



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, November 26, 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)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

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

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

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

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 22, 2007

AREA REPORTS/UPDATES

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

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 10/17/07
2. Curriculum and Instruction, 11/01/07
3. Customer Service Committee, 10/05/07
4. Insurance Committee, 10/08/07, 10/29/07

DISCUSSION AND INFORMATION ITEMS

1. Workplace Appearance (Attachment) – Travis Gregory
2. Naming of the Centennial Pavilion – Armando Mendez/Tom Gilbertson
3. Naming of the new art gallery, "Domingo O. Ulloa Memorial Art Gallery" – Armando Mendez/Tom Gilbertson

ACTION ITEMS

1. Registration Assignments – Kathie Westerfield

Proposed Recommendation:

The College Council recommends to the Board of Trustees that priority registration assignments be amended to add current and former members of the Armed Services to Category B presently assigned to athletes, ASG, and ASPIRE.

ADJOURNMENT

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

2007		2008	
November 26	December 10	January 14 & 28	April 14 & 28
		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, October 22, 2007 – 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 [arrived at 2:39 p.m.]

Robin Ying, Administrative Representative [arrived at 2:45 p.m.]

Efrain Silva, Administrative Representative

Sergio Lopez, Alternate Administrative Representative [arrived at 2:39 p.m.]

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

Carlos Fletes, CMCA Representative

David Lopez, Student Representative

Ingrid Soto, Student Representative

Raymond Kim, Alternate Student Representative

Gary Rodgers, Ex Officio [arrived at 2:39 p.m.]

Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Patty Robles, Alternate Classified Representative

Rick Webster, Alternate CMCA Representative

Others present were:

John Lau; Ted Ceasar; Dawn Chun; Marilyn Boyle

Vikki Carr [arrived at 2:38 p.m.]; Dr. Victor Jaime [arrived at 2:39 p.m.]; Travis Gregory [arrived at 2:45]

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 8, 2007

M/S/C Dr. Michael Heumann/Dr. Bruce Seivertson to approve the minutes dated October 8, 2007.

Motion carried.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Academic Services is behind in the schedule development process; however, the schedule is complete and would be sent to the printer at the end of the week. She thanked John Abarca for getting it out quickly.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- Accreditation Team may be arriving today and two members may not make it due to the fires. She stated she had not heard from the remaining members.
- Team will be on campus tomorrow at 8:15 a.m., and the team would be working out of the Technology Room.
- Team was told by commission to look into SLOs, and they stated that every classroom should have SLOs posted.
- Team will be focusing on evidence.
- Few colleges have made it through accreditation without completing progress reports.
- SLO processes and shared governance are in place at IVC which is part of the evidence the team will be looking for.

Vice President Berry personally thanked Vikki Carr, Paula Saldana, Linda Amidon, Mary Carter, Lou Ayon, division secretaries and all other IVC staff that helped gather the Self-Study Evidence.

Executive Assistant Vikki Carr stated she would be sending an e-mail regarding individual appointments for staff to meet with the Accreditation Team. She stated the exit interview was scheduled for Thursday at 1:30 p.m., in Room 2131.

Business Services/Bond Projects Update

Vice President for Business Services John Lau reported the following:

- Provided a handout regarding IVC's Project(s) Budget Overview, which outlined each project by priority, funding source, and Measure "L" commitment.

Dean of Instruction for Extended Campus Efrain Silva asked if the process was competitive, and asked for the worst case scenario if IVC did not receive funding.

VP Lau stated that IVC would have the opportunity to reapply and indicated there were two critical elements:

- 1) No interest earnings.
- 2) Awarding science building will be presented at January Board meeting, which will be source of money.

He stated there would be an update in January.

Academic Senate President Dr. Bruce Seivertson asked when the decision was made for bond monies to be spent on other non-bond items.

VP Lau stated that this occurred at the time the proceeds were first received.

Foundation Executive Director Gene Hill stated the general public would like to know the completion date for the science building.

VP Lau indicated the science building would be completed two years from January 2008.

Chair Abarca inquired about the delay in construction.

VP Lau indicated the design of the science building took longer than anticipated. He stated the selling of the bonds did not match the outflow.

Student Services

Chair Abarca stated that a Student Services report was reviewed at the previous College Council meeting.

ACCESO

Project Director/ACCESO Dawn Chun reported the following:

- External evaluator David Trujillo was here on October 18, 2007. She stated David Trujillo's general comment was that IVC is doing well, making progress, and that he would be submitting a report.
- Gloria Carmona and Virginia Agatep would be evaluating Niland, Calipatria, and Seeley regarding each community's potential to have computer access in the near future.

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 stated there was nothing to report.

Technology Services

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

- Last week 23 members attended the 3CBG conference and stated it was very informative.
- Two weeks ago the campus network was infected by a virus, and IT is taking new measures to prevent this from happening in the future.

Associated Student Government

ASG President David Lopez reported the following:

- ASG attended the California Community Colleges Student Affairs Association conference held in Sacramento. He stated the conference was a good learning experience.
- Press Conference on Prop 92 is scheduled tomorrow, October 23rd. He passed out the media advisory flyer.
- Announced the Halloween festival would be held on October 31st from 10:00 a.m. to 1:00 p.m., outside the College Center. He stated prizes and activities would be available for students.

- Comedy Day is scheduled for November 8th. He stated Richard Villa and Friends would perform at the College Center.
- ASG would be helping the Ag Club with the Pumpkin Patch on October 27th. He stated music, prizes, food, and drinks would be provided.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- The campus has been preparing for the Accreditation visit.
- The contribution that ASG is making toward the Community College Initiative is the largest amount by a community college.
- Presidential search is moving along well and stated that a permanent selection would be completed by February.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 09/19/07, 10/03/07
2. Campus Operations Committee, 10/04/07

DISCUSSION AND INFORMATION ITEMS

1. Construction Overview

This item was discussed by Vice President for Business Services John Lau under the Area Report/Update section of the Agenda.

ACTION ITEMS

1. Registration Assignments

Chair Abarca announced that Associate Dean of Admissions and Records Kathie Westerfield requested the item be pulled due to an error.

ADJOURNMENT

Vice President for Student Services Dr. Victor Jaime announced that Kendra (the former VP for Academic Services) and Jay Jeffcoat had lost their Rancho Bernardo home due to the fires, and asked members to keep them in their prayers.

M/S/C Sergio Lopez/Dr. Michael Heumann to adjourn the meeting at 3:02 p.m.

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

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

**STUDENT SERVICES UPDATE
October 2007**

District Counseling

No update provided.

Matriculation

- Counselors continue to see students for academic advising.
- Part-time counselors made presentations at all the 24 math basic skills classes
- Part-time counselors worked on Probation Pilot program and began seeing these students
- Part-time counselor worked with Dr. Ying on creating the various web pages on campus and assisted the Accreditation Team in setting up their computers and printers
- Full time counselor is assisting Director in putting together the Nov. 14 workshop for H.S. Counselors
- Counselors attended Roundtable Conference on October 12, 2007

Director:

- Chair of Equivalence Committee- Reviewed applications and met with committee
- Submitted Basic Skills proposals to full committee was appointed to serve on subcommittee to review proposals
- Coordinated subcommittee of the Financial Aid Petitions Committee to develop a presentation for probation students
- Completed and submitted Matriculation Expenditure Report to the Chancellor's Office
Met with the Accreditation Team
- Developed Non-credit budget and hired new counselor to work with the non-credit population
- Continue to serve on various committees on campus

Assessment Center

- 68 Students took the ACCUPLACER test
- 36 Students took the CELSA test
- Assessment technician attended the regional GED conference in San Diego

Transfer Center/Articulation Services

No update provided.

Student Support Services

- o On-going academic monitoring for fall 2007
- o On-going course advising for winter and spring 2008
- o SSS Club had a fund raiser during College and University Day
- o SSS Club assisted IVC Foundation during one of their fundraising

Disabled Students Programs and Services (DSP&S)

Test Proctoring	41
Reader Services	5
Sign Language Interpreters	6
Note takers	12
Scribe	5
Tutoring	13
Adaptive Furniture	11
Tape Recorders	10
New Student Applications	10
Counselor Appointments	125
Students test for Learning Dis.	10

Workability III

Student appointments	27
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CalWORKs Assessment and Counseling

- CalWORKs counselor continues to see new students coming into the program and is monitoring her students to make sure they are following their plan and is sending them to tutoring and Work Study, if needed.
- Assessment remains the same.

EOPS

- 630 completed appointments
- 129 bus passes provided to EOPS students
- EOPS was represented at College and University Day by two staff members who set up an informational table
- EOPS staff attended:
 - EOPS staff meetings
 - Counseling In-service Meetings
 - Academic Senate meetings
 - EOPS State Conference

Financial Aid

- 0607 Reconciliation of Pell, SEOG, and ACG grants
- FISAP completed
- MIS Data was verified and submitted

Educational Talent Search

- **October 1:**

ETS began its tutorial program this week at the south side school sites (Calexico High, Southwest High, Central Union, San Pasqual High, De Anza Jr high. We are pending on Heber Jr. to begin tutorials.

- **October 7:**

ETS Director participated with the preparations for the BBQ on Saturday, October 7. ETS Club members assisted by selling BBQ tickets and directing traffic during the event. They also posted BBQ signs in various locations in Brawley, Calexico, and Imperial.

- **October 8:**

Director participated with the preparations for the IVC College, University, and Career Day on October 8. ETS Club members assisted the day of the event by serving food to the representatives at the resource tables. They also made the Welcome sign.

October 12:

- ETS Director participated with the preparations for the IV Counselor Round Table Kick-Off. ETS staff assisted with the events setup, serving counselors, and cleanup.

October 22:

- ETS Director attended the Trio Alliance meeting at the University of San Diego. Next meeting will be held at IVC on Monday, November 26, 2007.

October 29:

- Director attended an ACT/SAT meeting to discuss preparations for November 17 (ACT/SAT Student Workshop). The workshop will be held at IVC.

October 30:

- ETS Director and Amelia Carlos, Counselor, attended an ACT workshop at Pt. Loma. This was a very information workshop.

October 1-31:

Actively recruiting students at Southside's schools.

Admissions and Registrar:

Students Served:

Processed 667 requests for official transcripts to be sent to other institutions and employers, averaging 29 requests fulfilled per work day. Ninety GE certifications were completed.

Processed 194 enrollment verifications, 42 degree verifications, and 53 grade changes.

Conducted 40 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents for 25 formal requests for change of status.

Downloaded applications approximately 45 times (1-2 times/day).

492 applications for admission were processed.

Errors were corrected on approximately 100 applications so the download could be completed.

Evaluated over 40 high school transcripts for prerequisite requirements; input all applicable courses into Banner.

Evaluated 100 college/university and foreign transcripts. Determined course transferability and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 40 students.

Registration:

Completed processing of census rosters and dropping of no-shows.

Worked intensively with instructors regarding roster and registration procedures/issues.

Completed set-up of the online application CCCApply for Winter and Spring, 2008 and activated on October 15.

Developed priority registration schedule for winter and spring 2008.

Revised Class Schedule copy including Important Dates and Deadlines for Winter Intersession and Spring Semester, 11 pages of information and instructions, and dates and deadlines for both terms to be printed on back cover.

Graduation:

5 final certificate and 64 degree evaluations completed, input in Banner, grad database updated, and certificates and diplomas printed.

9 duplicate diplomas printed.

64 graduation petitions for fall 2007 input to Banner and Excel database.

Microfilming:

Boxed re-shoots for 2000, 2001 and 2002.

Filed the following microfilms: letter A for 2002; A, B, G, S for 2003, A-Z for 1979 & earlier.

Brought back to life approximately 45 student files.

Student Affairs

- Mondays – Weekly Associated Student Government meetings (Board Room, 1:00 p.m.)
- Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- ♦ October 4th – ASG sponsored an IVC Idol activity (College Center, 10:00 a.m.)
- ♦ October 4th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- ♦ October 9th & 10th – ASG & Pioneers Memorial coordinated a Health Fair (College Center, 9am-11am). More than 150 students participated.
- ♦ October 18th – ASG sponsored a Hypnotist, Dave Skale (College Center, 12 noon)
- ♦ October 18th - Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- ♦ October 19th through 21st – The ASG attended the annual CCCSAA (California Community Colleges Student Affairs Association) Student Leadership Conference in Sacramento.
- ♦ October 23rd – ASG donated \$2,500 towards Prop 92 – Community Colleges Initiative
- ♦ October 23rd – Parking Control Appeal Hearings – Fourteen (14) cases were reviewed. Nine (9) cases were found liable, four (4) were dismissed and one (1) was rescheduled due to S.D. Fire.
- ♦ October 27th – The ASG co-sponsored the Pumpkin Patch activity by providing free hot dogs and soft drinks.
- ♦ October 31st – ASG sponsored a Halloween Fest activity. Six Chartered Clubs participated as followed:
 - o The **Adventure Club**, Kevin Marty & Paige Lovitt – Bake Sale
 - o **Business Club**, Angie Ruiz – Churritos, churros locos, Tostitos, “coctel de elote” and Mexican candy.
 - o **Educational Talent Search Club**, Myriam Fletes – Nachos w/ Jalapeños
 - o **Student Support Services**, Olga Vega – “Guess the Jar” Game

- o **Student Art Club**, Carol Hegarty – Sno Cone Sale & Art Exhibit
- o **Student for Political Awareness**, Gaylla Finnell - Pizza Sale

Upward Bound

- Office Assistant Erika Aguilar was off for a month on maternity leave has not returned;
- Attended the TRIO Alliance meeting in San Diego at the University of San Diego - Funding, Evaluation Study, Budgets, Personnel and Student Activities were discussed;
- Interviewed Gerardo Revano and Martha Singe for a possible employment with Upward Bound. They were referred by Dr. Jaime;
- Saturday Tutorial is going well in the IVC Library - 10 students are present very Saturday for help and counseling;
- The Tutorial centers were opened at all the High Schools;
- Meeting with all the Vice-Principals were completed;
- Attended the Cal-SOAP Meeting in San Diego.- Cuts coming for lack of funds;

IVC Academic Senate

Approved Minutes

October 17, 2007

- I. The meeting was called to order at 1:35 by President Seivertson
- II. Roll Call

Present: Krista Byrd, Suzanne Gretz, Melanie Guinn, Cesar Guzman, Michael Heumann, Carol Lee, Mary Lofgren, Bobbie McClain, Barbara Nilson, Norma Nuñez, Thomas Paine, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes, David Lopez

Excused: John McClain, Armando Mendez, Rosa Pitones

Absent: Dave Drury, Russell Lavery,

Visitors: Jeronimo Garay, Gonzalo Huerta, Pat Pauley, Gary Rodgers, Val Rodgers
- III. **Visitor Comments**

Bobbie McClain – She is taking her students to the Campus Operations meeting tomorrow to ask if they can plant a tree on campus in memory of the IVC student that was killed last week.
- IV. **Information/Correspondence**
 1. President's Comments – President Seivertson will be attending the State Academic Senate meeting in Anaheim. SLOs will be one of the topics discussed at this meeting.
 2. Treasurer Nunez reported on the balance of the Senate funds - \$3637.90
- V. **Consent Agenda**
 1. M/S/C (Nilson/Nunez) to approve the minutes of October 3, 2007 as corrected and to approve the Board resolutions reflecting the C&I Committee's latest recommendations for program and course additions, revisions and deletions, which were attached to agenda. Senator Guinn feels that the minutes do not represent the content of the meeting. This will be put as a discussion item for next meeting.
- VI. **Academic and Professional Matters**
 1. Accreditation Report – CIO Berry reminded the Senate of the Accreditation Team's visit next Tuesday – Thursday. There is a welcome reception for the team at 8:15 am. Items discussed included: evidenced based accountability, transfer rate, completion rate, retention rate, and using SLOs for evaluation.
 2. Dress Code – Suzanne Gretz – wanted to let the senate know that the CTA executive committee came out in opposition to the dress code. She would like the letter sent to the Associate Dean of Human Resources added to the minutes. It is attached at the end of the minutes.

M/S/C (Gretz/Guinn) to approve the following statement: “Faculty are professional employees. We are fully aware of the standards of our profession as teachers, scholars and collegiate representatives. Like professional in any area such as medicine or law, we perform our teaching, counseling or librarian duties autonomously. We are trusted by the college administration each and every day to fulfill our duties to the best of our abilities without direct supervision. We are entrusted with the lives and futures of hundreds of students every year. The imposition of a dress code is insulting to our professionalism and unnecessarily intrusive into our lives. We, the members of the Academic Senate hereby oppose the creation of a dress code for Imperial Valley College.” (2 nays, 3 abstentions)

Senator Nilson expressed her concern about voting for this motion without having discussed it with her division.

3. A.S. plaques in lunchroom – Senators Lofgren and B. McClain volunteered to refurbish and update the plaques in the lunchroom.

VII. Discussion

1. C and I – A lengthy and heated discussion ensued concerning the Curriculum Committee’s membership. Four pieces of information were disseminated: 1) the make up of other schools’ Curriculum membership (by email), 2) a course outline of record, 3) the Business Division’s progress report on SLOs, and 4) form one: New Course Proposal, Revisions and Deletions. The Senate was informed that items 2 and 4 take up 90 – 95% of the C&Is responsibilities. A sub-committee was formed to research and report back to the Senate their proposals for changes to the Curriculum and Instruction Committee on November 7th. The members of this committee are, Norma Nuñez (chair), Krista Byrd, Michael Heumann, Bobbie McClain, and Tom Paine. Ideas on membership that were discussed included: articulation officer, matriculation officer, less administrators voting, added division representation.
2. Emergency Procedures – On October 25, 2007 there will be a Statewide Emergency Response exercise. As by federal law, all faculty members are part of the response team. IVC needs to work on emergency policy. The Emergency Planning Committee members need to attend their meetings Without a quorum, policies cannot be made.

VIII. Committees

1. Budget and Planning – no meeting this month. Parking and traffic circulation will be discussed at future meeting.
2. C and I – meet tomorrow. There is a full docket , along with specialized training in curriculum that is mandated by the state
3. College Council – informed of the large number of online courses being offered at IVC
4. Equivalency –
 - Approved: Environmental Science, Biological Science, ESL, English

- Denied: Geography & Anthropology, Auto Tech, Sociology (2), Accounting, Business, Economics, AC & Refrigeration, CFCS, Psychology, Chemistry
 - Need to Confer: Speech, Philosophy (2), Archeology
5. Policies and Procedures Review – more page swapping
 6. Administrative Council – visioning, video from AWC, 99% of what the community asks for we are doing. How do we get that message out?

IX. **Other**

Senator Lee – Our catalogue should be the way we get the message out that we are doing what the community wants.

Senator Carnes - Concerns persist on the STRS problem. We still need a resolution to this problem

Senator Gretz – The State CTA rep is doing research on other schools that have a 16 week calendar. IVC's CTA is working on the problem.

Senator Nuñez – having a meeting with High School Counselors – Nov. 14, 10 – 1.

The meeting was adjourned at 3:30 pm. M/S/C (Heumann/ Nuñez)

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, November 1, 2007
3:05 p.m. – Board Room**

Present: David Lopez Lianna Zhao Tom Paine (for Valerie Rodgers)
Diedre Pollock-Blevins David Zielinski Jessica Waddell (for Melani Guinn)
Ted Ceasar Victor Jaime
Gonzalo Huerta Carol Lee

Consultants:

Absent: Krista Byrd Dave Drury Kathie Westerfield Kathy Berry
Melani Guinn Frances Beope Michael Heumann Robin Ying
Norma Nunez Efrain Silva Val Rodgers

Visitors: Becky Green Gloria Carmona

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I 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 3:07 p.m., on Thursday, November 1, 2007.

B. Approval of the Minutes of October 18, 2007

M/S/C Zhao/Ceasar to approve the C & I meeting minutes of October 18, 2007, with corrections. The motion carried.

II. ACTION ITEMS

A. CREDIT COURSES

1. Revised Courses

a. AJ 144 – Reserve Officer Level II (13.5)

***M/S/C Pollock-Blevins/Zhao** to approve the revision of the course prerequisite to reflect new P.O.S.T. requirements, and the upgrading of textbooks, for AJ 144, commencing with the spring 2008 semester, as presented. The motion carried.*

b. ENGL 060, Practical English for the Workplace (3.0)

***M/S/C Zielinski/Zhao** to approve the revision of the transferability status of ENGL 060, to designate the course as nontransferable, degree applicable, effective with the 2007-08 academic year, as presented. The motion carried.*

2. New Courses

a. CHEM 160, Introduction to General, Organic and Biological Chemistry (5.0)

***M/S/C Zhao/Cesar** to approve the addition of CHEM 160 to the credit curriculum, commencing with the spring 2008 semester, as presented. The motion carried.*

Dr. Lianna Zhao explained that CHEM 160 replaced CHEM 140, Integrated Chemistry. This action was taken since SDSU will no longer accept this type of course as a four-unit course.

B. NONCREDIT COURSES

1. New Noncredit Courses

a. BUS 835, Making Financial Decisions (36 seat hours)

M/S/C Paine/Pollock-Blevins to approve the addition of BUS 835, to the noncredit course curriculum, effective with the spring 2008 semester, as presented. The motion carried.

It was noted that BUS 148, Personal Finance, would be maintained in the credit curriculum.

C. DISTANCE EDUCATION COURSES - ADDENDUM DOCUMENTATION

1. AJ 100 – Introduction to Administration of Justice (3.0)

2. AMSL 100 – American Sign Language 100 (4.0)

3. ART 104 – History and Appreciation of Modern Art (3.0)

4. ENGL 098 – Basic English Composition (3.0)

5. ENGL 100 – Basic English Composition (3.0)

6. MATH 080 – Beginning Algebra (3.0)

7. ~~PD 100 – Personal and Career Development (3.0)~~

THIS ITEM WAS PULLED (DIVISION CHAIR DID NOT SIGN THE ADDENDUM)

8. CFCS 106 – Developmental Psychology of Children (3.0)

M/S/C Zhao/Huerta to approve the Distance Education Addendums for AJ 100, AMSL 100, ART 104, ENGL 098, ENGL 100, MATH 080, and CFCS 106 commencing with the Spring 2008 term, to provide greater access and allow the inclusion of all modalities of learning, with revisions. The motion carried.

III. DISCUSSION ITEMS

A. Stand-Alone Credit Course Training

Carol Lee provided a handout of additional training materials to those committee members who participated in the telephone training on October 18, 2007.

IV. INFORMATION ITEMS

The following events were announced and members were encouraged to attend:

- IVC play at Rodney Auditorium, SDSU-Imperial Valley Campus, November 1 and 2
- Film, "An Inconvenient Truth," on Friday, November 2, 7:00 p.m., Room 2131 (Environmental Science Lecture and Film Series event)

V. OTHER ITEMS

None.

VI. NEXT REGULAR MEETING

Next meeting 3:05 p.m., Thursday, November 15, 2007, Board Room.

MATERIALS DUE: 5:00 P.M., Wednesday, November 7, 2007

VII. Adjournment

The meeting was adjourned at 3:25 p.m.

Imperial Valley College

Customer Service Committee

Approved Minutes

Meeting of October 5, 2007

Committee members present:	John Abarca Lisa Cross (Co-Chair) Toni Gamboa Christy Hisel	Leticia Petty Patricia Robles (Co-Chair/Treasurer) Mary Ann Smith
Committee members not present:	Yethel Alonso (Secretary) Sheila Dorsey-Freeman Maria Esquer Myriam Fletes Travis Gregory Cesar Guzman	Gene Hill David Lopez (ASG) Frank Miranda Ricardo Pradis Gary Rodgers (Ex-Officio)
Others present:	Roger Rascon (ASG)	

1. CALL TO ORDER

The meeting was called to order by Patricia Robles at 11:10 am.

2. APPROVAL OF MINUTES OF MAY 30, 2007

M/S/C Abarca/Cross to approve the minutes of May 30, 2007.

3. PUBLIC COMMENT

Christy Hisel, on behalf of the IVC Foundation, thanked the Customer Service Committee for the Give Back BBQ fundraiser to help the IVC Foundation. She brought a shirt for Mary Ann Smith as a token of appreciation. Patty Robles thanked the IVC Foundation for their continued support.

4. OLD BUSINESS

None.

5. GIVE BACK BBQ

The Give Back BBQ is this upcoming Sunday. Roger Rascon handed out a campus map that detailed the set up for the day. Mary Ann also drew a diagram on the whiteboard.

6. STAFF APPRECIATION BBQ

The date of the Staff Appreciation BBQ is Wednesday, November 7, 2007.

Approximate costs for the BBQ are:

\$250	400 hamburgers and 400 hot dogs
\$125	Condiments and paper products
\$200	Hamburger and hot dog buns
\$ 50	Drinks
\$ 0	Veggies
\$250	Decorations and door prizes
\$875	TOTAL

Wonder Bread, who in the past has donated the buns, has gone out of business. In addition, the IVC Foundation is unable to assist financially this year. Therefore, the CSC will incur more expenses and will need to request a budget increase from the President's Office in order to be able to fund this event.

The Chili Cook-Off will be for employees only. There will also be a dress western contest again. A draft of the flyer than John created was circulated.

7. SUBCOMMITTEE REPORTS

a. Welcome Wagon

No report. There are currently no members in the Welcome Wagon.

b. Employee of the Month

Patty Robles reported that Grace Espinoza was the September Employee of the Month.

8. OTHER

a. Weeks of Thanks and Giving

Mary Ann Smith will be the lead on the Weeks of Thanks of Giving Food Drive.

9. NEXT MEETING

The next meeting will be on Friday, October 12th at 11:00 am in the Board Room.

10. ADJOURN

The meeting was adjourned at 12:15 pm.

Handouts: a) Campus Map for Give Back BBQ, b) Draft of BBQ flyer



IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE
Unadopted Minutes
Monday, October 8, 2007
1:00 p.m., IVC Transfer Center

✓Members Present:

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

Recorder: Mary Carter

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

Consultants: Julie Revoir and Marie Ruiz, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator

The meeting was called to order at 1:10 p.m. by John Lau, committee chair.

1. Approval of minutes: *M/S/C Parish/Mays to approve the minutes of the April 2, 2007, May 3, 2007 and September 19, 2007 meetings as presented.*
2. Communications regarding Health Benefits: John Lau reported that he, Travis Gregory, and Julie Revoir met since the last committee meeting to discuss ways to enhance communication regarding health benefits to employees and retirees. Some of the items discussed were:
 - a. Increase frequency of claims resolution days
 - b. Have meetings for new hires to learn about their benefits
 - c. Centralize the point of contact for benefits
 - d. Publicize the "Personal Choices" link on the Benefits web page
 - e. Publish a benefits e-newsletter
 - f. Hold a Health Fair
 - g. Implement the of "Benefit Bridge" software for more timely enrollment of new hires (one year away)
 - h. Survey employees on their benefit needs and using "Survey Monkey". Travis Gregory will send the committee a draft of the employee survey for input before the survey goes out. The survey will be sent out in the name of the Committee.
 - i. Use of educational posters.

The committee discussed some current issues:

- New hires need to know when their benefits start.
- Insurance cards for new hires go to the address listed on the enrollment form, often the new hires uses his or her current (out-of-town) address. If the cards are sent to an old address, it takes much longer for the employee to get the cards.
- For dependents who are college students, verification of full time enrollment is required every year. If the verification is given to Mary Bell, Delta Dental and VSP will also be

notified. If the verification is sent directly to Blue Cross by the employee, there is no notification to Delta Dental or VSP.

- If a dependent is married, they are no longer eligible for benefits.
- The time limit for new enrollees is 30 days, otherwise they have to wait for the next open enrollment period.
- Employees need to feel ownership in the plan and be educated on the cost of their benefits. Human Resources will be working on sending each employee a "Total Compensation" letter.
- There will be a Keenan Health Care Summit on November 7-8 that someone from the committee should attend.

3. Next meeting: **Monday, October 29 at 1:00 p.m.** to review the 2006 Medical Utilization Report with Mike Davis, Keenan underwriter.

Meeting adjourned at 2:00 p.m.



IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE
Unadopted Minutes
Monday, October 29, 2007
1:00 p.m., IVC Transfer Center

✓Members Present:

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

Recorder: Mary Carter

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

Consultants: Julie Revoir and Mike Davis, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator

Approval of minutes: *M/S/C Fletes/Hartfield to approve the minutes of the October 8, 2007 meeting as presented.*

1. **2006 Utilization Analysis:** Mike Davis, underwriter for Keenan reported on the 2006 utilization of medical and prescription drug plans.
 - Enrollment is still growing, with an average monthly enrollment of 421. There are more singles and two party enrollments.
 - Total paid medical claims: 2006 - \$1,816,506, 2005 - \$1,680,090, 2004 - \$1,941,429, 2003 - \$1,461,116 and 2002 - \$1,286,579.
 - IVC is considered a medium small to medium sized group by Blue Cross, and thus is more sustible to fluctuations in claims. Claims have more impact on renewal because of the group size. Bigger groups are able to go self-funded due to their ability to absorb fluctuations in claims.
 - Utilization of network providers is at 91.7% of paid claims, which is the highest level in 5 years.
 - In 2006, of \$1.00 in billed claims, 44.25 cents is network savings, 27.03 cents is the paid amount, 21.50 cents is secondary savings (other coverage, etc), 2.85 cents is deductible, co-pay or co-insurance, and 4.37 cents are ineligible claims.
 - After removing claims in excess of the \$75,000 (2006 stop loss level), medical claims PEPM (per employee, per month) were \$336.95, in 2005 - \$339.91, 2004 - \$380.75, 2003 - \$389.09 and 2002 - \$288.40.
 - The average claims amount paid in 2006 was \$143.34, in 2005 \$133.80 and \$165.17 in 2004.
 - Inpatient admissions per 1,000 members: 2006 — 53, 2005 — 60 and 2004 — 74.
 - Days of inpatient care: 2006 — 227 days, 2005 — 209 days and 2004 — 334 days.
 - Average length of stay: 2006 — 4.13 days, 2005 — 3.43 days and 2004 — 4.64 days.
 - Top in-patient facilities in 2006: UCSD, Scripps Green, ECRMC and PMH, in 2005 ECRMC was #1, then PMH, Scripps Mercy and Scripps Green.
 - Number of in-patient admissions to ECRMC in 2006 - 14, in 2005 — 19.
 - Emergency room care is very expensive, approximately five times the cost of a doctor's visit. ER is the fastest rising cost, and IVC's utilization is going up. Outpatient claimants

in 2006 – 613, in 2005 -- 576. Other outpatient costs are also rising, for example therapeutic radiation is very expensive.

- Outpatient claims PMPM (per member, per month): 2006 – \$43.92, 2005 – \$39.86
- Durable medical equipment costing rising 15% to 20% a year. Other plans are instituting caps.
- Prescription drug: IVCs use of generics is up from 43.69% in 2005 to 45.37% in 2006; however, other Keenan groups average 51% generic usage.
- All other Insurance companies except Blue Cross use a drug formulary.
- Average cost per RX of a brand name drugs is \$136.73 versus \$20.77 for generic.
- Average cost per RX is \$84.12
- Average monthly claims per employee: 2006 -- \$209.30, 2005 -- \$185.49
- RX usage has increased 3.5% overall.

Renewal The first renewal information will be available in late January, Keenan would like to meet at the end of February. Mike Davis estimates that the first renewal may be in the 25% range due to increase cost of stop loss and large claims months. February 2007 was the worst claim month so far. If the renewal were done right now, IVC would be looking at a 30% renewal. If the next four months of claims are good, the renewal may be in the 25% range. The 2007-08 renewal was below trend, but the last eight months of claims have not been good. There are at least three large claims (over \$100,000).

Renewal involves more than just claims, it also involves cost of administration and cost of stop loss insurance. The cost of stop loss insurance is increasing at the rate of 15% a year.

2. Next meeting: **Monday, December 3, 2007, 1:00 p.m.** **Items for discussion:**

- a. Benefits Survey
- b. Wellness
- c. Other

AP 71XX Dress in the Workplace

Reference:

Board Policy Sections 7250 and 7260

The Imperial Valley Community College District strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. We would also like our classrooms and offices to be places where employees appear approachable, are safe and sanitary.

Appearance:

This is a general overview of appropriate workplace attire for Imperial Valley College (IVC). No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work please ask your supervisor.

All district employees are expected to maintain a neat, well-groomed appearance while on the job. Clothes should be clean and in good condition (without tears or holes). Clothing needs to fit appropriately – not too tight or revealing and not too loose or baggy. Each work area is different and the area administrator needs to monitor employee dress and appearance needs (e.g. proper safety gear, etc.).

Because not all clothing is suitable for the workplace, consult your supervisor if you have questions about what is appropriate to wear.