



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, February 11, 2008 – 2:30 P.M.
Administration Building Board Room**

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Ingrid Soto, Student Representative
Raymond Kim, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, JANUARY 28, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Business Services/Bond Projects Update – John Lau
Student Services (Attachment) – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President's Update – Gary Rodgers

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Insurance Committee, 01/28/08

DISCUSSION AND INFORMATION ITEMS

1. Naming of the "Centennial Pavilion" – Tom Gilbertson
2. Naming of the "Domingo O. Ulloa Memorial Art Gallery" – Tom Gilbertson

ACTION ITEMS

None

ADJOURNMENT

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
February 11* & 25	April 14 & 28
March 10	May 12
	June 9** & 23

* Spring Semester Begins

** Monday after Graduation

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 28, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Vice Chair Michael Heumann called the meeting to order at 2:39 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Armando Mendez, Faculty Representative

Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Rick Webster, CMCA Representative
Dawn Chun, Alternate CMCA Representative

David Lopez, Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative
John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carlos Fletes, CMCA Representative
Ingrid Soto, Student Representative
Raymond Kim, Alternative Student Representative

Others present were:

Marilyn Boyle, Travis Gregory, John Lau, Diedre Pollock-Blevins, Lianna Zhao

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, NOVEMBER 26, 2007

M/S/C Sergio Lopez/Carol Cortes-Ramirez to approve the minutes dated November 26, 2007.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- A Basic Skills training session was held on Saturday, January 26th. She stated that IVC received \$1 million from the Chancellor's Office for Basic Skills; however, the money cannot be spent until an assessment occurs. The money would be carried over 3 years.
- English instructor Kathleen Dorantes has forwarded the Basic Skills results to training attendees to ensure accuracy. The results would also be forwarded to the campus community for comments.
- The summer schedule is being entered into Banner. She stated that attempts would be made to enter a whole year's schedule into Banner.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- She stated the Accrediting Commission for Community and Junior Colleges met two weeks ago to discuss IVC's evaluation, but to date, IVC has not received the Final Report.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- Announced that a total of 23 bid packets would be going out for construction of the Science Building. The first set of bids will go out on January 30th, with the second set going out on March 20th. The first set of bids will be presented and awarded at the March Board of Trustees meeting
- A Pre-bid conference will be held on February 20th.
- Construction of the Science Building will begin at the end of March.
- All bids will be awarded by the end of May.
- He stated \$31 million has been slated for the Science Building, which includes the cost of furnishings.
- Furnishing of the Science Building will be addressed in April.

Student Services

Vice President for Student Services, Dr. Victor Jaime, was not present. He provided an attachment with November and December updates for Student Services.

ACCESO

Project Director Dawn Chun reported the following:

- ACCESO would be implementing an online room scheduling program. They will be evaluating software that will work with Banner.
- 39 online classes are being offered in spring.
- 1,062 students are enrolled in spring online classes, with a 95% fill rate.
- An orientation schedule will be mailed to students this week.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- The helicopter workshop took place on December 8th. Competing schools are making progress towards flying the helicopters successfully.
- A section of CS 210 was offered at IVC during the winter intersession to increase enrollment in CS courses for the spring.

Nursing Program

- SDSU School of Nursing granted a blank petition for 68 students who took CHEM 140 to be able to use this course as the chemistry requirement for BSN.
- Nursing joint meetings were conducted in Calexico and at IVC. Interim Associate Dean of Nursing, Diedre Pollock-Blevins, spoke with Imperial County Public Health Department regarding possible conflicting schedules for clinical practice.
- A meeting was held with the El Centro Regional Medical Center and Pioneers Memorial Hospital on January 9th to discuss the in-kind donation of clinical faculty to the SDSU-IV program, and it appears as if these clinical faculty donations will take place. Dr. Zhao will provide update.

General

- Continuing with academic advising and assisting students in nursing and computer science with their transfer applications.
- SDSU Research Foundation discovered its budget error for Year 1. The management team worked together to rectify the error and to close out the Year 2 budget for inclusion in the Title V Annual Performance Report.
- Year 2 APR was drafted with the help of several Title V staff and IVC President's Office staff. Dr. Zhao personally thanked those involved in helping draft the report. The report was finalized and submitted to the Department of Education.

Learning/Technology Services

Dean of Technology/Learning Services Dr. Robin Ying was not present at the meeting. This item was tabled until the next meeting.

Associated Student Government

ASG President David Lopez reported the following:

- He passed out Prop 92 flyers and buttons for elections on February 5, 2008.
- ASG will be having a meeting to disburse flyers and buttons.
- He stated students were unfamiliar with Prop 92 and the creation of the flyer has helped familiarize the students to the proposition.
- He and Frank Fernandez wrote letter to the IV Press to help educate people about Prop 92.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- He stated he would be in transition the next few months, as he is scheduled to teach three classes in spring.

- He will be available in the Administration Building as well as Room 308.
- Announced that enrollment for spring is up by 140, with an increase in FTES of 38. He is hoping IVC maintains the increase.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 11/07/07
2. Curriculum and Instruction, 11/15/07
3. Environmental Health & Safety, 10/30/07, 12/06/07
4. Insurance Committee, 12/03/07
5. Planning and Budget, 11/28/07

DISCUSSION AND INFORMATION ITEMS

1. Proposed Academic Calendar

Vice Chair Heumann stated this issue had recently been raised via e-mails. He stated the campus community would be given an opportunity to discuss the Academic Calendar with the CTA at a meeting to be held early in the spring semester. CTA President Suzanne Gretz would be sending out a notice of the meeting.

Associate Dean of Student Affairs, Sergio Lopez, asked if Krista Byrd had included language relating to the Academic Calendar in the latest student survey.

Vice President for Academic Services, Kathy Berry, stated this is the third year of winter intersession, and it was decided that after the third year an assessment would be conducted on its effectiveness. The assessment this year would be done in conjunction with Program Review. A survey would be conducted with questions being presented to students, faculty and staff. The goal is to serve the students in the most efficient time and manner. She raised the question whether students would be better served by offering two summer sessions instead of winter. She did state, however, that the 16-week fall and spring schedules would remain in place.

Director of Maintenance and Operations, Rick Webster, stated that three years ago a campus forum was held to discuss IVC's Academic Calendar versus the K-12 schedule. At that time, CTA representatives stated the reason for the different schedule was to provide a break in the middle. He stated that having a different schedule than the K-12 makes it difficult for students and staff with children in the K-12 system.

Vice Chair Heumann stated this year IVC's spring recess occurs at the same time as the K-12 districts.

ACTION ITEMS

None.

ADJOURNMENT

M/S/C Armando Mendez/Michael Heumann to adjourn the meeting at 2:55 p.m.

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
February 11* & 25	April 14 & 28
March 10	May 12
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**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

STUDENT SERVICES UPDATE

January 2008

District Counseling

We have continued to stay very busy with students registering for winter term and others focusing on registering for spring semester. We began conducting Student Academic Probation Workshops with over 325 students signing up to attend during the first 5 workshops offered. Coordination of the SAP workshop preparation and presentations was very comprehensive with all Student Services programs participating. We expect to complete the final workshop series by May 9th with over 1,300 students being served. Staff is currently working on updating the IVC majors to meet the new Title V changes. We are also working on addressing the change of high school prerequisite procedures.

Matriculation

Counselors

- Continued to assist students in enrolling in classes for spring 2008
- Assisted in conducting SAP presentations for students on financial aid probation
- Began Orientation/Assessments at Holtville and Imperial high schools

Director

- Compiled Matriculation Orientation Handbook
- Translated the SAP financial aid presentation to Spanish
- Worked on Basic Skills Assessment Report on Saturday, January 26th
- Updated Budget

Assessment Center

- 241 students took the ACCUPLACER placement tests
- 122 students took the CELSA exam
- 20 students took the GED exam

Transfer Center/Articulation Services

No updates reported.

Student Support Services

No updates reported.

Disabled Students Programs and Services (DSP&S)

No updates reported.

CalWORKs Assessment and Counseling

- The Assessment Evaluation Report was condensed to a shorter version as per Carla Moore's request.
- At Carla Moore's request, Lilia has been setting tours and activities at IVC for elementary and middle school CalWORKs students. The most recent IVC tour was held on January 9, 2008 for students in grades 6th -8th from Holtville and Seeley. Most of the students were in CalWORKs but others were also invited if interested. The tour consisted of a tour and demonstration of the Chemistry lab, Upward Bound, Talent Search and the Planetarium. The students were thrilled and loved the chemistry experiment demonstrated by the Instructor.
- CalWORKs counselor checked for student's grades for Fall 2007 and verified enrollment for Winter session and Spring.

EOPS

- 499 student appointments were completed
- 16 drop-ins
- 84 students were provided bus passes
- EOPS staff met with EOP staff from SDSU main campus
- EOPS staff facilitated Probation workshops
- EOPS presentations were made to parolees as part of the P.A.C.T program

Financial Aid

Cal Grant Outreach: We have completed Brawley High, Holtville, and Calipatria. This week is Calexico and Imperial, then Central and Southwest. We have completed 6 Parent Nights and will have 3 more.

FAFSA 0809 – we have begun processing FAFSA for 2008-09 however verification will not begin until Cal Grant Outreach is over (March 2).

We are now working with Sungard to implement an online BOGFW application which will interface with Banner, similar to the CCCApply college application. Expected go-live date is August 2008.

Educational Talent Search

No updates reported.

Admissions and Registrar:

No updates reported.

Student Affairs

As per your request, the following is a list of activities the Student Affairs Office, Associated Students and the Parking Control worked in the month of January 2008:

- ◆ Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- ◆ Preparation of ASG Retreat that will be held on Friday, February 8-10, 2008.
- ◆ January 17th – Campus Operations Committee meeting (College Center, 11:30 a.m.)
- ◆ January 30th – Parking control Appeal Hearings – Five (5) cases were reviewed.
Liable: Two (2) cases
NOT Liable: Two (2) cases
Reschedule: One (1) case
- ◆ January 31th – Jade Security Systems installed (3) surveillance video cameras outside the Parking Control Office.

Upward Bound

- Director attended the TRIO Alliance Meeting at the Alliant International University in San Diego. The meeting was held on Monday, January 14, 2008.
- Upward Bound Parent Conference was held on Saturday, January 26, 2008 at San Diego State University-IV Campus. The Keynote Speaker was June McBride who is the Outreach Youth Empowerment Founder and President. Parents were

provided a Continental Breakfast and Lunch. Each parent attended 4 workshops: The Orientation and Summer Residential; Financial Aid for Senior and Parents; Destino: La Universidad; and Healthy Decision Making & the Internet;

- Monthly Staff Meeting held on January 17, 2008;
- Saturday Tutoring was held at the Spencer Library Media Center at IVC for students having deficiencies;
- Summer Employment are out and interviewed 5 staff;
- Developed two staff manuals for tutor and lead tutor training;
- Parent Meeting Staff Responsibilities: Staff brought 4 Coffee Makers from the storage, Coffee Bags were donated, Decorations were made by the Director, Program Copies were made by Dr. Jaime, Staff Set-up the tables, Staff wore their Program T-shirts, The Program had a Resource Table, Program provided transportation, and the staff cleaned up the area;
- The IVC UB Program completed the US Department of Education recruitment process. The IVC UB program is the first finish the recruitment assignment in the country;
- Ordered a metal chair for Jose Castaneda due to his weight problem;
- Director attended the Imperial Valley Partnership Meeting held at the Steakhouse in El Centro;
- Signed the Cal SOAP Form B Quarterly Matching Resources Report 2007-2008 for Imperial Valley College,
- Signed the Cal SOAP Form A Consortium Membership and Matching Resources commitment for Imperial Valley College,



INSURANCE COMMITTEE
Monday, January 28, 2008
1:00 p.m., IVC Board Room

Members Present:

✓ John Lau, VP for Business Services
✓ Travis Gregory, Assoc. Dean of HR
✓ Carlos Fletes, Director of Fiscal Services
✓ Frances Beope, CTA Representative
✓ Gloria Carmona, CTA Representative
✓ Lorraine Mazeroll, CTA Representative

Recorder: Mary Carter

✓ Chris Mays, CSEA Representative
✓ Marilyn Boyle, CSEA Representative
✓ Gail Parish, CSEA Representative
✓ Zula Hartfield, CMCA Representative
✓ Jim Pendley, Certificated Retiree Rep.
✓ Shirley Hofer-Bell, Classified Retiree Rep

Consultants: Julie Revoir; Mary Bell, Payroll/Benefits Coordinator

- I. Approval of Minutes: M/S/C Pendley/Parish to approve the minutes of the December 3, 2007 meeting, with a corrected meeting location (board room).
- II. Review of Medical, Dental and Vision Loss Ratio Reports through November 2007:
Julie Revoir of Keenan and Associates reported that medical claims have improved since August. Blue Cross will consider one more month of claims (December, 2007) when calculating the College's renewal. The renewal is based on one calendar year of claims. The overall loss ratio is currently 93.77%, which means that of every dollar paid in premium, 94 cents goes towards payment of claims. Blue Cross' estimated administration cost is 17%, for a total loss ratio of 111%. The prescription plan loss ratio continues to run high, at 111.74%. The dental and vision plans are running very well, with the possibility of no increase.
- III. Meeting schedule: Julie Revoir asked to reschedule the March 17 meeting, and to calendar some meetings in April. All meetings will begin at 1:00 p.m.
 1. Tuesday, February 19, 2008
 2. Monday, March 31, 2008
 3. Monday, April 14, 2008
 4. Monday, April 28, 2008
- IV. Medicare D: Julie Revoir proposed holding educational meetings on Medicare D for retirees. March 10 was the suggested date, and the Pioneers Museum mentioned as a good location for the meeting. Information on Medicare D will be provided to the committee at the February 19 meeting. Information on a recent court ruling on retiree benefits will also be provided at the February 19 meeting.
- V. Marketing of Medical and Prescription Plan: Keenan will be marketing the medical program because it has been two or three years since it was done and the marketing will indicate if Blue Cross' renewal is a competitive one.
- VI. Other:
 1. Blue Cross of California will change its name to Anthem Blue Cross starting April 1, 2008.
 2. Keenan will bring information to the committee on IRS rule changes related to sections 403b and 457. John Lau stated that the changes shift liability to the employer. Bob Hornaday of Keenan will make a presentation to the committee

on 403b and 457 compliance issues at the February 19 meeting. Keenan offers a third party administrator plan called "Envoy". Mary Bell reported that STRS also offers a plan called "Omni".

3. Wellness: The committee discussed the need for a wellness program, but acknowledged that funding is needed, as well as some on campus to champion the program. Julie Revoir stated that the grants for wellness programs are available through the Blue Cross Foundation.
4. Health Fair: John Lau stated that he has been asked by a local insurance company if the College is planning a health fair anytime soon. The company wants to offer long term care insurance to employees.
5. Communication: The committee reviewed a draft of a proposed e-mail from the committee regarding generic drugs. She proposed a monthly e-mail from the committee, highlighting a certain issue. Julie Revoir stated that the #1 way to mitigate premium increases is to increase the use of generic drugs. Keenan will be providing posters that can be posted in lounges and other employee areas to remind people to use generic drugs. Marilyn Boyle stated that communications need to show why employees should care about the plan.
6. Dental Implants: Gail Parish asked about the cost of adding dental implant coverage. Julie Revoir stated that implants at 50% of the annual maximum and a third cleaning for pregnant women cost about 3% to add to a fully insured dental plan (IVC's plan is self funded). Ms. Revoir will bring information on the dental plan options.

Meeting adjourned at 2:25 p.m.