AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 24, 2007 – 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) Patti Biley, Faculty Representative Bruce Seivertson, Faculty Representative Vacant, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative Ingrid Soto, Student Representative Francisco Mariscal, Alternate Student Representative

Gary Rodgers, Ex Officio Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 10, 2007

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 – Dr. Robin Ying
Associated Student Government – David Lopez
President's Update – Gary Rodgers

MINUTES FROM STANDING AND AD HOC COMMITTEES

- 1. Administrative Council, 08/28/07
- 2. Campus Operations Committee, 09/6/07
- 3. Insurance Committee, 05/03/07

DISCUSSION AND INFORMATION ITEMS

- 1. 2007-2008 Budget John Lau
- 2. New Website John Abarca

ACTION ITEMS

No items.

ADJOURNMENT

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

2007		2008		
September 24	November 26	January 14 & 28	April 14 & 28	
October 8 & 22	December 10	February 11* & 25	May 12	
		March 10	June 9** & 23	

^{*} Spring Semester Begins

^{**} Monday after Graduation

Overload rate for 177-day members

MINUTES



IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 10, 2007 – 2:30 P.M. Administration Building Board Room

College Council Chair, John Abarca, called the meeting to order at 2:35 P.M.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative Bruce Seivertson, Faculty Representative Armando Mendez, Alternate Faculty Representative [3:10 p.m.]

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

Carlos Fletes, CMCA Representative

David Lopez, Student Representative Ingrid Soto, Student Representative Sam Felix, Alternate Student Representative

Gene Hill, Ex Officio [2:42 p.m.]

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Robin Ying, Administrative Representative Efrain Silva, Administrative Representative Patti Biley, Faculty Representative Frances Arce-Gomez, Classified Representative Rick Webster, Alternate CMCA Representative Gary Rodgers, Ex Officio

Others present were:

John Lau; Tony Ojeda, Sam Felix, Laura Hartsock, Diedre Pollock, Lianna Zhao; Marilyn Boyle; Travis Gregory; Frances Beope; Tom Morrell; Dawn Chun

MEMBERSHIP CHANGES

Dr. Bruce Seivertson announced Armando Mendez as the Alternate Faculty Representative. David Lopez announced Sam Felix as the Alternate Student Representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, AUGUST 27, 2007

M/S/C Sergio Lopez/Carlos Fletes to approve the minutes dated August 27, 2007 with the correction on Page 4:

Exercise Science Chair David Drury *Exercise Instructor Jeff Deyo* stated he was in support of housing and felt that it would be beneficial to IVC.

Motion carried.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Winter and spring class schedules are in progress. Division secretaries have a timeline and Matthew Thale will be meeting with them to go over the schedule.
- Some staff will be attending the Basic Skills training at College of the Desert on Friday, September 14th which will be paid from the \$800,000 received for basic skills.
- Ag Instructor Pat Pauley informed her that a pumpkin patch would be offered this year with the help of Cal Poly Pomona's Ag Department.

Sergio Lopez asked to check with counsel if selling of seeds was going to take place. Kathy Berry stated there would not be selling of seeds. She stated there would be pumpkins and hay rides.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- The addendum to the Self Study Report will go to the Board on September 12th and then it will be sent to the Accreditation Team. A signature from representatives will be needed after it is approved.
- The accreditation visit will take place October 22 through October 25, 2007.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- Meetings are taking place regarding the construction of eight projects. He stated
 priorities and monies needed to be assigned to each project and would bring to the
 next College Council meeting a list.
- He will bring the budget for approval to the next College Council meeting.
- Some budget issues need to be addressed and he will bring them to Council late October or November to discuss.

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at the meeting. He provided an attachment with August updates for Student Services.

ACCESO - Dawn Chun

Project Director/ACCESO Dawn Chun reported the following:

- The ACCESO Help Desk is slowing down but they have received calls at 4:30 a.m.
- On October 12th there will be a one-day technology camp. New online instructors that received training in August will be showing what they have done for their new online classes which will be delivered in spring 2008.

Carlos Fletes asked if all online students are local. Dawn Chun stated that not all are local students. Michael Heumann stated that some students are military.

Title V Cooperative Grant

Dr. Lianna Zhao was not present at the meeting. This item was tabled.

Learning Services

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

Minutes

Associated Student Government

ASG President David Lopez reported the following:

- Constitution Day will take place on Monday, September 17, 2007. He stated ASG televisions in the College Center would be set to allow students to view General Colin Powell recite the Preamble of the U.S. Constitution. He stated Political Science Instructor Kevin White would speak after the televised reading of the Preamble.
- On Thursday, September 20, 2007, ASG will be celebrating Hispanic Heritage Day by featuring Los Alacranes with Ramon "Chunky" Sanchez and his brother Ricardo. He stated the performance would take place at noon for about an hour.

President's Update

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes for the following minutes were received:

- 1. Administrative Council, 08/14/07
- 2. Planning and Budget Committee, 8/22/07

DISCUSSION AND INFORMATION ITEMS

1. Parking/Traffic

Dr. Bruce Seivertson passed out copies of emails he received regarding the parking and safety concerns. He stated that new students may not stay if they find parking too difficult.

Patty Robles spoke and stated that a classified member had done an unofficial count of 510 staff members with only 187 reserved parking spaces.

Travis Gregory stated that the employee numbers were high and Sergio Lopez stated that the number of reserve parking spaces given were low.

Carlos Fletes asked if there were alternatives to the parking issues and stated he did not feel the parking issues would be going away. He stated that staff needed to make adjustments to walk longer distances.

John Lau stated that the parking design needs to be checked with cost versus benefit. He stated he had no preconceived ideas of how the parking should be fixed and stated his concern comes from the standpoint of budget allocation.

Dr. Seivertson stated traffic is sometimes backed onto Aten Road. He stated that as a former planning professional, he would do a flow pattern to alleviate some of the congestion.

Sergio Lopez handed out the IVC Campus Map & Directory and a Parking Control report on parking spaces. He stated the parking near human resources has been reestablished and stated Lot C has a new ticket machine. He stated that part of Lot C will be removed as that will be the staging area for the new science building and the parking would be moved further north. He stated the majority of the growth will take place north. He stated other parking spaces will need to be moved and reserved parking spaces will be relocated. He stated there is plenty of parking and it is a matter of knowing where the parking spaces are. He stated that an entrance to the maintenance area is being constructed which will allow access for deliveries.

There was some discussion regarding the new applied science building. Kathy Berry stated that construction of the new applied science building would take place six months after the construction of the science building.

Sergio Lopez stated there would be another entrance to Lot D which will also have reserved parking. Sergio stated there will be four entrances to campus.

John Lau stated that Campus Operations would be reviewing a traffic study that will be conducted in late November or early December by traffic engineers.

There was further discussion as to the rerouting of vehicles when parking lots are moved and the concern for safety in the parking lots.

Marilyn Boyle asked if there has been thought given to a multi level parking structure. Sergio Lopez stated there was and stated that a multi level parking structure brings new issues with it.

Dr. Seivertson asked if stop signs were required at an egress. Sergio Lopez stated that is where most accidents occur and CalTrans placed the stop signs not IVC.

Chair Abarca encouraged everyone to attend the next Campus Operations Committee to make recommendations. He stated there were very few staff members that attended the last Campus Operations meeting. Dr. Seivertson stated that faculty had classes. Sergio Lopez stated he would take emails to Campus Operations.

2. New Website

This item was tabled due to Dr. Robin Ying not attending the meeting.

ACTION ITEMS

1. Election of Vice Chair

Chair Abarca stated that now that College Council has a full membership the election of a Vice Chair would take place. The election of the Vice Chair was taking place due to Dr. Michelle Stevens leaving IVC. She had been Vice Chair since March 12, 2007.

Chair Abarca opened the floor for nominations.

Sergio Lopez nominated Michael Heumann for vice chair. Michael accepted the nomination.

M/S/C Sergio Lopez/Kathy Berry to close the nominations. Michael Heumann was unanimously elected as vice chair.

Michael Heumann will serve as Vice Chair for two years (September 2007 to September 2009).

ADJOURNMENT

M/S/C Sergio Lopez/Carol Cortes-Ramirez to adjourn the meeting at 3:20 p.m.

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

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October 8 & 22	December 10	February 11* & 25	May 12	
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^{*} Spring Semester Begins

^{**} Monday after Graduation

IMPERIAL VALLEY COLLEGE

ADMINISTRATIVE COUNCIL MEETING MINUTES August 28, 2007, 8:30 a.m. BOARD ROOM

MEMBERS PRESENT:

Gary Rodgers, Interim Superintendent/President Kathy Berry, VP/Academic Services Ted Ceasar, Associate Dean/DSP&S Bill Gay, Public Relations Officer Travis Gregory, Associate Dean/HR Gene Hill, IVC Foundation Director Gonzalo Huerta, Dean/Applied Sciences Victor M. Jaime, VP/Student Services John Lau, Dean/Business Services Sergio A. Lopez, Associate Dean/Student Affairs Jan Magno, Dean/Financial Aid Diedre Pollock-Blevins, Interim Assoc. Dean/Nursing Efrain Silva, Dean/Extended Campus Kathie Westerfield, Associate Dean/A&R Robin Ying, Dean/Technology Learning Services

MEMBERS NOT PRESENT:

Bruce Seivertson, President/Academic Senate

VISITORS:

Marilyn Boyle, Grant Prog Spec/Title V 2+2 Dawn Chun, Project Director/ACCESO Becky Green, Director of CFCS Rick Webster, Director/Maintenance & Operations

RECORDER: Saria Cardoza

The regular Administrative Council meeting was called to order by Mr. Rodgers at 8:31 a.m.

1. APPROVAL OF MINUTES

M/S/C J.Magno/S. Lopez to approve the minutes of August 14, 2007 as presented.

2. RURAL OPPORTUNITIES GRANTS

Marilyn Boyle disseminated a handout regarding Rural Opportunities studies. The college received a small grant from the Chancellor's Office for studies on economic and workforce development. The responsible administrator for this project is Dawn Chun. Marilyn is the project director while Henry Madrid is the Consultant to gather more than 3,000 different types of data. Marilyn stated that the data gathered will be from 2005-2006. Marilyn stated that faculty, staff and administrators are encouraged to contact Dawn or herself as to what types of information the college will be most interested in to provide it to Mr. Madrid.

3. MIS DATA REPORT

Dr. Ying distributed and explained the MIS Data submission process flow diagram.

4. EMERGENCY PREPAREDNESS UPDATE

The next Emergency Preparedness meeting is scheduled tomorrow, Wednesday, August 29th at 10:00 a.m. in the Human Resources Conference Room. Everyone is encouraged to attend tomorrow's meeting.

Mr. Gregory is currently working with Information Systems to place a video clip on the IVC website in case of a disaster. The video clip link is www.cchealth.org/topics/emergencies/video_disaster.php. The video clip was shown during the meeting. Mr. Rodgers stated that the college should emphasize in the following three scenarios:

a) Earthquake b) Pandemic Flu and 3) Shooter/bomb

Ms. Green stated that the Preschool has regular drills and often time's instructors have no idea where to go which clearly states that in a real emergency, instructors will not be able to direct students to a safe place. Ms. Magno agreed that faculty and staff should be the first responders and adequate training needs to be provided.

Mr. Rodgers stated that this item will remain on the agenda until a plan is implemented.

5. CONTRACT CALENDARS FOR ADMINISTRATORS

Administrators need to submit their contract calendars to Human Resources as soon as possible.

Dr. Jaime stated that the Student Services area keep contract calendars changes internally which seems to work perfectly fine with the employees. Some members agreed to keep changes internally and submit the final contract to the President's Office in June 2008.

6. EVENING DUTY CALENDAR

Ms. Pollock will be added to the evening duty calendar. The calendar will be revised and sent to everyone by the end of the week. Changes to the evening duty calendar need to be notified to Linda Amidon.

7. DEAN OF INSTRUCTION, EVENING COLLEGE JOB DESCRIPTION

Ms. Berry thanked Mr. Gregory for putting together the draft for the future Dean of Academic Services (Evening and Weekend) position. The draft has been presented to the Division Chairs. The Division Chairs would like to see the individual help with evening evaluations and curriculum development. Ms. Berry asked for everyone to review the draft and submit input before this Thursday. She will be meeting with the Division Chairs this Thursday to finalize the draft. The position will be presented to the Academic Senate at the end of September for their input. Ms. Berry hopes to present the new position to the Board of Trustees in their September meeting and advertise the position in October. She stated that monies have been allocated in this year's budget for the position.

The item was presented to College Council and approved last academic year. Ms. Magno suggested taking the item back to College Council as an informational item.

8. DEPARTMENT UPDATES & REPORTS

EXTENDED CAMPUS:

Mr. Silva thanked everyone who took part during the adjunct orientation. He stated that very few evaluations were submitted. Some of the comments were very positive. Some other evaluations criticized that CTA took much time discussing their matters. Overall the orientation went very well.

BUSINESS SERVICES:

The State budget was finally approved. The revised IVC's budget will be presented to the Board of Trustees in their October meeting. Mr. Lau and Bill Gay are working on an MOU in the selling of Bonds.

PUBLIC RELATIONS:

A schedule of the Strategic Plan will be e-mailed soon. The first meeting will be in San Pascual on September 13. Board member, Becky Ramirez will host the meeting. The next meeting is set in Brawley Union High School on September 18. Mr. Gay will e-mail the job description for the host, moderators and facilitators. Mr. Rodgers encourages everyone to volunteer their time.

STUDENT AFFAIRS:

Mr. Lopez stated that the lights for the new parking lot (lot C) have arrived. Parts of lot C will be sectioned off today and tomorrow in order to install the lights.

STUDENT SERVICES:

Dr. Jaime stated that his department is very busy during this time of year. The parking lots are filled which means there are a lot more students this semester.

MAINTENANCE:

Mr. Webster stated that the all-weather track rubber coating will be set this week.

HUMAN RESOURCES:

Timesheets for classified employees have been updated and has been placed on the website for everyone's convenience.

College e-mail should be designated for college business only. Any employee advertising a house/apartment for rent or selling any item on the college's e-mail should be approached by his or her supervisor immediately to avoid further types of e-mails. Mr. Gregory stated that as per the Freedom of Information Act anyone can come to campus and request someone's e-mails and the college has to comply. Dr. Ying stated that the college only stores about 30 days of e-mails due to the massive quantity of e-mails exchanged within the accounts.

FOUNDATION:

The IVC Foundation will have their 11th Annual Membership Luncheon on Wednesday, September 5 from 11:45 a.m. to 1:30 p.m. in the College Center. Everyone present confirmed their attendance to the luncheon. Mr. Hill asked everyone to RSVP with Christy Hisel this week.

PRESCHOOL:

Ms. Green reported that the preschool enrollment is very well. According to Ms. Green the Counselors have done an excellent job in assisting the parents with their class schedules to fit with the center's activities and avoid interruption of children's activities.

ACCESO:

Ms. Chun stated that the Acceso staff is very busy the first two to three weeks of classes. The Acceso Technician is currently working from 18 to 20 hours a day. According to Ms. Chun students keep calling at very odd hours of the night seeking help from the technician.

DSP&S:

Mr. Ceasar stated that his department has seen an increase of students this semester. Since the beginning

of July his department has received 150 new student applications.

INFORMATION SYSTEMS:

Dr. Ying stated that the new IVC website is now taking shape. His department is running workshops on how to input data on the new website on Tuesdays and Thursdays, for more information contact Larry Valenzuela.

ADMISSIONS:

Ms. Westerfield stated that the headcount as of yesterday was at 8,430 students; 390 more students from last year.

Ms. Westerfield would like to have all of the software budgets in one single budget (i.e., CCCApply) and not scattered around. This item will be revisited.

Ms. Westerfield mentioned that some community colleges are now providing electronic transcripts. IVC will look into what resources are needed to provide this type of services for the students. The cost of the software for electronic transcripts is still unknown. Ms. Westerfield will have more information as soon as it becomes available to her.

ACADEMIC SERVICES:

Ms. Berry thanked Mr. Gregory on helping in advertising the Superintendent/President's position. More than 2,000 brochures will be printed. Advertisement will close at the end of September or mid October. The Academic Senate will select a few representatives during their September 5th meeting to be part of the hiring committee.

The Academic Services department is currently busy with the shifting of classes.

ACADEMIC SENATE:

Campus committees that need faculty representation need to contact Bruce Seivertson.

PRESIDENT:

Mr. Rodgers stated that the college will create a full time grant writer position. The person hired will write and administer grants making sure that the college fully complies. The college will explore what and how this person will function and assist with all of the college's grants. Anyone with comments regarding this item needs to contact Mr. Lau.

ADJOURNMENT AND NEXT MEETING

M/S/C V. Jaime/T. Gregory to adjourn the meeting at 10:21 a.m.

The next meeting of the Administrative Council will be held on Tuesday, September 11, 2007 at 8:30 a.m. in the Board Room. Recording Secretary: Rosa Chavez

IMPERIAL VALLEY COLLEGE CAMPUS OPERATIONS COMMITTEE

Unadopted Minutes September 6, 2007

Present:	Absent:	Visitors:
Sergio A. Lopez, Chair	Phyllis Gilliam	Kathy Berry
Saria Cardoza	Dianne Harris	Dr. Victor M. Jaime
Travis Gregory	John Lau, Excused	David Poor
Zula Hartfield	Al Meek	Gary Rodgers
Carol Hegarty		Martha Sanchez
Gonzalo Huerta		
Jose Lopez		
Georgina Madrid		
Bertha Ortega		
Claudia Perdomo		
Maria Trejo		
Jose Velasquez		
Rick Webster		
Thanya Booth, ASG Rep.		
Francisco Mariscal, ASG Rep.		
Tony Ojeda, ASG Rep.		

Chairman, Sergio A. Lopez, called the regular meeting of Campus Operations Committee to order at 2:01 p.m. on Thursday, September 6, 2007 in the Administration Board Room.

Approval of Agenda: M/S/C Trejo/Ortega to approve the agenda as amended. Move the new business items under "Construction Update."

Approval of Minutes: M/S/C Huerta/Madrid to approve the minutes of the June 21, 2007 meeting as amended. Under "Naming the Art Gallery," last paragraph, Mr. Huerta clarified that he is not "adamantly against" the Art Gallery project. Mr. Huerta is part of the Art Gallery Committee.

OLD BUSINESS

Construction Update

Mr. Lopez stated that the reserved and handicap parking spaces in lot "C" will be removed once construction of the new Science building begins. An updated campus map was disseminated. Mr. Lopez pointed out all of the impacted parking areas. The old track field will be converted to additional parking spaces. He stated that by Monday, September 17th, thirteen (13) reserved parking spaces will be reinstalled by the Human Resources area.

Mr. Webster stated that both new entrances are part of the next project. Architect, Jimmy Sanders will meet with the City sometime this week regarding the status of the project. Mr. Webster stated

that bids for the Science Building Ground Work go out in October but not the new entrances. The entrances are part of phase 3 that should go to bid in Spring 2008.

David Poor stated being concerned for students walking by the construction area in the North parking lot. Mr. Lopez stated that a paved walkway will be put in from lot "D" to lot "C" to prevent students from walking through the construction area.

Three (3) new parking day pass machines were installed last week; two of those are operational in lot "B" to accommodate and move traffic rapidly.

Mr. Webster stated that a final report from the USGS (Geology Service) came back satisfactory. He assumed that ground work for the Science building will get to the October Board meeting.

Mr. Lopez suggested for speed bumps to be put in from parking lot "F" to lot "D" since there have been reports of vehicles speeding in the new perimeter road. Mr. Webster stated that stop signs will be installed to prevent traffic collisions.

Mr. Webster stated that parking lot "F" does not currently have lights and will not have lighting until a later date since there is not any power to draw from. A decision has been made to close lot "F" at 5:00 p.m. to prevent problems.

The new bus stop was discussed. A temporary shading structure and temporary lighting will be installed to accommodate students. Once the Science building is done the shading structure will be relocated to the swimming pool and a permanent shading structure will be built at the bus stop. Mr. Lopez stated that there have been reports that students are being picked up and dropped off in the bus stop area blocking buses. Mr. Webster will meet this Friday with County officials, Mr. Sanders and Mr. Lau to discuss a grant given by the County to improve the bus stop.

Parking

Parking was discussed due to recent e-mail activity from faculty and staff complaining that there is not enough parking on campus. An e-mail from an employee stated that she spent more than thirty (30) minutes looking for a parking space in lot "A." Mr. Lopez stated that there are plenty of parking spaces in the new parking lot ("D") but employees refuse to walk from the new parking lot. Mr. Webster stated that not once has he seen the new parking lot filled. Mr. Lopez stated that there is plenty of parking available but people insist to park closest to their office or classroom. Mr. Lopez provided a chart comparing parking spaces from last year; the chart is on page 3. The chart was discussed and no further discussion or questions followed.

Additional Motorcycle Parking

Mr. Lopez stated that sixteen (16) additional motorcycles spaces with shade will be created by the 500 building.

Parking Control: Report

Fall 2006

	Lot A	Lot B	Lot C	Maint.	Daycare	Total
Disabled	10	10	20			40
Motorcycle	4	6	6			16
Reserved	69	29	76	33		207
Student	488	274	519			1281
Meters	5	2	2			9
Delivery	3	2	0			5
15 Minute	3	0	0		7	10
Totals	582	323	623	33	7	1568

Fall 2007

	Lot A	Lot B	Lot C	Lot C (N)	Ath.	Maint.	Daycare	Total
Disabled	10	10	18	11	4		1	54
Motorcycle	4	6	6					16
Reserved	69	39	67	5		33	8	221
Student	479	264	186	698	90			1717
Meters	5	2	2					9
Delivery	3	2	0				1	6
15 Minute	3	0	0				8	11
Totals	573	323	279	714	94	33	8	2034

Naming of the Art Gallery the "Domingo O. Ulloa Memorial Art Gallery"

There was a consensus that naming a building after an individual needs to follow guidelines and protocol. A formal proposal is yet to be submitted to this committee for action to be taken. There was no further discussion on this item.

Next Meeting

The next Campus Operations Committee is scheduled for Thursday, September 20, 2007 at 2:00 p.m. in the Transfer Center Conference Room (100 building).

Adjourn

The meeting was adjourned at 2:35 p.m.

Recording Secretary: Saria Cardoza



√*Members Present:*

✓ Richard Fragale, Chair, VP for Business Services

 $\sqrt{1}$ Travis Gregory, Associate Dean of HR Resources

√ Carlos Fletes, Director of Fiscal Services

√ Frances Beope, CTA Representative

√ Gloria Carmona, CTA Representative

Lorrainne Mazeroll, CTA Representative

Recorder: Mary Carter

√ Chris Mays, CSEA Representative

_ Bertha Ortega, CSEA Representative

√ Gail Parish, CSEA Representative √ Jim Pendley, Certificated Retiree Rep.

√ Shirley Hofer-Bell, Classified Retiree Rep

Others present: Mary Bell, Payroll/Benefits Coordinator; Julie Revoir, Keenan and Associates; Bobby Brock and Eric Freeman, Northwestern Mutual Life

<u>Call to order</u>: The meeting was called to order at 2:10 p.m. by Carlos Fletes, Director of Fiscal services.

<u>Approval of minutes April 2, 2007 meeting:</u> No action taken due to lack of a quorum at the start of the meeting.

<u>Presentation by Northwestern Mutual Life</u>: Eric Freeman and Bobby Brock from Northwestern Mutual Life made a presentation on long term care insurance:

- the employee get to choose the provider: independent care providers, HMO (local or national) or family member
- plan can be customized
- open to all employees
- portable
- group setting, only three IVC enrollees needed
- educational seminars and individual meetings available

Report by Keenan: Julie Revoir, Account Manager, Keenan and Associates reported on the following:

- Blue Cross final renewal for 2007-08 is an overall 6.5% increase
- Medical utilization through February 2007: February claims were at 151.17%
- 125 Plan enrollment: enrollment for the 125 plan will be May 16-17. The debit card will no longer be offered free of charge to employees.
- Medicare D: If the College decides to participate in the Medicare D program, the only
 difference is that the retiree receives a second card for prescription benefits with a different
 group number. The District would receive a savings on the cost of the plan from the U.S.
 government (through Blue Cross).

<u>Dental and vision plans</u>: M/S/C Parish/Mays to recommend that the District increase funding of the vision and dental plan to the amount recommended by Keenan and Associates (4.64% for dental and 8.7% for vision).

Ambulance benefits: M/S/C Pendley/Mays to recommend that the District approve the increase to the ambulance benefit (80% of charges, no annual maximum). It was noted that the air ambulance benefit is for the United States only.

Employee Assistance Program: M/S/C Gregory/Mays to recommend that the District fund the Employee Assistance Program in the amount of \$10,632 per year. The plan provides five visits per year for employees for counseling on issues such as bereavement, substance abuse and general mental heath.

GASB 45: Mr. Fragale reported that the College has received four responses to its request for proposals for GASB 45 services, and is in the process of comparing the responses received from Keenan and Associates, PARS, SISC and CCLC. The College could join a JPA, it could continue to pay retiree benefits on a pay-as-you-go basis and have the unfunded liability on the College's books, or it could place its funds in a restricted account that could still be accessed by the Board. Mr. Fragale's strong recommendation was for the College to join a JPA (joint powers authority) in order to protect retiree benefits. The College needs to implement a plan by 2008. If the College joins a JPA and places the funds in a irrevocable trust, funds can only be used for retiree benefits. It was Mr. Fragale's suggestion that each firm be asked to make a presentation. It was the committee's recommendation that this issue be referred to the Planning and Budget Committee.

Meeting adjourned at 3:45 p.m.