

ADOPTED MINUTES

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

Tuesday, July 20, 2004

On Tuesday, July 20, 2004, Board President Rebecca Ramirez called the regular meeting of the Imperial Community College District Board of Trustees to order at 6:02 P.M. in the Administration Building Board Room.

BOARD MEMBERS PRESENT: Carlos R. Acuña, Rudy Cardenas Jr.,  
Kelly Keithly, Romualdo Medina,  
Rebecca Ramirez, Louis Wong

BOARD MEMBER ABSENT: Marian Long

REPRESENTATIVES PRESENT: Dr. James Patterson, Academic Senate  
Irene Garcia, Students  
John Abarca, Classified

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President  
Tom Hudson, Dean for Business Services  
Dr. Victor Jaime, Vice President for Student Services  
Dr. Marion Boenheim, Interim Vice President for Academic  
Services/Director of Human Resources

VISITORS PRESENT:

Kathy Berry; Heather Bremmer; Dawn Chun; Carlos Fletes; Bill Gay;  
Raquel Gonzalez; Abel Guillen; Saul Hom; Gonzalo Huerta; Tony Salcedo;  
Kathie Westerfield.

WRITTEN COMMUNICATIONS

1. Thomas L. Welch, Assistant Librarian (RE: Retirement)
2. Ivan L. Miller, Agricultural Science Instructor (RE: Resignation)
3. Accrediting Commission for Community and Junior Colleges (RE:  
Report of the Evaluation Team and Acceptance of Focused Mid-Term  
Report)

PUBLIC COMMENTS

No comments were made.

EMPLOYEE OF THE MONTH AWARD

Tom Hudson stated that the Employee of the Month for June/July is Hugo Fregoso, Grounds Maintenance Worker. The reasons for the nomination were stated as follows:

Hugo is one of the hardest working individuals I have ever had the opportunity to supervise. He never takes extended breaks or lunches. He is always hard at work maintaining the grounds. He rarely misses work and never complains. He always stays after hours when called upon and takes real pride in his work. I never need him to do a job twice. He is a true asset to this College.

Hugo Fregoso was congratulated for his service to Imperial Valley College.

LEADERSHIP 2020 INSTITUTE

Board President Rebecca Ramirez made the following remarks:

Leadership 2020 is definitely a conference for every Board member, any elected official, and any person who is in a leadership position. It consisted of two days of ongoing, informational techniques that touched the basics in the heart and essence of leadership.

For those of us who could be considered "workaholics" it was interesting to learn and discuss the idea of "Wholehearted Leadership." This is definitely a process that can be addressed in one's home, work or community life.

The individuals who attended this two-day conference were key leaders in the Imperial Valley. Participants have formed a Leadership Institute 2020 Coalition for the purpose of nurturing dynamic and innovative leaders who will create positive change for our region.

The Leadership 2020 Conference allowed individuals to address the needs in their life, workplace and community. There seemed to be some emotional closure for a few of the persons attending, which lent to the humanistic approach of the sessions. It allowed individuals to recognize their strengths, and the courage to learn and grow, and to have vision and dreams.

ASSOCIATED STUDENT GOVERNMENT UPDATE

ASG President, Irene Garcia, reported that she will be attending a Student Trustees Leadership Workshop in San Francisco on August 14 and 15. The ASG will be advertising for new senators the first two weeks of the semester.

ACADEMIC SENATE UPDATE

Academic Senate President, Dr. James Patterson, stated that the Senate will not meet until August 18.

PRESIDENT'S UPDATE

Dr. Pai reported the following:

- Hospitality program components are being offered at Paradise Casino which include computer, customer service, gaming technology, culinary arts, and hotel/motel management.
- Fact sheet mailers are being sent out to 13,000 Imperial County households with high propensity registered voters. This information is to familiarize our local population about the accomplishments of IVC and its facility needs.
- Limited evening bus service will be available this fall for our campus. Trustee Rom Medina was thanked for connecting IVC to the major decision maker of the Imperial Valley Association of Governments (IVAG).
- The American Association of Community Colleges has appointed Dr. Pai and 20 other community college presidents to serve a three-year term on the Rural Policy Roundtable to advise the AACC Board.
- Gonzalo Huerta and Lenny Fabian submitted a Hispanic Serving Institutions Assisting Communities Program Grant proposal to the U.S. Department of Housing and Urban Development for a total of \$969,000. The purpose of the program will be to provide residents throughout the County with credit courses to prepare them for retail associated jobs.
- Dr. Jim Fisher has submitted a grant proposal to the Army Research Office for Hispanic Serving Institutions in the amount of \$200,000. The purpose of the proposal is to provide science/math/engineering students and instructors smart classrooms, wireless classrooms, checkout laptop computers and easily accessible classroom workspaces through file servers.
- Ken Hollis, Economic Development Commissioner for Imperial County, invited Dr. Pai and Dr. Stephen Roeder, Dean of San Diego State University-Calexico Campus, to visit Joe Panata head of the Biotechnology Initiative at the University of California, San Diego.

MONTHLY FINANCIAL REPORT

Tom Hudson reviewed the monthly budget report for the month ending June 30, 2004. The ending cash balance was \$2,661,266.76. The ending projected balance is \$1,682,458.

SUMMER SCHOOL & FALL 2004 REGISTRATION UPDATE

Kathie Westerfield reported the following:

## STATISTICS FOR SUMMER SESSION 2004

- 214 classes were offered, compared to 183 last year at this time;
- 2,883 students were enrolled, which compares to 2,733 students enrolled for the Summer Session 2003, an increase in enrollment of 5.5%.

## STATISTICS FOR FALL 2004 SEMESTER REGISTRATION AS OF JULY 19, 2004

- Phone registration began on June 22, 2004 and will end on July 23, 2004;
- 6,606 students have classes, and last year at the same time the count was 5,990;
- There are 100 new courses being offered.

ASSESSING INSTRUCTIONAL STUDENT LEARNING OUTCOMES

Dr. James Patterson, spokesman for the Assessment Team (Dr. Victor Jaime, Kathy Berry, Cathy Zazueta, Dr. Patterson), presented a very informative PowerPoint presentation on the new Assessment Student Learning Outcomes that will be a part of the Western Association of Schools and Colleges (WASC) Accreditation Standards. The entire campus, through much dialogue, will develop the new process for assessment. Our students will be looked at holistically, and we will have to define our expectations of the students that complete our programs. This is a shift from teaching to learning.

The Assessment Plan is as follows:

- Semester 1 (Spring 2004) introduce the concept and start building resources;
- Semester 2 (Fall 2004) bring in a speaker for Orientation (Dr. Mary Allen), schedule several flex, and survey of faculty and students regarding institutional student learning outcomes;
- Semester 3 (Spring 2005) offer a Flex Week Summit to review and prioritize results of survey.

M/S/C Keithly/Acuña to approve the Minutes dated June 15, 2004

M/S/C Keithly/Acuña

Resolution No. 13032: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P4050056 through P405M086 in the amount of \$239,583.35, and Direct Payment Nos. I0002983 through I0003727 in the amount of \$397,030.28 are approved.

M/S/C Keithly/Acuña

Resolution No. 13033: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 23 in the amount of \$213,976.53 and Warrant Order No. 24 in the amount of \$991,525.67 be ratified.

M/S/C Keithly/Acuña

Resolution No. 13034: **COMMERCIAL WARRANT ORDERS**

BE IT RESOLVED that Commercial Warrant Orders on the General Fund be ratified as follows:

- 44 in the amount of \$340,256.63
- 45 in the amount of \$50,526.75
- 46 in the amount of \$167,356.05
- 46A in the amount of \$2,940.62
- 47 in the amount of \$392,205.52

M/S/C Keithly/Acuña

Resolution No. 13035: **BUDGET CHANGES**

WHEREAS, the California Code of Regulations, Title V, Sections 58307 and 58308, and the Community College Budget and Accounting Manual require the Board of Trustees to adopt the annual District budget by resolution, and to approve any changes to that budget by resolution.

BE IT NOW RESOLVED that budget changes 4050736, 4050745, 4050746, 4050747, 4050748, 4050764, 4050767, 4050800, 4050817, 4050823, 4050825, 4050827, 4050830, 4050831, 4050848, 4050862, 4050865, 4050867, 4050874, 4050875, 4050877, 4050878, 4050879, 4050880, 4050881, 4050882, 4050885, 4050898, and 4050903 be approved.

M/S/C Keithly/Acuña

Resolution No. 13036: **BOARD POLICIES**

BE IT RESOLVED that the Board adopts the District Board Policies as presented on June 15, 2004.

M/S/C Keithly/Acuña

Resolution No. 13037: **IMPERIAL VALLEY P-16 COUNCIL/COLLEGE GOING INITIATIVE MEMORANDUM OF UNDERSTANDING**

WHEREAS the purpose of the College-Going Initiative, directed by the P-16 Council, is to work toward a collaborative and comprehensive regional approach to promote a college-going culture in Imperial County;

WHEREAS the purpose for the College-Going Initiative is a collaborative and comprehensive regional approach to promote a college going culture to increase eligibility, admittance, and attendance at post-secondary institutions for Imperial County students;

WHEREAS the Partner Agencies funding the College-Going Initiative will make annual contributions for the three-year term of the MOU in support of the College-Going Initiative goal and annual strategies, and that Imperial Valley College commits to \$3,000.00 for each calendar year: 2004-2005, 2005-2006, 2006-2007.

NOW, BE IT RESOLVED that the Board approves entering into a Memorandum of Understanding between Imperial Valley College and the Imperial County Office of Education, representing the College-Going Initiative.

M/S/C Keithly/Medina

Resolution No. 13038: **JUSTIFICATION FOR THE NEED OF A GENERAL OBLIGATION BOND FOR IMPERIAL VALLEY COLLEGE**

WHEREAS, Imperial Valley College is proactively implementing a vision of providing full access to career training and higher education for all Imperial County residents. IVC has realigned its resources to place additional emphasis on classroom instruction to accommodate the demand for additional vocational and transfer courses. That includes plans to hire 50 new full-time instructors in the next two years, including 25 who will be on board this fall. IVC has provided quality, affordable education to the community of Imperial County for over 40 years and today serves more than 11,000 individual students. This number is expected to increase over the next ten years by 50 to 75 percent. Currently, the age and curriculum limitations of our campus have created a need to address our facilities; and

WHEREAS, the main campus is over 40 years old. Many facilities and classrooms at the campus are in need of basic improvements and upgrades. This is becoming more evident as our region undergoes explosive growth and as IVC expands its availability of classes. We need to invest in additional classrooms and labs, make health and safety improvements, construct a modern science and technology building and improve student access to programs and technology. The number of improvements and additions required cannot be funded from the College's annual budget alone; and

WHEREAS, the best example of our needs is our Science Building. The 400 Building, our Science Building, started serving students in 1962. At that time all science division classes were conducted in their present location. Eight instructors served between 500-600 students a semester. Today 14 full-time faculty, and 14 part-time faculty serve between 3,900-4,200 students (Fall 2001-2003) a semester. An additional 3,000 students (Spring 2004) were unable to register for classes such as anatomy, biology, chemistry, mathematics, and physiology because of limited space; and

WHEREAS, the nearly tenfold growth of the science division has yet to include any major renovations to the aging Science Building. Paint continues to peel off workbenches, ventilation is substandard, two to three students now share lockers meant only for a single student. The lab technician continually checks out equipment, which the students can no longer keep safe in their lockers due to a lack of secure lockers. A shortage of space has sorely impacted the ability to acquire modern lab equipment; instead valuable lab space is taken up by the added chemicals and models needed to instruct our growing student population. Any thought to expanding the Science Division to include astronomy, biotechnology, computer science and geology is only considered in connection with a new Science Building; and

WHEREAS, IVC embarked on a community visioning process to determine the long-term goals of the College. Over a period of four months, IVC conducted focus groups in every community IVC serves to receive feedback and to listen to the needs of key stakeholders including business, industry, government, students, faculty, and alumni. Then a Stakeholders Summit took place and prioritized IVC's goals and objectives for the future of the College. Two committees were then formed. A long-range facility planning committee, which authored a facility needs report and a Citizens Facility Review Committee. The Citizens Facility Review Committee composed of long time residents, business representatives and community leaders, then determined funding parameters and prioritized projects. The total amount recommended for Bond financing was \$58.6 million; and

WHEREAS, the College provides positive benefits to our economy in jobs, job training, and in support of community events. If the needs are not met, the community and our local students will continue to be deprived of 21<sup>st</sup> Century facilities and a limited curriculum. Furthermore, facility needs and repairs at the campus will continue to

escalate with time. Continued deterioration of classrooms and facilities will result in more costly repairs in the future.

WHEREAS, the District will need to implement a voter-approved local funding program to meet its needs. The most common voter approved funding programs used by California community college districts are general obligation bonds and parcel taxes. Parcel tax programs are typically used to fund programs while general obligation bonds are used to fund facilities. Parcel tax programs require a two-thirds super majority vote for approval. General obligation programs also require a two-thirds vote unless conducted under Proposition 39, which require a 55% majority vote and is subject to various voter safeguards including a citizens' oversight committee; and

WHEREAS, general obligation bonds fund real property improvements such as the replacement of plumbing and electrical systems and the construction of new classrooms and facilities. Similar to a home loan, general obligation bonds are repaid over 25 years. The loan repayment comes from a tax on all property located within the District's boundaries: residential, commercial and industrial, etc. This funding method is widely used by college districts throughout California; and

WHEREAS, Proposition 39 requires general elections for all such measures and prevents special elections when voter turnout may be lower. For community college districts, it sets a tax rate cap of \$25 per \$100,000 of assessed value - not market value - for the issuance of general obligation bonds. Moreover, a detailed project list must be prepared and a citizen's oversight committee must be established to oversee that monies are spent consistent with the intent of the bond measure. Additional safeguards include annual financial and performance audits of monies raised for identified campus improvements; and

WHEREAS, under State Law, bond money can only be used to acquire, construct, or improve college facilities. The payment of faculty or staff salaries or operating expenses is strictly prohibited.

NOW, BE IT RESOLVED that based on the above mentioned analysis, and the recommendation of the Superintendent/President, the Imperial Community College District Board of Trustees authorizes the approval of Resolution No. 13039 ordering an election to authorize the issuance of Community College Bonds in the amount of \$58,600,000.00.



M/S/C Keithly/Medina

Resolution No. 13039: **ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF COMMUNITY COLLEGE BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 2, 2004**

WHEREAS, in the judgment of the Board of Trustees (the "Board") of the Imperial Community College District (the "District"), it is advisable to call an election to submit to the electors of the District the question whether bonds of the District shall be issued and sold for the purpose of raising money for the acquisition and improvement of real property, and the furnishing and equipping of community college facilities; and

WHEREAS, as a result of the approval of Proposition 39 on November 7, 2000, Article XIII A, Section 1, paragraph (b), of the California Constitution ("Article XIII A") provides an exception to the limit on ad valorem property taxes on real property for bonded indebtedness incurred by a community college district approved by 55 percent of the voters of the District voting on the proposition; and

WHEREAS, the Board is specifically authorized, upon approval by a two-thirds vote of the Board, to pursue the authorization and issuance of bonds by a 55 percent vote of the electorate on the question whether bonds of the District shall be issued and sold for specified purposes, pursuant to Education Code Section 15264 *et seq.* (the "Act"); and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, November 2, 2004, and to request the Imperial County Registrar of Voters to perform certain election services for the District; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Imperial Community College District the following:

**Section 1. Call for Election.** The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$58,600,000 for the purpose of raising money to finance community college facilities and property of the District, and paying costs incident thereto, as set forth more fully in the ballot proposition approved pursuant to Section 3. This Resolution constitutes the order of the District to call such election.

**Section 2. Election Date.** The date of the election shall be November 2, 2004, and the election shall be held solely within the boundaries of the District.

**Section 3. Purpose of Election; Ballot Proposition.** The purpose of the election shall be for the voters in the District to vote on a proposition, a full copy of which is attached hereto and marked Exhibit A, containing the question of whether the District shall issue the Bonds for the purpose stated therein, together with the accountability requirements of Article XIII A and Government Code Section 53410 and the requirements of Section 15272 of the Act. As required by Elections Code Section 13247, the abbreviated form of the measure to appear on the ballot is attached hereto and marked as Exhibit B. The Superintendent/President or his designee is hereby authorized and directed to make any changes to the text of the proposition or this resolution as required to conform to any requirements of Article XIII A, the Act, or the Imperial County Registrar of Voters.

**Section 4. Authority for Election.** The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code and Section 1, paragraph (b), subsection (3), of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

**Section 5. Community College Facilities Projects.** As required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the list of community college facilities projects set forth on Exhibit A-1.

**Section 6. Covenants of the Board upon Approval of the Bonds by the Electorate.** As required by Article XIII, Section 15278 of the Act, and Government Code Section 53410, in the event 55 percent of the voters voting in the District approve of the Bonds, the Board shall:

1. conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Exhibit A-1;
2. conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the community college facilities projects listed in Exhibit A-1;
3. establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;

4. apply the bond proceeds only to the specific purposes stated in the ballot proposition;
5. cause creation of accounts into which bond proceeds shall be deposited; and
6. cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

**Section 7. Delivery of this Resolution.** The Clerk of the Board is hereby directed to send a copy of this Resolution to the Imperial County Superintendent of Schools, the Imperial County Registrar of Voters (the "County Registrar") and the Imperial County Clerk of the Board of Supervisors. The County Registrar is hereby requested to print the Full Text of Measure set forth on Exhibit A hereto in the ballot materials including the sample ballot pamphlet and to publish the Community College Bond Election Notice attached hereto as Exhibit C in a newspaper of general circulation within the District.

**Section 8. Consolidation of Election.** The County Registrar and the Imperial County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on November 2, 2004, within the District.

**Section 9. Ballot Arguments; Tax Rate Statement.** Any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument. The Superintendent/President of the District, President of the Board, or their designees, are hereby authorized to execute any Tax Rate Statement or other document and to perform all acts necessary to place the bond measure on the ballot.

**Section 10. Agreement Approved.** The Superintendent/President is authorized and directed to execute the agreements on file with the District with Jones Hall, A Professional Law Corporation, which firm is appointed hereby to perform bond counsel and disclosure counsel services in regard to the Bonds and with Caldwell, Flores, Winters which firm is appointed to perform financial advisory services in regard to the Bonds.

**Section 11. Election Services.** The Imperial County Registrar of Voters is requested to perform all services necessary to conduct the election called hereby. The District hereby agrees to reimburse the County of Imperial for all costs incurred in conducting the election on the ballot proposition.

**Section 12. Effective Date.** This resolution shall take effect on and after its adoption.

ROLL CALL VOTE:	Acuña - Yes
	Cardenas - Yes
	Keithly - Yes
	Long - Absent
	Medina - Yes
	Ramirez - Yes
	Wong - Yes

M/S/C Keithly/Acuña  
Resolution No. 13040: **EMERGENCY PREPAREDNESS PLAN**

WHEREAS, the District has the responsibility to ensure the safety of students and staff in an emergency, whether it is an earthquake, a flood, a fire, gas leak, or a terrorism incident;

WHEREAS, the law requires developing emergency action plans and training staff in emergency response procedures;

WHEREAS, the emergency action plans shall include the elements required by California Code of Regulations, Title 8, Section 3220;

WHEREAS, the Environmental Health and Safety Committee developed a "working" emergency action plan for the District, the EMERGENCY PREPAREDNESS PLAN;

WHEREAS, the EMERGENCY PREPAREDNESS PLAN is pending review and approval of the Imperial County Office of Emergency Services, after which it shall become the "official" emergency action plan of the District;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the EMERGENCY PREPAREDNESS PLAN as the District's "working" emergency action plan;

BE IT FURTHER RESOLVED that following approval of the Imperial County Office of Emergency Services the plan shall be resubmitted to the Board at its next meeting, at which time it shall be approved as the "official" emergency action plan of the District.

M/S/C Keithly/Acuña

Resolution No. 13041: **SURPLUS PROPERTY LIST**

BE IT RESOLVED that the Board gives approval to declaring outdated non-functional property of the Imperial Community College District, as surplus property and is no longer being used for educational purposes;

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services, and/or the Director of Purchasing and Warehouse be hereby authorized and instructed to dispose of the equipment in the best interest of the College as referred to in SURPLUS PROPERTY LIST, Exhibit A.

M/S/C Keithly/Acuña

Resolution No. 13042: **DISTRICT PURCHASES**

WHEREAS, procurement is one of the major functions of the administration of school business; and

WHEREAS, Education Code Section 81656 authorizes delegation of purchasing and contract authority;

NOW THEREFORE BE IT RESOLVED that the Dean for Business Services under the guidance of the Superintendent/President, is hereby authorized and directed to contract for all supplies, materials, apparatus, equipment and services for the District; and

BE IT FURTHER RESOLVED that contracts or purchases in the amount of \$15,000.00 or more shall be approved by the Board of Trustees in advance of execution; and

BE IT FURTHER RESOLVED that administrative rules and regulations shall be implemented pursuant to the Education Code, Budget and Accounting Manual of the California Community Colleges, and other codes and directives as applicable; and

BE IT FINALLY RESOLVED that this policy shall be reviewed annually.

M/S/C Keithly/Cardenas

Resolution No. 13043: **DELIVERY OF DOCUMENTS TO THE IMPERIAL COUNTY SUPERINTENDENT OF SCHOOLS**

BE IT RESOLVED that the Imperial County Superintendent of Schools be authorized to mail and/or deliver warrants and correspondence from the Accounting Section of the Office of the Imperial County Superintendent of Schools for the Imperial Community College District to the Dean for Business Services, his designee, or Carlos Fletes, Mary Bell, Nancy Hoyt, Mary Carter, Susan Rodriguez, Mirtha Galindo, Betty Kakiuchi, Phyllis Gilliam, Marion Boenheim, Linda Amidon, Martha Sanchez, Sheila Dorsey-Freeman, Zula Hartfield and Angie Diaz.

M/S/C Cardenas/Wong

Resolution No. 13044: **IMPERIAL COUNTY SUPERINTENDENT'S OFFICE TO MAKE CORRECTIONS ON COMMERCIAL AND/OR PAYROLL WARRANTS**

WHEREAS, an occasional error is found in the total amount of a payment of a commercial and/or payroll warrants; and

WHEREAS, the delay of returning said warrant or warrants and the expense of returning them is not a sound business practice;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Imperial Community College District hereby authorizes the Office of Imperial County Superintendent of Schools to correct the commercial warrant in any amount not to exceed ten dollars (\$10.00), and make corrections to the payroll warrant in any amount necessary.

M/S/C Keithly/Cardenas

Resolution No. 13045: **SCHOOL ORDERS**

BE IT RESOLVED that pursuant to Education Code Section 42632/85232, the Imperial Community College District Board of Trustees, representing Imperial County, hereby authorizes the following persons to sign any and all orders (not to exceed \$15,000) in the name of said District during the 2004-2005 school year:

Dr. Paul Pai, Superintendent/President  
Tom Hudson, Dean for Business Services  
Dr. Marion Boenheim, Interim Vice President for Academic Services  
Dr. Victor Jaime, Vice President for Student Services  
Carlos Fletes, Director of Fiscal Services  
Laurie Franks, Director of Purchasing

M/S/C Keithly/Wong

Resolution No. 13046: **AUTHORIZED AGENTS**

BE IT RESOLVED that the Superintendent/President, Dean for Business Services, Vice President of Academic Services, Vice President of Student Services, and the Director of Human Resources be designated the "Authorized Agents" for the Imperial Community College District to sign the following documents:

- Notices of Employment
- Notices of Termination
- Changes of Salary
- Payroll Authorization
- Commercial Warrant Orders
- State Compensation Insurance Claims
- State Teachers' Retirement Membership Forms
- Time Sheets
- Notices of Leave of Absence
- State and Federal Project Requests
- PERS Membership Forms
- Any Other Items Approved by the Superintendent

M/S/C Keithly/Acuña

Resolution No. 13047: **AUTHORIZED AGENTS**

BE IT RESOLVED that the following persons be designated as "Authorized Agents" to sign the documents indicated for the 2004-2005 school year:

- |                                  |  |
|----------------------------------|--|
| Student Notices of<br>Employment | Superintendent/President<br>Dean, Business Services<br>Vice President, Student Services<br>Vice President, Academic Services<br>Dean, Financial Aid and State Programs |
|----------------------------------|--|

M/S/C Keithly/Acuña

Resolution No. 13048: **AUTHORITY TO SIGN CHECKS**

BE IT RESOLVED that the following persons be authorized to sign checks for the accounts indicated for the 2004-2005 school year:

IVC Grants Account (2 signers)

- Superintendent/President
- Dean for Business Services
- Vice President for Student Services
- Vice President for Academic Services
- Dean of Financial Aid/State Programs
- Director of Fiscal Services

Associated Students (2 signers)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Student Affairs  
Associated Students Treasurer  
Director of Fiscal Services

Campus Organizations (2 signers)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Student Affairs  
Director of Fiscal Services

Revolving Account (1 signer)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services

IVC 125 Flex Plan (1 signer)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services

IVC Trust Account (2 signers)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Dean of Financial Aid/State Programs  
Director of Fiscal Services

IVC Holding Account (1 signer)

Superintendent/President  
Dean for Business Services  
Vice President for Student Services  
Vice President for Academic Services  
Director of Fiscal Services



M/S/C Keithly/Acuña

Resolution No. 13049: **INVESTMENT OF MONIES**

BE IT RESOLVED that the Dean for Business Services is hereby empowered to authorize and instruct the Treasurer of Imperial County to invest monies not required for the immediate necessities of the Imperial Community College District, as determined. Said funds are to be used to establish an interest bearing inactive bank deposit account for the period specified, or to purchase United States Government Bonds, notes, bills, or certificates for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that said Imperial County Treasurer be authorized and instructed to deposit for safekeeping, in a legal depository, in the State of California or New York, any such bonds notes, bills, and certificates purchased for the account of Imperial Community College District; and

BE IT FURTHER RESOLVED that this resolution be reviewed and acted upon annually.

M/S/C Keithly/Acuña to TABLE

Resolution No. 13050: **REQUEST FOR MASCOT CHANGE**

BE IT RESOLVED that the Board approves the action of the Associated Student Government to change the IVC Mascot.

M/S/C Keithly/Acuña to TABLE

Resolution No. 13051: **MASCOT NAME CHANGE**

BE IT RESOLVED that the Board authorizes the Associated Student Government to take the recommendation of the Phase I Mascot change of "VIPERS," presented to the Board on May 18, 2004, and directs them to enter into Phase II, by involving all constituents of the College, including the IVC Foundation Alumni Association and the community.

BE IT FURTHER RESOLVED that the results will be submitted to the Board for approval.

M/S/C Keithly/Cardenas

Resolution No. 13052: **CHILD CARE CENTER**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number GCTR-4075, for fiscal year 2004-2005, in the amount of \$425,954.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Marion Boenheim, Interim Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Keithly/Cardenas

Resolution No. 13053: **CHILD DEVELOPMENT FEDERAL BLOCK GRANT**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number FCTR-4031, for fiscal year 2004-2005, in the amount of \$54,007.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Marion Boenheim, Interim Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Keithly/Cardenas

Resolution No. 13054: **CHILD CARE AND DEVELOPMENT FUND - FACILITIES RENOVATION AND REPAIR PROJECT**

BE IT RESOLVED that the Governing Board of the Imperial Community College District authorizes entering into local agreement number GRPM-3009, for fiscal years 2004-2006, in the amount of \$25,000.00, with the California State Department of Education, and that Dr. Paul Pai, Superintendent/President, and Dr. Marion Boenheim, Interim Vice President for Academic Services are authorized to sign the transaction for the Governing Board.

M/S/C Keithly/Acuña to go into **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation—Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators  
RE: Direction for Negotiations
3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

M/S/C Keithly/Acuña to go back to **OPEN SESSION**

Board President Ramirez announced that in Item 1 an update had been given to the Board, in Item 2 direction was given to District Negotiations, and in Item 3 information was shared.

M/S/C Keithly/Acuña

Resolution No. 13055: **DISMISSAL OF CLASSIFIED EMPLOYEE**

BE IT RESOLVED that the Board approves the dismissal of the Student Services Technician effective July 19, 2004.

M/S/C Keithly/Wong

Resolution No. 13056: **ACADEMIC RETIREMENT**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Thomas L. Welch, Assistant Librarian, effective September 1, 2004.

BE IT FURTHER RESOLVED that sincere appreciation be expressed for his 10 years of service to Imperial Valley College.

M/S/C Keithly/Acuña

Resolution No. 13057: **ACADEMIC RESIGNATION**

BE IT RESOLVED that the Board accepts the resignation of Dr. Ivan L. Miller, Agricultural Science Instructor, effective July 12, 2004.

M/S/C Keithly/Acuña

Resolution No. 13058: **EMPLOYMENT OF VICE PRESIDENT FOR ACADEMIC SERVICES**

BE IT RESOLVED that the Board approves the employment of Dr. Kendra Jeffcoat as Vice President for Academic Services, a full-time administrator effective August 1, 2004.

M/S/C Keithly/Acuña

Resolution No. 13059: **FULL-TIME TENURE TRACK ACADEMIC PERSONNEL**

BE IT RESOLVED that the following full-time tenure track, academic personnel be employed for the 2004-2005 academic year, pending medical and background checks:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Fred Baeza	Appropriate Classification and Step Contingent Upon Verification of Records	Welding Instructor
Dr. Kelli Florman	"	Administration of Justice Instructor
Erin Itza	"	Biology Instructor
Manfred Knaak	"	Anthropology Instructor
Gregory Larson	"	Mathematics Instructor
Kevin Marty	"	Geology Instructor
Jose Ruiz	"	Spanish Instructor
Dr. Bruce Seivertson	"	Geography Instructor
Jack Williams	"	Nursing (Pediatrics) Instructor

M/S/C Keithly/Acuña

Resolution No. 13060: **TEMPORARY CONTRACT ACADEMIC PERSONNEL**

BE IT RESOLVED that the following academic personnel be employed for the Fall 2004 Semester on a temporary contract basis:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Maria Hiraes	Appropriate Classification and Step Contingent Upon Verification of Records	ESL Instructor
Charles Mason	"	American Sign Language Instructor
Patrick Staten	"	Mathematics Instructor
Helen Unangst	"	Child, Family, and Consumer Science Instructor

M/S/C Keithly/Acuña

Resolution No. 13061: **TRANSFER/REASSIGNMENT**

BE IT RESOLVED that a transfer/reassignment be implemented for the following employee effective September 1, 2004:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Zazueta, Cathy	Appropriate Classification and Step Contingent Upon Verification of Records	Assistant Librarian

M/S/C Keithly/Acuña

Resolution No. 13062: **REPLACEMENT OF POSITIONS**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President, the Chief Instructional Officer, an Academic Senate Representative, and the Dean of Learning Services to replace a full-time tenure track Reference Librarian.

BE IT FURTHER RESOLVED that the Board also approves the recommendation of the Superintendent/President, the Chief Instructional Officer, an Academic Senate Representative, and the Dean of Instruction for Applied Science, to replace a full-time tenure track Agriculture Sciences Instructor.

M/S/C Keithly/Acuña

Resolution No. 13063: **RENEE FENN'S RESIGNATION DATE CHANGE**

BE IT RESOLVED that Renee Fenn, Dean of Extended Campus, be provided an extension of the original resignation date of June 30, 2004 to July 8, 2004, as a result of projects to be completed before her resignation.

M/S/C Keithly/Acuña

Resolution No. 13064: **TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the following personnel be employed temporarily, on a part-time hourly basis, for the 2004-2005 academic year, in accordance with the hourly rate provided in Resolution No. 12564. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated, and approval of the program officer:

<u>NAME</u>	<u>PROJECT POSITION</u>	<u>FUNDING</u>
Alvarado, Art	Counselor	State/District
Andrade, Maria	Counselor	State/District
Cabrera, Hector	Counselor	Federal
Castillo, Stephanie	Counselor	Federal
Dorsey, Tanya	Counselor	State/District
Garcia, Rosario	Counselor	State
Harmon, Mary	Counselor	State
Herrera-Gaytan, Cynthia	Counselor	State/District
Ibarra, Fabiola	Counselor	State/District
Lopez, Gabriela	Counselor	Federal
McFadden, Kevin	Counselor	Federal
Nechochea, Alex	Counselor	Federal
Neely, Maria	Counselor	State
Ortega, Olga	Counselor	State/District

Ragland, Lisa	Counselor	Federal
Ramirez, Art	Instructional Specialist	State
Ramirez, Xochilt	Instructional Specialist	Federal
Rodriguez, Julio	Counselor	Federal
Scott, Norma	Instructional Specialist	State
Sigala, Isabel	Counselor	State
Tan, Harlinda	Counselor	State/District
Torres, Clara	Counselor	Federal
Treniño, Elizabeth	Counselor	State/District
Vega, Olga	Counselor	Federal
Villamor, Marissa	Instructional Specialist	Federal
Vizcarra, Margarita	Counselor	Federal

M/S/C Keithly/Acuña

Resolution No. 13065: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2004 Fall Semester, as credentialed, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger print clearance and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Aguirre, Fernando	Spanish
Altamirano, Susan	English as a Second Language
Araiza, Carlos	Automotive Body
Araiza, Mauro	Spanish
Arevalo, Gregory	English as a Second Language
Arevalo, Jim	English as a Second Language
Arzaga, Michael	English as a Second Language
Baker, Eric	Legal Assistant
Ballard, Timothy	Political Science
Barrington, Mary- Constance	Librarian
Bayles, Joyce	English
Beckett, Phillip	English
Benavidez, Benny	Correctional Science
Berker, Enola	Allied Health Profession
Bernal, Claudia	English as a Second Language
Bonfils-Roncal, Mickaelle	French
Boutwell, Marsha	Physical Education
Brock, Alison	Business/Computer Information Systems
Bradshaw, David	Agriculture
Buchanan, Debra	Physical Education
Burch, Steve	Agriculture

Cameron, Michael	Computer Information Systems
Canchola, Guadalupe	Spanish
Candland, Robert	Administration of Justice
Cannon, Jimmie	Music
Cantwell, Jeffrey	Computer Information Systems
Cardenas, Lucia	Spanish
Case, Frank	English
Castillo, Kelly	Mathematics
Clardy, Gilbert	Speech
Clark, Paul	Philosophy
Coffer, Herbert	Business
Collins, George	Anthropology
Collins, Karen	Anthropology
Colunga Jr., Ramiro	English as a Second Language/Music
Contreras, Rafael	Physical Education
Cornejo, Frank	Water Treatment
Cota, Edward	Correctional Science
Cox, Jeffrey	Legal Assistant
Cozzani, Alejandro	Mathematics
De Leon, Frank	Water Treatment
De Leon, Ylaria	Disabled Students Programs & Services
Delgado, Manuel	Political Science
Dibb, David	English
Dizon, Milagros	American Sign Language
Dolf, Paula	DSP&S/CFCS
Dorsey, Tanya	Human Relations
Duarte, Carlos	Mathematics
Evers, Douglas	English as a Second Language
Fajardo, Lourdes	Spanish
Ferguson, Douglas	Speech
Freitas, Linda	Art/DSP&S
Garay, Jeronimo	Mathematics
Garcia, Ana	Physical Education
Garcia, Margarita	English as a Second Language
Garrie, Ronnie	Automotive Technology
Gaytan, Julio	Spanish
Gonzalez, Adrian	Computer Information Systems
Grima, Jason	Automotive Technology
Grivanos, Maria	Spanish
Haddad, Virginia	Art
Hamilton, Judy	Allied Health Profession
Herbert, Robert	Political Science
Hernandez, Adrian	English as a Second Language
Hernandez, Oscar	Mathematics
Hernandez, Porfirio	Mathematics
Hodge, William	Social Science



Jaime, Jose	Computer Information Systems
Jimenez, Javier	Electronics
Jimenez, Ricardo	Electronics
Kelley, Ryan	Fire Science
Khan, John	Art
Knapp, Leslie	Administration of Justice
Lang, Dennis	Music
Lay, Nancy	English
Leal, Jaime	Automotive Technology
Lemus, Silvia	Business
Lerno, Jill	Physical Education
Lizarraga, John	English
Loper, Jackie	Water Treatment
Lopez, Teresa	English as a Second Language
Love, Mary	Mathematics
Love, William	Agriculture
Luna, Silvia	Allied Health Profession
MacDonald, Andara	Speech
MacGaffey, Neil	Mathematics
Macholtz, Madeleine	Agricultural
Machuca, Victor	English as a Second Language
Macias, Claudia	Sociology
Magos, Maria	ESL
Marquez, Arturo	ESL
Marrs, David	Driving Improvement Training
Mason, Jeff	Administration of Justice
Mellow, Steve	Communications
Mendez, Hugo	Auto Body
Mercado, Peter	Fire Science
Milan, Tania	Water Treatment
Moran, Santos	Mathematics
Murray, Charlotte	Biology
Nava-Bermudez, Rosalinda	Child Family & Consumer Sciences
Nicholson, Ronald	English
Niebla, Eduardo	Chemistry
Nippins, Fred	Fire Science
Norris, Terry	English
Padilla, Jesus	English as a Second Language
Paine, Yvonne	English
Palacio, John	Physical Education
Pascua, Darrel	Water Treatment
Peck, Judy	English
Peralta, Rosa	Nursing
Plascencia, Jose	ADS/Psychology/Social Work
Pond, Dennis	Music
Quinn, Teresa	Administration of Justice

Rahiotis, Miguel	Human Relations
Ramos, Angelica	Physical Education
Reel, Rebecca	Speech
Rhoades, Robert	Mathematics
Roman, Donanciano	Spanish
Sanchez, Gerardo	Health Education
Sargent, Denise	English
Sharpe, John	English as a Second Language
Silva, Efrain	Business
Simon, Darren	English
Smith, Donald	English as a Second Language
Smith, Lisa	Computer Information Systems
Smith Ruth	Music
Solomon, Benjamin	Speech
Sorenson, Bonnie	Biology
Staton, Jack	Administration of Justice
Storey, Chuck	Business
Suarez, Velarmino	Mathematics
Sullivan, Terrie	Nursing
Tally, Sue	Child, Family and Consumer Studies
Tapispisan, Virgil	Alcohol and Drug Studies
Thompson, Arelys	English/Theatre
Torres, Jesus	English as a Second Language
Torres, Tim	English as a Second Language
Travis, Reyna	Spanish
Trejo, Lidia	Allied Health Profession
Trevino, Elizabeth	Human Relations
Varela-Ham, Ruben	Mathematics
Vasquez, Gloria	American Citizenship
Vasquez, Melissa	Business
Walther, Kimberly	Mathematics
Watts, David	Driving Improvement Training
Welisch, Michael	Art
Whitman, William	Mathematics
Wilcox, Karen	Anthropology
Williams, Kjersti	Music
Wysocki, Lori	Business
Young, Patricia	Speech
Zwart, Martin	Physical Education

M/S/C Keithly/Acuña

XI.12 Resolution No. 13066: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the following personnel be employed during the 2004 Summer Session, as credentialed, at the hourly rate provided for in Resolution No. 12564. Employment is contingent upon verification of records, credentials, finger print clearance and sufficient enrollment, or whether the class is essential to a full-time instructor's load:

<u>NAME</u>	<u>POSSIBLE ASSIGNMENT</u>
Canchola, Maria-Guadalupe	Spanish
Grivanos, Maria	Spanish
Gupton, David	Business
Marrs, David	Driving Improvement Training
Watts, David	Driving Improvement Training
Wysocki, Lori	Business

M/S/C Keithly/Acuña

XI.13 Resolution No. 13067: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the following individual exercised her reemployment rights as per Article 17, Section 17.6 of the ICCD/CSEA Contract, and is employed to the classified service at the date indicated:

<u>NAME</u>	<u>FROM</u> <u>POSITION/DEPARTMENT/</u> <u>RANGE/FUNDING</u>	<u>TO</u> <u>POSITION/</u> <u>DEPARTMENT/RANGE/</u> <u>FUNDING</u>	<u>EFFECTIVE</u> <u>DATE</u>
Olea, Martha	Purchasing/Inventory Technician Purchasing Department Range 27-C District Funding	Microcomputer Technician Information Systems Range 31-D District Funding	8/1/04

M/S/C Keithly/Acuña

XI.14 Resolution No. 13068: **CLASSIFIED TRANSFER OR REASSIGNMENT**

<u>NAME</u>	<u>FROM</u> <u>POSITION/DEPARTMENT/</u> <u>RANGE/FUNDING</u>	<u>TO</u> <u>POSITION/</u> <u>DEPARTMENT/RANGE/</u> <u>FUNDING</u>	<u>EFFECTIVE</u> <u>DATE</u>
Herrera, Marissa	Administrative Assistant Academic Services Range 33-C District Funding Confidential	Assessment Center Technician Assessment Center Range 27-C District Funding Classified	7/1/04

M/S/C Keithly/Acuña

XI.15 Resolution No. 13069: **SUBSTITUTE EMPLOYEES**

BE IT RESOLVED that the following individuals be employed on a substitute basis, as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Murga, Maria	Student Services Assistant	District	23-A	7/12/04 to 6/30/05
Alonso, Jose	Custodian	District	21-A	7/1/04 to 6/30/05
Camacho, Jose Luis	Custodian	District	21-A	7/1/04 to 6/30/05
Contreras, Victor	Custodian	District	21-A	7/1/04 to 6/30/05
Garcia, Salvador	Custodian	District	21-A	7/1/04 to 6/30/05
Rico, Camilo	Custodian	District	21-A	7/1/04 to 6/30/05
Medina, Elvia	Mail Room/ Office Assistant	District	21-A	7/1/04 to 6/30/05

M/S/C Keithly/Acuña

Resolution No. 13070: **MEMORANDUM OF UNDERSTANDING**

WHEREAS a Memorandum of Understanding is entered into between IMPERIAL COMMUNITY COLLEGE DISTRICT ("District") and CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 472 ("CSEA"); and

WHEREAS, in accordance with the collective bargaining agreement between the District and CSEA, effective July 1, 2002, reclassification requests for District-funded positions must be submitted between January 15 and February 15, and no requests will be considered before or after this period;

WHEREAS, existing reclassification provisions adversely affect categorically funded positions in that funds must be used within a specified timeframe;

WHEREAS, because of this adverse effect, reclassification requests for categorically-funded positions have been submitted to, and reviewed by, the Reclassification/Classification Committee outside of the January 15 through February 15 reclassification review period;

WHEREAS, because the provisions of the collective bargaining agreement are not clear with regard to District-funded positions that are vacant and open for recruitment and additional positions, reclassification requests were previously submitted to, and reviewed by, the Reclassification/Classification Committee outside of the January 15 through February 15 reclassification review period;

WHEREAS that the parties understand and agree as follows:

1. Until the existing reclassification provisions are clarified, the following positions shall be exempt from the reclassification provisions of the collective bargaining agreement between the District and CSEA:
  - a. All categorically-funded positions;
  - b. District-funded positions that are vacant and open for recruitment;
  - c. District-funded positions that are additional to an existing classification (i.e., increasing the number of Microcomputer Technicians from two to three positions)
2. Requests for classification (i.e., new classifications) shall be submitted to, and reviewed by, the Reclassification/ Classification Committee on an ongoing basis, in accordance with the current provisions of the collective bargaining agreement between the District and CSEA.

BE IT NOW RESOLVED that the Board approves this Memorandum of Understanding.

M/S/C Keithly/Wong to **ADJOURN** the meeting at 8:10 P.M. - The next regular meeting of the Board of Trustees is scheduled for Tuesday, August 17, 2004, at 6:00 P.M.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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ICCD Board President

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ICCD Board Secretary