



ADOPTED MINUTES

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

Tuesday, November 21, 2006

CALL TO ORDER/ROLL CALL

On Tuesday, November 21, 2006, at 6:00 p.m., Acting Board President Marian Long called the regular meeting of the Imperial Community College District Board of Trustees to order in the Administration Building Room.

BOARD MEMBERS PRESENT

Rudy Cardenas, Jr.
Norma Sierra Galindo
Marian Long
Rebecca L. Ramirez
Louis Wong

BOARD MEMBERS ABSENT:

Carlos R. Acuña
Romualdo Medina

REPRESENTATIVES PRESENT:

Frank Fernandez, Student Representative
Dr. Dennis Carnes, Academic Senate Representative
Suzanne Gretz, Faculty Representative
John Abarca, Classified Representative

CONSULTANTS PRESENT:

Dr. Paul Pai, Superintendent/President
Gary Rodgers, Interim Vice President for Academic Services
Frank Oswalt, Legal Counsel [Closed Session]

PLEDGE OF ALLEGIANCE

Trustee Long led the Pledge of Allegiance to the Flag.

PUBLIC COMMENT

Jodi Kelley, Pre-School Teacher, introduced herself and stated she had been working with IVC since May 1999. She asked the Board to consider her request for an additional leave of absence.

WRITTEN COMMUNICATIONS

Acting Board President Long announced that the Board received a letter from Mark Horsman regarding his resignation, Jodi Kelley, Pre-School Teacher regarding a leave of absence, and the District response to IVC CCA/CTA/NEA regarding contract negotiation.



IMPERIAL VALLEY COLLEGE

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

November 1, 2006

Board of Trustees
Imperial Community College District/Imperial Valley College

Dear Board Members:

I am writing to notify you of a significant change in my life and circumstances that will involve my leaving the college. I have been presented with an opportunity to further my education, and to pursue a graduate degree. This is something that I have often thought about and wished for, however the opportunity and circumstances have not presented themselves until now.

This new adventure will present me with many challenges and many opportunities. But there are many things I will miss as well. After having spent many years helping organize and put on hundreds of events, large and small, I will miss the daily interaction with many of the students here at IVC, particularly those involved in the Associated Student Government and the campus clubs; I will miss being part of a team of the many dedicated, hard-working classified staff, who really are the (often "invisible" or overlooked) "gears" and "grease" that keep this big "machine" called IVC operating; and I will miss the engaging and stimulating conversations with the many wonderful faculty we have here. I have also enjoyed chatting with many of you from time to time – thank you for the service you provide to the district.

My resignation will be effective at the end of the business day on Tuesday, January 2, 2007 (my 17th anniversary with the college district). I wish the college much success in managing all of the growth and changes that will continue to challenge IVC. And I offer my best wishes to all of the good-hearted individuals associated with the college in each of their own endeavors in the years to come.

Sincerely,


Mark Horsman
Student Affairs Specialist

xc: Paul Pai, Superintendent/President
Victor Jaime, Vice-president for Student Services
Sergio A. Lopez, Associate Dean of Student Affairs
Richard Fragale, Interim Associate Dean of Human Resources
John Abarca, President CSEA Chapter 472

To: Imperial Valley College
Attn: Director of Human Resources
Date: November 9, 2006
Re: Additional Leave of Absence

I have submitted my doctor's instructions along with a letter to the Board of Trustees requesting a medical leave of absence from September 21, 2006 through January 1, 2007. I am in receipt of the denial of my medical leave of absence stating that I will be terminated if a response is not received. I am receiving state disability and am not ready to terminate my career with the Imperial Valley College. I am requesting Additional Leave of Absence for Nonindustrial Accident or Illness (Education Code Section 88195), as listed in the agreement between Imperial Community College District and California School Employees Association.

Thank you,


Jodi Kelley
Pre-School Teacher

Imperial Valley College

Serving Imperial County

380 East Aten Road
Post Office Box 158
Imperial, CA 92251-0158
760.355.6219
FAX: 760.355.6461
www.imperial.edu

Imperial Community College District Board of Trustees

Carlos R. Acuña , President
Romualdo J. Medina, Clerk
Rudy Cardenas, Jr.
Norma Sierra Galindo
Marian A. Long
Rebecca Ramirez
Louis Wong

Paul Pai, Ed.D.
Superintendent/President
paul.pai@imperial.edu

November 13, 2006

Suzanne Gretz, President
IVC CCA/CTA/NEA
P.O. Box 158
Imperial, CA 92251

Dear Ms. Gretz:

Please accept this letter as our official response to your letter regarding IVC CCA/CTA/NEA and District 2007-2010 Contract Negotiations presented to the Board on September 13, 2006.

The District proposes the following items during negotiations:

- Introduce the concept of a formula for salary increases.
- Discuss health benefits.
- Discuss the proposals that are stated in the Association's proposal.

We are also looking forward to productive and pleasant negotiations this year.

Thank you,



Paul P. Pai, Ed.D.
Superintendent/President

INFORMATION REPORTS

Employee of the Month Presentation

Interim Vice President for Academic Services Gary Rodgers congratulated Rick Webster for being chosen Employee of the Month for October and stated that Rick is someone who engages staff and has the distinguishing characteristic of sticking up for the maintenance and operational staff and applauded him for that. Rick Webster was present to receive a certificate.

Board Member Reports

Trustee Long reported the following:

- She attended the Together We Can Conference in Costa Mesa last week and highlighted areas. Handouts were passed out and reviewed.
 - Strategic Goals. She stated these goals would impact IVC.
 - Community College League of California (CCLC) Cindra Smith provided a handout with the list of services that are provided by them. Trustee Long stated that the most helpful item from the CCLC has been the Trustee Handbook that Cindra Smith wrote herself.
 - The CCLC voiced their concerns over the 53 CEO vacancies that will occur in the near future. The Community College Leadership Initiative has taken the task of training new CEO's and IVC was encouraged to participate.
 - Chancellor Mark Drummond oversees 72 college districts and has a dedication and support to a strong access for student learning outcomes. He stated that other states' views on the California Community College System differs and he would like to address those concerns.
 - The Community College Initiative, which would enhance work force training programs at community colleges, needs 400,000 signatures to be submitted in 2008. Among the benefits of the Initiative are:
 - Community colleges would have a dependent Prop 98 that is not dependent on the K-12 enrollment figures.
 - Protect the current independent board configuration
 - Stabilize the tuition rates in the community collegesMonies collected will partly be used to pay signature collectors. She stated that the granddaughter of Cesar Chavez, Christine Chavez spoke to her while at the conference and passed along hellos to Trustees Cardenas and Wong. She asked that a form would be available for those interested in signing in support of the initiative.

Trustee Galindo reported the following:

- Acknowledged Rick Webster and stated that she saw his work while he was in Brawley and indeed knows that he is employee oriented.
- A substantial amount of money was raised for Students for Political Awareness (SPA) to provide for 500 meals. She stated that her Calexico students gave their lunch money for one day. She encouraged the Board and Staff to contribute.
- Received a few calls about the possibility to reestablish the football program. She asked Dr. Pai to look into the possibilities.
- She wanted to express her concern regarding the Calexico campus. She stated that the safety of the students with regards to lighting issues needs to be addressed and feels that IVC has outgrown that facility. She stated a proactive approach is best in this matter and trusts that Dr. Pai will look into it.

Associated Student Government Senate Update

ASG President Frank Fernandez reported the following:

- Wellness screening was held on November 2nd and there were 262 students that participated which was an increase from last semester.
- ASG will be conducting a student survey before finals related to the length of summer session and bus routes.
- ASG Senate did not need elections as there were enough applicants to fill vacancies. After the elections, two resignations were received that will need to be filled.
- He passed out a handout from the Legislative Analyst's Office (LAO) related to the Community College Initiative and stated this was discussed at the first general assembly of the Statewide Student Senate.

Trustee Long thanked him for reinforcing the Community College Initiative.

CHANGES TO AGENDA

Acting Board President Long announced the following changes:

The minutes for approval related to Resolution No. 13677 on Page 17 are changed to reflect the announced changes from the previous meeting.

Academic Senate Update

Academic Senate President Dr. Dennis Carnes reported the following:

- Academic Senate will be considering a Code of Ethics for academic staff which was proposed. The proposed Code of Ethics will be read twice and then forwarded to the Superintendent/President.
- A review of the Standing Committees Flow Chart, introduced by Dr. Pai, describing the reporting relationships for College Council and Academic Senate will be coming to the Board soon.
- Role of part time instructors are becoming active. The Academic Senate has expanded its senate seats to include two part time positions with full voting rights.
- He stated the defining of Student Learning Outcomes (SLOs) are continuing. Faculty has been invited to the next Leadership Retreat which Dr. Pai will sponsor and it will focus on Student Learning Outcomes.

Monthly Financial Report

Director of Fiscal Services Carlos Fletes gave the status on the financial report. He reported that IVC is 33% through the school year and the budget is on target.

Trustee Cardenas asked if the unrestricted reserve included the retroactive pay for the staff increases and if it did not he asked for the impact. Director Fletes stated it did not and when it does it would amount to about two percentage points from that account.

President's Update

Dr. Paul Pai reported the following:

- A Moody's rating of A2 – a high grade was given to IVC, the same as before for the issuance of bonds. The S&P rating given to IVC was an A- and stated that the best a community college has received is an A.
- Reported that full time faculty's share of all instruction is 68.25%, 52 FTEF above the 89.30 full-time faculty obligation.
- The CalPERS regional meeting will be held November 30th in San Diego and there will be discussion related to GASB 45. He asked that someone from Business Services attend.
- Letters will be sent to the Citizens Oversight Committee asking for their reinstatement for another term since their term will end soon. He reported that Committee Member Thornburg resigned and there are currently two vacancies for which solicitation for applicants will be held.
- Community College Ballot Initiative is a popular item statewide. Scott Lay from the CCLC has given a rating sheet of community colleges and IVC is listed as one that has not contributed. He stated that as IVC's CEO he would give \$1,000 personally to the cause. He would also ask that the contribution of \$200 given by Trustee Galindo at the presentation she attended in the spring be credited to IVC. All community colleges have been assigned individual shares of the burden and IVC has been asked to raise \$17,000. He encouraged students to collect signatures. He will contact the Foundation Office to discuss possibilities of raising this money.

Trustee Galindo asked how much time IVC had to raise the money.

Dr. Pai stated that IVC had until January 2007 to raise the money and June 2007 to collect signatures.

- Global Education Commission of the AACC has stated it is important for the global awareness of SLOs to include sustainability as other countries are looking at the U.S. model to develop their own.

Annual Board Self-Evaluation

The Board self-evaluation composite was distributed to Board Members and they were asked to begin thinking about a theme for the Annual Board Retreat to be held in February or March 2007.

Trustee Long asked if a facilitator for the retreat had been appointed.

Dr. Pai stated that he would seek one if needed.

ELECTION OF BOARD OFFICERS

M/S/C Motion by Cardenas/Second by Wong for Nomination of Romualdo Medina for President of the Board

M/S/C Motion by Cardenas/Second by Wong for Nomination of Rebecca Ramirez for Clerk of the Board (Opposed: Galindo)

Resolution No. 13689: ELECTION OF BOARD OFFICERS FOR 2006-2007

BE IT RESOLVED that the Imperial Community College District Board of Trustees approves the following slate of officers for 2006-2007:

- President of the Board - Romualdo J. Medina
- Clerk of the Board - Rebecca L. Ramirez
- Secretary - Dr. Paul Pai

CONSENT AGENDA - BUSINESS

Approval of Minutes dated October 17, 2006

M/S/C Cardenas/Wong and the Board approved the October 17, 2006 minutes as presented.

M/S/C Cardenas/Wong

Resolution No. 13690: Purchase Orders

BE IT RESOLVED that the Board approves the issuance of current year Purchase Orders for October 2006 in the amount of \$ \$782,758.39 and Direct Payments in the amount of \$183,669.17, according to the Purchase Order Listing submitted by the Purchasing Department.

M/S/C Cardenas/Wong

Resolution No. 13691: Payroll Warrant Orders

BE IT RESOLVED that the Board approves the following Payroll Warrants:

2006-07		Fund 80	Fund 50	Fund 45	Fund 40	
Payroll	General	BOND	Certificates of	Child	Lease Rev. Bond	Warrant
Warrant	#	Fund	FUND	Participation	Development	Total
10/10/2006	7	197,157.88			955.82	198,113.70
10/31/2006	8	2,256,727.28	9,040.42		37,027.98	2,302,795.68
		2,453,885.16	9,040.42	0.00	37,983.80	2,500,909.38

M/S/C Cardenas/Wong
Resolution No. 13692: Commercial Warrant Orders

BE IT RESOLVED that the Board approves the following Commercial Warrant Orders:

2006-07			Fund 80	Fund 50	Fund 45	Fund 40	
Commercial		General	BOND	Certificates of	Child	Lease Rev. Bond	Warrant
Warrant	#	Fund	FUND	Participation	Development		Total
10/5/06	14	1,314,032.16	34,045.31		44.99		1,348,122.46
10/12/06	15	118,538.34			155.00		118,693.34
10/19/06	16	203,260.60	3,254.69		540.84		207,056.13
10/26/06	17	2,110,540.19	4,319.71				2,114,859.90
		3,746,371.29	41,619.71	0.00	740.83	0.00	3,788,731.83

M/S/C Cardenas/Wong
Resolution No. 13693: Quarterly Investment Report

WHEREAS effective January 1, 1996, Government Code section 53646 requires that the chief business officer submit a quarterly report to the governing board including the type of investment, issuer, date of maturity, par and dollar amount invested in all securities, and investments and monies held by the district, and

WHEREAS all investments for the Imperial Community College District are on deposit with the Treasurer of the County of Imperial;

NOW, THEREFORE, BE IT RESOLVED that the Board accepts the quarterly report dated September 30, 2006, for funds invested with the Imperial County Treasurer.

M/S/C Cardenas/Wong
Resolution No. 13694: Contract for Mandated Cost Claim Services

WHEREAS the District has the authority to seek reimbursement for certain costs from the State of California pursuant to California Government Code Section 17550 et seq.; and

WHEREAS the District has the authority to contract for the preparation of said claims through a designated individual or entity.

THEREFORE, BE IT RESOLVED that the District enter into a contract with Nichols Consulting to prepare all mandated cost claims for reimbursement from the State of California for Fiscal Year 2006-07.

BE IT FURTHER RESOLVED that the Superintendent/President and or the Interim Dean of Business Services be hereby authorized to sign the contract on behalf of the District.

FISCAL IMPACT STATEMENT: \$4,800 fee reimbursable under State Mandated Cost Program

M/S/C Cardenas/Wong

Resolution No. 13695: Budget Transfers

BE IT RESOLVED that the Board approves the following budget transfers between major object classifications:

J4054155, J4054247, J4054266, J4054271, J4054276, and J4054277

BE IT FURTHER RESOLVED that the Board approves the following budget transfers from Board Reserve:

J4054233: Transfer of \$3,000 from Board Reserve to 11201-902-5110-6220, Admissions and Records Department for temporary staff

J4054286: Transfer of \$80,373 from Board Reserve to ACCESO Title V Grant (Fund 11901) for District match

CONSENT AGENDA – EDUCATIONAL SERVICES

M/S/C Cardenas/Wong

Resolution No. 13696: Approval to enter into transaction CCAP – 6083 Project Number 13-6315-00-6 for the Fiscal Year 2006-2007 with the California State Department of Education in the amount of \$4,537

BE IT RESOLVED that the Governing Board of Imperial Community College District authorizes entering into local agreement numbers CCAP-6083 project number 13-6315-00-6, for the fiscal year 2006-2007, with the California State Department of Education in the amount of \$4,537;

BE IT FURTHER RESOLVED that the Superintendent/President and the Vice President for Academic Services are authorized to sign the transaction for a one time contract titled “Funding for the Child Development Division’s Infant-Toddler Resource Awards for Fiscal Year 2006-2007,” for the Governing Board.

M/S/C Cardenas/Wong

Resolution No. 13697: Approval to enter into transaction CIMS-6124 Project Number 13-6315-00-6 for the Fiscal Year 2006-2007 with the California State Department of Education in the amount of \$1,905

BE IT RESOLVED that the Governing Board of Imperial Community College District authorizes entering into local agreement numbers CIMS-3124 Project Number 13-6315-00-6 for the Fiscal Year 2006-2007 with the California State Department of Education in the amount of \$1,905;

BE IT FURTHER RESOLVED that the Superintendent/President and the Vice President for Academic Services are authorized to sign the transaction for a new contract titled “Instructional Materials and Supplies” for the Governing Board.

CLOSED SESSION

M/S/C Cardenas/Wong to go into CLOSED SESSION at 6:45 p.m.

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT
Conference with District Negotiators
RE: Direction for Negotiations
2. PUBLIC EMPLOYEE(S) DISCIPLINE/DISMISSAL/RELEASE

OPEN SESSION

Acting Board President Long reconvened the meeting at 7:35 p.m. and stated that information was received during closed session.

CONSENT AGENDA - HUMAN RESOURCES

Items pulled for discussion were X.9 Resolution No. 13706 and X.10 Resolution No. 13707.

Item X.9 Resolution No. 13706. Dr. Pai stated that he had convened shared governance leaders and received input from the President's Cabinet and Selection Committee to update the wording of the job description for Vice President of Business Services. He highlighted that a requisite is experience at a community college.

Trustee Galindo asked if this position was an upgrade. Dr. Pai stated it was.

Item X.10 Resolution No. 13707. Trustee Ramirez moved to discuss/Trustee Wong was the second. Trustee Ramirez stated that the Board had received information where the employee has an open door to return to work at the college either at an equivalent position or one that she is qualified for once she is fit for duty. Trustee Ramirez stated that the Board sees fit to meet the needs of the children at the center. Trustee Ramirez requested to amend the motion. Trustee Wong seconded the motion as amended to have the resolution read, "BE IT RESOLVED that the Board denies an Additional Leave of Absence for Non-industrial Accident or Illness for Jodi Kelley, Pre-School Teacher, effective September 21, 2006 through January 1, 2007."

M/S/C Wong/Cardenas

Resolution No. 13698: Classified Resignation

BE IT RESOLVED that the resignation of the following classified employee be accepted as of the date indicated:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Funding</u>	<u>Range</u>	<u>Effective</u>
HORSMAN, Mark	Student Services Specialist	Student Affairs	District	17-9	January 2, 2007

M/S/C Wong/Cardenas

Resolution No. 13699: Employment of Temporary Academic Personnel

BE IT RESOLVED that the following academic personnel be employed for the balance of 2006-2007 fiscal year, effective dates as indicated below, as temporary full-time contract personnel contingent upon continued funding of the grant designated:

NAME	POSITION	FUNDING	EFFECTIVE
VEGA, Olga	CalWorks Assessment Counselor	State	10/23/06-6/29/07
DORSEY, Tanya	Matriculation Counselor	State	10/23/06-6/29/07
TREVINO, Elizabeth	Matriculation Counselor	State	10/30/06-6/29/07

M/S/C Wong/Cardenas

Resolution No. 13700: Employment of Full-Time Temporary Academic Instructor

BE IT RESOLVED that the Board approves the following full-time temporary, academic personnel, effective October 26, 2006 to December 8, 2006:

NAME	CLASSIFICATION/STEP	ASSIGNMENT
Swiadon, Glenn	Appropriate Classification and Step Contingent Upon Verification of Records	English as a Second Language Instructor

M/S/C Wong/Cardenas

Resolution No. 13701: Volunteer for Men's Basketball

BE IT RESOLVED that the Board approves Kenneth Hollins, as Assistant Men's Basketball Coach who shall be covered by Workman's Compensation Insurance October 15, 2006, through March 31, 2007.

BE IT FURTHER RESOLVED that thanks are hereby extended to Kenneth Hollins for his contribution to Imperial Valley College.

M/S/C Wong/Cardenas

Resolution No. 13702: Volunteer for Music Department

BE IT RESOLVED that the Board approves Joel Jacklich, as a part time volunteer music instructor who shall be covered by Workman's Compensation Insurance for winter intersession 2006 and spring 2007 semester.

BE IT FURTHER RESOLVED that thanks are hereby extended to Joel Jacklich for his volunteering in the music program and for his contribution to Imperial Valley College.

M/S/C Wong/Cardenas
Resolution No. 13703: Employment of Classified Service Personnel

BE IT RESOLVED that the Board approve the following classified service employee:

<u>NAME</u>	<u>POSITION</u>	<u>DEPT.</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
TREJO, Miriam	Office Assistant II	Parking Control	Categorical/ State	8-1 50%	10/23/06
ZENDEJAS, Jesse	Custodian	Maintenance	District	8-1	11/06/06

M/S/C Wong/Cardenas
Resolution No. 13704: Classified Service Personnel Reinstatement

WHEREAS, CSEA Chapter 472 contract states the following:

6.12 Reinstatement of Permanent Employees After Resignation

Any permanent classified employee who voluntarily resigns from his/her permanent classified position may be reinstated or re-employed by the governing board of the District, within thirty-nine (39) months after his/her last day of paid service and without further competitive examination, to a position in his/her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had a permanent status.

BE IT RESOLVED that the following individual be reinstated to the classified service as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
REYES, Marcia A.	Science Laboratory Technician	Science Math and Engineering	District	16-2	01/02/07

M/S/C Wong/Cardenas
Resolution No. 13705: Chief Business Officer Upgrade

WHEREAS, it is the recommendation of the Administrative Council, College Council, Planning and Budget Committee and the Selection Committee for the Chief Business Officer, that the position of Dean of Business Services be upgraded to Vice President for Business Services and that the job description be revised and updated.

NOW, THEREFORE, BE IT RESOLVED that the position of Dean of Business Services be changed to Vice President for Business Services, effective November 21, 2006.

FISCAL IMPACT STATEMENT: The fiscal impact to the District is \$9,000.

M/S/C Ramirez/Cardenas

Resolution No. 13706: Job Description for Vice President for Business Services

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following job description of Vice President for Business Services as follows:

Vice President for Business Services

Under the direction of the President, serve as the chief business and operations officer of the District.

Overview of Required Experience

The successful candidate will have a working knowledge of and/or experience in the technical organization and management of fiscal services and operations, including budget development and control, accounting, employee benefits, payroll, purchasing, contract and facility grant management, facilities development, maintenance and operations and/or related functions.

A successful candidate shall possess integrity, credibility, and high standards of professional conduct.

QUALIFICATIONS

Minimum Education:

A Master's Degree from an accredited college or university with emphasis in business administration, finance management or related fields, OR, a Bachelor's Degree, CPA License AND at least five years of experience in financial management.

Required Experience:

- Fiscal services experience of increasing responsibility, transferable to a complex public institution and an educational institution.
- Knowledge of public policy issues as they relate to California Community Colleges.
- Demonstrated knowledge of and skill in finance and fund accounting, and the ability to apply both to California Community Colleges.
- Demonstrated success in developing financial strategies to support capital improvement projects and to fulfill institutional long-range planning goals.
- Ability to provide service to the educational operations of the District, developing and using the District's resources in an effective and prudent manner.
- Demonstrated experience in employee supervision.
- Experience to develop administrative operating procedures and regulations.
- Demonstrated skills in sensitive, respectful and effective communication with people who are diverse in their cultures, language groups and abilities
- Demonstrated skills in working successfully with a team of employees to establish goals, motivate, evaluate, and meet deadlines.

- Demonstrated experience with computerized information and financial systems and their use in analysis and reporting.
- Demonstrated skills in managing general obligations, bond fund and construction projects.

Desirable Skills and Abilities

- A collaborative management style compatible with California Community Colleges shared governance processes that can be applicable to staff at all organizational levels and to students.
- Increasingly responsible experience in the financial operations of a California Community College.
- Graduate level preparation in finance, accounting, and/or business management.
- Ability to develop positive and effective working relationships with such groups as a faculty senate, President, Administration, staff, students, governmental and community representatives.
- Knowledge of integrated planning and development of resources and facilities.
- Knowledge of and experience with the Banner computer information system.
- A leadership style that is creative, collaborative, productive and outcome oriented.
- Demonstrated written and oral communication skills, including public speaking and presentations.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Is responsible for strategic financial plan development that sustains the fiscal health and stability of the District
- Is primarily responsible for revenue forecasting, budget development, planning, and allocation of District financial resources.
- Is responsible for investment management activities.
- Directs the administration of District business services office, maintenance and operations, and purchasing.
- Is responsible for all general obligation bonds and its implementation.
- Directs implementation of computerized financial application systems that include effective and accurate accounting and reporting systems for all District controlled funds.
- Monitors District expenditures to assure that fiscal activities comply with federal, state and local agency requirements.
- Makes recommendations to and assists the President in the formation and implementation of procedures and programs relating to business and general services.
- Reviews and has signature authority for District contracts and grants.

- Is responsible for annual audit and special audits for all areas related to fiscal and business affairs.
- Serves on District negotiation team.
- Coordinates cooperative intergovernmental fiscal projects.
- Serves as liaison between President, architects and contractors.
- Serves as the chairperson for the Planning & Budget Committee and communicates fiscal policies with other shared governance bodies.
- Performs other duties as assigned by the President.

**M/S/C Ramirez/Wong (Opposed: Galindo)
Resolution No. 13707: Additional Leave of Absence**

BE IT RESOLVED that the Board denies an Additional Leave of Absence for Non-industrial Accident or Illness for Jodi Kelley, Pre-School Teacher, effective September 21, 2006 through January 1, 2007.

BOARD MEMBER REQUEST

Trustee Cardenas asked that a discussion item for moving the Board meetings to Wednesdays be placed for next month's meeting.

ADJOURNMENT

M/S/C Ramirez/Wong to ADJOURN the meeting at 7:45 p.m.

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **SECOND WEDNESDAY, DECEMBER 13, 2006 AT 6 P.M.** in the Administration Building Board Room.