

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

Tuesday, August 16, 2005 - 6:00 P.M.

Location: Administration Building Board Room
380 East Ira Aten Road
Imperial, CA 92251

I. CALL TO ORDER

1. Roll Call by Secretary:

Carlos R. Acuña	Romualdo Medina
Rudy Cardenas, Jr.	Rebecca L. Ramirez
Kelly Keithly	Louis Wong
Marian Long	Student Representative
	Academic Senate Representative

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

III. WRITTEN COMMUNICATIONS

1. Nick Gehler, IVC Head Men's Basketball Coach/Health and Physical Education Instructor (RE: Resignation)

IV. INFORMATION REPORTS

1. Introduction of New Faculty Member: Don Lotter and Daniel Gilison
- Dr. Kendra Jeffcoat
2. Introduction of New Classified Members: Nathaniel Noriega and Andres Martinez - Tom Hudson
3. Associated Student Government Senate Update - Monica Bulong
4. Academic Senate Update - Dr. James Patterson
5. Monthly Financial Report - Tom Hudson
6. President's Update - Dr. Paul Pai
7. Summer Session and Fall Enrollment Report - Kathy Westerfield

V. DISCUSSION

Paul Pai

From: tara gehler [baymagoo2@yahoo.com]
Sent: Monday, August 08, 2005 4:56 PM
To: Paul Pai
Cc: Kendra Jeffcoat; Jim Mecate; sheila.dorsey@imperial.edu
Subject: letter of resignation

To Whom It May Concern:

As I have shared with each of you previously, I have accepted the position of Athletic Director/Assistant Professor for San Diego Miramar Community College. Therefore it is with some regret that I tenure my resignation as Head Men's Basketball Coach/Health & Physical Education instructor at Imperial Valley College. I am providing this letter as my formal resignation, effective August 10, 2005.

I am grateful to IVC for the many opportunities and rewarding experiences afforded to me during my employment. The autonomy and support given to me by the administration, faculty, student body and community has allowed me to contribute to the growth of academic and athletic programs at IVC. This has been a personally enriching experience and I am honored to have been a part of it. I look forward to ours paths crossing again in the future.

Respectfully,

Nick Gehler
Mailing address:
16841 Espola Rd.
Poway, CA. 92064
760-960-1397
ngehler@sdccd.net

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8/9/2005

VI. CONSENT AGENDA - BUSINESS

1. Approval of Minutes dated July 19, 2005
2. Resolution No. 13338: Purchase Orders
3. Resolution No. 13339: Payroll Warrant Orders
4. Resolution No. 13340: Commercial Warrant Orders
5. Resolution No. 13341: Budget Changes
6. Resolution No. 13342: 2006 Chancellor's Office Tax Offset Program (COTOP)
7. Resolution No. 13343: Revision to the Citizens Bond Oversight Committee Bylaws

VII. CONSENT AGENDA - EDUCATIONAL SERVICES

1. Resolution No. 13344: Memorandum of Understanding with the Imperial Irrigation District Regarding Apprenticeship in the Electrical trades Programs

VIII. CLOSED SESSION

1. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: Classified Managers

IX. OPEN SESSION

Announcement of final action taken

X. CONSENT AGENDA - HUMAN RESOURCES

1. Resolution No. 13345: Employment of Dean of Technology and Learning Services
2. Resolution No. 13346: Academic Resignation
3. Resolution No. 13347: Replacement of Position
4. Resolution No. 13348: Employment of Academic Personnel
5. Resolution No. 13349: Employment of Academic Personnel
6. Resolution No. 13350: Employment of Temporary Academic Personnel
7. Resolution No. 13351: Employment of Temporary Academic Personnel
8. Resolution No. 13352: Per-Session Instructor Employment
9. Resolution No. 13353: Temporary Academic Employment
10. Resolution No. 13354: Personal Services Contract
11. Resolution No. 13355: Classified Service Employment
12. Resolution No. 13356: Classified Voluntary Transfer
13. Resolution No. 13357: Short-Term Classified Employment

- XI. ADJOURNMENT - the next regular meeting of the Imperial Community College District Board of Trustees is scheduled for Tuesday, September 14, 2005, at 6:00 P.M.

VI. CONSENT AGENDA - BUSINESS

VI.1 Approval of Minutes dated July 19, 2005

VI.2 Resolution No. 13338: **PURCHASE ORDERS**

BE IT RESOLVED that the issuance of current year Purchase Order Nos. P6000158 through P6000550 in the amount of \$307,383.16, and Direct Payment Nos. I0010960 through I0010987 in the amount of \$31,812.71 are approved.

VI.3 Resolution No. 13339: **PAYROLL WARRANT ORDERS**

BE IT RESOLVED that Payroll Warrant Order No. 1 in the amount of \$361,152.29 and Warrant Order No. 2 in the amount of \$1,496,887.78 be ratified.

VI.4 Resolution No. 13340: **COMMERCIAL WARRANT ORDERS**

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

- 1 in the amount of \$229,698.59
- 2 in the amount of \$577,007.90
- 3 in the amount of \$340,854.18
- 4 in the amount of \$120,273.44
- 5 in the amount of \$340,854.18

VI.5 Resolution No. 13341: **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 J4052263, J4052264, J4052265, and J40522 be approved.

VI.6 Resolution No. 13342: **2006 CHANCELLOR'S OFFICE TAX OFFSET PROGRAM (COTOP)**

WHEREAS Government Code Sections 12419.5, 12419.7 and 12419.9 authorize the Office of the State Controller to collect money owed to a state agency or an educational institution by intercepting any money that the state owes to the debtor. An amount owed to the debtor by the state includes a refund of taxes or state lottery winnings; and

WHEREAS the Chancellor's Office Tax Offset Program (COTOP) charges a fee of 25% of the total amount collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees enters into an agreement to participate in the 2006 Chancellor's Office Tax Offset Program; and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the assessment of the 25% fee to those students whose debt to the College is intercepted from money owed by the state.

BE IT FURTHER RESOLVED that the Superintendent/President and/or the Dean of Business Services be hereby authorized to sign all documents necessary to execute the contract with the State Chancellor's Office on behalf of the District.

VI.7 Resolution No. 13343: **AMENDMENT TO THE CITIZENS BOND OVERSIGHT COMMITTEE BYLAWS**

WHEREAS the Board approved the Citizens Bond Oversight Committee Bylaws in Resolution No. 13142 dated November 16, 2004; and

WHEREAS Education Code 15282 (4) stipulates that *"For a community college district, one member shall be a student who is both currently enrolled in the district and active in a community college group, such as student government. The community college student member may, at the discretion of the board, serve up to six months after his or her graduation"; and*

WHEREAS Education Code 15282 (5) stipulates that *"For a community college district, one member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisory council or foundation."*

NOW BE IT RESOLVED that the Board approves the following amendment to the Citizens Bond Oversight Committee Bylaws:

Section 5. Membership.

5.1 Number. The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- ~~One (1) member shall be a parent or guardian of a child enrolled in the District. One member shall be a student who is both currently enrolled in the district and active in a community college group, such as student government. The community college student member may, at the discretion of the board, serve up to six months after his or her graduation.~~
- ~~One (1) member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization or school site council. One member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisory council or foundation.~~
- Two (2) members of the community at-large appointed by the Board.

VII. CONSENT AGENDA - EDUCATIONAL SERVICES

VII.1 Resolution No. 13344: MEMORANDUM OF UNDERSTANDING WITH THE IMPERIAL IRRIGATION DISTRICT REGARDING APPRENTICESHIP IN THE ELECTRICAL TRADES PROGRAMS

WHEREAS the IID/IVC Electrical Trades Apprenticeship Program consists of and includes the following seven Occupations as defined and approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards (DAS);

- 1. Electrician Apprentice
- 2. Generation Mechanic Apprentice
- 3. Lineperson Apprentice
- 4. Meter Technician Apprentice
- 5. System Protection Technician Apprentice
- 6. SCADA/Telecommunication Technician Apprentice
- 7. Substation Apprentice

NOW BE IT RESOLVED that the Board approves entering into a Memorandum of Understanding between the Imperial Community College District and the Imperial Irrigation District for the purpose of providing related and supplemental instruction and other services to apprentices registered in the Electrical Trades Apprenticeship Program.

VIII. CLOSED SESSION

- 1. CONFERENCE WITH SUPERINTENDENT/PRESIDENT
RE: Employment Contracts of Unrepresented Employees: Classified Managers

IX. OPEN SESSION

Announcement of final action taken

X. CONSENT AGENDA - HUMAN RESOURCES

X.1 Resolution No. 13345: EMPLOYMENT OF DEAN OF TECHNOLOGY AND LEARNING SERVICES

BE IT RESOLVED that the Board approves the employment of Dr. Robin Ying, as Dean of Technology and Learning Services, as a full-time administrator, effective August 29, 2005, pending medical and background clearance.

X.2 Resolution No. 13346: ACADEMIC RESIGNATION

BE IT RESOLVED that the Board accepts, with sincere regret, the resignation of Nick Gehler, Head Men's Basketball Coach/Health and Physical Education Instructor, effective August 10, 2005

X.3 Resolution No. 13347: REPLACEMENT OF POSITIONS

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President, Vice President for Academic Services, Academic Senate Representative, the appropriate division chair to replace the vacant full-time tenured track position of Head Men's Basketball Coach/Health and Physical Education Instructor.

X.4 Resolution No. 13348: EMPLOYMENT OF ACADEMIC PERSONNEL

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel to be employed for the academic year 2005-2006, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Bonilla, George	Appropriate Classification and Step Contingent Upon Verification of Records	Instructional Media Designer
Lotter, Donald	"	Agriculture
Miranda, Frank	"	Heat Ventilation and Air Conditioning

X.5 Resolution No. 13349: **EMPLOYMENT OF ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following full-time, tenure track, academic personnel to be employed beginning Spring 2006, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Marshall, Gregory	Appropriate Classification and Step Contingent Upon Verification of Records	Political Science

X.6 Resolution No. 13350: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following full-time temporary academic personnel to be employed for the Fall 2005, pending medical and background clearance:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Darnell, Melissa	Appropriate Classification and Step Contingent Upon Verification of Records	Psychology/ Sociology
Taylor, Althera	"	Electrical Wiring

X.7 Resolution No. 13351: **EMPLOYMENT OF TEMPORARY ACADEMIC PERSONNEL**

BE IT RESOLVED that the Board approves the following full-time temporary academic personnel, to be employed for the 2005-2006 Academic Year, pending medical and background clearance under the designated grant:

<u>NAME</u>	<u>CLASSIFICATION/STEP</u>	<u>ASSIGNMENT</u>
Walker, Rebecca	Appropriate Classification and Step Contingent Upon Verification of Records	Workforce Investment

X.8 Resolution No. 13352: **PER-SESSION INSTRUCTOR EMPLOYMENT**

BE IT RESOLVED that the Board approves the following personnel be employed during the 2005 Fall Session, as credentialed, at the hourly rate provided for in Resolution No. 13257. 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>
Arizaga, Eddie	Emergency Medical Service
Baxter, Eddie	Emergency Medical Service
Beltran, Susan	Emergency Medical Service
Cesena, Cedric	Emergency Medical Service
Crittendon, Stanley	Emergency Medical Service
Cruz, Judy	Emergency Medical Service
Dickerson, Tim	Electrical Trades (Apprenticeship Program)
Garcia, Silvia	Emergency Medical Service
Green, John	Emergency Medical Service
Hackett, Elaine	Emergency Medical Service
Holt, Steve	Emergency Medical Service
Lantzer, David	Emergency Medical Service
LaPena, Eva	Emergency Medical Service
Mercado, Peter	Emergency Medical Service
Messick, Steve	Administration of Justice
Navarro, Richard	Emergency Medical Service
Pearson, Mischelle	Emergency Medical Service
Pritting, John	Emergency Medical Service
Rodiles, Nicole	Psychology
Simon, Darren	Journalism
Stinson, Jerry	Emergency Medical Service
Sutton, Clifford	Electrical Trades (Apprenticeship Program)
Tigert, John	Electrical Trades (Apprenticeship Program)

X.9 Resolution No. 13353: **TEMPORARY ACADEMIC EMPLOYMENT**

BE IT RESOLVED that the Board approves the following personnel for temporary employment, on a part-time hourly basis, for the 2005-2006 Academic Year, in accordance with the hourly rate provided for in Resolution No. 13257. Employment is contingent upon verification of records, credentials, continued funding of the grant indicated, and approval of the program officer:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>
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
Neely, Maria	Counselor	State
Ragland, Lisa	Counselor	Federal
Ramirez, Arturo	Instructional Specialist	State
Ramirez, Xochitl	Instructional Specialist	Federal
Scott, Norma	Instructional Specialist	State
Sigala, Ana Isabel	Counselor	State
Torres, Clara	Counselor	Federal
Treviño, Elizabeth	Counselor	State/District
Vega, Olga	Counselor	Federal
Vizcarra, Margarita	Counselor	Federal

X.10 Resolution No. 13354: **PERSONAL SERVICES CONTRACT**

BE IT RESOLVED that the Board approves the Personal Services Contract of Karen Collins as Museum Curator with the Imperial Valley College Desert Museum Society extension for the 2005-2006 fiscal year in the amount of \$2,476.27 per month, without benefits (funding provided by the IVC Desert Museum Society).

X.11 Resolution No. 13355: **CLASSIFIED SERVICE EMPLOYMENT**

BE IT RESOLVED that the Board approves the following individuals for employment in the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Espinoza, Graciela	Administrative Secretary (Financial Aid)	District	18-2	8/8/05
Ramirez, Antonio	Maintenance Worker I	*Bond	18-1	8/1/05
Rendon, Arturo	Maintenance Worker I	*Bond	18-1	7/25/05
Veliz, Analisa	Office Assistant II 50% (Nursing)	*Federal	8-1	8/1/05
Waddell, Jessica	Staff Secretary II (Child and Family Studies)	*District/ State 50%/50%	12-1	8/1/05

*Positions categorically funded

X.12 Resolution No. 13356: **CLASSIFIED VOLUNTARY TRANSFER**

BE IT RESOLVED that the Board approves the following individuals be employed in the classified service pursuant to a voluntary transfer and reassignment as indicated:

<u>NAME</u>	<u>FROM POSITION/ DEPARTMENT</u>	<u>RANGE/ FUNDING</u>	<u>TO POSITION/ DEPARTMENT</u>	<u>RANGE/ FUNDING</u>	<u>EFFECTIVE</u>
Gonzalez, Raquel	Office/Evening Resource Assistant (President's Office)	10-3 District	Staff Secretary I (Purchasing)	10-3 District	8/10/05

X.13 Resolution No. 13357: **SHORT-TERM CLASSIFIED EMPLOYMENT**

BE IT RESOLVED that the Board approves the following individuals for employment on a short-term basis as needed:

<u>NAME</u>	<u>POSITION</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
Nunez, Steven	Office Assistant I (Assessment Center)	District	6-1	7/13/05 to 9/30/05
Fregoso, Hugo Jr.	Grounds Maintenance Worker	District	11-1	6/30/05 to 8/19/05

XI. **ADJOURNMENT** - The next regular meeting of the Board of Trustees is scheduled for Tuesday, September 14, 2005 (2nd Wednesday of the month), at 6:00 P.M.