# AGENDA

## IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, May 12, 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 28, 2008**

## AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Learning Services – 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
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President's Update – Dr. Ed Gould

## MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 04/02/08, 04/16/08
2. Campus Operations Committee, 04/17/08
3. Citizens Oversight Committee for Measure L, 04/04/08
4. Curriculum & Instruction, 03/20/08, 04/17/08
5. Insurance Committee, 04/14/08

## DISCUSSION AND INFORMATION ITEMS

1. College Council Agenda and Minutes Distribution (Update from 04/28/08 College Council Meeting) – John Abarca

## ACTION ITEMS

None.

## ADJOURNMENT

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

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

# MINUTES

## IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, April 28, 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
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

John Abarca, Classified Representative (Chair)
Lisa Cross, Classified Representative
Carol Cortes-Ramirez, Classified Representative

Carlos Fletes, CMCA Representative

David Lopez, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative
Chantilee Mendenhall, Alternate Student Representative

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:
Norma Nuñez, Alternate Faculty Representative
Frances Arce-Gomez, Classified Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Gene Hill, Ex Officio

Others present:
Frances Beope, Marilyn Boyle, Vikki Carr, 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, APRIL 14, 2008

M/S/C Bruce Seivertson/Sergio Lopez to approve the minutes dated April 14, 2008.

## AREA REPORTS/UPDATES

**Instruction/Academic Services**
Vice President for Academic Services Kathy Berry reported the following:

- She met with SLO Coordinator, Toni Pfister, to discuss the newly created SLO form. She stated a committee has been created to review Student Learning Outcomes.
- The Program Review forms have been completed. A Program Review Subcommittee will present the forms to the Accreditation Steering Committee on May 1, 2008.
- A conference call will take place with the RP Group, a consulting group. She stated this group works collaboratively with community colleges to assist with accreditation issues.
- She announced the new Head Librarian, Dr. Taylor Ruhl. Dr. Ruhl was not present at the meeting, but VP Berry stated a small welcome reception would be held at the Library on Thursday. She stated Dr. Ruhl has a vast background in library science.
- The Basic Skills Initiative Plan, which the college had been working on since September, was recently mailed to the State.
- She stated that the VTEA plan would be completed next week.

Member Carlos Fletes asked if an expenditure plan had been included.

VP Berry replied that an expenditure plan had been included.

**Business Services/Bond Projects Update**
Vice President for Business Services, John Lau, reported the following:

- He stated the time for departments to enter their budgets into Banner had been extended to April 29th. He stated once the budget had been entered, the Business Office would start grouping the numbers.
- An update will be given at the next College Council meeting comparing the College's expenditures to the resources available.
- The construction of the science building is moving forward, with the foundation being put down.
- He stated with regard to the parking and traffic issues, the college is working on getting a better handle on these matters. He stated a parking committee consisting of himself, Jimmy Sanders, Victor Jaime, Sergio Lopez, Rick Webster and Bruce Seivertson would be meeting on a regular basis to discuss and assess the parking situation.

**Student Services**
Vice President for Student Services, Dr. Victor Jaime, reported the following:

- He stated the counselors have been busy with outreach at the local high schools, ensuring that students have completed math and English assessment tests and financial aid documents.
- Preparations have begun for summer and fall registration.

**ACCESO**
Project Director Dawn Chun reported the following:

- She stated the demand for online assistance is high and very demanding. The current online technician is on call 24/7 and cannot keep up with the high volume of requests. For this reason, an Etudes help desk will be available for online students beginning in summer 2008. Students will be able to send an email to the Etudes help desk and Etudes will troubleshoot the problem.
- Project ACCESO is recruiting faculty members to teach online courses. This process includes three days of training in summer, with two additional days during the semester. Deadline to submit application is May 9th. Any interested applicants may be referred to Michael Heumann, Distance Education Coordinator.

Member Michael Heumann stated he would send out a reminder to all users.

**Title V Cooperative Grant**
Dr. Lianna Zhao was not present at the meeting.

**Learning Services**
Dean of Technology, Dr. Robin Ying, reported the following:

- He stated the new webmaster, Omar Ramos, has been in the position for three months. Ramos is in the process of moving faculty websites. He stated there are currently 94 faculty websites, of which 26 have been held over on the old web server.

**Associated Student Government**
ASG President David Lopez reported the following:

- He introduced the new ASG President, Chantilee Mendenhall. He wished Chantilee “good luck”, and stated that he has one more College Council meeting to attend as ASG President.
- He stated ASG members will be attending the annual ASG summit in Los Angeles this week.
- The ASG Spring Awards Banquet will be held on May 30th, at the Barbara Worth Resort. The theme for this year is “Classic Hollywood.” He asked that the departments/divisions submit their awards as soon as possible.

**President's Update**

- He thanked everyone for attending the welcome receptions. He appreciates the warm welcome.
- He thanked the Academic Senate for the Student Scholarship Fundraiser held on Friday, April 25th. He stated it was a great event and congratulated everyone, including Diedre Pollock-Blevins, for hosting the event.
- He congratulated the new ASG President Chantilee Mendenhall and extended his best wishes. He stated she has big shoes to fill as David Lopez has done a great job.
- He stated a presentation was made at the last Board meeting for a new student center by Parsons. The Board has asked that the proposal be explored and that recommendations be presented for further consideration. Dr. Gould stated all avenues would be explored and recommendations would be presented to the Board.
- Dr. Gould announced this year's Retiree and Years of Service Celebration will be held on May 22nd, from 2:00 to 4:00 p.m., at the College Center. He hopes to have the IVC choir's participation at this event.
- He stated the College Council provides the campus community an opportunity to be part of the shared governance process and stated that collective wisdom is how we make our decisions. He stated he does not like sitting on matters that could be resolved quickly. He would like input from the campus community as to what they expect from the President.

## MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

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

Chair John Abarca stated that after the last College Council meeting, there was some discussion regarding the College Council Agenda packet and its distribution process--specifically, whether the paper agenda could be eliminated. He stated at times the agenda packet is large and is a waste of paper. He stated the agenda is also sent electronically, via email, and could be printed from that source to save paper. He stated he would research the issue to ensure this method is in compliance with IVC's procedures relating to meeting regulations and the Brown Act.

Member Michael Heumann inquired as to the possibility of sending the Agenda packet via email only and having extra copies available for those that do not have access to email.

Chair John Abarca stated that was a possibility to explore.

Member Kathy Berry agreed with that method, stating it was a great idea.

Chair John Abarca explained he currently reviews the electronic agenda in preparation for the meeting. He stated he would perform research on the subject and bring back the item for the College Council to act on.

## ACTION ITEMS

There were no action items.

## ADJOURNMENT

M/S/C Armando Mendez/Bruce Seivertson to adjourn the meeting at 2:50 p.m.

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

| 2008 |
|---|
| June 9** & 23 |

**Monday after Graduation
Overload rate for 177-day members

**IMPERIAL VALLEY COLLEGE**
**OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE**
**April 2008**

## ***District Counseling***

- District is in the process of completing the high school advising with 2 high schools remaining to be completed in May. This month we advised high school students at their respective high schools who had completed the placement exam from Imperial Valley College. The following high schools sites visited and students advised were;

  239 students from Calexico HS,
  132 students from Brawley HS,
  135 students from Southwest HS,
  70 students from Holtville HS,
  62 students from Calipatria HS,
  29 students from Vincent Memorial HS,
  17 students fro Aurora HS, and
  19 students from Desert Oasis HS.

- We held 5 Financial Aid Probation Workshops, 1 in Spanish & 4 in English, and were able to serve 120 students. Since the January 2008 inception of these mandatory workshops required for probationary students receiving financial aid, counselors have provided 42 workshops, served 871 students with an 81% attendance rate. This project was possible thanks to the combined efforts of all counseling programs contributing their staff towards this effort.

- For our student athletes I would like to state the SEP's have been completed on all spring athletes and academic monitoring is in progress. Eleven student-athletes submitted graduation petitions. During the fall semester Student Educational Plans were completed for fall athletes and academic monitoring was conducted. SEP's were written for sixty-nine students. Forty-one students were referred to tutorial services. Student athletes from all sports received academic advising and assistance with athletic eligibility issues. In addition, assistance with late fall registration and Winter/Spring priority registration was provided.

- Our Nursing liaison has completed 36 SEPs for the first semester RN students and will be meeting with them individually on April 29 & May 6. She has completed 83 course suggestion sheets for students in the second and third semesters, as well as, another 17 for LVN students. In January & February, she signed off on 46 graduation petitions for those graduating this semester.

  She has been working on the RN and Fire Academy applications and reviewing them every Friday to help students before the April 30 deadline.

***Matriculation***

Matriculation counselors completed orientations and assessments at the following high schools:

| | | |
|---|---|---|
| April 1-3, 2008 | Calipatria High School | 65 students tested |
| April 8, 2008 | Aurora High School | 19 students tested |
| April 15-16, 2008 | Desert Valley High School | 37 students tested |
| April 15, 2008 | Desert Oasis High School | 24 students tested |
| April 23, 2008 | Vincent Memorial HS | 29 students tested |
| April 30, 2008 | Calexico High School | 18 ESL students tested w/CELSA |
| | Total | 188 |

On Tuesday, April 29, 2008 Matriculation full time counselor along with other IVC personnel drove to San Pasqual to provide seniors with an orientation about IVC.
Two counselors attended the Student Services Conference held in Los Angeles on April 9-11th.
Counseled students and reviewed graduation petitions.

***Assessment Center***

50 students took the CELSA test
21 students took the GED
111 took the ACCUPLACER placement test

Matriculation Director
Assisted BSI Community in finalizing report to the Chancellor's office.
Developed and inputted into Banner 2008-09 Budgets for Credit and Non-Credit Matriculation
Chaired Academic Senate Scholarship Fundraiser

Continue to coordinate Matriculation activities and attend various standing committees on campus.

***Transfer Center/Articulation Services***

- Student Appointments – Scheduled Appts/Walkins/Emails/Phone
- IVC meetings attended: Academic Senate, Admissions Operating, Computer Science AS Degree Review, Curriculum & Instruction Committee, Title 5/2+2 Grant Mtgs, District Counselors Meetings, English/WPA – PREPP, Faculty Search Committee (Biology-Gomez), In-Service, Instructional Council Mtg, Science Dept Mtg, Student Services Counsel, Season Celebration Mtg, SDSU/IV & IVC Liaison Mtg, Title 5 Grant (CS & NURS), and Transfer Center Staff Mtg
- Off Campus Events/Contacts – IVCR Mtg, IVROP Interviews, Field Trip to CSUSB/Palm Desert, Statewide Student Services (Mega) Conference, Region X Articulation Officers Mtg, NAU-Yuma BSW Application Reading, CIAC Conference – SLO, Tech-Prep/ROP Mtg
- High School Outreach – Calipatria and Junior High Event (Brawley)
- Folder Reviews - SDSU Nursing Update and Review
- SARS – eSARS implementation project
- Articulation – SDSU Update and Review; ASSIST update and submission; USD outlines and review of articulation,
- Curriculum – IVC Majors and Certificates review and paperwork required; ECE course revisions and articulation documents

***Student Support Services***

SSS students visited USD on April 18, 2008
On-going academic monitoring and course suggestions for summer and fall 2008
On-going awards program preparations
Admission application to SDSU-Calexico Campus---last day to apply was April 30 for Fall 2008

***Disabled Students Programs and Services (DSP&S)***

| | |
|---|---|
| Test Proctoring | 41 students |
| Reader Services | 4 students |
| Sign Language Interpreters | 8 classes |
| Notetakers | 36 classes |
| Scribes | 5 classes |
| Tutoring | 53 students |
| Counselor Appointments | 132 |
| New student intakes | 17 |
| | |
| Workability III | |
| Appointments | 19 |
| Job Placement | 1 |

***CalWORKs Assessment and Counseling***

No updates submitted.

***EOPS***

During the month of April, 686 appointments were completed, and 141 students were provided bus passes. Six students participated in a fieldtrip to SDSU main campus, and EOPS/IVC presentations were made at the PACT meeting, a monthly informational meeting for parolees.

Presentations were also provided at the following schools:

Bill Young Middle School Career Day on April 10, 2008
Willie Moreno Middle School on April 11, 2008
IVC Applied Science Fair on April 24, 2008
Holtville Middle School on April 30, 2008

***Financial Aid***

We continue to process FAFSA's in both 2007/08 and 2008/09 financial aid years.
April 23rd was the Return to Title IV cut-off date for repayment of Pell grants. To date, 3650 students have received a Pell grant at IVC, slightly below last year's total of 3806. We are busy contacting students with incomplete files to see if we can assistant them with the process. May 30th is the last day to file a 2007/08 FAFSA and receive funding for Fall/Spring. Summer only students have until June 30th to complete a FAFSA for a summer only Pell grant.

***Educational Talent Search***

April 6-9:
Director attended the Annual WESTOP conference. There were many valuable workshops regarding the TRiO programs.

April 11:
ETS counselors attended the last Imperial Valley Counselor Roundtable meeting for the year.

April 16:
ETS director and counselor attended the First CSU Middle School Counselor Conference held in Pomona. This was well attended and there were various workshops to attend.

April 18:
Director and counselor attended the first TRiO Alliance luncheon held at USD. The keynote speaker focused on the importance that TRiO programs have on low-income, first-generation students.

April 19:
ETS held a Saturday College Prep Workshop at IVC. Dr. Fisher, Chemistry, assisted our students by having them do lab experiments. The students enjoyed this activity; thereafter, they received college prep power point presentations in the computer lab.

April 23:
ETS staff participated by having a resource table at a GEAR-UP parent night meeting at De Anza Jr. High in Calexico.

April 26:
ETS counselor and tutor staff facilitated a field trip to UC Riverside. 48 students attended this Saturday field trip.

April 30:
ETS director took San Pasqual seniors to Arizona Western College for a Student Support Services presentation.

**April 1-30: On going FAFSA assistance to students who have not submitted the form.**
**On going ETS recruitment at appropriate school sites.**

***Admissions and Registrar:***

**Students Served:**

Processed 665 requests for official transcripts to be sent to other institutions and employers, averaging 30 requests fulfilled per work day. GE certifications completed totaled 130.

Processed 118 enrollment verifications, 4 degree verifications, and 11 grade changes.

Changed 53 incomplete marks to alternative grades for incompletes given in fall 2007 and winter 2008 and not made up by deadline date. Sent letters to each one.

Conducted 10 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status. Changed status of 4 students.

Downloaded applications approximately 30 times (2 times/day).

842 applications for admission were processed including 161 for Winter/Spring 2008 and 681 for Summer/Fall 2008.

Errors were corrected on approximately 140 applications so the download could be completed.

Evaluated 30 college/university and foreign transcripts, and approximately 75 high school transcripts. Determined course transferability and articulation, and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 165 students.

Processed 30 petitions for exceptions.

**Registration:**

Began preparation for Summer/Fall Registration

Prepared and mailed priority registration letters for summer to over 11,000 students.

Manually processed 554 instructor drops of students.

**Rosters:**

Processed 20 final grade rosters and 25 opening day rosters.

**Graduation:**

4 degree and 32 certificate evaluations completed, input in Banner, grad database updated.

Determined Honors/Distinction status on 587 applicants for graduation.

7 duplicate diplomas printed.

***Upward Bound:***

. Completed the Summer Food Service Program Agreement;

. Completed interview of Summer Employment for the Summer Residential & Bridge Program;

. Attended the Cal-SOAP Partnership Meeting at the University of San Diego;

. Attended the Cal-SOAP Board Meeting in San Diego;

. Working on the Upward Bound Program Self-Evaluation;

. Senior Awards Banquet held on Friday, April 25, 2008;

. San Diego State University Fieldtrip – 75 students - two buses were used;

. Professional Guest Speaker-Rosa Moreno welcomed the Imperial Valley Upward Bound Students on Saturday. April 19, 2008.

. Attended the TRIO Alliance Luncheon on Friday April 18, 2008. Eight staff attended the Luncheon paid by the staff;

. Attended the WESTOP Conference in Hawaii from Friday, April 4$^{th}$ – Wednesday, April 8$^{th}$.

. Meeting held with new students who filled out the Summer Residential Program applications.

***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 April 2008:

- Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)

- Mondays – Weekly Associated Students Government meetings (Board Room, 1:00 p.m.)

- April 3rd – Campus Operations Committee meeting (Board Room, 2:00 p.m.)

- April 8 through 11 – Mr. Lopez attended the California Police Chiefs Association Conference in South Lake Tahoe, CA

- April 9th – The ASG sponsored a free dance during Disability Awareness Day (College Center, 10:00 a.m.-1:00 p.m.)

- April 17th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)

- April 17th – Parking Control Appeal Hearings – Six (6) cases were reviewed.

- April 24th – The ASG sponsored a Comedy Show with Richard Villa, Jason Collings, "Momo" and Raul Garcia (College Center, 12 Noon-2:00 p.m.). Free popcorn was provided.

# IVC Academic Senate

Approved Minutes

April 2, 2008

I. The meeting was called to order at 1:37 pm by President Seivertson.

II. **Roll Call**

Present: Krista Byrd, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Carol Lee, Mary Lofgren, John McClain, Armando Mendez, Barbara Nilson, Toni Pfister, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez

Excused:

Absent: Suzanne Gretz, Norma Nunez, David Lopez

Visitors: Carla Banales, Travis Gregory, Victor Jaime, Alicia Ortega, Deidre Pollock, Frank Rapp, Robin Ying

III. **Treasurer's Report**

Balance of $1822.07

IV. **Visitor Comments**

V. **Consent Agenda**

M/S/C (Nilson/Zhao) to approve:

1. the minutes of March 19, 2008 as corrected.
2. C&I Committee's Recommendations date 3/6/08.

VI. **Reports**

1. President – distributed a report on the beginnings of the BSI committee at IVC.
2. Past President – urged all senators to go back to their units and stress the importance of the Program Review that needs to be done.
3. VP of Instruction –
   - Dean Rapp began yesterday.
   - In the process of redoing the instructional offices.
   - The attorney for the Chancellors' office cited 3 new court rulings
     - Students caught cheating in class room cannot get an F for the class, but can for the assignment. They also can be sent for discipline. Instructors are advised to be very careful about divulging that information to others.
     - At Diablo CC, the Academic Senate sued the district over the decision to change all division chairs into deans without

consulting the Academic Senate. The judge ruled that this action is out of the preview of the AS.
  - Disclosure of salaries for public employees is legal. This ruling also includes investigations on faculty conduct, even if there is not merit. You must be very careful in what you write down, it can become public domain: Outlook, Open Com, email, etc.

4. SLO Coordinator –
   - attended the state SLO meeting
   - made contacts with other schools
   - working on getting members for the committee.
5. ASG President – blood drive April 8 and 9

VII. **Academic and Professional Matters**

1. Equivalency Committee –M/S/C (Zhao/Nilson) to draw up a board resolution to make the Equivalency Committee a Standing Committee, while continuing as a sub-committee of the Academic Senate and provide training for the members.
2. By-Laws Continued – Melani Quinn and Armando Mendez –
   - discussed Section III and IV of Article III
3. Emergency Procedures – Robin Ying, Travis Gregory –
   - Alarm system is priority #1.
   - Addition to the syllabi was discussed.
   - Until construction is done, the map is the best system for now.
   - Information on what should be done during an emergency will be added to the back of your ID card.
   - Speaker on safety during fall orientation.
   - Phone system is pending board approval, will have PA capability for classroom.
   - HR website has a link about the faculty's role during an emergency
4. Overload Teaching Limit – items discussed:
   - we limit our students, not unreasonable to set limit for faculty.
   - teaching full time at another school along with teaching at IVC.
   - Ed code: if you are a faculty member and your overload interferes with your contract, then you are in violation of your contract.
   - time for committee attendance?
   - Most schools do not allow faculty to teach over 9 units of overload. M/S/C (Nilson/Heumann) to recommend to the IVC/CCA/CTA/NEA that the faculty can teach up to 9 units overload.

VIII. Discussion

1. Spring Fund Raiser – tickets are being made. Needs to be publicized.
2. Academic Senate Budget – being asked to reduce budget by 10% for next year
3. Travel Funds – Carol Lee and Barbara Nilson asked for travel reimbursement

4. Basic Skills Initiative and Committee – (see President’s Report)
5. Academic Calendar Update – no discussion

IX. **Committees**

1. Budget and Planning
2. C and I – Lee - next meeting, April 17th, will be closing the books so the catalogue can go to press
3. College Council – no report
4. Equivalency – 50 packets done
5. Policies and Procedures Review – no meeting
6. Administrative Council -

X. M/S/C (Nilson/Lee) to adjourn the meeting at 3:35 pm.

# IVC Academic Senate

Approved Minutes

April 16, 2008

I. The meeting was called to order at 1:32 by VP Barbara Nilson.

**II. Roll Call**

Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Mary Lofgren, John McClain, Barbara Nilson, Norma Nunez, Toni Pfister, Rosa Pitones, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez

Excused: Carol Lee, Tom Paine, Bruce Seivertson

Absent: Armando Mendez, Kevin White

Visitors: Francis Beope, Deidre Pollock, Alicia Ortega, Frank Rapp

III. **Treasurer's Report**

$7812.88

IV. **Visitor Comments**

None

V. **Consent Agenda**

None

VI. **Reports**

1. President – Nilson will attend the Plenary meeting for the State Academic Senate this weekend.
2. Past President – Eric Jacobson will not be able to attend AS during Fall 08 semester. Carnes will continue looking for AS past presidents to help with his dilemma.
3. VP of Instruction –
   - The annual accreditation report will be done by the end of today.
   - Out of 282 general ed courses, 12 of them have listed SLOs.
   - The BSI plan is complete.
   - Program review is coming along. New forms are being made. As divisions do program review, they are going to look at their own program, courses, data and then make recommendations for change.
4. SLO Coordinator –
   - A committee has been formed.
   - 1st meeting will be May 13.
   - Researching for information on agendas, bylaws, rules, forums, etc.
   - Requests that the SLO committee be a standing committee.

5. ASG President –
   - ASG senate and president applications are due this Friday. 8 senate positions and 1 president position.
   - Attending state wide assembly May 2nd – 4th.
   - Comedy show Thursday, April 24th.
   - Spring Awards Banquet, May 30th.

VII. **Academic and Professional Matters**

None

VIII. Discussion

1. Academic Senate Scholarship Fundraiser – Friday, April 25th.
   - Tickets are now available.
   - $10 donation, food, beverages, silent auction.
   - Faculty can sign up with the IVC Foundation to have automatic deductions taken from their checks and assign it the AS scholarship fund.

IX. **Committees**

1. Budget and Planning – none
2. C and I – next week, special meeting, demo on Curricula Net.
3. College Council – none
4. Equivalency –
   Accepted: Math (3), History (3), Computer Science (1)
   Rejected: Math (5), Spanish (7), French (1), History (3), Philosophy (1)
5. Policies and Procedures Review - none
6. Administrative Council – During the evacuations it was discovered that there is a huge part of the college where the fire alarm doesn't work. This is being taken care of.

X. M/S/C (Guzman/Lavery) to adjourn the meeting at 2:00 pm.

# IMPERIAL VALLEY COLLEGE
# CAMPUS OPERATIONS COMMITTEE

Unadopted Minutes
April 17, 2008

| Present: | Not Present: | Visitors: |
|---|---|---|
| Sergio A. Lopez, Chair<br>Claudia Aguilar<br>Saria Cardoza<br>Rick Castrapel<br>Travis Gregory<br>Zula Hartfield<br>Gonzalo Huerta<br>Jose Lopez<br>Georgina Madrid<br>Maria Trejo<br>Jose Velasquez<br>Rick Webster<br>David Lopez, ASG Rep.<br>Itzel Bejarano, ASG Rep.<br>Chantilee Mendenhall, ASG Rep | Carol Hegarty, *Excused*<br>Nannette Kelly, *Excused*<br>John Lau<br>Bertha Ortega, *Excused*<br>Raymond Kim, *ASG Rep* | |

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:09 p.m. on Thursday, April 17, 2008 in the Administration Board Room.

Approval of Agenda: ***M/S/C Webster/Aguilar to approve the agenda of the April 17, 2008 meeting as submitted.***

Approval of Minutes: ***M/S/C Castrapel/Madrid to approve the minutes of the April 3, 2008 meeting as submitted.***

**UNFINISHED BUSINESS**

Automated Teller Machine (ATM) Update

Mr. Lopez stated that the college has agreed to place the second Higher One ATM in the 2100 building. According to Mr. Lopez a new card reader was installed in the current Higher One ATM and no complaints have been made. No other update was given.

Construction Update

Mr. Webster stated that construction at the north lot has already begun. The crew is currently working on the concrete, elevator pit and footing; the underground plumbing is next. Everything seems to be moving right along.

Mr. Lopez stated that individuals have raised concerns with the lack of lighting over by the preschool. Mr. Webster stated that lights have been installed but agrees that it is not sufficient. Once the college receives the state grant monies the issue should be resolved.
A student submitted a formal complaint in regards to the lack of shade over by the bus stop area. Mr. Lopez has been in contact with a shade structure company and a quote has already been provided. Mr. Lopez is currently working in securing funds from different departments on campus to purchase a temporary shade structure that will eventually be placed by the swimming pool area permanently. More information will be released as more monies are secured and he feels that it can be done within the next two weeks. Mr. Webster stated that the shade can be put up very quick as long as funding comes through.

Mr. Lopez stated that the foundation for the surveillance cameras will be done within the next two weeks.

Mr. Gregory asked if the college will be putting out some sort of bulletin for the campus community to know what is going on with construction. According to Mr. Webster, Mary Carter and Bill Gay are currently working on posting construction updates on the web.

Animals/Pets on Campus

Mr. Gregory distributed the different animals/pets policies on campus from Rochester Community and Technical College, South Orange County Community College, and College of the Canyons. Mr. Gregory also distributed a draft for IVC (refer to attachment "A" – few modifications and additions were made per committee members recommendations). Mr. Lopez recommended forwarding the policy to Dr. Jaime to push forward once this committee and the Safety committee approves the policy. A formal draft will be presented at the next meeting for approval.

## NEW BUSINESS

Bicycle Racks on Campus

Mr. Lopez received an e-mail by IVC employee, Marilyn Boyle requesting that additional bicycle racks be placed on campus. On her e-mail she states that the current "bike racks are in the sun" and some days the racks are full. Mr. Lopez agrees that the current bike racks located in front of the gymnasium do not have any shade. Mr. Webster stated that Maintenance has three bicycle racks stored. He stated that two may be put up now and the other will be saved for the Science Building. Mr. Webster will follow up and report at our next meeting.

## INFORMATION ITEMS

None

## Announcements

None

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, May 1, 2008 at 2:00 p.m. in the Administration Board Room.

Adjourn
***The meeting was adjourned at 2:38 p.m.***

Attachment "A"

# BOARD POLICY xxxxx

## ANIMALS OR PETS ON CAMPUS
(DRAFT)

**Part 1. Purpose**

Imperial Valley College (IVC) is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. Recognizing animals may cause a nuisance, have the potential to be a safety hazard, can be unpredictable, have uncontrollable behavior and may contribute to accidents in the workplace, with the exception of those animals that are specifically exempted by this policy, animals are not allowed on campus. Domestic animals or pets of any kind are not allowed upon the campus of any college except as described herein: This restriction also applies to animals or pets confined in any vehicle parked within a college boundary (Penal Code Section 597a.).

**Part 2. Exempted Animals**

The following animals are permitted on IVC property:

- Service animals while performing their duties;
- Fish in containers of ten gallons or less, at the discretion of the Director of Maintenance and Operations;
- On-duty police dogs;
- Animals used for instructional purposes in approved programs of the College;
- One-time exceptions may be granted for events involving animals. Exceptions must be requested through the Associate Dean of Student Affairs;
- Any other animal as prescribed or protected by law

When exceptions are made, pets (such as dogs, cats, etc.) that are allowed on campus must be on a leash and under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

**Part 3. Responsibilities**

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, Security should be notified. Security staff will request the owner to remove the animal or will call the local authorities for the animal to be impounded.

**IMPERIAL VALLEY COLLEGE**
Citizens Oversight Committee for Measure L
April 4, 2008

<u>Members Present</u>

| | | |
|---|---|---|
| John Anderson | Terence Donovan | Henry Monroy |
| Marlene Best | Cathy Kennerson | Dr. Barbara Macci-Trethewey, |
| Dr. F. Paul Chounet | David Lopez | Chair |

Absent: Bertha Morris

Recorder: Mary Carter

Consultants: John Lau, Vice President for Business Services, Jimmy Sanders, Architect, Rick Webster, Director of Maintenance, Niel Pollock and Brent Goodwin, Nielsen Construction

---

<u>Call to order</u>: The meeting was called to order at 2:00 p.m., by Dr. Barbara Macci-Trethewey.

<u>New member</u>: Dr. Paul Chounet was introduced as a new member of the committee. He is an associate superintendent with the Brawley Elementary District and the President of the Brawley Chamber of Commerce.

1. <u>Approval of Minutes:</u> M/S/C Anderson/Monroy to approve the minutes of the January 18, 2008 meeting as presented.

2. <u>Update on Science Building</u>:

   - <u>Phase II bidding</u>: John Lau reported on the bids awarded for Phase II of the Science Building.
     - The bid opening for 12 packages was held April 12
     - $18.2 million in contracts were awarded
     - approximately $9 million of the contracts went to local contractors
     - Brent Goodwin stated that local participation was 53%, but with the other contractors buying some material locally, the economic impact will be higher
     - Niel Pollock stated that there were more bidders than expected due to the downturn in housing construction; however, due to the volatility in the metals market it is hard to budget for construction projects.
     - John Lau stated that the project cost is estimated at $34 million

   - <u>Project update</u>: Niel Pollock reported:
     - the first coordination meeting with contractor was held
     - the staking of the building lines has been done
     - the underground work starts Monday
     - Jimmy Sanders stated that the completion date is August 3, 2009, and the construction schedule will be reviewed weekly.

   - <u>Phase III bidding</u>: John Lau reported:
     - a bid opening will be held May 8 for the next round of bids
     - the project estimates will be revised once the bid results are in

- "Green" features of the Science Building: Jimmy Sanders reported on the environmental features of the Science Building: The design of the Science Building will provide a building constructed to reduce energy consumption.

    - Cool roofs
    - Furred walls on the interior side of concrete masonry walls with additional insulation
    - Additional insulation above ceiling
    - Four skylights in the central corridor provide natural light. The skylight feature a high tech design allowing transmission of light with very little heat transfer.
    - High performance exterior glazing
    - All labs and classrooms feature ERV units. The ERV's use the cool air being exhausted to the outside to reduce the temperature of the fresh air entering the building for the fresh air make up.
    - The building will be submitted for LEED certification.
    - The carbon footprint of the project is low due to many of the raw materials being produced within a close proximity to the project.
    - The roof is designed to accommodate solar panels in the future.

3. Update on Bond Fund projects:
    - Career Technical Building: John Lau reported that the College is looking at the pros and cons of pursuing state funding of $14 to $16 million for the Career Technical Building. Mr. Lau will update the committee in May.

    - Library Addition: The state will not fund the Library addition project; classroom projects have higher priority.

    - Budget: John Lau reported that the two highest budget priorities are the Science Building and Career Technical building. The College must budget at least $16 million for the Career Technical building (in case State funding is not received). A revised budget overview will be developed after all bids have been awarded on the Science Building, and a cash flow analysis has been done.

    - Project Tour: John Lau invited the committee to visit the construction site. The College is also planning on reporting on the project to various local service clubs.

4. Expenditure Report: The committee reviewed an expenditure report for 2007-08: expenditures as of April 4, 2008 are $3,848,943.78 and cash in the County Treasury is $39,543,906.52.

5. Membership update: The committee discussed the need to recruit early to fill five seats that will be affected by the two term limit. The committee must have a minimum of seven members, and must include representative of a senior citizen group, tax payer group, a student, and a Foundation member. It is also important to avoid conflict of interest (committee members cannot do business with the College).

Next Meeting: The next meeting will be held on Friday, May 30, 2008 at 2:00 p.m.

Meeting adjourned at 2:50 p.m.

**IMPERIAL VALLEY COLLEGE**
**CURRICULUM AND INSTRUCTION COMMITTEE MEETING**
**ADOPTED MINUTES**
**REGULAR MEETING**
**THURSDAY, MARCH 20, 2008**
**3:00 p.m. – Board Room**

| | | | | |
|---|---|---|---|---|
| **Present:** | Kathy Berry | David Drury | Carol Lee | David Zielinski |
| | Krista Byrd | Melani Guinn | Val Rodgers | |
| | Diedre Pollock-Blevins | Gonzalo Huerta | Lianna Zhao | |
| **Consultants:** | Frances Beope | Efrain Silva | Michael Heumann | Kathie Westerfield |
| **Absent:** | Ted Ceasar | Victor Jaime | David Lopez | Norma Nunez |
| | Robin Ying | | | |
| **Visitors**: | Jessica Waddell | Dawn Chun | Cesar Guzman | Lency Lucas |
| | Becky Green | | | |
| **Recorder:** | Linda Amidon | | | |

**I. Opening of the Meeting**

**A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair**
Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:18 p.m. on Thursday, March 20, 2008.

**B. Approval of the Minutes of March 6, 2008**
***M/S/C Zhao/Pollock-Blevins*** *to approve the C & I meeting minutes of March 6, 2008, as presented. The motion carried.*

**II. ACTION ITEMS**

**A. CREDIT COURSES**

**1. Revised Courses**

**a. ART 102 – History and Appreciation of Art (3.0)**
**b. ART 104 – History and Appreciation of Modern Art (3.0)**

***M/S/C Berry/Drury*** *to approve the revision of the course outline to remove the recommended preparation for ART 102 and ART 104, effective with the 2008 - 2009 academic year, with corrections. The motion carried. Corrections included removing the repeatability for both courses and inserting the maximum class limit of 30 for ART 104.*

**c. FIRE 130 – Basic Fire Academy I (5.5)**
**d. FIRE 131 – Basic Fire Academy II (6.0)**

***M/S/C Pollock-Blevins/Drury*** *to approve the revision of the course outline to remove PE 100 as the co-requisite for FIRE 130, and PE 104 as the co-requisite for PE 131, effective with the 2008 - 2009 academic year, with corrections. The motion carried. Corrections included changing the effective academic to 2008 – 2009.*

**e. FREN 110 – Elementary French II (5.0)** **THIS ITEM WAS WITHDRAWN**
**f. FREN 200 – Intermediate French I (4.0)** **THIS ITEM WAS WITHDRAWN**

***M/S/WITHDRAWN Roders/Drury*** *to approve the revision of the course outline to add FREN 100 as a prerequisite for FREN 110, and FREN 100 and/or FREN 110 as a prerequisite for FREN 200, effective with the 2008 - 2009 academic year, as presented.* ***THE MOTION WAS WITHDRAWN***.

**g. PE 131 – Adapted Sports (1.0)**

***M/S/C Drury/Byrd*** *to approve the reduction in the class size limit from 20 students to 15 students, due to safety concerns for, and to address the academic needs of, the physically disabled student population served by PE 131, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**B. MAJORS AND CERTIFICATES**

**1. <u>Revised Majors and Certificates</u>**

**a. Computer Information Systems Major and Certificate**

***M/S/C Rodgers/Pollock-Blevins*** *to approve the revision of the Computer Information Systems Major and Certificate to delete CIS 204 and add CIS 210 under Sections I and II, and to add BUS 154 as an elective course under Section II, commencing with the 2008 – 2009 academic catalog, as presented.*
*The motion carried.*

**2. <u>Deleted Majors and Certificates</u>**

**a. Business Retail Management Certificate**

***M/S/C Rodgers/Zhao*** *to approve the deletion of the Business Retail Management Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.*

**C. NONCREDIT COURSES**

**1. <u>New Courses</u>**

**a. ENGL 800 – Basic Reading Review Skills (30 Seat Hours)**
**b. ENGL 801 – Basic Writing Skills Review (30 Seat Hours)**

***M/S/C Zielinski/Drury*** *to approve the addition of ENGL 800 and ENGL 801 to the noncredit course curriculum, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.*

**D. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION**

**1. CIS 208 – Programming in JAVA (3.0)**

***M/S/C Rodgers/Byrd*** *to approve the Distance Education Addendum for CIS 208, commencing fall 2008, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

It was noted that the signature page of the addendum was currently being circulated for signatures.

**E. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)**

**1. Academic Renewal Policy (2007 – 2008 Catalog, p. 26)**

***M/S/C Pollock-Blevins/Zhao** to approve the revision of the Academic Renewal Policy (2007 – 2008 Catalog, page 26), by reducing the amount of time to obtain, and modifying the units and GPA requirements to be eligible for, academic renewal, effective with the 2008 – 2009 catalog, as presented.*
*The motion carried.*

Cesar Guzman, Counselor, stated that he chaired the committee to revise the academic renewal policy, which policy is now in line with other California community colleges. The new policy provides students the opportunity clean up their transcripts by excluding D and F grades for classes that can't be repeated. Students may petition for academic renewal one time only, and it is not reversible.

**F. FACULTY REPLACEMENT POSITIONS (10 POSITIONS)**

Carol Lee explained that the information in the document handed out to members was extracted from the C & I Committee minutes of October 18, 2007. Kathy Berry explained the purpose of providing the information was to remind the committee of what was agreed upon for strategy purposes. She stated the information comes into play for objectives for next year. Kathy asked members to include the positions in the objectives and strategies for their areas if the positions were indeed needed. To further illustrate the need to revisit the list of faculty positions, Kathy stated that last November the Board gave the direction to implement a police academy and Gary Rodgers has been working on this task with the local police departments. A POST Academy Coordinator would be required, which is potentially a new position; however, Kathy noted that an AJ instructor is included in the list of prioritized positions.

Carol explained that the "Bloom's Revised Taxonomy" information was provided for information only; she stated the information might be helpful for program review.

**G. OCCUPATIONAL PROGRAMS – ANNUAL REVIEW (EVERY TWO YEARS)**

Gonzalo Huerta will provide a list of the occupational programs that have recently completed the annual review so that the C & I Committee minutes can reflect that the review has taken place. His office has currently been relocated so he was unable to provide a list at the meeting. Kathy noted that a summary of economic impact is required as part of the annual review.

**III. DISCUSSION ITEMS**

**A. Campus Wide Survey**

Val Rodgers stated she had submitted the survey to a few C & I Committee members to try out. She asked members if there were any issues with the survey. She stated the survey takes approximately 15 minutes to complete. It was recommended that the survey be completed after spring break. Krista indicated she will provide a random list of classes to survey.

**B. Grading Mode – Standard Letter Grade or CR/NC Option**

Carol Lee reminded the committee to review the list of courses reflecting the grading mode for each course, which Linda had provided to division chairs and instructional department heads. She provided a brief explanation of the Title 5 provision which states that the grading mode for each course must be identified in the course description. She indicated any changes in grading mode would be submitted as a group to the C & I Committee for approval. To assist members, she explained that basically all CSU and UC transferable courses should have a grading mode of letter grade only. Carol reminded members to submit any course grading mode changes for the April 17 C & I meeting.

**C. IVC Catalog and Class Schedule**

**1. Textual Statements (Assignment/Responsibility Of/For)**

Kathy explained that accreditation standards require a prominent sexual harassment statement be included in the general catalog. She cited the need for a C & I Committee member to be responsible for ensuring that text changes are submitted and inserted in the catalog.

***M/S/C Huerta/Rodgers*** *to assign the responsibility for the catalog text corrections recommended by the Accrediting Commission (i.e., sexual harassment policy statement, financial aid statement) to Victor Jaime. The motion carried.*

**2. Catalog Presentation/Design**

Brief discussion took place regarding what should be presented in the general catalog. It was recommended that the catalogs of other colleges be looked at. It was also recommended that a catalog subcommittee be established, but since it is too late to do so for the 2008 – 2009 catalog the committee was asked to think about a new presentation and design for the catalog.

**3. Redlining (Correction Documents)**

Carol Lee informed the committee that Linda had sent copies of catalog text pages to the various individuals for review and revision for the 2008 – 2009 general catalog. She stated that July 1 is the deadline to present the printed catalogs to the college systems. Kathy Berry noted that in addition to general text changes, several revisions are needed in order to comply with recent Title 5 revisions. In the event the changes don't make it in the catalog, it may be necessary to publish an addendum. She stated the deadline could be met if the revisions are made and approved by May. Carol indicated she would email a list of problem courses and programs by the end of next week, and brief discussion regarding majors and certificates followed.

**IV. INFORMATION ITEMS**

**V. OTHER ITEMS**

Kathy reminded committee members that the objectives and strategies for their respective areas are due today.

Kathy informed the committee that an online demonstration of CurricuNet has been arranged for April 17, 2008. She has received a tentative commitment from the CBO to purchase the program if it is a priority. She explained the downside to the program is that initially entering the data is a labor intensive process. Val Rodgers pointed out that if CurricuNet was not purchased, or the online forms program not completed, it would be necessary to revise the curriculum forms to comply with Title 5.

Referring to the document reflecting a seven-year composite of certificates and associate degrees from 2000 – 2001 through 2006 – 2007, Carol Lee stated the data was provided for information purposes only. She explained the document is a rough draft; she will proof it and email a corrected document to members. The committee acknowledged the usefulness of the data and thanked Carol for her efforts.

**VI. NEXT REGULAR MEETING**

Recognizing that little time is left in the semester to make all the required revisions for the 2008 – 2009 general catalog, Kathy recommended postponement of the next C & I Committee meeting for two weeks. She explained this would allow more time for preparation of curriculum materials. Although scheduled to meet April 3, the C & I Committee will instead meet on April 17, and Instructional Council will meet on April 3. Materials for the C & I meeting are due April 9.

**VII. ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.

**IMPERIAL VALLEY COLLEGE**
**CURRICULUM AND INSTRUCTION COMMITTEE MEETING**
**ADOPTED MINUTES**
**REGULAR MEETING**
**THURSDAY, APRIL 17, 2008**
**3:00 p.m. – Board Room**

| | | | | |
|---|---|---|---|---|
| **Present:** | Frank Rapp *(for K. Berry)* | Melani Guinn | David Lopez | Lianna Zhao |
| | Krista Byrd | Gonzalo Huerta | Diedre Pollock-Blevins | David Zielinski |
| | Ted Ceasar | Victor Jaime | Val Rodgers | |
| | David Drury | Carol Lee | Robin Ying | |
| **Consultants:** | Frances Beope | Efrain Silva | Kathie Westerfield | |
| **Absent:** | | | | |
| **Visitors**: | Becky Green | Toni Pfister | Jose Lopez | |
| **Recorder:** | Linda Amidon | | | |

## I. Opening of the Meeting

### A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, April 17, 2008.

### B. Approval of the Minutes of March 20, 2008

***M/S/C Jaime/Drury*** *to approve the C & I meeting minutes of March 6, 2008, as presented. The motion carried.*

## II. ACTION ITEMS

### A. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

#### 1. Department Rubric

**a. CDEV, Child Development**

***M/S/C Huerta/Rodgers*** *to approve the revision in the department rubric from CFCS (Child, Family and Consumer Sciences) to CDEV (Child Development), effective with the 2008 - 2009 academic year, as presented. The motion carried.*

**b. RELS, Religious Studies**

***M/S/C Guinn/Pollock-Blevins*** *to approve the addition of the department rubric RELS, Religious Studies, to the Humanities Division, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

Melani Guinn distributed the course outline for PHIL 108 and stated the course had been incorrectly listed for years. She stated there is nothing philosophical about the course. In addition, there is a problem in locating qualified instructors to teach the course. She explained that instructors with a background in religious studies are the experts; however, they are no longer qualified to teach the course under the recently revised minimum qualifications. Therefore, there is a need to create the religious studies rubric. Melani informed the committee that she had submitted a Form 1 proposal to revise PHIL 108 to reflect the new RELS rubric. She explained that since the content would remain the same, she thought she could revise PHIL 108 to change the rubric to RELS. But she was informed it would instead be necessary to delete PHIL 108 and create a new RELS course to replace it. Following brief discussion, it was the consensus of the committee that a proposal to revise PHIL 108 would suffice.

2. **Biology Courses Introductory Statement (2007 – 2008, p. 69)**
3. **Chemistry Courses Introductory Statement (2007 – 2008, p. 75)**

***M/S/C Zhao/Rodgers*** *to approve the deletion of the following introductory statement to Biology courses (2007 – 2008, p. 69) and Chemistry courses (2007 – 2008, p. 75, effective with the 2008 – 2009 catalog, as presented:*

> "Prerequisites may be satisfied by taking the required course at Imperial Valley College or a comparable course at another college or, in some cases, a high school equivalent course. Biology 100 (formerly Biology 3), Principles of Biological Sciences (lab included; 4 units), is the equivalent of one year of high school biology (a course that includes a laboratory component) completed with a grade of "C" or better for both semesters. Chemistry 100 (formerly Chemistry 2A), Introduction to Chemistry (lab included; 4 units), is the equivalent of one year of high school chemistry (a course that includes a laboratory component) completed with a grade of "C" or better for both semesters."

*The motion carried.*

**B. CREDIT COURSES**

1. __**Revised Courses**__

a. **CDEV 102 – First Aid and CPR for Teachers of Young Children (1.0)**
b. **CDEV 220 – Infant/Toddler Development (3.0)**
c. **CDEV 221 – Infant/Toddler Curriculum (3.0)**
d. **CDEV 230 – School Age Child Development (3.0)**
e. **CDEV 231 – School Age Curriculum (3.0)**

***M/S/C Huerta/Drury*** *to approve the revision to the department, the course number and the upgrading of textbooks to the course outline-of-record for CDEV 102, 220, 221, 230, and 231, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

Becky Green provided a brief explanation of the reason for the course number changes.

f. **CDEV 050 – Family Childcare Management (1.0)**
g. **CDEV 051 – Family Childcare Provider and Parent Relations (1.0)**
h. **CDEV 052 – Family Childcare Licensing and Resources (1.0)**
i. **CDEV 140 – Child Abuse (2.0)**
j. **CDEV 141 – Children with Challenging Behaviors (2.0)**
k. **CDEV 142 – What is Developmentally Appropriate? (1.0)**

***M/S/C Huerta/Drury*** *to approve the revision to the department, the course number, the content, and the upgrading of textbooks to the course outline-of-record for CDEV 050, 051, 052, 140, 141 and 142, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

l. **CDEV 210 – Administration and Supervision (3.0)**
m. **CDEV 211 – Advanced Management Functions (3.0)**
n. **CDEV 212 – Adult Supervision in Child Development Programs (3.0)**

***M/S/C Huerta/Guinn*** *to approve the revision to the department, the course number, title change, and the upgrading of textbooks to the course outline-of-record for CDEV 210, 211 and 212, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

o. **CDEV 103 – Child, Family and Community (3.0)**
p. **CDEV/PSY 104 – Child Growth and Development (3.0)**
q. **CDEV 105 – Introduction to Curriculum (3.0)**

***M/S/C Huerta/Drury*** *to approve the revision to the department, the course number, title change, course content, and the upgrading of textbooks to the course outline-of-record for CDEV 103, CDEV/PSY 104 and CDEV 105, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

r. **CDEV 120 – Language and Literature for Young Children (2.0)**
s. **CDEV 122 – Science and Math for Young Children (2.0)**
t. **CDEV 123 – Music and Movement for Young Children (2.0)**
u. **CDEV 125 – Multilingual and Multicultural Curriculum for Young Children (3.0)**
v. **CDEV 200 – Practicum– Field Experience (3.0)**

***M/S/C Huerta/Zielinski*** *to approve the revision to the department, the course number, title change, prerequisite, course content, and the upgrading of textbooks to the course outline-of-record for CDEV 120, 122, 123, 125 and 200, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

w. **CDEV 121 – Art for Young Children (2.0)**

***M/S/C Huerta/Zielinski*** *to approve the revision to the department, the course number, prerequisite, course content, and the upgrading of textbooks to the course outline-of-record for CDEV 121, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

x. **FREN 110 – Elementary French II (5.0)**

***M/S/C Guinn/Rodgers*** *to approve the revision of the course outline to add FREN 100 as recommended preparation course for FREN 110, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

Kathie Westerfield expressed concern regarding the use of the statement, "will eliminate", in the rationale for the revisions. The term "discourage" was suggested, but it was pointed out that the rationale text would not be reflected in Banner.

y. **FREN 200 – Intermediate French I (4.0)**

***M/S/C Drury/Zhao*** *to approve the revision of the course outline to add FREN 100 and/or FREN 110 as recommended preparation courses for FREN 200, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

z. **MATH 080 – Beginning Algebra (3.0)**
aa. **MATH 090 – Intermediate Algebra (4.0)**

***M/S/C Zhao/Jaime*** *to approve the revision of the course description for MATH 080 and MATH 090, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

2. <u>Deleted Courses</u>

a. **AG 060 – Agriculture Literacy (1.0)**

***M/S/C Zhao/Drury*** *to approve the deletion of AG 060 from the credit curriculum since the course has not been offered in over five years, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

b. **APEL 101 – Electrician I (4.0)**
c. **APEL 102 – Electrician II (4.0)**
d. **APEL 103 – Electrician III (4.0)**
e. **APEL 104 – Electrician IV (4.0)**
f. **APGN 101 – Generation Mechanic I (4.0)**
g. **APGN 102 – Generation Mechanic II (4.0)**
h. **APGN 103 – Generation Mechanic III (4.0)**
i. **APGN 104 – Generation Mechanic IV (4.0)**
j. **APLN 101 – Power Lineman I (4.0)**
k. **APLN 102 – Power Lineman II (4.0)**
l. **APLN 103 – Power Lineman III (4.0)**
m. **APLN 104 – Power Lineman IV (4.0)**
n. **APMT 101 – Meter Technician I (4.0)**
o. **APMT 102 – Meter Technician II (4.0)**
p. **APMT 103 – Meter Technician III (4.0)**
q. **APMT 104 – Meter Technician IV (4.0)**
r. **APRL 101 – Relays Technician I (4.0)**
s. **APRL 102 – Relays Technician II (4.0)**
t. **APRL 103 – Relays Technician III (4.0)**
u. **APRL 104 -- Relays Technician IV (4.0)**
v. **APSB 101 – Substation-Electrician I (4.0)**
w. **APSB 102 – Substation-Electrician II (4.0)**
x. **APSB 103 – Substation-Electrician III (4.0)**
y. **APSB 104 – Substation-Electrician IV (4.0)**
z. **APSC 101 – SCADA/Telecommunications I (4.0)**
aa. **APSC 102 – SCADA/Telecommunications II (4.0)**
bb. **APSC 103 – SCADA/Telecommunications III (4.0)**
cc. **APSC 104 – SCADA/Telecommunications IV (4.0)**

***M/S/C Huerta/Zhao*** *to approve the deletion of APEL 101, 102, 103, 104; APGN 101, 102, 103, 104; APLN 101, 102, 103, 104; APMT 101, 102, 103, 104; APRL 101, 102, 103, 104; APSB 101, 102, 103, 104; and APSC 101, 102, 103, 104 from the Apprenticeship Training Programs curriculum, effective with the 2008 – 2009 academic year, as presented.* ***THE MOTION WAS TABLED.***

Gonzalo Huerta explained that the courses could not be deleted since apprentices completing the courses must have the AP courses reflected on their transcripts; non-apprentices could have the ELTT courses on their transcripts. Carol Lee noted that the all of the courses listed are cross-listed with ELTT 101 – 104 courses.

dd. **CHEM 208 – Quantitative Analysis (4.0)**

***M/S/C Zhao/Drury*** *to approve the deletion of CHEM 208 from the credit curriculum since the course has not been offered in over five years, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

ee. **COMM 120 – Introduction Video and TV Production (3.0)**
ff. **COMM 122 – Intermediate Video and TV Production (3.0)**

***M/S/C Zhao/Drury*** *to approve the deletion of COMM 120 and 122 from the credit curriculum since the courses have not been offered in over five years, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

gg. **CFCS 070 – First Aid & CPR for Teachers of Young Children (0.5)**
hh. **CFCS 100 – Introduction to Early Childhood (2.0)**

ii. **CFCS 101 – Health, Safety and Nutrition for Teachers of Young Children (2.0)**
jj. **CFCS 108 – Advanced Developmental Psychology and Observation (3.0)**
kk. **CFCS 172 – Creative Cooking for Children (1.0)**
ll. **CFCS 260 – Principles of Parenting (3.0)**

***M/S/C Huerta/Rodgers*** *to approve the deletion of CFCS 070, 100, 101, 108, 172 and 260 from the Child Development curriculum, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

mm. **CFCS 240 – Understanding Exceptional Students (3.0) (Same as DSPS 240)**

***M/S/C Zhao/Guinn*** *to approve the deletion of CFCS 240 from the CFCS/CDEV course offerings and from the cross-listing with DSPS 240, effective with the 2008 - 2009 academic year, as presented. The motion carried.*

Referring to cross-listed course, DSPS 240, Ted Ceasar noted that most of the disabled students take the course under CFCS. Becky Green explained that the course appears to have morphed into something entirely different from the intended purpose. The course is no longer related to early childhood. Becky stated that a new course would be created that is related to elementary children. Carol Lee suggested Ted could try offering the course as a DSPS course.

nn. **PHYS 100 – Introduction to Physics for Health Professionals (4.0)**

***M/S/C Zhao/Guinn*** *to approve the deletion of PHYS 100 from the credit curriculum since the course has not been offered in over five years, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

oo. **SPAN 101 – Elementary Spanish IA (2.5)**
pp. **SPAN 102 – Elementary Spanish IB (2.5)**
qq. **SPAN 111 – Elementary Spanish IIA (2.5)**
rr. **SPAN 112 – Elementary Spanish IIB (2.5)**
ss. **SPAN 114 – Beginning Conversational Spanish II (2.5)**
~~tt. **SPAN 210 – Intermediate Spanish II (5.0)**~~ ***PULLED***
uu. **SPAN 215 – Spanish Spelling and Beginning Writing (1.0)**
vv. **SPAN 230 – Introduction to Translation and Interpretation**

***M/S/C Guinn/Drury*** *to approve the deletion of SPAN 101, 102, 111, 112, 114, ~~210,~~ 215, 230 from the credit curriculum since the courses are stand-alone courses, and they have not been offered for several years, effective with the 2008 – 2009 academic year, as modified.* ***Guinn/Drury*** *agreed to modify the motion to remove SPAN 210 from the list of courses to be deleted. The motion carried.*

Carol Lee expressed concern that the fourth semester Spanish course, SPAN 210, is being deleted; she stated the course is articulated with every fourth semester Spanish course in the system. Melani Guinn, Humanities Division Chair, agreed to pull SPAN 210 for discussion with the Jose Ruiz, Spanish Coordinator.

ww. **SPAN 260/*ENGL 260* – The Mexican American in Literature (3.0)**

***M/S/C Zhao/Guinn*** *to approve the deletion of SPAN 260* ***and ENGL 260*** *from the credit curriculum, effective with the 2008 – 2009 academic year, with modifications.* ***Zhao/Guinn*** *agreed to modify the motion to include ENGL 260, as shown, since the course is cross-listed with SPAN 260. The motion carried.*

Carol Lee noted that SPAN 260 is cross-listed with ENGL 216. David Zielinski, English Division Chair, stated he was agreeable to deleting ENGL 260 as well since there are no instructors available to teach the course.

3. **New Courses**

a. **CDEV 100 – Principles and Practices of Teaching Young Children (3.0)**
b. **CDEV 101 – Health, Safety and Nutrition (3.0)**
c. **CDEV 106 – Observation and Assessment (3.0)**
d. **CDEV 107 – Teaching in a Diverse Society (3.0)**
e. **CDEV 124 – Creative Cooking for Children (2.0)**

***M/S/C Drury/Pollock-Blevins*** *to approve the addition of CDEV 100, 101, 106, 107 and 124 to the IVC credit course offerings in compliance with the California Community Colleges EC/CD Curriculum Alignment Project, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

f. **EWIR 150 – Solar Energy Systems (3.0)**

***M/S/C Huerta/Drury*** *to approve the addition of EWIR 150 to the credit curriculum, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

Frances Beope noted that the course title on Form 1 and the course outline were different. Gonzalo Huerta was asked to revise the course outline to reflect the correct title of the new course, Solar Energy Systems.

B. **MAJORS AND CERTIFICATES**

1. **Revised Majors and Certificates**

a. **Child Development Major**

***M/S/C Pollock-Blevins/Rodgers*** *to approve the revision and upgrades to the Child Development Major (title change, statement upgrade, units increase, and course revisions) to comply with the California Community Colleges EC/CD Curriculum Alignment Project, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

b. **Life Science Major**

***M/S/C Zhao/Rodgers*** *to approve the revision of the Life Science Major to add BIOL 140 and BIOL 142 to Area I, to delete CHEM 100****, PHYS 110, and BIOL 100****, and replace MATH 119 (4.0) for MATH 120 (3.0) in AREA II,* ***and to change the word "maximum" to "minimum" in the AREA II heading****, effective with the 2008 – 2009 academic year, as modified. The motion carried.*

c. **Mathematics Major**

***M/S/C Zhao/Guinn*** *to approve the revision of the Mathematics Major to ~~delete~~* ***add*** *MATH 113, replace MATH 119 (4.0) for MATH 120 (3.0), and add MATH 121 and MATH 241 to section III, effective with the 2008 – 2009 academic year, as modified. The motion carried.*

d. **Child Development Associate Teacher Certificate**
e. **Child Development Family Child Care Certificate**

***M/S/C Rodgers/Guinn*** *to approve the revisions and upgrades to the Child Development Associate Teacher and Family Child Care Certificates (title changes, unit increase and course revisions) as per new* *rules and regulations on campus certificate programs from the Community College System Office, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**f. Child Development Administration Specialization**
**g. Child Development Infant/Toddler Specialization**
**h. Child Development School Age Specialization**

***M/S/C Huerta/Guinn*** *to approve the revisions and upgrades to the Child Development Administration Specialization, Child Development Infant/Toddler Specialization and the Child Development School Age Specialization Certificates (title changes and course revisions, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**2. <u>Deleted Majors and Certificates</u>**

**a. Computer Science Certificate**

***M/S/C Zhao/Rodgers*** *to approve the deletion of the Computer Science Certificate, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**b. Early Childhood Assistant Certificate**

***M/S/C Huerta/Rodgers*** *to approve the deletion of the Early Childhood Assistant Certificate, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**C. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION**

**1. LBRY 153 – Library Public Services (3.0)**

***M/S/C Ying/Rodgers*** *to approve the Distance Education Addendum for LBRY 153, commencing fall 2008, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

**D. GRADING MODE**

**1. <u>Business Division Courses</u>**

**a. BUS 124 – Introduction to Business (3.0)**
**b. BUS 126 – Business and the Legal Environment (3.0)**
**c. BUS 132 – Business Management (3.0)**
**d. BUS 136 – Human Relations in Management (3.0)**
**e. BUS 140 – Business Retailing (3.0)**
**f. BUS 210 – Principles of Financial Accounting (4.0)**
**g. BUS 220 – Principles of Managerial Accounting (4.0)**
**h. BUS 260 – Business Communications (3.0)**
**i. CIS 101 – Introduction to Information Systems (3.0)**
**j. CIS 104 – Introduction to Telecommunications (3.0)**
**k. CIS 107 – Computer Networking (3.0)**
**l. ECON 101 – Introduction to Micro Economics (3.0)**
**m. ECON 102 – Introduction to Macro Economics (3.0)**

***M/S/C Rodgers/Zhao*** *to approve the revision of the grading criteria for BUS 124, 126, 132, 136, 140, 210, 220 and 260; CIS 101, 104 and 107; and ECON 101 and 102, from "…for credit or for a letter grade" (codes "S – Standard Letter Grade" and "B – credit/no credit" in Banner), to "…for a letter grade only" (code "S" in Banner), effective with the 2008- 2009 academic year, as presented. The motion carried.*

n. **CIS 100 – Computer Literacy (1.0)**

***M/S/C Rodgers/Guinn*** *to approve the revision of the grading criteria for CIS 100 from "…for credit only" (code "B – credit/no credit" in Banner), to "…for credit or for a letter grade" (codes "S – Standard Letter Grade" and "B" in Banner), effective with the 2008- 2009 academic year, as presented. The motion carried.*

2. **English Division Courses**

a. **ENGL 223 – Survey of World Literature (3.0)**

***M/S/C Zielinski/Pollock-Blevins*** *to approve the revision of the grading criteria for ENGL 223 from "…for credit or for a letter grade" (codes "S – Standard Letter Grade" and "B – credit/no credit" in Banner) to "…for a letter grade only" (code "S" in Banner), effective with the 2008- 2009 academic year, as presented. The motion carried.*

3. **Humanities Division Courses**

a. **ART 100 – History and Appreciation of Art I (3.0**
b. **ART 102 – History and Appreciation of Art II (3.0)**
c. **FREN 100 – Elementary French I (5.0)**
d. **FREN 110 – Elementary French II (5.0)**
e. **FREN 200 – Intermediate French I (4.0)**
f. **FREN 210 – Intermediate French II (4.0)**
g. **FREN 220 – Intermediate French Reading and Writing (3.0)**
h. **FREN 230 – Intermediate Conversational French I (3.0)**
i. **SPCH 100 – Oral Communication (3.0)**
j. **SPCH 110 – Public Speaking (3.0)**
k. **SPCH 180 – Argumentation and Debate (3.0)**

***M/S/C Guinn/Drury*** *to approve the revision of the grading criteria for ART 100 and 102, FREN 100, 110, 200, 210, 220 and 230, and SPCH 100, 110 and 180, from "…for credit or for a letter grade" (codes "S – Standard Letter Grade" and "B – credit/no credit" in Banner) to "…for a letter grade only" (code "S" in Banner), effective with the 2008- 2009 academic year, with corrections to Form 3. The motion carried.*

**E. RECLASSIFICATION OF INSTRUCTIONAL MEDIA DESIGNER POSITION**

***M/S/C Rodgers/Guinn*** *to approve the reclassification of the Instructional Media Designer position, effective July 1, 2008, as presented. The motion carried.*

Val Rodgers noted that this item had previously been presented to the committee for discussion.

**F. REVISION OF BOARD POLICY 4020 – PROGRAM AND CURRICULUM DEVELOPMENT (BP 4020)**
**THIS ITEM WAS TABLED**

***M ____________________/S__________________*** *to approve the revision of Board Policy 4020, Program and Curriculum Development, to reflect the Board has the authority to approve new programs and courses, and to delete programs, and to delegate the authority for all other actions to the Superintendent/President [OR] approve the addition, deletion and revision of all programs and courses, effective with the 2008 – 2009 academic year, as presented.*
*The motion (circle one): CARRIED FAILED*

**III. DISCUSSION ITEMS**

**IV. INFORMATION ITEMS**

## V. OTHER ITEMS

Krista Byrd stated she would poll committee members individually regarding the survey.

## VI. NEXT REGULAR MEETING

The meeting ended early so that members could attend the welcome reception for new Superintendent/President Dr. Ed Gould at 4:00 p.m. It was anticipated that due to the short meeting it would be necessary to continue the meeting on April 24. However, all items on the agenda were considered and acted on by the committee, as appropriate; therefore, committee members concurred the scheduled April 24 meeting wasn't necessary.

**Next meeting: 3:05 P.M., Thursday, May 1, Board Room**
**Materials due: Wednesday, April 23, 2008**

## VII. ADJOURNMENT

The meeting was adjourned at 4:03 p.m.

**INSURANCE COMMITTEE**
**Minutes**
**April 14, 2008**

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
Lorrainne Mazeroll, CTA Representative
Chris Mays, CSEA Representative
Marilyn Boyle, CSEA Representative
Gail Parish, CSEA Representative
Zula Hartfield, CMCA Representative
Shirley Hofer-Bell, Classified Retiree Rep

Absent: Jim Pendley, Certificated Retiree

Consultants: Julie Revoir, Bob Quellmalz, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator

Recorder: Mary Carter

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1. Approval of Minutes: M/S/C Parish/Mazeroll to approve the minutes of the March 31, 2008 meeting, as presented.

2. Marketing Results/Update: Julie Revoir reported that the Blue Cross rates are competitive for both active and retired participants. Information on Blue Shield's Access Baja plan for medical care in Mexico and United Health Care (Medicare supplement) were presented.

3. Blue Cross renewal: Blue Cross will have a final renewal figure to give Keenan by the end of the week. The cost of a 13.32% renewal (no plan changes) would be $52,016. For every 1% of increase, the cost is approximately $40,000.

   There is a potential $82,000 in government incentives if retirees sign up for the Blue Cross Medicare D program. John Lau stated that there is no loss in benefits to retirees, and a tremendous benefit to the plan with the Medicare D program. There was a question as to why the faculty plan (with $15 co-pay) was rated as more of a savings by Blue Cross and a question as to the Classified co-insurance amount; Julie Revoir will check and report back.

   Julie Revoir presented information on possible savings with changing the drug co-pays:

| Potential Savings: | Change co-pays to: (brand/generic/mail order) |
|---|---|
| $119,766 | $5/$20/1 co-pay for mail order |
| $140,072 | $5/$20/2 co-pays for mail order |
| $148,361 | $10/$20/1 co-pay for mail order |
| $168,253 | $10/$20/2 co-pays for mail order |

   John Lau stated that it is good to be aware of options for the future. The committee discussed the fact that any plan changes are negotiable. It was noted that plan changes would also affect retirees. Gail Parish stated that six months to one year are needed to negotiate changes.

   The committee discussed the issue of generic drugs and the fact that many drugs do not have a generic alternative, that a generic is automatically dispensed by the pharmacies unless the doctor marks the prescription (do not substitute/dispense as written).

4. Vision Plan Benefit enhancement analysis: Julie Revoir reported that the self-funded vision plan is running very well. She distributed a handout showing rates from 2000 through 2008. Rates have gone from $18.50 to $20.57 (tenthly), an 11.19% increase. She recommended maintaining the same funding instead of taking a reduction. The cost of adding Lasik benefit was 7.7%, additional frames $25.50%, lower co-pay to $20 is 15% and $15 co-pay is a 30% increase. The consensus of the committee was to maintain the same funding.

5. Update on Delta Dental and $50 deductible (lifetime or annual): Julie Revoir confirmed that the dental deductible is $50 lifetime. An analysis of how many people reach the $1,500 annual maximum was distributed: 15% of employees, 8.2% of spouses, and 6.5% of children reach the annual maximum, or 10.7% overall. The committee discussed adding a PPO overlay. In 2007, 23% of users were going to a PPO dentist. There is no loss of benefits with adding a PPO overlay, but there needs to be an incentive for people to sign up for it, usually increasing the annual maximum. It was also suggested to waive the deductible, which would save employees $50 upfront. It was the consensus of the committee to move forward on the PPO overlay and to maintain the status quo.

6. I.V. Radiology update: There is no change in I.V. Radiology's status as a non-PPO provider.

Meeting adjourned at 2:10 p.m.

Next meeting: April 28, 2008, 1:00 p.m. in the Transfer Center.