

ADOPTED MINUTES**FOR THE SPECIAL MEETING OF THE
IMPERIAL COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES****Saturday, March 24, 2018****Location****William J. Thornburg Administration Center, Board Room, Building 10
380 East Aten Road
Imperial, CA 92251****1. INFORMATION TO THE PUBLIC**

Information: 1.1 Information to the Public

2. CALL TO ORDER**Procedural: 2.1 Call to Order**

Board President Medina called the meeting to order at 8:33 a.m.

Procedural: 2.2 Roll Call by Secretary

Board Secretary Jaime announced roll call as follows:

Area 1 Louis Wong
Area 2 Karla A. Sigmond
Area 3 Jerry D. Hart
Area 4 Rudy Cardenas, Jr.
Area 5 Mark Edney
Area 6 Romualdo J. Medina
Area 7 Steven M. Taylor

Associated Student Government Representative – Karla Espejo-Rodarte
College Council Representative - Melody Chronister

Absent:

Academic Senate Representative – Mary Lofgren

Procedural: 2.3 Pledge of Allegiance

Trustee Wong led the pledge of allegiance.

3. PUBLIC COMMENT**Procedural: 3.1 Instructions to the Public**

Board President Medina provided instructions to the public. There was no public comment.

4. PRESENTATIONS**Presentation: 4.1 Green Projects and Possible Funding Sources by Dan Estrada, Estrada Consulting & Associates**

Chief Business Officer John Lau introduced Mr. Dan Estrada, Estrada Consulting & Associates. Consultant Estrada gave a presentation on green projects. He stated there is possible funding sources available for three high priority projects: 1) water conservation; 2) recycling; and 3) energy efficiency exterior lighting project.

He informed the Board that the Green California Summit & Exposition will take place next month in Sacramento. VP Lau stated he would be attending the summit, as well as, Rick Webster, Director of Maintenance and looking forward to making connections.

5. DISCUSSION**Discussion: 5.1 Evaluation of Board Goals for 2017-18.**

President Jaime reviewed a draft of the Board Goal Evaluation Tool used by the President's Office to track the Board's participation and accomplishments throughout the year. The matrix shows whether the Board's goals and objectives were met, partially met, or not met.

The Board reviewed Goals 1-5 and each objective and agreed that all goals and objectives were met or partially met with the exception of Objective 3D.

Discussion ensued regarding three objectives, Objective 3A: Participating in campus forums throughout the year; Objective 3C: Taking Part in campus listening tours on and off campus; and Objective 3D: Provide mini listening tours on and off campus.

Trustee Cardenas asked if there would be opportunities coming up that Objective 3A could be met. President Jaime responded that there would be opportunities before the end of the spring semester to attend forums and meet this objective; this would be included in the matrix.

President Jaime stated Objective 3C would be partially met after Trustees participate in a Visioning meeting before the end of the spring semester; and Objective 3D was added at the request of a former Trustee, and could be an issue that violates the Brown Act if more than three Trustees come together.

Trustee Sigmond stated since Objective 3D may have implications with a Brown Act violation, she recommended that this objective not be transferred to next year's goals.

**Imperial Community College District
Board Goals Evaluation Tool
2017-2018**

#	Goal	Success Indicators (Objectives)	Actions (Met)	Actions (Partially Met)	Actions (Not Met)
1	To provide support to the District in continuing to meet the objectives necessary for maintaining fiscal stability.	<ul style="list-style-type: none"> Objective 1A: The Board will review and discuss the target college reserve of 16%. 	<ul style="list-style-type: none"> Met Board Retreat/Study Session 3/25/17 Board Retreat/Budget Workshop 6/13/17 		
		<ul style="list-style-type: none"> Objective 1B: Discuss OPEB (Other Post-Employment Benefits) management, liability, and methods by which the District can address this obligation at a minimum one time during the fiscal year. 	<ul style="list-style-type: none"> Met Board Retreat/Study Session 3/25/17 Monthly Board Budget Reports 		
		<ul style="list-style-type: none"> Objective 1C: Participate in Board development activities in order to assure that Trustees are abreast of current community college fiscal issues, opportunities, and new initiatives, such as Student Success Integrated Planning, Expenditures and Guided Pathways 	<ul style="list-style-type: none"> Met Board Meeting Discussion Guided Pathways 6/13/17 Board Presentation – Guided Pathways/ Integrated Student Success Plan 12/7/17 Approval of Guided Pathways Self-Assessment/Integrated Student Success Plan 12/13/17 Participation in Guided Pathway Focus Group (Edney/Hart) Participation in Think Tank Task Force Meetings (Taylor) 		
		<ul style="list-style-type: none"> Objective 1D: Direct the CEO to allocate funds for appropriate Board travel and training. 	<ul style="list-style-type: none"> Met Travel Budget Increased effective 7/1/16 		
2	To provide support to the District in the implementation of policies to respond to student success	<ul style="list-style-type: none"> Objective 2A: Attend and participate in Trustee and Excellence Workshop. 	<ul style="list-style-type: none"> Met Attended CCLC Trustee Workshop and Legislative Conference 1/26/18-1 		

	initiatives.		/28/18 (Edney, Hart, Sigmond)		
		<ul style="list-style-type: none"> Objective 2B: Receive and review Trustee Handbook. 	<ul style="list-style-type: none"> Met New Trustee Orientation (Edney) 10/3/17 CCLC Trustee Workshop 1/26/18 (Edney) 		
		<ul style="list-style-type: none"> Objective 2C: Complete Trustee Code of Ethics/ Standards of Practice training during the 2017-2018 academic year. 	<ul style="list-style-type: none"> Met Board Retreat/Study Session by John Halcon – Board Roles & Responsibilities; Communication with Community Members and Others; Involvement in Legislation 3/25/17 Board Retreat/Study Session by Legal Counsel– BP2715 Code of Ethics/ Standards of Practice 10/18/17 		
3	Promote and support a more effective information system.	<ul style="list-style-type: none"> Objective 3A: Participate in campus forums throughout the year 		<ul style="list-style-type: none"> Partially Met Trustees to attend Funding Formula Forum to be scheduled during Spring 2018 CEO Forum to be scheduled during Spring 2018. 	
		<ul style="list-style-type: none"> Objective 3B: Partake in college ceremonies to celebrate students' achievements. 	<ul style="list-style-type: none"> Met College Prison Education Program Recognition Ceremony 7/28/17 (Sigmond) Fire Academy Graduation 8/14/17 (Taylor) Inside/Out Recognition Ceremony 12/9/17 (Edney) LVN & RN Pinning Ceremony 12/8/17 (Hart) Post Certificate Ceremony 12/9/17 (Taylor) Commencement 6/10/18 (All Trustees) 		
		<ul style="list-style-type: none"> Objective 3C: Take part in campus listening tours as an ambassador. 		<ul style="list-style-type: none"> Partially Met Participate in Visioning Meeting 	
		<ul style="list-style-type: none"> Objective 3D: Provide mini listening tours on and off campus. 			<ul style="list-style-type: none"> Not Met Would not be

					transferred over to new Board Goals due to possible Brown Act implications.
4	Encourage and support innovation for student educational access and success with a focus on implementation of Student Success Initiatives.	<ul style="list-style-type: none"> Objective 4A: Engage in discussion during Student Success Scorecard Presentation to identify methods to guide the CEO to improve certain outcomes. 	<ul style="list-style-type: none"> Met Board Meeting Presentation – Student Success Scorecard by Institutional Researcher 1/09/17 		
		<ul style="list-style-type: none"> Objective 4B: Direct the CEO to conduct research about best practices and/or program models that will positively impact student success and retention 	<ul style="list-style-type: none"> Met Board Retreat/Study Session – Student Retention and Support for Student Success 3/25/17 		
		<ul style="list-style-type: none"> Objective 4C: Advocate for student's needs such as transportation to improve participation and academic success. 	<ul style="list-style-type: none"> Met Three Administrators appointed to the IVTA Advisory Board during this fiscal year. 		
5.	Expand the Board's advocacy efforts on behalf of the District at local, state, and federal levels.	<ul style="list-style-type: none"> Objective 5A: Attend the Community College League of California (CCLC) Legislative Conference, participate in community and campus advocacy events. 	<ul style="list-style-type: none"> Met CCLC Legislative Conference 11/16/17 (Hart, CCLC Legislative Conference 1/27/18 (Sigmond, Hart, Edney) 		

Discussion: 5.2 Board Goals for 2018-2019

The Board reviewed the proposed Board Goals for 2018-19 which were drafted based on their composite responses in their Board Self-Evaluation for 2017, and after extensive discussion the Board agreed on the following goals:

- Fiscal** - To ensure fiscal stability through appropriate planning and awareness of fiscal challenges and environmental factors.
 - Objective 1A: The Board will respond to the FTES impact on funding and potential new funding formula.
 - Objective 1B: The Board will address implementation of scheduled maintenance and upcoming capital improvements.
 - Objective 1C: The Board will address the increase of STRS/PERS and long term fiscal impact on the budget.
 - Objective 1D: The Board through the CEO will request on-going evaluation of the budget as it correlates in support of student equity programs and support services that increase success.
 - Objective 1E: The Board will review and discuss the target college reserve of 16%.
- Guided Pathways** - Encourage and support the implementation of the Guided Pathways framework.
 - Objective 2A: The Board will evaluate and adopt policy changes as necessary to align with Guided Pathways and the California Community College Chancellor's Office Vision for Success.
 - Objective 2B: The Board through the CEO is responsible for communicating to the campus community as well as the public its vision of student success as it aligns with Guided Pathways.
- Community** - To enhance the Board's communication and collaboration with the community.
 - Objective 3A: The Board will strive to increase its attendance at campus and community events.
 - Objective 3B: The Board will collaborate with the community, school districts, and other agencies.
- Accreditation** - Ensure compliance with accreditation standards.
 - Objective 4A: The Board will ensure its knowledge of accreditation standards by receiving training and updates from the Accreditation Liaison.
 - Objective 4B: The Board will receive reports regarding systems/processes in place used to evaluate the effectiveness of student

learning programs and services.

Objective 4C: The Board will review and approve the 2019 Self-Evaluation Report.

5. Governing Board Role – Understanding roles and responsibilities

Objective 5A: The Board will complete mandatory training during the 2018-19 academic year on The Brown Act, Sexual Harassment, Code of Ethics, and Board Roles & Responsibilities.

President Medina stated the draft goals would be presented at the April Board meeting for approval.

Discussion: 5.3 Capital Projects by Chief Business Officer John Lau

Chief Business Officer John Lau presented a PowerPoint titled, Capital Projects.

CBO John Lau went through the proposed Capital Projects which would be funded by bond money in the next five years: 1) Academic Building – modernization; 2) Auto Body Facility – modernization; 3) Nursing Building – modernization; and 4) Book Store. Total cost to the College totaled \$31,778, 000 with proposed State match of \$7,438,000.

He stated one addition is the modernization of the Nursing Building, which has been added as a priority due to a recent visit by the Nursing Accreditation Commission.

VP Dr. Martha Garcia added that the Nursing Accreditation Commission felt that there was not enough space for students and was ready to issue a non-compliance status due to lack of space. Their recommendation was that the Nursing Building be expanded by the next accreditation cycle. VP Lau stated the modernization satisfies the short-term problem to addressing the accreditation issue but not the long-term.

Discussion: 5.4 Scheduled Maintenance by Chief Business Officer John Lau

CBO Lau gave an overview of the following Scheduled Maintenance Projects:

1. Air Conditioning

- Replacement of the AC units throughout campus to replace 56-year-old equipment.

2. Electrical

- Transformers (3) Gym and Preschool
- Control Panels in Water Treatment Plant
- UV light System in Water Treatment Plant

Rick Webster explained that there is a compliance issue with the transformers and one transformer has been moved to the IID Grid, and plans are to move all three transformers to the IID Grid in the future.

3. Plumbing

- Building 700 (Gym) restrooms, showers, floors and walls

Rick Webster stated that the restrooms would be retiled in this project. Trustee Taylor asked whether it could just be concrete instead of tile. VP Lau stated he would look into it.

4. Other Scheduled Maintenance

- Painting of building
- Bleachers/basketball goal repair (District is out of compliance)
- Concrete and Flooring
- Roof Replacement (1600 & 1700 Buildings)
- Security needs – access key cards for buildings
- IT scheduled Maintenance and security costs
- Planetarium (Equipment is ten years old and failing)
- Audio-visual equipment for lecterns in 2700 Building

CBO Lau informed the Board the Athletics Department's needs are not considered for funding in the current proposed five-year Capital Projects Plan due to bond funds constraints. Athletics' capital needs total approximately \$2.3 million.

Dean Drury spoke regarding the needs of the Athletics Department. He stated projects in 700 Building are way overdue, the tennis courts are not suitable for competition or use, as well as the women's soccer field and outside restroom facilities.

CBO Lau stated a discussion needs to take place to address Athletics' future, and then strategize how to fund. He stated at the direction of the Board he could come up with a supplemental list to the five-year plan and include the first two items (re-surface women's soccer field and tennis courts) and fund if and when there are funds available.

Trustee Taylor added his concerns about the implications of not funding the Athletics' needs.

Trustee Medina asked whether there has been discussion on expanding the gymnasium and modernizing restrooms in the next ten

years. Rick Webster, Director of Maintenance responded that there is a cost estimate but it is not in the five-year plan.

There was further discussion on expansion of the gymnasium and the possibility of expanding to include an event center.

Discussion: 5.5 Ongoing Technical Scheduled Maintenance & Security Costs by Chief Business Officer John Lau

Jeff Enz spoke regarding the ongoing Technical Scheduled Maintenance and Cyber Security in his area. He discussed business continuity of our Banner System and moving to the cloud.

Discussion: 5.6 Bond Funding by Chief Business Officer

CBO Lau went over the different estimated tax rate impact on the sale of bonds to fund capital projects. He recommended having a bond sale in April, and would bring back a more comprehensive bond presentation at the April board meeting.

Trustee Medina asked whether the bond sale could be increased even though it exceeds the bond amount, and add other department's needs to the five-year Priority List.

Contractor Jimmy Sanders indicated that it could be added. He stated the other item was the Student One-Stop Center that was brought up by the students.

CBO Lau responded that the District needs more data to address this topic and would like to hold another discussion in the summer giving the District an opportunity to complete their survey of student's needs in peak summer months. He noted a survey was completed in the Spring.

Trustee Cardenas asked if there was a cost in the master site plan for the Student One-Stop Center. Contractor Jimmy Sanders stated the cost has not been developed yet but is estimated around \$12 million.

President Jaime recommended that this discussion take place after the next bond sale, he indicated that there will be available space which could be re-purposed to include the Student One-Stop Center which could be shifted to a larger building.

Trustee Edney agreed and stated this is not the first time that the Student One-Stop Center topic has been brought up and the District has an obligation to respond and address the students' needs.

Trustee Medina recommended that a need's analysis be completed to include both peak summer and fall counts.

The Board requested that a timeline be brought back on what will be done with the Student One-Stop Center and Athletics.

Discussion: 5.7 Next Board Retreat

President Jaime stated the President's Office would poll the Board and send out recommended dates to hold two Board Retreats in May or June 2018. First retreat on the Budget Revise, and the second retreat on Athletics and Student One-Stop Center.

6. ADJOURNMENT

Action: 6.2 Adjournment

The Board Adjourned at 12:30 p.m.

Motion by Trustee Cardenas, and second by Trustee Taylor.

Final Resolution: Motion Carries

Yes: Rudy Cardenas, Jerry Hart, Romualdo Medina, Karla Sigmond, Steve Taylor, Louis Wong, Mark Edney