



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, April 28, 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
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative
Chantilee Mendenhall, Alternate Student Representative

Dr. Ed Gould, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, APRIL 14, 2008

AREA REPORTS/UPDATES

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Insurance Committee, 03/03/08, 03/31/08
2. Planning and Budget, 03/19/08

DISCUSSION AND INFORMATION ITEMS

1. College Council Agenda and Minutes Distribution – John Abarca

ACTION ITEMS

None.

ADJOURNMENT

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

2008	
April 28	May 12
	June 9** & 23
** Monday after Graduation	Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 14, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:33 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

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

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

Carlos Fletes, CMCA Representative

David Lopez, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative

Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Bruce Seivertson, Faculty Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Alternate Student Representative
Gary Rodgers, Ex Officio

Others present:

Frances Beope, Marilyn Boyle, Dawn Chun, Travis Gregory, John Lau, Frank Rapp,
Lianna Zhao

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 25, 2008

M/S/C Sergio Lopez/Michael Heumann to approve the minutes dated March 10, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- The college is working on completing the Accreditation Annual Report.
- The Basic Skills Initiative Plan has been completed and will be presented to the Board of Trustees at its meeting on Wednesday, April 16, 2008.
- She announced an offer of employment had been made for the position of Library Director/Head Librarian, and that the applicant would begin in a few weeks.
- She stated Dr. Ying's role would serve as Dean of Technology.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- He stated the Higher One ATM was replaced due to ongoing problems.
- A second ATM on campus is being considered. The location will be determined at a later date.
- The college is looking into providing temporary shade and adequate lighting for the new bus area. At the time the permanent shading structure is put in, the temporary shade will be moved to the pool area as a permanent location.
- The college has applied for a \$1.3 million grant sponsored by Imperial County for improvements. The County has forwarded IVC's application to Caltrans. IVC will be notified by the end of June if the money is granted. If approved the improvements will be completed by the end of September.
- Business Services has been meeting with the different departments to explain the budget process. VP Lau stated he would be summarizing the numbers and comparing them to the resources available. He stated that due to the late information coming in from the State, the budget, which will be presented to the Board of Trustees in June, will be preliminary figures.

Director of Fiscal Services Carlos Fletes reminded the committee that Friday, April 25th, will be the last day for departments to enter their respective budgets into Banner. He recommended that people refer to the detailed email he recently sent to All Users. He stated he would be resending that email.

Student Services

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

ACCESO

Project Director Dawn Chun reported the following:

- She stated the Summer Session will be offering 30 sections of Distance Education courses, which will generate 75 FTES.
- She announced the Department of Education approved the change of ACCESO's Project Director. She stated Gloria Carmona would become the Project Director in June after the Board of Trustees approves the change in May. Chun stated she would be spending more time performing institutional research, and that her role in ACCESO would be advising and overseeing the budget.
- ACCESO conducted a survey for Distance Education faculty. The survey was designed to assess the effectiveness of both the ACCESO program and IVC's technology infrastructure. The survey results have been forwarded to the executive team, who will evaluate the Distance Education Program based on those results. She stated that since the grant ends in September 2009, the long-term benefit is a driving factor when making decisions.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Project Management

- At the southwestern Title V/HSI Best Practice Conference in Albuquerque, New Mexico, Zhao and Shumaker gave a talk about how to make a cooperative project work; about 37 Title V administrators attended, asked questions, and made comments.
- In an effort to keep the amount of carryover from Year 3 to Year 4 at a moderate level, to attain objectives and carry out the project's activities with optimal effectiveness, and to enable the partners to continue Title V support beyond the fifth year of the grant for a few of the project staff, the management team is working on budget transfers.

Computer Science Program

- IVC continues piloting the computer science courses. There are 9 students in CS 001, 11 in CS 210, 12 in CS 260, and 13 in CS 280 this semester.
- IVC CS instructors are collaborating with other faculty in the math department on Student Learning Outcomes for computer science.
- SDSU is planning the Fall CS schedule, equipment purchases, and checking into the costs of putting a T1 line at the Brawley Campus to allow computer science and nursing courses to be offered there.

Nursing Program

- 15 students are enrolled in RN to BSN CHEM 160 class this semester.
- The Chief Nursing Officers, Coldsmith and Kirkpatrick, at Pioneers Hospital and El Centro Regional Medical Center respectively, signed agreements to donate clinical faculty to teach for SDSU-IV during the coming year as in-kind contributions to the RN- BS in Nursing program.

Student Services

- IVC continues to work with faculty, staff, and students at IVC and SDSU-IV to ensure that students transferring in Fall 2008 would be able to submit applications for the CS scholarship; advises IVC students in the CS and BSN programs; and provides outreach for both the CS and BSN programs at local career and college fairs.

Learning Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Technology Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Associated Student Government

ASG President David Lopez reported the following:

- He stated more than 10 ASG members attended the Annual Relay for Life held last weekend. The ASG did not have a team; however, they were invited to join an El Centro team, "The Flockers." They helped the team set up banners and clean up. He hopes IVC participates as a team next year.
- He announced that four ASG members would be attending the annual statewide Student Assembly which is scheduled on May 2-4, 2008 in Los Angeles.
- His term as ASG President ends the week of May 26th.
- Applications for ASG President and Senators are due this week, with the elections taking place on May 5th and 6th.

President's Update

Interim Superintendent/President Gary Rodgers was not present at the meeting.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 03/05/08, 03/19/08
2. Curriculum and Instruction, 12/06/07, 01/17/08, 02/21/08, 03/06/08
3. Environmental Health & Safety, 03/13/08
4. Planning and Budget, 02/27/08

DISCUSSION AND INFORMATION ITEMS

No items.

ACTION ITEMS

1. Recommendation from Environmental Health & Safety Committee Meeting (March 13, 2008 minutes) for approval to purchase an AED machine for the Athletics Department. (Travis Gregory)

Associate Dean of Human Resources Travis Gregory stated an Automated External Defibrillator (AED) is a medical device about the size of a laptop computer. Recent technology has helped get us to the point where we can have a small defibrillator to use in case of a medical emergency. The Athletics Department has expressed concern about the risk of athletes having a heart attack. IVC's Athletic Trainer Chris Mays is trained to use an AED.

Mr. Gregory stated an AED is easy to operate, in that it uses voice prompts to instruct the rescuer. He stated the Safety Committee thought it was a concern that should be addressed. He indicated State legislators have become actively involved with this issue. He stated these machines would alleviate some of the college's liability and risk.

He indicated the cost of an AED machine is about \$2,000 to \$3,000, depending on the size. Budget considerations would have to be made for the upkeep of the machine's regular maintenance. He stated the Safety Committee would be willing to front the money for the purchase of one AED machine, and hopes the College Council will recommend the proposal.

A motion was made by Member Michael Heumann and seconded by Member Sergio Lopez to approve the purchase of an AED machine.

Discussion

Member Kathy Berry emphasized the following points:

1. The college previously addressed this subject but did not move forward.
2. The college must have proper training.
3. The college must have and commit to regular maintenance of the machine, which includes annual calibration.
4. The college must have a medical director or student health services to prescribe and sign off on the AED. She stated there are fewer problems with a medical director.

She stated even though proper training and regular maintenance is required, the machine does save lives.

Member Armando Mendez inquired as to the costs related to the machine's maintenance.

Member Kathy Berry stated the machine requires calibration and that service costs money.

Chair John Abarca asked if the costs in maintaining the machine had been taken into consideration by the Safety Committee.

Associate Dean Gregory stated the Safety Committee does not have enough funds to keep up with the maintenance. The Safety Committee discussed having these machines in other campus locations, i.e. Preschool, wellness center, and cafeteria. He stated the American Heart Association estimates that as many as 50,000 lives a year could be saved if more machines were available.

Chair John Abarca asked Member Berry if this would fall under Instruction's area. Member Berry said it would if the machine was being provided for the Athletics Department. She inquired of VP John Lau whether it would be the responsibility of Instruction or Maintenance to oversee the machine.

VP Lau stated it would fall under the Maintenance Department, as it would be a campus wide plan.

Frances Beope asked if this could be worked out with the health services fee provider.

Member Kathy Berry stated it could be worked out with the provider or EMS Director, and that either way both parties would be willing to do it.

Frances Beope stated students contribute by way of the required health fee.

Member Kathy Berry stated that the health fee would not cover the maintenance fees.

Chair Abarca called for a vote.

A vote was taken and passed unanimously.

ADJOURNMENT

M/S/C Michael Heumann/Kathy Berry 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	
April 28	May 12
	June 9** & 23
** Monday after Graduation	Overload rate for 177-day members



INSURANCE COMMITTEE
March 3, 2008
Unadopted Minutes

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
√ John Abarca (for Gail Parish), CSEA
√ 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 Boyle/Mazeroll to approve the minutes of the January 28, 2008 meeting as presented.

II. Report by Keenan:

Preliminary Renewal: Julie Revoir of Keenan and Associates reported that the initial renewal from Blue Cross is a 13.34% increase (approximately \$465,000). Keenan will market the plan to other carriers, which may affect Blue Cross' final renewal. The best case scenario, per Keenan's underwriter, is a 10% increase (or approximately \$365,000). The committee reviewed the renewal calculation showing claims and expenses running at 107% of premium over the last 12 months. The totals claims for 2007 were \$3.5 million (medical and prescription). There was a large claims credit of \$223,746 (2 claims over the \$100,000 stop loss). Blue Cross is estimating that IVC's projected claims for FY 2008-09 would be \$3.9 million. The required premium for next year is estimated at \$4.1 million.

Dental and Vision: The dental and vision plans are doing well, and a "pass" (no increase in rates) is recommended. The committee asked about the cost of increasing the dental benefit (three cleanings per year for pregnant women, dental implants at 50% of the annual maximum). Julie Revoir recommended looking at a PPO overlay for the dental plan. Using the Delta Dental PPO network would enable the plan to same money; however, there does have to be a difference between the PPO and non-PPO benefit. The committee asked about the cost of increasing orthodontic benefit to \$1,000. Julie Revoir will bring information back to the committee on the cost of increasing the orthodontic benefit, adding dental implants, and three cleanings for pregnant women.

Next Meeting, March 31: Julie Revoir suggesting talking about open enrollment/Health Fair at the next meeting. She will also have an update on the marketing of the medical/RX plan and there will be information on the 457/403b plan at the next meeting.

Meeting adjourned at 2:25 p.m.



INSURANCE COMMITTEE
March 31, 2008

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, Katie May, Stephanie Harris and Chad Hornaday, Keenan and Associates;
Mary Bell, Payroll/Benefits Coordinator

- I. Approval of Minutes: M/S/C Fletes/Boyle to approve the minutes of the March 3, 2008 meeting, as presented.
- II. Envoy/Elite Choice Presentation: Chad Hornaday, Katie May and Stephanie Harris of Keenan and Associates presented information on the Envoy third party administration plan for 403b (tax sheltered annuities) and the Elite Choice 457 retirement plan.

Envoy (403b administration): Some new IRS regulations have gone into effect or will go into effect soon that change how employers handle 403b contributions. Effective 9/25/07 all transfers from 403b accounts must be signed off by the employer. Effective 1/1/09 an information sharing agreement is required from all 403b companies, or the whole account becomes taxable for the employee. There will be some attrition of companies from the 403b market due to these changes, if that happens no more contributions can be made to an account with such a company. Employers are turning to third party administrators to handle compliance issues on 403b accounts. The College has contracted with the Keenan Envoy program for this service. Gail Parish asked how this issue pertains to the Insurance Committee. Julie Revoir stated that it was for information purposes only. Meetings will be held to inform employees of the changes.

Elite Choice (457 retirement plan):

- employer sponsored plan
- employers can contribute to both 403b and 457 plan, there are separate contribution limits of \$15,500 a year (with an additional \$5,000 per year if employee is over age 50), so an employee could contribute up to \$40,000 a year if using both plans
- employee has full access to money if he leave the district
- plan has loan privileges
- money is invested in mutual funds, which can be either self-directed or invested by a registered investment advisor
- educational workshops are required
- a retirement cash flow analysis will be provided to all employees
- plan is tax deferred
- Keenan will be holding meetings on both plans; the first one will be April 22 at 3:15 p.m. in room 2131.

III. Report by Keenan:

Marketing: Julie Revoir reported that IVC's plan has been marketed to Health Net, Blue Shield, SISC and United Health Care. Blue Shield declined to quote due to the large number of retirees. There is interest from the carriers, but timing is an issue. It would be more realistic to implement a carrier change 7/1/2009. The marketing will be used in negotiations with Blue Cross, unfortunately the loss ratios are up for February and March claims may be up also.

Annual Physical: During the renewal process, Julie Revoir discovered that Blue Cross had put an annual preventative benefit into the plan in 2004. There is a \$25 co-pay for an annual physical. This benefit does not appear in the benefit book, but has been in place since 2004.

I.V. Radiology is no longer a PPO provider as of 9/1/07: This is the only radiology provider (reading of x-rays) to both local hospitals, so quite a few employees will be affected.

Blue Cross name change: Blue Cross changed its name to Anthem Blue Cross effective April 1. New identifications cards will be issued by August 1.

Dental plan: Julie Revoir presented the revised renewal calculations. A reduction is no longer recommended due to higher claims. The renewal is now a 2.05% increase. The committee asked for information on how many individuals have reached the \$1,500 annual maximum. Julie Revoir recommended implementing the PPO dental overlay plan; there is an estimated 4% savings. Incentives such as no deductible (lifetime or annual) would be needed. The estimated annual savings is about \$14,500. Adding a dental implant benefit would result in a 3.5% increase, three cleaning for pregnant women would be no increase, orthodontia at 50% of \$1,000 maximum would be 2.28% and \$4.55% for 50% of a \$1,500 maximum.

Medicare D seminar: Julie Revoir reported that a workshop for retirees was held March 10.

Vision Plan: The plan can still take a decrease, but smaller than originally calculated.

Open Enrollment/Health Fair: Tentative date is the first week of May with representatives of the current carriers: Blue Cross, Delta Dental, VSP, Elite Choice and American Fidelity. Frances Beope stated that the 125 Plan reimbursement process is cumbersome for employees with American Fidelity.

IV. Other:

Carlos Fletes reported that the College has received requests to allow other companies to present insurance information to employees, he asked if the committee wanted to change the existing policy of only working through its Broker of Record. It was the recommendation of the committee to maintain the status quo.

Travis Gregory reported that the total compensation letters have gone out to all employees.

Meeting adjourned at 2:45 p.m.

Next meeting: April 14, 2008, 1:00 p.m. in the Transfer Center.



Planning and Budget Committee
March 19, 2008

Members Present:

√John Lau, Chair, VP for Business Services
√Dr. Victor Jaime, Administrative Representative
√Dr. Bruce Seivertson, Academic Senate President
√John Abarca, College Council Chair
_Eric Jacobson, Faculty Representative
√Dr. Lianna Zhao, Faculty Representative
√Carlos Fletes, Director of Fiscal Services
_Dawn Chun, CMCA Representative

Recorder: Mary Carter

√Betty Kakiuchi, CSEA Representative
_Gail Parish, CSEA Representative
_ASG Representative

Alternates

Dave Drury, faculty
Frances Arce-Gomez, CSEA
Angie Diaz, CMCA

Visitors: Frances Beope, Suzanne Gretz, Jan Magno, Sergio Lopez and Jessica Waddell

Call to Order: The regular meeting of the Planning and Budget Committee was called to order at 3:10 p.m. on Wednesday, March 19, 2008 by John Lau, chair.

I. Action:

1. Approval of minutes, February 27, 2008: ***M/S/C Seivertson/Zhao to approve the minutes of the February 27, 2008 meeting as presented.***
2. Cut-off date for purchase orders: ***M/S/C Fletes/Jaime to cut-off purchase orders on April 30, 2008.*** Carlos Fletes stated that this recommendation is primarily for equipment purchases; orders must be received by June 30 in order to be paid from the 2007-08 budget. The cut-off applies to categorical programs also. The 2008-09 budget will be available on-line as soon as it is approved by the board in June.
3. Appointment of the Vice President for Academic Services as a non-voting member of the committee: ***M/S/C Lau/Seivertson to appoint the Vice President for Academic Services as a non-voting member of the committee***

II. Information:

1. State Budget update: John Lau reported that the state is showing an \$84 million shortfall due to property taxes, which it is trying to recapture this year and each district is being assessed a share (IVC's share is \$521,000). However, the State is funding growth, so the net impact to IVC may be a wash.
2. Report on IVC budget meetings: John Lau reported on the meetings held with department chairs. In order to be responsive to the Accreditation recommendations, IVC must tie budget to goals and objectives. Critical items also need to be funded, such as the campus-wide fire alarm system. Mr. Lau expressed concern about balancing budgets with reserve funds; in 2007-08, \$2.6 million was needed from reserve. If the College continues with the same expense and revenue picture, another \$2.6 million will be needed in 2008-09, and the reserve will be depleted completely within a few years.
3. 2008-09 budget: Carlos Fletes reported that an e-mail on the budget development process went out to departments today. Departments have until April 25 to input information.

4. Blue Cross Insurance renewal: John Lau reported that the health insurance renewal is estimated at a 13.34% increase, approximately \$465,000 in increased cost. Frances Beope stated that the increase may be in the 9% to 10% range. John Lau stated that the college is looking at a significant cost, with the best case scenario of about \$370,000.
5. Construction update: 12 contracts for construction of the Science Building will be awarded at the March 19 board meeting, for a total of \$18.2 million. There will be a second round of bidding in May. It is estimated that the total for the building will be \$32 million, including \$1 million for furniture. John Lau stated that the college is trying to obtain state funding of \$5 to \$7 million for the next building.

III. Discussion (old business from February 27 meeting)

1. Follow-up with Sergio Lopez on parking, traffic and safety issues: no update
2. Cash flow options: The college needs to be able to fund operations for the first three or four months of 2008-09 and cash on hand may not be adequate. The State will be deferring a \$1.6 million payment from June until September, as well as possibly holding the July, August and September apportionment payments. About \$12 million (\$3 million a month) will be needed until the State budget is resolved. Mr. Lau will be looking at different options in order to have financing resolved by the first of May.
3. Function of the Planning and Budget Committee: Further discussion is needed on how to tie budget to planning.
4. Accreditation recommendations: Four base documents are needed, an educational master plan, facilities plan, technology plan and strategic plan.
5. Hispanic Serving Institution (HSI) grant opportunities: no update

Meeting adjourned at 3:55 p.m.