



AGENDA

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

Wednesday, October 15, 2008

Location
Administration Building – Board Room
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 – Chantilee Mendenhall
Academic Senate Representative – Dr. Bruce Seivertson

2. Pledge of Allegiance

II. PUBLIC COMMENT

At this time persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Board Policy 2350 states:

Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

If you wish to be heard, please stand and identify yourself to the Board President.

III. WRITTEN COMMUNICATION

1. Jose Guerrero, Administration of Justice Instructor/P.O.S.T. Coordinator (RE: Resignation, dated September 10, 2008).

IV. INFORMATION REPORTS

1. Board Member Reports
2. Associated Student Government Senate Update – Chantilee Mendenhall
3. Academic Senate Update – Dr. Bruce Seivertson
4. Monthly Financial Report – John Lau
5. Incoming Freshman Assessment Presentation – Norma Nuñez, Matriculation Director
6. President's Update – Dr. Ed Gould

V. CONSENT AGENDA – BUSINESS

1. Approval of Minutes dated September 17, 2008, Regular Board Meeting
2. Resolution No. 14219: Purchase Orders
3. Resolution No. 14220: Payroll Warrant Orders
4. Resolution No. 14221: Commercial Warrant Orders
5. Resolution No. 14222: Food Service Contract
6. Resolution No. 14223: Fire Alarm System Improvement
7. Resolution No. 14224: Parsons Feasibility Study
8. Resolution No. 14225: Adoption of the 2008-2009 District Budget

VI. CONSENT AGENDA – EDUCATIONAL SERVICES

1. Resolution No. 14226: Major, Certificate, Course Additions, and Deletions

VII. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (One potential case)

VIII. OPEN SESSION

1. Announcement of final action taken

IX. CONSENT AGENDA – HUMAN RESOURCES

1. Resolution No. 14227: Faculty Resignation
2. Resolution No. 14228: Full-Time Temporary Faculty Employment
3. Resolution No. 14229: Title IX Officers
4. Resolution No. 14230: Athletic Assignments for 2008-2009
5. Resolution No. 14231: Non-Credit Adjunct Instructor Employment
6. Resolution No. 14232: Outreach Counseling Specialist Employment
7. Resolution No. 14233: Elimination of Classified Management Positions
8. Resolution No. 14234: New Classified Management Positions
9. Resolution No. 14235: Volunteer Employment

IX. ADJOURNMENT

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, NOVEMBER 19, 2008, AT 6 P.M.** in the Administration Building Board Room.

V. CONSENT AGENDA – BUSINESS

V.1 Approval of Minutes dated September 17, 2008, Regular Board Meeting

V.2 Resolution No. 14219: Purchase Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of Purchase Orders in the amount of \$885,418.64 and Direct Payments in the amount of \$341,388.73 for the month of September, 2008.

V.3 Resolution No. 14220: 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 September 2008.

2008-09 Payroll Warrant	#	Fund 10 General Fund	Fund 45 Child Dev.	Fund 80 Bond Fund	Warrant Total
9/10/08	5	146,044.53			146,044.53
9/30/08	6	2,620,339.41	40,491.72	10,390.44	2,671,221.57
		2,766,383.94	40,491.72	10,390.44	2,817,266.10

V.4 Resolution No. 14221: Commercial Warrant Orders

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of the following Commercial Warrants for the month of September 2008.

2008-09 Commercial Warrant	#	Fund 10 General Fund	Fund 45 Financial Aid	Fund 45 Child Dev.	Fund 50 Cert. of Part.	Fund 80 Bond Fund	Warrant Total
9/4/08	9	137,117.84				12,000.00	149,117.84
9/11/08	10	490,495.31	27,189.40			370,012.88	887,697.59
9/18/08	11	149,137.25			1,147.83	19,427.56	169,712.64
9/25/08	12	440,437.61	1,776,462.68	276.84		1,121.52	2,218,298.65
		1,217,188.01	1,803,652.08	276.84	1,147.83	402,561.96	3,424,826.72

V.5 Resolution No. 14222: Food Service Contract

BE IT RESOLVED that a contract between the District and Chips and Salsa for the operation of the College food service be approved through June 30, 2011.

V.6 Resolution No. 14223: Fire Alarm System Improvement

WHEREAS, the District received bids for the award of a contract for an Fire Alarm System Improvements, with a bid deadline of September 18, 2008; and

WHEREAS, bids were received from:

Five Star Electric in the amount of \$117,000
Supreme Electrical Contractors, Inc. in the amount of \$136,500

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President that a contract for Fire Alarm System Improvements, per the plans and specifications, be awarded to Five Star Electric in the amount of \$117,000;

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Vice President for Business Services, be hereby authorized and instructed to sign all notices, contracts, change-orders, or other documents necessary to effectuate the completion of said project.

FISCAL IMPACT STATEMENT: The project will be funded 100% from Measure L Bond Funds.

V.7 Resolution No. 14224: Parsons Feasibility Study

WHEREAS the District and Parsons Commercial Technology Group (Parsons) have had numerous meetings and discussions pertaining to a Public-Private Partnership (P3) arrangement for the finance, planning, design, construction, operations and management of a Proposed Student Center; and

WHEREAS the District has determined that Parsons is qualified to provide the required services and that Parsons has the necessary expertise, experience and resources to provide said services;

NOW, THEREFORE, BE IT RESOLVED that the Board approves an exclusive contract and lease with Parsons to study, plan, design, construct, develop and finance the project, subject to a determination that the project is feasible and subject to the finding of the Due Diligence Services, the purpose of which shall be to determine if the projects can be developed as planned and the financial feasibility of the project.

BE IT FURTHER RESOLVED that Parsons will submit to the District a cost proposal for providing Due Diligence Services. Upon approval of said proposal, Parson will perform the Due Diligences Services. If Parsons has determined the project to be feasible as planned, and the District has accepted the Due Diligence Report, Parsons will submit a formal proposal for the financing and delivery of the project.

FISCAL IMPACT STATEMENT: No fiscal impact if the College and Parsons jointly determine that the project is not feasible. If the project goes forward, the cost of the Due Diligence Services would be included as a project cost. If the College proceeds with the project without Parsons, then the College would reimburse Parsons for the Due Diligence Services. A cost proposal for the Due Diligence Services will be provided upon the execution of a MOU with Parsons.
--

V.8 Resolution No. 14225: Adoption of the 2008-2009 District Budget

BE IT RESOLVED that the Budget for the 2008-2009 academic year be adopted and filed with the California Community Colleges Chancellor's Office.

VI. CONSENT AGENDA – EDUCATIONAL SERVICES

VI.1. Resolution No. 14226: Major, Certificate, Course Additions, and Deletions

WHEREAS, new programs, program deletions, and new courses within the programs have been approved by the Curriculum and Instruction Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (06-12-08) and the Academic Senate (10-01-08), with the consent of the Superintendent/President, as follows:

New Credit Courses

BIOL 080 – Anatomy and Physiology Review (3.0)

Deletion of "Skill" Certificates

Emergency Medical Technician
Health Assistant
Home Health Aide

VII. CLOSED SESSION

VII.1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (One potential case)

VIII. OPEN SESSION

VIII.1. Announcement of final action taken

IX. CONSENT AGENDA – HUMAN RESOURCES

IX.1 Resolution No. 14227: Faculty Resignation

BE IT RESOLVED that the Board accepts, with sincere regret, the resignation of Jose Guerrero, Administration of Justice Instructor/P.O.S.T. Coordinator, effective September 30, 2008.

IX.2 Resolution No. 14228: Full-Time Temporary Faculty Employment

BE IT RESOLVED that the following full-time temporary academic personnel (replacement for Jose Guerrero) be employed effective October 1, 2008 – June 13, 2009, pending medical and background clearance:

<u>Name</u>	<u>Classification/Step</u>	<u>Assignment</u>
Knapp, Leslie	Appropriate Classification and Step Contingent Upon Verification of Records	Administration of Justice Instructor/P.O.S.T. Coordinator

FISCAL IMPACT STATEMENT: Budgeted position.

IX.3 Resolution No. 14229: Title IX Officers

BE IT RESOLVED that Olga Artech and Russell Lavery be appointed to serve jointly as the Title IX Compliance Officers for the District for the 2008-2009 academic year.

IX.4 Resolution No. 14230: Athletic Assignments for 2008-2009

WHEREAS the following individuals have been designated to the following athletic assignments for the 2008-2009 academic year:

<u>Name</u>	<u>Athletic Assignment</u>
Lechuga Jr., Enrique	Assistant Baseball Coach

BE IT FURTHER RESOLVED that thanks are extended for their contribution to the athletic program at Imperial Valley College.

IX.5 Resolution No. 14231: Non-Credit Adjunct Instructor Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ the following personnel during the fall 2008 Session, at the hourly rate provided for in Resolution No. 12945. Employment is contingent upon verification of records, credentials, finger printing clearance and sufficient enrollment:

<u>Name</u>	<u>Possible Assignment</u>
Boutwell, Marsha	DSP&S
Delys, John	English as a Second Language
Carrillo, Becky	English as a Second Language

IX.6 Resolution No. 14232: Outreach Counseling Specialist Employment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following personnel to be employed during the 2008 – 2009 academic year, at the hourly rate provided for in Resolution No. 13819. Employment is contingent upon verification of records, credentials, finger printing clearance and continued funding of the grant indicated, and approval of the program officer:

<u>Name</u>	<u>Position</u>	<u>Funding</u>
Avelar, Irma	Counselor Specialist	Federal
Hernandez, Eduardo	Counselor Specialist	Federal

IX.7 Resolution No. 14233: Elimination of Classified Management Positions

WHEREAS, a thorough administrative review of vacant positions has been completed during the current budget and planning process; and

WHEREAS, a recruitment process was never initiated to fill this position;

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to eliminate the following classified management position:

<u>Position Title</u>	<u>Salary Range</u>
1. Site Supervisor	Range 1

Fiscal Impact Statement: Annual salary for this position would be approximately \$77,364.

IX.8 Resolution No. 14234: New Classified Management Positions

WHEREAS, it is the recommendation of the Administrative Council, and notifications with opportunities for discussion regarding the roles/responsibilities for these positions have been extended to the Academic Senate, College Council, and the Planning and Budget Committee; and

WHEREAS, administration anticipates the retirement of the Associate Dean of Admissions and Records in August 2009; and

WHEREAS, in an effort to strategically align staffing resources to meet the demands of the district while limiting liability and ensuring appropriate fiscal control;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Superintendent / President to create the following new classified management positions (job descriptions are attached):

#	Position Title	Salary Range
1	Director of Admissions and Records	Range 2 (eventual annual savings of \$47,140)
2	Director of Campus Safety and Security	Range 1 (50% funded from parking fees)
3	Director of Research, Planning, and Grants Administration	Range 3
4	Director of Purchasing	Range 1
5	Director of Community & Media Relations (P/T)	Range 1 (aligned with current contract)

Fiscal Impact Statement:

The general fund expense for 2008-2009 will be approximately \$64,500-\$110,718* plus fringe benefits. The general fund expense for 2009-2010 will be approximately \$21,548-\$113,984* plus fringe benefits.

**depending on internal hire(s)*

IX.9 Resolution No. 14235: Volunteer Employment

BE IT RESOLVED that Michelle Sievertson be approved and covered by Workers' Compensation Insurance September 15, 2008 through June 13, 2009.

BE IT FURTHER RESOLVED that thanks be hereby extended to Michelle Sievertson for her volunteering to assist the Academic Senate and her contribution to Imperial Valley College.

X. ADJOURNMENT

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, NOVEMBER 19, 2008, AT 6 P.M.** in the Administration Building Board Room.