (RE: Retirement, dated August 27, 2009)
4. Monica Rogers, Student Services Representative (RE: Resignation, Dated September 4, 2009)

V. INFORMATION REPORTS

1. SBDC Grant Presentation – Efrain Silva
2. Board Member Reports
3. Associated Student Government Senate Update – Steven Sciaky
4. Academic Senate Update – Kevin White
5. College Council Update – Dr. Michael Heumann
6. President's Update – Dr. Ed Gould
7. Strategic Plan – Draft (Exhibit A) – Dr. Ed Gould

VI. CONSENT AGENDA – BUSINESS

1. Approval of Minutes dated August 19, 2009, Regular Board Meeting
2. Resolution No. 14473: Purchase Orders
3. Resolution No. 14474: Payroll Warrant Orders
4. Resolution No. 14475: Commercial Warrant Orders
5. Resolution No. 14476: Quarterly Financial Report
6. Resolution No. 14477: IVC Foundation Master Agreement Approval

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 EMPLOYEES DISCIPLINE/DISMISSAL/RELEASE
4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
One Case

VIII. OPEN SESSION

1. Announcement of final action taken

IX. CONSENT AGENDA – HUMAN RESOURCES

1. Resolution No. 14478: Classified Retirement
2. Resolution No. 14479: Classified Retirement
3. Resolution No. 14480: Administrative Retirement
4. Resolution No. 14481: Extended Leave of Absence
5. Resolution No. 14482: Classified Extended Leave of Absence
6. Resolution No. 14483: Full-Time, Temporary, Non-Tenure Track Academic Personnel
7. Resolution No. 14484: Full-time, Temporary, Academic Personnel for the Fall 2009
8. Resolution No. 14485: Full-time, Temporary, Categorical Funded, Academic Personnel for the 2009-2010 Academic Year
9. Resolution No. 14486: Adjunct Instructor (Substitute) Employment
10. Resolution No. 14487: Certificated Employee Resignation
11. Resolution No. 14488: Classified Substitute Employment
12. Resolution No. 14489: Classified Employee Resignation
13. Resolution No. 14490: Volunteer Employment – 1st S.T.E.P. Volunteers
14. Resolution No. 14491: Volunteer Employment

X. ADJOURNMENT

Two meetings are scheduled for October as follows:

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **SECOND WEDNESDAY, OCTOBER 14, 2009*, AT 6:00 P.M.** in the **Administration Board Room located in Building 10.**

The following regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, OCTOBER 21, 2009, AT 6:00 P.M.** in the **Administration Board Room located in Building 10.**

****Due to Final Budget and Accreditation Progress Report***

VI. CONSENT AGENDA – BUSINESS

VI.1. Approval of Minutes dated August 19, 2009, Regular Board Meeting

VI.2. Resolution No. 14473: Purchase Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of purchase orders and direct payments for the month of August 2009 in the amount of \$3,423,962.61:

August 2009

| | |
|----------|---------------------|
| Purchase | |
| Orders | 3,295,950.30 |
| Direct | |
| Payments | 128,012.31 |
| | <u>3,423,962.61</u> |

VI.3. Resolution No. 14474: Payroll Warrant Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of the following payroll warrants for the month of August 2009:

| <u>Date Paid</u> | <u>General Fund</u> | <u>Child Dev.</u> | <u>Bond Fund</u> | <u>Warrant Total</u> |
|------------------|---------------------|-------------------|------------------|----------------------|
| 8/10/09 | 60,952.41 | 709.24 | | 61,661.65 |
| 8/31/09 | 2,649,687.72 | 42,227.21 | 11,023.18 | 2,702,938.11 |
| | <u>2,710,640.13</u> | <u>42,936.45</u> | <u>11,023.18</u> | <u>2,764,599.76</u> |

VI.4. Resolution No. 14475: Commercial Warrant Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of the following commercial warrant orders for the month of August 2009:

| <u>Date Paid</u> | <u>Fund 10 General Fund</u> | <u>Financial Aid</u> | <u>Fund 20 Building Fund</u> | <u>Fund 80 Bond Fund</u> | <u>Warrant Total</u> |
|------------------|-----------------------------|----------------------|------------------------------|--------------------------|----------------------|
| 8/6/09 | 70,056.16 | | | 2,023,928.40 | 2,093,984.56 |
| 8/13/09 | 59,227.68 | | | | 59,227.68 |
| 8/20/09 | 986,116.51 | | 16,535.60 | 238,777.72 | 1,241,429.83 |
| 8/25/09 | 92,455.39 | 1,967.67 | | 4,325.12 | 98,748.18 |
| | <u>1,207,855.74</u> | <u>1,967.67</u> | <u>16,535.60</u> | <u>2,267,031.24</u> | <u>3,493,390.25</u> |

VI.5. Resolution No. 14476: Quarterly Financial Report

BE IT RESOLVED that the Board of Trustees accepts the Quarterly Financial Status Report (CCFS 311Q) for the quarter ending June 30, 2009, and directs that it be filed with the Chancellor's Office of the California Community Colleges.

VI.6. Resolution No. 14477: IVC Foundation Master Agreement Approval

BE IT RESOLVED that the Board approves the IVC Foundation Master Agreement attached hereto as Exhibit B.

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 EMPLOYEES DISCIPLINE/DISMISSAL/RELEASE
4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
One Case

VIII. OPEN SESSION

1. Announcement of final action taken

IX. CONSENT AGENDA – HUMAN RESOURCES

IX.1. Resolution No. 14478: Classified Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Jorge Jaimes, Grounds Maintenance Worker II effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for his 13 years of devoted service to Imperial Valley College.

IX.2. Resolution No. 14479: Classified Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Rosa M. Chavez, Administrative Secretary effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 32 years of devoted service to Imperial Valley College.

IX.3. Resolution No. 14480: Administrative Retirement

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Kathie C. Westerfield, Associate Dean for Admissions and Records effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 6 years of devoted service to Imperial Valley College.

IX.4. Resolution No. 14481: Extended Leave of Absence

BE IT RESOLVED the Board approves the recommendation of the Superintendent/President to approve an initial request for an extended leave of absence, without pay, but with health and welfare benefits due to a non-industrial illness for Rosa Pitones, Reference Librarian.

Rosa Pitones is requesting an extended sick leave of absence effective September 22, 2009 through December 18, 2009. The extended leave of absence is being requested pursuant to CTA Agreement, Article 6.2.

IX.5. Resolution No. 14482: Classified Extended Leave of Absence

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to Extend Medical Leave to the following Classified employee as of the date indicated.

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Effective</u> | <u>Through</u> |
|------------------|-------------------------------|-------------------|------------------|--------------------|
| Jaimes, Jorge | Grounds Maintenance Worker | Maintenance | 8/20/2009 | September 30, 2009 |

IX.6. Resolution No. 14483: Full-Time, Temporary, Non-Tenure Track Academic Personnel

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following full-time temporary, non tenure track, academic personnel (replacement for Rosa Pitones-medical leave) as a Reference Librarian effective September 2, 2009 through September 30, 2009, pending medical and background clearance.

| <u>Name</u> | <u>Classification/Step</u> |
|------------------|--|
| Quintana, Helena | Appropriate Classification and Step Contingent Upon Verification of Records |

IX.7. Resolution No. 14484: Full-time, Temporary, Academic Personnel for the Fall 2009

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following full-time, temporary, academic personnel for the Fall 2009 Semester pending medical and background clearance:

| <u>Name</u> | <u>Classification/Step</u> | <u>Assignment</u> |
|----------------|--|------------------------------|
| Morris, Audrey | Appropriate Classification and Step Contingent Upon Verification of Records | English (Reading) Instructor |

IX.8. Resolution No. 14485: Full-time, Temporary, Categorically Funded, Academic Personnel for the 2009-2010 Academic Year

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following full-time, temporary (categorically funded), academic personnel effective 2009-2010 academic year pending medical and background clearance:

| <u>Name</u> | <u>Classification/Step</u> | <u>Assignment</u> |
|------------------|--|------------------------------|
| Sotero, Alvarado | Appropriate Classification and Step Contingent Upon Verification of Records | Math Lab Tutorial Specialist |

IX.9. Resolution No. 14486: Adjunct Instructor (Substitute) Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel during the 2009-2010 academic year, at the adjunct hourly rate provided for in Resolution No. 13829:

| <u>Name</u> | <u>Classification</u> | <u>Assignment</u> |
|--------------|---------------------------------|-----------------------|
| Owens, Renee | Adjunct Instructor (Substitute) | Environmental Science |

IX.10. Resolution No. 14487: Certificated Employee Resignation

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to accept the deferred resignation of Robert Abrams, English (Reading) Instructor, effective June 12, 2010, subject to a continuation of his teaching assignment or projects during the 2009-2010 school year.

IX.11. Resolution No. 14488: Classified Substitute Employment

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

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Funding</u> | <u>Range</u> | <u>Effective</u> |
|-----------------|-------------------------------------|-------------------|----------------|--------------|------------------|
| Cruz, Garcia | Infant/Toddler Preschool Teacher | Preschool | State | 13-1 | 8/24/09 |

| | | | | | |
|--------------------------|---------------------------------|-----------------|----------|------|---------|
| Martinez, Gina | Sign Language Interpreter III | DSPS | State | 27-1 | 8/20/09 |
| Cortez, Karina | Sign Language Interpreter III | DSPS | State | 27-1 | 8/20/09 |
| Gutierrez, Reyna | Sign Language Interpreter III | DSPS | State | 27-1 | 8/20/09 |
| Ramirez, Alejandra | Sign Language Interpreter III | DSPS | State | 27-1 | 8/20/09 |
| Sardin, Karla | Sign Language Interpreter II | DSPS | State | 22-1 | 8/20/09 |
| Velazquez, Melissa | Sign Language Interpreter II | DSPS | State | 22-1 | 8/20/09 |
| Aguilar-Valenzuela, Juan | Student Services Representative | Extended Campus | District | 11-1 | 8/24/09 |

IX.12. Resolution No. 14489: Classified Employee Resignation

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

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Effective</u> |
|----------------|---------------------------------|-------------------|-------------------|
| Rogers, Monica | Student Services Representative | Extended Campus | September 4, 2009 |

IX.13. Resolution No. 14490: Volunteer Employment – 1st S.T.E.P. Volunteers

WHEREAS, the Imperial Community College District advocates for employee and student participation in all matters of the College; and

WHEREAS, volunteers play a valuable role in the development and delivery of services; and

WHEREAS, by providing volunteer recognition, the District desires to honor and encourage pride and motivation for volunteers;

NOW THEREFORE BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to recognize the following District employees and student volunteers for their valuable contribution to the College and the 1st S.T.E.P Orientation held on July 11, 2009:

Faculty & Staff

| | | |
|---------------|----------------|--------------------|
| Victor Jaime | Veronica Soto | Lisa Ragland |
| Frances Beope | Dolores Diaz | Paige Lovitt |
| Beatriz Avila | Gloria Carmona | Stella Orfanos-Woo |

| | | |
|-----------------|-----------------|--------------------------|
| Tanya Dorsey | Janeen Kalin | Jim Fisher |
| Norma Nuñez | Oralia Soto | Karina Lopez |
| Said Cañez | Sergio Lopez | Jose Lopez |
| Mary Lofgren | Marco Morales | Wayne Spears |
| Lori Mazeroll | Daniel Gillson | Angie Ruiz |
| Maria Sell | Krista Byrd | Jose Plascencia |
| Norma Scott | Suzanne Gretz | Federico Garcia |
| Olga Vega | Andres Martinez | Omar Ramos |
| Norma Nava | Carey Fristrup | Kandy Algravez |
| Maria Esquer | Jose Ruiz | Romano Sanchez-Dominguez |
| Lilia Sandoval | Josue Velasquez | Myriam Fletes |
| Trini Arguelles | Raquel Garcia | Maria Neely |
| Rick Castrapel | David Poor | Yolanda Lemus |
| Lupita Castro | Les Knapp | Jose Velasco |

Student Volunteers

| | | |
|----------------------|-----------------|--------------|
| Efrain Salcedo | Sandra Larios | Laura Romero |
| Stephanie Marin-Lepe | Luis Topete | Sally Muñoz |
| Freddie Castañeda | Daniel Granados | |
| Janneth Vaca | Maria Becerra | |

IX.14. Resolution No. 14491: Volunteer Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following volunteers who shall be covered by Workers' Compensation:

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Effective</u> |
|----------------------|------------------|----------------------------------|----------------------------|
| Betancourt, Thania | Office Assistant | Human Resources | 09-02-2009 thru 09-09-2009 |
| Sievertson, Michelle | Office Assistant | Behavioral Science/ Geography | 08-24-2009 thru 06-12-2010 |
| Pendley, Jim | Assistant | Humanities | 08-27-2009 thru 12-11-2009 |

BE IT FURTHER RESOLVED that thanks be hereby extended to the aforementioned volunteers for volunteering in the various departments and for their contribution to Imperial Valley College.

X. ADJOURNMENT

Two meetings are scheduled for October as follows:

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **SECOND WEDNESDAY, OCTOBER 14, 2009*, AT 6:00 P.M.** in the **Administration Board Room located in Building 10.**

The following regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, OCTOBER 21, 2009, AT 6:00 P.M.** in the **Administration Board Room located in Building 10.**

****Due to Final Budget and Accreditation Progress Report***

August 12, 2009

Board of Trustees
Imperial Valley College
P.O Box 158
Imperial, CA 92251

Dear Members of the Board:

I would like announce my intent to retire from my position of Grounds Maintenance Worker II of the maintenance department at Imperial Valley College with acceptance of the Golden Handshake and the Supplemental Employee Retirement Plan (SERP). My last day of service will be September 30, 2009.

Working at I.V.C has been a rewarding experience for me. Thank you for the opportunities I have had these past 13 years.

Sincerely,



Jorge Jaimes

Grounds Maintenance Worker II
Maintenance & Operation

CC: Rick Webster, Director of Maintenance/ Operations
Travis Gregory, Associate Dean of Human Resources
Mary Bell, Payroll/Benefit Coordinator
Ed Gould, President/Super Entendent



IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251

(760) 352-8320 • FAX (760) 355-2663

IVC

~~PRESIDENT'S OFFICE~~

August 17, 2009

Board of Trustees
Imperial Valley College
Imperial, CA 92251

RE: LETTER OF RETIREMENT

I submit this letter of intent to retire, making my last working day September 30, 2009. This is made possible due to the Golden Handshake and the incentive of the Supplemental Employee Retirement Plan (SERP) that the District has so graciously offered us.

It has been a privilege and honor to work here for the past 32 years. I have been fortunate to have had the opportunity to work in many different departments and have met tremendous people that have mentored me and have helped me prepare for each challenge during my career at IVC. The greatest reward has been seeing the thousands of students come in and see them experience IVC, and how an IVC education changed their lives in such a positive way.

For the past 14 years I have had the opportunity of working with our disabled students and have seen how they faced enormous challenges in pursuit of their education. Their courage and strengths have been and will continue to be an inspiration to me.

Thank you for these past 32 years and the great memories that I take with me. I will always treasure my years at IVC.

Sincerely,

Rosa M. Chavez, Administrative Secretary
Disabled Student Programs and Services

cc: Ted Ceasar, Associate Dean of DSP&S
Dr. Victor Jaime, VP of Student Services
✓Dr. Ed Gould, President/Superintendent
Travis Gregory, Dean of Human Resources



IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251
(760) 352-8320 • FAX (760) 355-2663

August 27, 2009

Board of Trustees
Imperial Valley College
PO Box 158
Imperial, CA 92251-0158

Dear Members of the Board:

It is with mixed emotions that I submit this letter for your consideration. I will retire from Imperial Valley College effective October 1, 2009; my last day of employment will be September 30, 2009.

My career will end with over 40 years in admissions and registrars offices in three states; I have worked at three universities and two community colleges. As with every position, I have learned much from the students, faculty, administrators, and staff of Imperial Valley College. My life has been enriched in many ways; I feel honored to have been a part of this institution. I began my post-secondary education as a traditional-aged student at a community college in rural northwest Washington State. It is indeed fitting that I end my career at a rural community college on the opposite border of the country. Great things are accomplished by great people at community colleges, and IVC is no exception.

Thank you for the opportunity to have served IVC for the past six years. I shall truly miss my colleagues and our students. I will think of you all often, hopefully as I sleep late, travel the world, sleep late, pay more attention to old friends, sleep late, read every book I want, and sleep late. Imperial Valley College always will hold a very special place in my heart.

Sincerely,

Kathie C. Westerfield
Associate Dean for Admissions and Records

cc: Dr. Ed Gould, Superintendent/President
Dr. Victor Jaime, Vice President for Student Services
Travis Gregory, Associate Dean for Human Resources


September 04, 2009

To Whom It May Concern:

Re: Letter of Resignation

I am writing to notify you that I have accepted employment with The Imperial Valley College Foundation effective September 8, 2009. Therefore I am respectfully submitting my resignation effective September 4, 2009. I have enjoyed my work as a Student Service Representative and I look forward to serving our community in a new capacity.

Sincerely,

A handwritten signature in cursive script that reads "Monica Rogers".

Monica Rogers
Student Service Representative
Extended Campus



Imperial Community College District

The Imperial Community College District is a single college district serving the educational needs of all Imperial County residents. Imperial Valley College (IVC) serves approximately 9,000 students each semester offering associate degrees and certificates in occupational programs that prepare students to enter the job market, and arts and sciences programs that transfer to four-year colleges and universities.

IVC offers Imperial County residents educational opportunities through noncredit, career technical, basic skills, life skills, and community service classes throughout all Imperial County including off-campus centers in El Centro and Calexico. IVC has been the cornerstone for personal and educational advancement for our community since 1959 and we have never wavered in our commitment to that community. We are developing new curriculum and new programs; we are enhancing and expanding our services and the way we deliver them; and we are currently in the midst of a \$56 million effort to build new facilities and renovate existing ones.

Board of Trustees:

Carlos Acuña
Norma Galindo
Romualdo Medina
Jerry Hart
Louis Wong
Rebecca Ramirez
Rudy Cardenas

2009-10 Strategic Planning Committee

| | |
|-------------------------------|--|
| John Lau, Chair | Vice President for Business Services |
| Academic Senate | Vacant |
| Associated Student Government | Steven Sciaky |
| Campus Operations | Gonzalo Huerta |
| College Council | Dr. Bruce Seivertson |
| Extended Campus | Efrain Silva |
| Planning and Budget Committee | Betty Kakuichi |
| Technology Planning Committee | Dr. Robin Ying (Dr. Jim Fisher, alternate) |

Description of the Strategic Planning Process

In 2008, the Imperial Community College District Board of Trustees approved the formation of a strategic planning committee that includes representatives from all shared governance constituencies including faculty, classified staff, students, and administration. The committee was charged with bringing together the planning processes of numerous campus-wide committees into an overarching district planning framework. This all-inclusive framework enables the committee to identify the most critical and campus-wide priorities and articulate them as strategic goals for the district.

As the planning process evolved it was determined that a more clearly defined evaluation process was needed to ensure that the Educational Master Plan and the Strategic Plan were synchronized effectively to best meet the educational needs of the community. As a result, the District's Mission and Educational Master Plan became the foundation for future strategic exploration. The planning effort was guided by three primary principles: 1) improving student learning and educational effectiveness; 2) using performance metrics and assessment results to make constructive changes; and 3) incorporating broad-based communication, dialogue, and information and data exchange across the key stakeholders.

This final product of the strategic planning process is grounded by the college mission, has its foundation in the Educational Master Plan/Program Review outcomes, and is driven by the shared priorities of the campus governance groups through their participation in the Strategic Planning Committee.

Mission, Educational Master Plan & Values

Mission Statement

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Educational Master Plan Goals

GOAL ONE (Student Success): Enable students to attain their educational goals, including degrees and certificates, transfer, job placement and advancement, basic skills, and lifelong learning through curricula driven by student learning outcomes and emerging opportunities in the community at large.

GOAL TWO (Excellence in Education): Provide a college environment that attracts diverse, exceptional faculty and staff who support and respond to the higher education needs of the students and community.

GOAL THREE (Develop Resources and Increase College Effectiveness): Develop and manage human, physical and financial resources to improve organizational processes and effectively support the learning environment.

Institutional Values

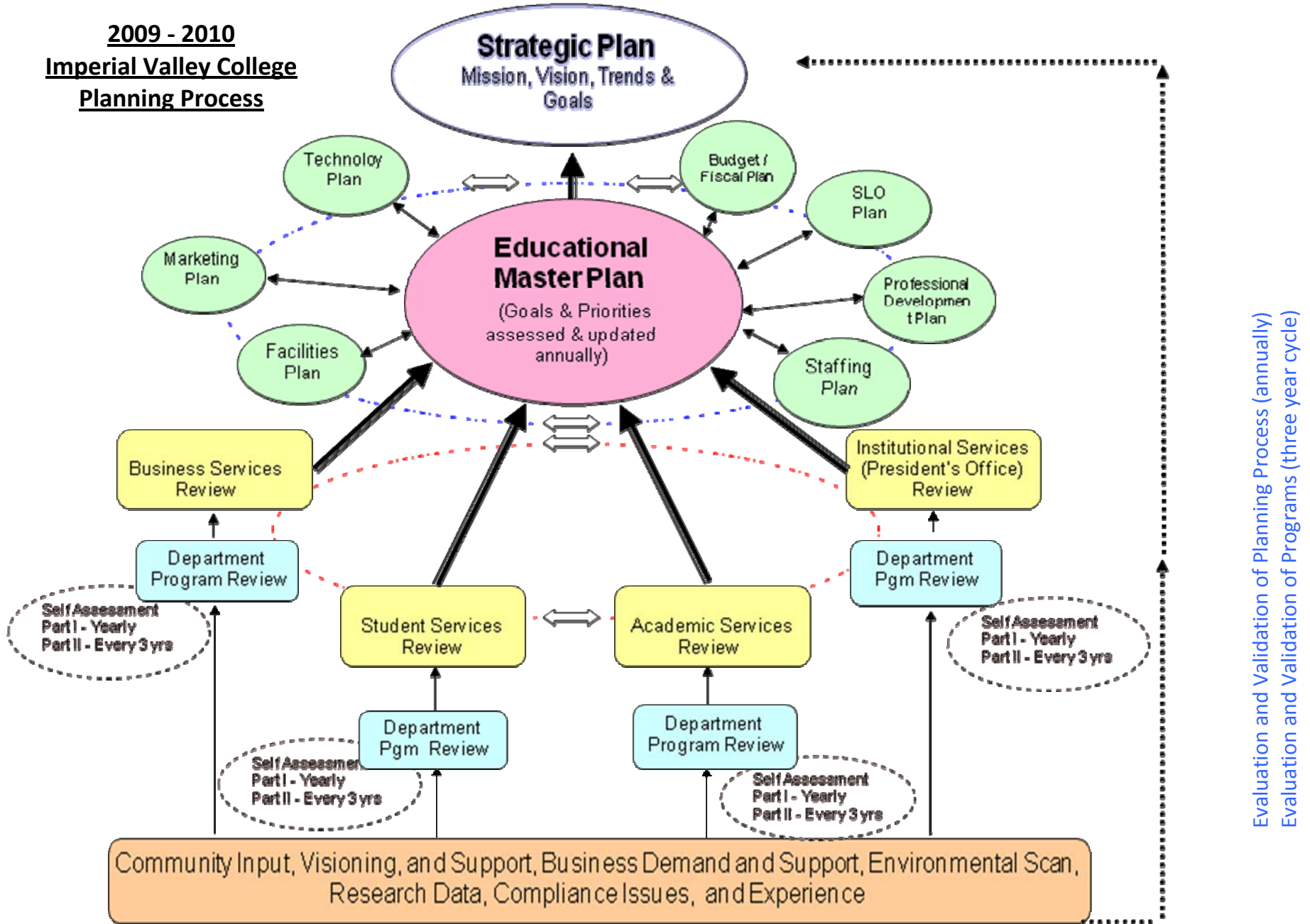
- All people should have the opportunity to reach their full educational potential.
- An educated citizenry is the bases for democracy.
- A college should embrace diversity in all its forms.
- A college should strive for innovation and creativity.
- All people have the right to access quality higher education.
- All people should have access to lifelong learning.

Institutional Student Learning Outcomes

Communication Skills
Critical Thinking Skills
Personal Responsibility
Information Literacy
Global Awareness

Annual District Strategic Planning Process

2009 - 2010
Imperial Valley College
Planning Process



Strategic Goal 1 – Strengthen and Expand Support Services to Respond to Changing Student Needs

OBJECTIVES

- Maintain and expand enrichment programs that embrace diversity and support disadvantaged students
- Increase student engagement with the college and the community
- Develop systems to ensure that support services complement student learning outcomes inside and outside the classroom
- Structure support services that are seamless, responsive and efficient
- Ensure that student learning is a central component of all support services

*(Picture Text)

Ensure that students have the tools and support necessary to persist and succeed

Strategic Goal 2 – Increase Access to Continuing and Higher Higher Education Opportunities for All

OBJECTIVES

- Complete the implementation of the Basic Skills Enhancement plan
- Provide seamless and student-focused transfer pathways from non-credit to credit programs, and credit programs to Baccalaureate institutions
- Strengthen curricular linkages with K-12 partners to improve alignment for student learning and academic achievement

*(Picture Text)

Ensure that the residents of Imperial County of any race, sex, age, color, ethnicity and economic means have access to a college education and all of the life-long benefits that come with it.

Strategic Goal 3 – Enhance Professional Development and Adapt to a Changing Fiscal Environment with a Sound Fiscal Strategy

OBJECTIVES

- Promote GLEAM (Gaining Leadership Expertise, Aptitude, and Mentoring) in support of succession planning
- Encourage the professional development of faculty and administrators through graduate study and special programs
- Sustain and expand classified staff professional development opportunities and programs
- Implement Human Resources practices that support development
- Ensure maintenance of a balanced budget in line with annual state allocations
- Eliminate the district’s reliance upon one-time funding
- Improve the fund-raising effectiveness of the college and the IVC Foundation

***(Picture Text)**

Ensure that we invest in our most valuable asset while maintaining fiscal integrity and responsibility.

Strategic Goal 4 – Strengthen Our Internal and External Organizational Communications Practices

OBJECTIVES

- Increase use of electronic technologies to enhance and expand existing methods for web-based marketing and customized e-mail marketing
- Expand methods of identifying and tracking alumni and establish a district-wide alumni database that includes reliable contact information
- Identify, recommend, and implement cost-cutting measures for effective marketing and outreach campaigns

***(Picture Text)**

Ensure that information is accurate, consistent, relevant, and credible.

Master Agreement Between Imperial Valley College Foundation and the Imperial Community College District

THIS AGREEMENT is entered into as of this 2nd day of September 2009, by and between the Imperial Community College District (“District”) and the Imperial Valley College Foundation (“Foundation”), a nonprofit organization operated for the benefit of the College (but not an auxiliary described in Education Code §§ 72670 *et seq.*). This agreement completely supersedes all previous written and verbal agreements existing between the parties.

The Foundation is an independent nonprofit corporation existing to serve the District. The Foundation has developed a track record of generating financial support for the programs and facilities of the College. Administration by the Foundation of its fundraising, development, and funds management functions, which by charter may only serve to benefit the District, is most efficiently performed by a private sector, nonprofit entity. So long as the Foundation is performing these functions for the benefit of the District, it is in the interests of the District and the College that the operations of the Foundation be supported by provision of facilities, dedicated personnel and certain administrative services defined in this agreement.

The mission of the Imperial Valley College Foundation is to develop philanthropic support to assist Imperial Valley College in providing accessible educational programs, services and facilities that assure academic and vocational excellence for the students at Imperial Valley College, and that enrich the cultural, economic and civic life of the Imperial Valley.

The Foundation exists to raise and manage private resources supporting the mission and educational and facilities priorities of the District, and provide opportunities for students and a margin of institutional excellence unavailable with state funds.

The Foundation is dedicated to assisting the college in the building of the endowment and in addressing, through financial support and other resources, the long-term academic and other priorities of the college.

The Foundation is a separately incorporated 501 c (3) public organization and is subject to the Brown Act.

The Foundation is responsible for identifying and nurturing relationships with potential donors and other friends of the District, and acknowledging and stewarding philanthropic gifts in accordance with donor intent and its fiduciary responsibilities.

Furthermore, in connection with its fund-raising and asset-management activities, the Foundation and the District cooperate to retain personnel experienced in planning for and managing private contributions and works with the District to advise and assist in such activities.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

Imperial Community College District

- The Board of Trustees of the Imperial Community College District is responsible for overseeing the mission, leadership, and operations of the college
- The Board of Trustees is responsible for setting priorities and long-term plans for the Imperial Community College District.
- The Board of Trustees is legally responsible for the performance and oversight of all aspects of Imperial Community College District operations
- The Board of Trustees is legally responsible for prudent fiscal management of District finances and facilities

The Foundation's Relationship to the District

- The Foundation is a separately incorporated 501 (c) (3) non-profit organization created to raise, manage, distribute and steward resources to support the various missions of the District.
- The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.
- The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the Board's Fiduciary responsibilities, including expectations of individual Board Members based upon ethical guidelines and policies.
- The Foundation is responsible to have mutual responsibility to evaluate the District personnel provided to run the Imperial Valley College Foundation.
- The Foundation agrees to continue to adequately perform endowment fundraising, scholarship development and management, and development and funds management of donations and funds raised by campus organizations, departments, and funds raised by the Foundation.
- The Foundation agrees to provide other functions in the legal purview of a 501 C3 Charitable Foundation, and will make every effort to assure that the services and funds provided by the Foundation to the District have a fair market value far surpassing the value of the funds and benefits provided by the District to the Foundation.

The District's Relationship to the Foundation

- The Superintendent/President is responsible for communicating District priorities and long-term plans, as approved by the Board of Trustees, to the Foundation.
- The District recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential consistent with the law.
- The District is responsible to pay the salary and the accompanying benefits for two positions: the Executive Director, Foundation, and a support position, the Advancement Office and College Foundation Coordinator.
- The District believes that the aforementioned arrangement will be beneficial to the District. Accordingly, in order to ensure that the various functions performed by the District's Executive Director, Foundation and the Advancement Office and College Foundation Coordinator be successfully performed, the District shall provide the salary for these positions and the accompanying benefits, at the District's sole cost.
- As long as the Foundation continues to adequately perform endowment fundraising, scholarship development and management, and development and funds management of private donations

and funds raised by campus organizations and departments, and other functions in the legal purview of a 501 C3 Charitable Foundation, and the services and funds provided by the

Foundation to the District have a fair market value far surpassing the value of the funds and benefits provided by the District to the Foundation the district will be responsible for the employment, provision of salary and benefits and share in the evaluation of the Executive Director of the Imperial Valley College Foundation.

- The Parties agree that the individuals hired into the two (2) preceding positions shall be considered District employees and that their employment shall be governed by the District and the District's applicable policies and procedures regarding hiring, supervision, evaluation, termination and other human resources matters. The District shall set the salary and benefit amounts for the preceding positions in its sole discretion. The District shall, where appropriate and legally permissible, take into account the views of the Foundation Board in regard to the management of the preceding employees.
- The Executive Director shall provide institutional advancement, grants development and coordination and community relations services on behalf of the District and develop funding opportunities with community, alumni, public granting entities, private foundations and corporate donors as well as manage administrative functions on behalf of the Foundation and for the benefit of the District. The Advancement Office and College Foundation Coordinator shall act in a support position, performing functions related to accomplishing the goals of both the Advancement Office and the Foundation, including institutional advancement, grants development and management and community relations, on behalf of the District and fundraising, donor relations and administrative functions on behalf of the Foundation.
- The Executive Director of the Foundation shall be included as a member of the Superintendent/President's cabinet and senior administrative team.
- The District shall include the Foundation as an active and prominent participant in the strategic planning for the District.
- A member of the Board of Trustees and the Superintendent/President of the District shall serve as ex-officio members of the Foundation Board and both shall assume prominent roles in fund-raising activities.
- The District shall establish and enforce policies that support the Foundation's ability to respect the privacy and confidentiality of donor records.
- The District will provide office space, computer and telephone systems, utilities, office supplies, and other such services that may be necessary or required to fulfill its responsibilities and obligations.
- The District will provide marketing materials as mutually agreed upon by the District representatives and Foundation board.
- The District will provide alumni information at the request of the Foundation in accordance with applicable laws.

Foundation Responsibilities

Fund-Raising

- The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the District.
- The Foundation, in consultation with the Superintendent/President, is responsible for planning and executing comprehensive fund-raising and donor-acquisition programs in support of the District's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.

- The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the District and provide appropriate recognition and stewardship of such gifts.
- The District recognizes that the Foundation bears major responsibility for fund-raising. District representatives will coordinate fund-raising initiatives including major gifts solicitations with the Foundation.
- The Superintendent/President will work in conjunction with the leadership of the Foundation Board and the Foundation Executive Director to identify, cultivate and solicit prospects for private gifts.
- The Foundation shall not accept grants from state or federal agencies, except in special circumstances that are approved by the Foundation Board of Directors, the Board of Trustees and the governmental agency.
- The Foundation shall establish and enforce policies to protect donor confidentiality and rights.

Asset Management

- The Foundation will establish asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Management of Institutional Funds Act (UMIFA).
- The Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
- The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will provide the District with a copy of the annual audited financial statement, including management letter.

District Flexibility

- The Foundation will explore current opportunities, including acquisition and management of real estate on behalf of the District for future allocation, transfer, or use.
- When distributing gifted funds to the District, the Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination of the gift. The District will abide by such restrictions as long as they do not violate applicable laws and provide appropriate documentation.

Transfer of Funds

- The Foundation is the primary depository of private gifts and will transfer funds to the designated entity within the District in compliance with applicable laws, District policies and gift agreements.
- The Foundation's disbursements on behalf of the District must be reasonable business expenses that support the District, are consistent with donor intent and do not conflict with the law.

Foundation Funding and Administration

- The Foundation is responsible for establishing a financial plan to underwrite the cost of Foundation Programs, operations and services.

- The Foundation has the right to use a reasonable percentage of the annual unrestricted funds, assess fees for services, or impose gift taxes, to support its operations.
- The Foundation and District shall amend this MA if other individuals must be employed and mutually agree on the responsibility for payment of salary and benefits of said personnel.

Construction

In the event of dispute, both Parties shall be deemed to have drafted this Agreement. No portion of this Agreement shall be construed for or against either party based on the drafter of the Agreement.

Terms of the Master Agreement (MA)

This Master Agreement, made this _____ day of September, 2009, by and between the Board of the Imperial Community College District and the Imperial Valley College Foundation (an Internal Revenue Code 501 (c) (3) nonprofit corporation), is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities.

To ensure effective achievement of the items of the agreement, the District and Foundation officers and board of representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

Either party may, upon 90 day prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this MA in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice

Should the District choose to terminate this agreement the Foundation may require the District to pay, within 180 days of written notice, all debt incurred by the Foundation on the District's behalf including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should the Foundation choose to terminate this agreement the District may require the Foundation to pay debt it holds on behalf of the Foundation in like manner.

Consistent with provisions appearing in the Foundation's bylaws and its articles of incorporation, should the Foundation cease to exist or cease to be an Internal Revenue Code 501 c (3) organization, the Foundation will transfer its assets and property to the District or to a reincorporated successor Foundation in accordance with the law and donor intent.

The Foundation will conduct an annual review of the Master Agreement.

IN WITNESS WHEREOF, the parties have caused this Master Agreement to be executed by their duly authorized officers as of the day and date first above written.

Carlos Acuña, Board President
Imperial Community College District

Charles Hosken, Board President
Imperial Valley College Foundation